



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

Canton City Health District

## Board of Health Meeting

Monday, October 30, 2017 @ 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 the Canton City Health Department on Monday, October 30, 2017 at 12:01 PM with a quorum present.

Dr. Hickman, Dr. Fiorentino, Mr. Wyatt, Ms. Snell and Mayor Bernabei were present. Dr. Lakritz arrived at 12:25 PM. Also present were James Adams, Christi Allen and Robert Knight.

#### Approve September 25, 2017 Board of Health Meeting Minutes

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve the September 25, 2017 Board of Health meeting minutes. Motion passed unanimously.

#### Approve List of Bills - \$405,645.26

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve the list of bills totaling \$405,645.26. Motion passed unanimously.

#### Executive Session to Discuss Matters to be Kept Confidential and Compensation of a Public Employee

Mr. Wyatt moved and Ms. Snell seconded a motion to enter executive session to discuss matters to be kept confidential and the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Fiorentino – Yes      Ms. Snell – Yes

Motion passed unanimously. The Board entered executive session at 12:03 PM. The Board returned from executive session at 12:22 PM.

Dr. Lakritz arrived at this time, 12:25 PM.

#### Approve Personnel

- a. **End of Probationary Period for Jil Neuman, Public Health Clerk II, Effective October 23, 2017**Mr. Wyatt moved and Ms. Snell seconded a motion to approve the end of the probationary period for Jil Neuman, Public Health Clerk II, retroactive to October 23, 2017. Motion passed unanimously.
- b. **Resignation of Desiree Boldi, Staff Nurse II, as of November 3, 2017**  
Dr. Fiorentino moved and Mr. Wyatt seconded a motion to regretfully accept the resignation of Desiree Boldi, Staff Nurse II, as of November 3, 2017. Motion passed unanimously.
- c. **Resignation of Marquette Smith, WIC Peer Helper, as of October 31, 2017**  
Ms. Snell moved and Mr. Wyatt seconded a motion to regretfully accept the resignation of Marquette Smith, WIC Peer Helper, as of October 31, 2017. Motion passed unanimously.
- d. **Job Description for Staff Nurse II**  
Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the job description as presented for Staff Nurse II. Motion passed unanimously.
- e. **Family & Medical Leave Act/Medical Leave of Absence for Lashelle Clifford, WIC Clinic Assistant**

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Ms. Snell moved and Mr. Wyatt seconded a motion to approve Lashelle Clifford, WIC Clinic Assistant, for a medical leave of absence through October 30, 2017. Motion passed unanimously.

**f. Linda Parr, WIC Clinic Assistant, Carryover Sick Leave and Vacation Credit**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the carryover sick balance for Linda Parr, WIC Clinic Assistant, for 19.46 hours and to approve the vacation credit of 8.78 years (rounded to 9 years) so that her adjusted start date will be 2006 (for vacation purposes only). Motion passed unanimously.

**g. Retirement of Linda Joy Dougan, Staff Nurse II, Effective December 7, 2017**

Dr. Fiorentino moved and Ms. Snell seconded a motion to regretfully accept the resignation of Linda Joy Dougan, Staff Nurse II, effective December 7, 2017.

**h. Job Description for Staff Nurse II/Disease Intervention Specialist**

Mr. Wyatt moved and Ms. Snell seconded a motion to approve the job description as presented for Staff Nurse II/Disease Intervention Specialist. Motion passed unanimously.

**Approve Patient Write Offs**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve patient write offs for MRNs 30288, 32646, 32931, 33286, 33361, 33488, 33513, 33642 33930, 34162, 34309, 34322, 34592 and 34901 totaling \$2,600.06. Motion passed unanimously.

**Approve Resolutions**

**a. 2017-14: Repealing Section 207.25 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-14 repealing section 207.25 of the Canton City Health Code. Motion passed unanimously.

**b. 2017-15: Amendment of Section 203.05 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-15 amending section 203.05 of the Canton City Health Code. Motion passed unanimously.

**c. 2017-16: Amendment of Section 205.07 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-16 amending section 205.07 of the Canton City Health Code. Motion passed unanimously.

**d. 2017-17: Amendment of Section 207.18 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-17 amending section 207.18 of the Canton City Health Code. Motion passed unanimously.

**e. 2017-18: Amendment of Section 207.23 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-18 amending section 207.23 of the Canton City Health Code. Motion passed unanimously.

**f. 2017-19: Amendment of Section 207.33 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-19 amending section 207.33 of the Canton City Health Code. Motion passed unanimously.

**g. 2017-20: Amendment of Section 207.36 of the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-20 amending section 207.36 of the Canton City Health Code. Motion passed unanimously.

**h. 2017-21: Re-adopting the Canton City Health Code**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-21 re-adopting the Canton City Health Code. Motion passed unanimously.

**i. 2017-22: Abatement of Public Nuisances**

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve resolution 2017-22 authorizing the abatement of public health nuisances. Motion passed unanimously.

**j. 2017-23: Patient Write Offs**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2017-23 authorizing the write off of patient invoices of \$125.00, or less, without prior approval by the board. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer October 23, 2017**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the recommendations of the hearing officer for October 23, 2017. Motion passed unanimously.

**Approve a Contract with the National Association of County and City Health Officials for \$15,000.00 for the Purpose of Receiving Grant Funding for Accreditation Activities for the Period Following Approval by Both Parties Through June 1, 2018.**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a contract with the National Association of County and City Health Officials for \$15,000.00 for the purpose of receiving grant funding for accreditation activities for the period following approval by both parties through June 1, 2018. Motion passed unanimously.

