



**Public Health**  
Prevent. Promote. Protect.

Canton City Public Health

## Board of Health Meeting

Monday, October 28, 2019 @ 12:00 PM – Board Room

### Minutes

#### Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, October 28, 2019 at 12:07 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Johns, Ms. Lucas and Dr. Lakritz were present. Also present were James Adams, Christi Allen and Robert Knight.

#### Unfinished Business

James Adams introduced new Environmental Health staff member, Nevin Nettey, to the board.

Mr. Adams also introduced Rodney Reasonover and Mary Martell of Stark County Community Action Agency and Kevin L'Hommedieu, Canton City Law Department.

Amanda Archer introduced the department's new Outreach Specialist, Michelle Streetman, to the board.

#### Approve September 23, 2019 Board of Health Meeting Minutes

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the September 23, 2019 Board of Health meeting minutes with a minor correction. Motion passed unanimously.

#### Approve List of Bills for \$211,194.25

Dr. Lakritz spoke regarding an honorarium paid to a speaker from outside Stark County and expressed her desire to ensure that department funds stay inside the community.

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$211,294.25. Motion passed unanimously.

#### Executive Session to Discuss Pending Litigation

Mr. Wyatt moved and Dr. Lakritz seconded a motion to enter executive session to discuss pending litigation. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Dr. Lakritz – Yes

Motion passed unanimously. The board entered executive session at 12:14 AM. The board returned from executive session at 12:30 AM.

#### Personnel:

a. **Accept Resignation of Michael Arnold, Recycling Public Health Technician (PT11), Effective September 30, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Michael Arnold, Recycling Public Health Technician (PT11), effective September 30, 2019. Motion passed unanimously.

**b. Accept Retirement of Ed Pabin, APC Engineer (R6) Effective February 4, 2020**

Mr. Wyatt moved and Dr. Johns seconded a motion to accept the retirement, with the board's congratulations, of Ed Pabin, APC Engineer (R6), effective February 4, 2020. Motion passed unanimously.

**c. Approve New Full-Time Office of Public Health Information (Innovation) Director (R8) Job Description (OPHI Division)**

Dr. Johns moved and Mr. Lucas seconded a motion to approve a new full-time Office of Public Health Information (Innovation) Director (R8) job description (OPHI Division). Motion passed unanimously.

**d. Approve New Full-time Performance Improvement and Accreditation Coordinator (R5) Job Description (OPHI Division)**

Dr. Johns moved and Ms. Lucas seconded a motion to approve a new full-time Performance Improvement and Accreditation Coordinator (R5) job description (OPHI Division). Motion passed unanimously.

**e. Approve Updated Part-Time Recycling Public Health Technician (PT13) Job Description (EH Division)**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an updated part-time Recycling Public Health Technician (PT13) job description (EH Division). Motion passed unanimously.

**f. Approve Updated Full-Time Office Manager (R5) Job Description (Nursing Division)**

Mr. Lucas moved and Dr. Johns seconded a motion to approve an updated full-time Office Manager (R5) job description (Nursing Division). Motion passed unanimously.

**g. Approve Updated Fiscal Manager (R7) Job Description (Admin/VS Division)**

Dr. Johns moved and Wt. Wyatt seconded a motion to approve an updated Fiscal Manager (R7) job description (Admin/VS Division) with a minor change. Motion passed unanimously.

**h. Approved Updated Position Classification Schedule**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the updated Position Classification Schedule as presented. Motion passed unanimously.

**i. Approve Probationary Period Ending for Joni Mitzel, WIC Peer Helper (PT13) Retroactive to October 7, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Joni Mitzel, WIC Peer Helper (PT13), retroactive to October 7, 2019 with a pay increase from \$10.64 an hour to \$10.86 an hour. Motion passed unanimously.

**j. Approve Probationary Period Ending for Andrew Molnar, APC Engineer (R6), Retroactive to October 20, 2019**

Mr. Wyatt moved and Dr. James seconded a motion to approve the probationary period ending for Andrew Molnar, APC Engineer (R6), retroactive to October 20, 2019 with a pay increase from \$46,758.00 to \$47,858.00. Motion passed unanimously.

**k. Appointment of Full-Time APC Monitoring & Inspection Technician (R5)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to offer the full-time position of APC Monitoring & Inspection Technician (R5) to Samantha Yost with a starting salary of \$43,419.00 with a start date of October 29, 2019 with a second choice of Alexandria McSurley. Salary to come out of APC fund 2331. Motion passed unanimously.

