



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting
Monday, January 26, 2015 @ 12:00pm – Board Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, January 26, 2015 at 12:00 pm with a quorum present.

Dr. Hickman, Dr. Lakritz and Miss Snell were present. Dr. Fiorentino arrived at 12:06pm during the discussion on the approval of the list of bills. Dr. Fiorentino was here for the vote on this agenda item. Also present was Jim Adams, Leigh Page and Christi Allen.

Approve December 15, 2014 Board of Health Meeting Minutes

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the December 15, 2014 Board of Health meeting minutes. Motion passed unanimously.

Approve *Amended* November 17, 2014 Board of Health Meeting Minutes

Under agenda item "*Consideration of Approval of Recommendations of the Hearing Officer for Hearings Held on November 17, 2014*", the motion had the incorrect date written as October 27, 2014 instead of the correct date of November 17, 2014. Dr. Lakritz moved and Ms. Snell seconded a motion to approve the amended November 17, 2014 Board of Health meeting minutes. Motion passed unanimously.

Approve 2015 Board of Health Meetings

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the presented 2015 Board of Health meetings. The meetings are held the fourth Friday of each month, with the exception of May, November and December, where the meetings are held the third Friday of the month. All meetings will be at 12:00pm. Motion passed unanimously.

Approval of List of Bills Totaling \$290,578.33

Dr. Fiorentino arrived during the discussion of the bills (at 12:06pm). Ms. Snell moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$290,578.33. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to go into executive session to discuss the compensation of a public employee. A roll call vote was taken:

Dr. Hickman – Yes Dr. Fiorentino – Yes Dr. Lakritz - Yes Ms. Snell – Yes

Motion passed unanimously. The Board of Health went into executive session at 12:14pm. The Board came out of executive session at 1:06pm.

Personnel

a) Approve Part Time WIC Clinic Clerical Assistant Job Description

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the part time WIC Clinic Clerical Assistant job description. Motion passed unanimously.

b) Approve Hiring a Part-Time WIC Clinic Clerical Assistant

Ms. Snell moved and Dr. Lakritz seconded a motion to approve hiring Linda Parr as a part time WIC Clinic Clerical Assistant (PT2) at a rate of \$16.14 an hour with a start date at her earliest convenience. Motion passed unanimously.

- c) **Approve Unpaid Personal Leave of Absence of 5 Days for David Hampton (3/16/15 – 3/20/15)**
Ms. Snell moved and Dr. Lakritz seconded a motion to approve five days of unpaid personal leave of absence for David Hampton from March 16, 2015 to March 20, 2015. Motion passed unanimously.
- d) **Employee Health Care Contributions**
The City of Canton health care contributions for employees changed in 2015 for the single plan (from \$30 a pay to \$55) and the family plus one plan (from \$65 a pay to \$75). Dr. Fiorentino moved and Dr. Lakritz seconded a motion to authorize the Health Commissioner to explore options for alternative health care for Health Department employees. Motion passed unanimously.

Approve Resolutions

- a) **2015-01: Authorizing Payment of Regular Expenses**
Dr. Lakritz moved and Ms. Snell seconded a motion to approve resolution 2015-01: Authorizing Payment of Regular Expenses. This is an annual approval. Motion passed unanimously.
- b) **2015-02: Periodic Program-Related Travel Expenses**
Ms. Snell moved and Dr. Fiorentino seconded a motion to approve resolution 2015-02: Periodic Program-Related Travel Expenses. This is an annual approval. Motion passed unanimously.
- c) **2015-03: Awarding Merit and Performance Pay Increases for Employees**
Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve resolution 2015-03: Awarding Merit and Performance Pay Increases for Employees effective January 1, 2015. Motion passed unanimously.
- d) **2015-04: Association of Ohio Health Commissioners Contract**
Skillsoft, an online learning and e-learning solution with a cooperative agreement with the Association of Ohio Health Commissioners (AOHC) offers online educational courses. Dr. Fiorentino moved and Ms. Snell seconded a motion to approve the Association of Ohio Health Commissioners contract. This is for a minimum of 10 licenses in each of the next three years (2015, 2016 & 2017) at a cost of \$30.00 per license. Motion passed unanimously.
- e) **2015-05: Copeco Contract**
Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the photo copy service contract with Copeco at a cost not to exceed \$4,000.00 per year. Motion passed unanimously.

Consideration of Approval of Recommendations of the Hearing Officer for Hearings Held on January 26, 2015

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the hearings held on January 26, 2015. Motion passed unanimously.

Approve Out of District Travel

Ms. Snell moved and Dr. Lakritz seconded a motion to approve out of District travel with one change. For travel for Leigh Page, the training was cancelled without a new date set and the travel will be for a future date (to be determined). Motion passed unanimously.

- a) Leigh Page, Fiscal Officer, for Travel from 1/28/15 to 1/30/15, Strategic Planning for Public Health Organizations in Columbus at a Cost no to Exceed \$482.00 (1001)
- b) Colton Masters, Sanitarian I, for Travel from 1/27/15 to 1/28/15, the Ohio EMA Trainings in Columbus at a Cost not to Exceed \$238.00 (1001)

- c) Jennifer Roberts, WIC Breastfeeding Coordinator, for Travel from 2/27/15 to 2/28/15, Ohio Lactation Consultants Association in Columbus at a Cost not to Exceed \$383.00 (2316)

Acceptance of Division Reports

- a. Medical Director – No written report. Nothing to report.
b. Nursing/WIC – Nothing else to report.
c. Laboratory – Nothing else to report.
d. OPHI/Surveillance – No written report. Nothing to report.
Dr. Fiorentino left at this time (1:31pm).
e. Environmental Health – The Board approved a new food license fee schedule that will take effect for the 2015 food service fees.
f. Air Pollution Control – Nothing else to report
g. Vital Statistics – Leigh Page reported that Debbie Mazzocca, Public Health Clerk II, will start to enter cause of death in the IPHIS/EDRS system for death certificates. This helps the Ohio Department of Health.
h. Fiscal – Leigh reported that the Fiscal Report will look different next month because of the new accounting software that the City is now using.
i. Health Commissioner – Jim Adams mentioned that there was an article in the Repository on infant mortality.
j. Accreditation Team – Jim Adams informed the Board that an Accreditation Team was formed with 12 members and that the Health Department will move forward with the team to become ready for accreditation.

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the above division reports. Motion passed unanimously.

Other Business

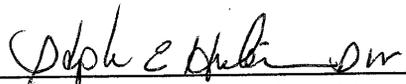
No other business.

Announcement of Next Meeting: Monday, February 23, 2015 at 12:00pm

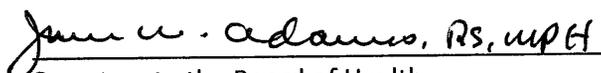
The next regular scheduled meeting of the Board of Health of the Canton City Health Department will be on Monday, February 23, 2015 at 12:00pm at the Canton City Health Department.

Adjourn

Ms. Snell moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:38pm.



President of the Board of Health



Secretary to the Board of Health

2/23/2015

Date of Approval