

BOARD OF HEALTH



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Monday, October 25, 2021
@ 12:00pm



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, October 25, 2021 @ 12:00pm – Board Room
Agenda

Watch live on our Facebook page at <https://www.facebook.com/cantonhealth/>

1. Call to Order and Roll Call
2. Unfinished Business
3. Approve September 27, 2021 Board of Health Meeting Minutes
4. Approve List of Bills for \$369,639.73
5. Approve Recommendations of the Hearing Officer for October 25, 2021
6. Approve Resolutions
 - a. 2021-09: Amending Health Code 205.09, Public Records (tabled from the September 27, 2021 Board of Health Meeting)
7. Approve FY22 Integrated Naloxone Access and Infrastructure Grant for an Additional Amount of \$5,500.00 for the Period of September 29, 2020 to September 29, 2021 for a New Amount of \$75,500.00 (Originally approved October 26, 2020 for \$70,000.00)
8. Acceptance of Reports
 - a. Nursing/WIC
 - b. Laboratory
 - c. OPHII
 - d. Environmental Health
 - e. Air Pollution Control
 - f. Vital Statistics
 - g. Health Commissioner
 - h. Accreditation Update
 - i. Performance Management Update
9. Other Business
10. Next Meeting: Monday, November 22, 2021 at 12:00pm
11. Adjournment



Board of Health Meeting
Monday, September 27, 2021 @ 12:00 PM – Board Room
Minutes

Call to Order and Roll Call

Mayor Bernabei called to order the regular meeting of the Board of Health of Canton City Public Health (CCPH) on Monday, September 27, 2021 at 12:03 PM with a quorum present.

A roll call found the following Board members present: Dr. Stephen Hickman, Patrick Wyatt, Dr. James Johns, Dr. Amy Lakritz and Cleo Lucas.

Staff members present: James Adams, Sean Green, Christi Allen, Christina Henning, Diane Thompson, Annie Butusov, Amanda Archer, Robert Knight and Gus Dria.

Approve August 23, 2021 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the August 23, 2021 Board of Health meeting minutes. Mrs. Lucas pointed out that Dr. Johns is named in some of the motions, but he was not present for this meeting. Sean Green agreed to make the necessary corrections. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve September 3, 2021 Board of Health Special Meeting Minutes

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the September 3, 2021 Board of Health special meeting minutes. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve List of Bills for \$200,353.12

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$200,353.12. Dr. Lakritz mentioned the \$2,000 CCPH contributed to YWCA's Sip & Stroll fundraiser, expressing concern over the use of public funds for this sponsorship. Mayor Bernabei suggested that CCPH look into whether or not it is permissible for public funding to be used to sponsor fundraisers. Jim Adams stated that he will look into it. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Personnel:

a. Accept Resignation of Nejla Shaheen, Sanitarian I (R4), Effective September 22, 2021

Mr. Wyatt moved and Dr. Hickman seconded a motion to accept the resignation of Nejla Shaheen, Sanitarian I (R4), effective September 22, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

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Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

b. **Accept Resignation of Madisyn Smith, Vector Control Technician (PT13), Effective September 10, 2021**

Mr. Wyatt moved and Dr. Johns seconded a motion to accept the resignation of Madisyn Smith, Vector Control Technician (PT13), effective September 10, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

c. **Approve Pay Grade Change for Annmarie Butusov, Director of Environmental Health (R7), to an R8 Retroactive to August 21, 2021**

Dr. Lakritz moved and Mrs. Lucas seconded a motion to approve the pay grade change for Annmarie Butusov, Director of Environmental Health (R7), to an R8 retroactive to August 21, 2021 with a new rate of pay of \$57,444.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

d. **Approve Probationary Period Ending for Juliana Welling, Public Health Clerk II (R2), Retroactive to September 5, 2021**

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Juliana Welling, Public Health Clerk II (R2), retroactive to September 5, 2021 with a pay increase of \$725.00 to a new salary of \$32,831.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

e. **Approve Probationary Period Ending for Justin Kuemerle, Public Health Clerk II (R2), Retroactive to September 5, 2021**

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the probationary period ending for Justin Kuemerle, Public Health Clerk II (R2), retroactive to September 5, 2021 with a pay increase of \$725.00 to a new salary of \$32,831.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

f. **Approve Probationary Period Ending for Christian Vissoc, EH Public Health Technician (PT1), Retroactive to August 30, 2021**

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Christian Vissoc, EH Public Health Technician (PT1), retroactive to August 30, 2021 with a pay increase of \$0.33 per hour to a new hourly rate of \$14.82. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

g. **Appointment of Full-Time Staff Nurse II (R5)**

Mrs. Lucas moved and Dr. Johns seconded a motion to approve the appointment of a full-time Staff Nurse (R5) to Cara Grimmett with a start date to be determined at \$49,548.00 with a 90-day probationary period and a second choice of Gina Larkins with a start date to be determined at \$49,548.00 with a 90-day probationary period. Salary to come out of the Nursing general fund 7601.303001. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

h. **Appointment of Full-Time Deputy Registrar (R3)**

Dr. Johns moved and Dr. Hickman seconded a motion to approve the appointment of a full-time Deputy Registrar to Justin Kuemerle with a start date to be determined at \$35,380.00 with a 90-day probationary period. Salary to come out of the Administration/Vital Statistics general fund 7601.301001. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

i. **Approve Position Descriptions**

- 1) **NEW Full-time Community Epidemiologist I (R5) for OPHII**
- 2) **NEW Full-time Community Health Educator (R5) for OPHII**
- 3) **NEW Full-time Workforce Development Specialist (R4) for OPHII**
- 4) **NEW Part-Time Overdose Prevention Program Manager (PT4) for OPHII**