**l. Appointment of Full-Time Environmental Health Administrative Specialist III (R4)**

Dr. Johns moved and Dr. Lakritz seconded a motion to offer the full-time position of Administrative Specialist III (R4) to Geli Ellsworth with a starting salary of \$40,047.00 with a start date to be determined. Salary to come out of EH Health Fund 7601.307001. Motion passed unanimously.

**m. Appointment of Part-time Recycling Public Health Technician (PT13)**

Mr. Wyatt moved and Dr. Johns seconded a motion to offer the part-time position of Recycling Public Health Technician (PT13) to Antjuan Rice with a starting salary of \$10.64 an hour with a start date of October 29, 2019. Salary to come out of Recycling Fund 2354.307001. Motion passed unanimously.

**n. Appointment of Full-Time Recycling Center Manager (R3)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to offer the full-time position of Recycling Center Manager (R3) to Mark Smith with a starting salary of \$34,686.00 with a start date of October 29, 2019. Salary to come out of Recycling Fund 2354.307001. Motion passed unanimously.

**o. Approve Adjustment of Salary Change for Rashad Miner, Recycling Public Health Technician (From PT11 to PT13)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the adjustment of a salary change for Rashad Miner, Recycling Public Health technician from a PT 11 to a PT13 to align with the new job description with a salary of \$10.86 an hour, effective October 28, 2019. Motion passed unanimously.

**p. Tuition Reimbursement for Annmarie Butusov (R7), for \$400.00 (In accordance with Provision 207.13 of the Canton City Health Code)**

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve a tuition reimbursement for Annmarie Butusov (R7), in the amount of \$400.00 in accordance with the Canton City Health Code 207.13. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for October 28, 2019**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the recommendations of the hearing officer for October 28, 2019. Motion passed unanimously.

**Consideration of Appeal of License Suspension for Belden Drive Thru**

Dr. Lakritz moved and Dr. Johns seconded a motion to modify the previous license revocation to an indefinite license suspension. Motion passed unanimously.

**Approve Resolutions:**

**a. 2019-16: PCHI Certification Authorization**

Mr. Reasonover, representing Stark County Community Action Agency, reviewed his proposal to divide the county as a service area with Canton City Public Health. Mr. Reasonover and Ms. Martell answered several questions posed by members of the board of health.

Dr. Lakritz moved and Dr. Johns seconded a motion to approve resolution 2019-16 authorizing the department to apply for PHCI certification with a designated service area including all of Stark County. The following votes were recorded:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Johns – Yes

Ms. Lucas – Abstained      Dr. Lakritz – Yes

Motion passed with four votes for and one abstention.

Dr. Lakritz moved and Dr. Johns seconded a motion to continue work sessions and discussions in order to work toward the goal of collaboration. Motion passed unanimously.

**b. 2019-17: Periodic Program-Related Travel Expenses (Updated)**

Dr. Johns moved and Mr. Wyatt seconded a motion to approve resolution 2019-17 updating section 207 of the Canton City Public Health code for program-related travel expenses. Motion passed unanimously.

**Approve Memorandum of Understanding with the Stark County Combined General Health District for the Household Home Sewage Disposal Program for the Period of January 1, 2019 through January 1, 2021 with Automatic Renewals on January 1 of Every Year Starting 2022**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve a memorandum of understanding with the Stark County Combined General Health District for the Household Home Sewage Disposal Program for the period of January 1, 2019 through January 1, 2021 with automatic renewals on January 1 of every year starting in 2022. Motion pass unanimously.

**Approve Memorandum of Understanding with Massillon City Health Department for Use of CCPH Employees for Evaluation and Research for the Period of October 28, 2019 through December 31, 2019 with Automatic Renewals on January 1 of Every Year Starting 2020**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve a memorandum of understanding with Massillon City Health Department for use of CCPH employees for evaluation and research for the period of October 28, 2019 through December 31, 2019 with automatic renewals on January 1 of every year starting in 2020. Motion passed unanimously.

**Approve Purchase Request for Liberty Ford for Two Cars for \$42,000.00 (Paid from Capital Funds)**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve a purchase request for Liberty Ford for two cars for a total not to exceed \$42,000.00 (paid from capital funds). Motion passed unanimously.

**Approve Purchase Request for EM Media for Billboards for \$11,650.00 (Paid from HIV Funds)**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve a purchase request for EM Billboards for \$11,650.00 (paid from HIV funds).