**Approve a Contract Amendment to the FFY 2016-2017 Ohio EPA Air Pollution Control Agreement to Revise the FFY2017 Funding Values to Reflect the Final Amounts Awarded Decreasing the FFY2017 Amount to \$765,777.00**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve a contract amendment to the FFY 2016-2017 Ohio EPA Air Pollution Control agreement to revise the FFY2017 funding values to reflect the final amounts awarded decreasing the FFY2017 amount to \$765,777.00. Motion passed unanimously.

**Approve FY2018 Women, Infants, and Children (WIC) Grant Application and Initial Budget in the Amount of \$1,372,990.00 (previously approved June 26, 2017 as \$1,398,997.00) (Grant period runs from 10/1/2017 to 09/30/2018) with the Following Sub-grantees for this Grant Cycle:**

- a. Alliance City Health Department Contract in the Amount of \$115,492.00 (previously approved June 26, 2017 as \$117,489.00)
- b. Massillon City Health Department Contract in the Amount of \$135,879.00 (previously approved June 26, 2017 as \$138,229.00)
- c. Stark County Health Department Contract in the Amount of \$380,314.00 (previously approved June 26, 2017 as \$386,891.00)

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the FY2018 Women, Infants, and Children (WIC) grant application and initial budget in the amount of \$1,372,990.00 (previously approved June 26, 2017 as \$1,398,997.00) with a grant period from October 1, 2017 through September 30., 2018 and the above listed sub-grantees. Motion passed unanimously.

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**Approve State Farm Grant Application in the Amount of \$35,000 with a Grant Period of March 1, 2018 to February 28, 2019 for the Purpose of Funding the Stark Wide Approach to Prevention (SWAP) Program**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve a State Farm grant application in the amount of \$35,000.00 with a grant period of March 1, 2018 to February 28, 2019 for the purpose of funding the Stark Wide Approach to Prevention (SWAP) program. Motion passed unanimously.

**Approve Travel Authorization**

- a. Colton Masters, Staff Sanitarian II, for Travel from 10/9/17 to 10/11/17, NEOEHA Fall Conference in Wadsworth, OH at a Cost not to Exceed \$115.00 (1001 307001)
- b. Nejla Shaheen, Recycling Public Health Technician, for Travel from 10/9/17 to 10/11/17, NEOEHA Fall Conference in Wadsworth, OH at a Cost not to Exceed \$115.00 (1001 307001)
- c. Christine Kardos, Public Health Clerk I, for Travel from 11/13/17 to 11/15/17, Public Health Accreditation Board Learning Event in Alexandria, VA at a Cost not to Exceed \$127.00 (2317)
- d. Laura Roach, WIC Director, for Travel from 11/29/17 to 11/30/17, State WIC Director's Meeting in Columbus, OH at a Cost not to Exceed \$270.50 (2316)
- e. Amanda Morningstar, Nurse Practitioner/Nursing Supervisor, for Travel from 12/13/17 to 12/15/17, Ohio Public Health Association PHN Conference in Dublin, OH at a Cost not to Exceed \$396.80 (1001)

Mr. Wyatt moved and Ms. Snell seconded a motion to approve the above out of district travel. Motion passed unanimously.

Dr. Fiorentino left at this time, 12:55 PM.

**Acceptance of Division Reports**

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Nothing additional to report.
- c. Laboratory – Nothing additional to report.
- d. OPHI/Surveillance – Nothing additional to report.
- e. THRIVE – Dawn Miller informed the board that the area has had a decrease in the amount of mothers smoking during the 3<sup>rd</sup> trimester of pregnancy. Medicaid has also invited the department to apply for funding. Additionally, THRIVE will be applying for a United Way grant for the purpose of funding the Pathways Hub.
- f. Environmental Health – The Environmental Health division report has been updated to include some performance management data. Also, the division is working with the dog warden to determine how to possibly reduce the number of animal bites in the city.
- g. Air Pollution Control – The issues at Republic Steel are still ongoing. A notice of violation was issued. A permit issued recently contained 15 work practice change requirements aimed at reducing these problems.
- h. Vital Statistics – Nothing additional to report.

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- i. Fiscal Officer – The Fiscal Officer reported that the budget for 2018 will be very similar to the 2017 budget. Additionally, the department is trying to include some floor and blind improvements.
- j. Health Commissioner – The Health Commissioner reported that the department will be conducting its annual all-staff meeting all day on November 1, 2017 at the Canton Garden Center. The board was invited to attend the meeting.
- k. Accreditation – The Accreditation Coordinator told the Board that the department was awarded a grant by the National Association of County and City Health Officials (NACCHO), that the department has submitted its application for accreditation to the Public Health Accreditation Board (PHAB) and that he and Chrissy Kardos, the backup coordinator, would be attending in-person training at PHAB headquarters on November 14 and 15.
- l. Quality Improvement – The phone answering quality improvement project is wrapping up and the team is working on improvement strategies. The immunization clinic improvement project will be starting next.

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

**Other Business**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve an agreement with One Call Now for WIC client messaging services at an amount not to exceed \$4,401.31. Motion passed unanimously.

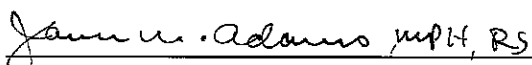
**Announcement of Next Meeting: Monday, November 27, 2017 at 12:00 PM**

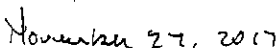
The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, November 27, 2017 at 12:00 PM.

**Adjourn**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:15 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

  
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Date of Approval