**Approve FY20 HIV Grant Application and Initial Budget in the Amount of \$226,193.00 for Grant Period from 01/01/2020 to 12/31/2020 with the Following Sub-grantees for this Grant Cycle:**

- a. Alliance City Health Department in the Amount of \$5,000.00
- b. New Philadelphia City Health Department in the Amount of \$10,990.00
- c. Jefferson County Health Department in the Amount of \$13,800.00
- d. Sandra Guist in the Amount of \$450.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY20 HIV grant application and initial budget in the amount of \$226,193.00 for a grant period of January 1, 2020 through December 31, 2020 and the above sub-grantees. Motion passed unanimously.

**Approve Travel Authorization**

- a. Steven Smith, Sanitarian I, for Travel from 11/19/2019 to 11/20/2019, Ohio Public Health Improvement Exchange in Columbus, OH not to Exceed \$269.00 (Fund 7601)
- b. Pamela Gibbs, Health Service Coordinator/DIS-LTC Supervisor, for Travel from 10/08/2019 to 10/09/2019, DIS/LTC Meeting and Grant Meeting in Columbus, OH not to Exceed \$245.00 (HIV Fund 2318) **Approve retroactively**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the above travel. Motion passed unanimously.

Dr. Johns left at this time – 2:08 PM.

**Acceptance of Reports**

- a. Medical Director – Diane Thompson reported that Dr. Elias expects to attend the next board of health meeting.
- b. Nursing/WIC – Ms. Thomson reported to the board that the SWAP planning group is limiting the number of needles allowed to be exchanged each week, by SWAP participants, to fifty at a time in order to extend the program's stock.

Ms. Thompson also reported that she plans to have a discussion soon about billing for HIV testing. Current guidelines only allow free testing for some patients and the division is considering offering low-cost testing to those who don't meet the criteria.

Laura Roach reported that that the WIC division has new computers but they are at IT until the new WIC system is ready for use.

- c. Laboratory – James Adams reported to the board that Laboratory Director is considering replacement of the department's Optima system in order to reduce testing costs.
- d. OPHI/Surveillance – Amanda Archer reported to the board that an article in the local paper about an increase in STI rates for the county may be misinterpreting some data.

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- e. THRIVE – Dawn Miller congratulated Jessica Boley for completing the THRIVE annual report and said the program will submit the application for PCHI certification with a service area, of the whole county, no later than Friday.

Dr. Lakritz said the report was compiled very well and asked about getting some recommendations to a group mentioned in the report. Ms. Miller invited Dr. Lakritz to participate in the group.

Dr. Lakritz left at this time, 2:17 PM.

- f. Environmental Health – Annmarie Butusov asked the board about the division’s new report format. Dr. Hickman said that he prefers the written portion, possibly with a small amount of numbers. Ms. Lucas commented that she likes both the written portion and the numbers.
- g. Air Pollution Control – Terri Dzienis reported that the division has reached the end of their fiscal year and completed their inspection goals. She did not have a report ready for this meeting but expects to have one for the next meeting.
- h. Vital Statistics – Nothing additional
- i. Fiscal – Christi Allen reported that she expects to send the proposed budget soon.
- j. Health Commissioner – Mr. Adams reported to the board that, due to planned renovations, the city had the building tested for asbestos containing materials. No materials were identified on the first floor and a few small areas of materials were found on the second floor. The city is planning to abate as soon as possible, but the materials are stable and do not pose an exposure risk while they remain intact. Some lead paint was also identified on the second floor.
- k. Accreditation Team – Robert Knight reported to the board that the PHAB Accreditation Committee will be meeting next on November 19, 2019 and that we might receive the answer as soon as early in the following week.
- l. Quality Improvement and Performance Management – Terri Dzienis reported the board that she expects to have a report completed for the next meeting.

Mr. Wyatt moved and Dr. Johns seconded a motion to accept the division reports. Motion passed unanimously.

### Other Business

James Adams invited the board to attend the department’s all-staff meeting on October 30, 2019.

### Next Meeting: Monday, November 25, 2019 at 12:00pm

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, November 25, 2019 at 12:00 PM.

### Adjournment

Dr. Johns motioned and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 2:27 PM.

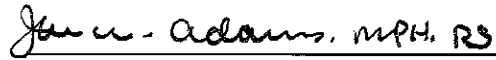
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President of the Board of Health



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Secretary to the Board of Health

11/25/2019

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Date of Approval