Dr. Hickman moved and Dr. Johns seconded a motion to approve the above position descriptions. Dr. Lakritz recommended that these position descriptions be modified to include equity, diversity and inclusion as part of each description. Dr. Lakritz also suggested that the preference for a bilingual candidate should only be the case if the candidate speaks languages which are relatively prevalent within the community. The Board agreed to vote on the motion with the suggested modifications to the position descriptions. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

5) **NEW Full-time Administrative Specialist I (R2) for Environmental Health**

Dr. Johns moved and Dr. Hickman seconded a motion to approve the new job description for full-time Administrative Specialist as presented. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- j. **Approve UPDATED Position Classification Schedule for EH and OPHII Schedules**
Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the updated position classification schedule for EH and OPHII schedules. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- k. **Approve Resignation of Elonda Williams, Neighborhood Navigator (PT2), Effective September 23, 2021**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the resignation of Elonda Williams, Neighborhood Navigator (PT2), effective September 23, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Recommendations of the Hearing Officer for September 27, 2021

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the recommendations of the Hearing Officer for September 27, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Resolutions

- a. **2021-07: Amending Health Code 207.30, Funeral Leave**

Dr. Hickman moved and Dr. Johns seconded a motion to approve resolution 2021-07, amending Chapter 207.30 of the Canton City Health Code – Funeral Leave. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- b. **2021-08: Amending Health Code 207.18, Vacations and Authorizing a Vacation Payout for 2021**

Mrs. Lucas moved and Dr. Johns seconded a motion to approve resolution 2021-08, amending Chapter 207.18 of the Canton City Health Code – Vacations; and Authorizing a Vacation Payout for 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- c. **2021-09: Amending Health Code 205.09, Public Records**

Dr. Hickman moved and Dr. Johns seconded a motion to approve resolution 2021-09, rescinding and replacing section 205.09 of the Canton City Health Code, Public Records. Mayor Bernabei suggested that CCPH should work with the Director of Public Service, John Highman, and John Runion of the Records Commission to ensure the policy is sound before the Board approves.

Dr. Lakritz moved and Mrs. Lucas seconded a motion to table this agenda item until the October Board of Health meeting. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve 800-017-P New Hire Recruiting Policy

Dr. Hickman moved and Dr. Johns seconded a motion to approve 800-017-P_New Hire Recruiting Policy. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Travel Authorization

a. Samantha Yost, APC Monitoring and Inspection Technician, Tisch Environmental Training 08/31/2021 to 09/01/2021 in Cleves, Ohio at an Amount not to Exceed \$136.80 (APC Fund 2331) Retroactively.

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the above travel. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Purchases/Services of the following items that are equal to or greater than \$5,000.00 (per resolution 2016-04):

- a. Installation of Two Heaters at the Recycling Center from Standard Plumbing and Heating for an Amount not to Exceed \$18,589.00 (Paid from approved City Capital Funds)
- b. Installation of Electronic Gate at the Recycling Center from Abbott Electric for an Amount not to Exceed \$11,150.00 (Paid from approved City Capital Funds)

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the above purchases. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve the FY22 STI Prevention Grant Application and Initial Budget in the Amount of \$232,000.00 with a Grant Period of January 1, 2022 to December 31, 2022

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY22 STI Prevention Grant application and initial budget in the amount of \$232,000.00 with a grant period of January 1, 2022 to December 31, 2022. A roll call to vote was taken:

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Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve the FY22 STI Prevention and Control for Health Departments (PCHD) Grant Application and Initial Budget in the Amount of \$47,000.00 with a Grant Period of January 1, 2022 to December 31, 2022

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the FY22 STI Prevention and Control for Health Departments (PCHD) Grant application and initial budget in the amount of \$47,000.00 with a grant period of January 1, 2022 to December 31, 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve FY22 HIV Grant Application and Initial Budget in the Amount of \$226,193.00 for Grant Period from January 1, 2022 to December 31, 2022 with the Following Sub-grantees for this Grant Cycle:

- a. Alliance City Health Department in the Amount of \$7,000.00
- b. New Philadelphia City Health Department in the Amount of \$12,490.00
- c. Jefferson County Health Department in the Amount of \$13,777.60
- d. Sandra Guist in the Amount of \$348.16

Dr. Lakritz moved and Dr. Johns seconded a motion to approve FY22 HIV Grant application and initial budget in the amount of \$226,193.00 for grant period from January 1, 2022 to December 31, 2022 with the above sub-grantees for this grant cycle. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve an Agreement with the Cincinnati Children’s Hospital Medical Center (which operates the Cradle Cincinnati) for the THRIVE Infant Mortality Program for an Amount not to Exceed \$20,000.00 with a Grant Period of September 27, 2021 to September 26, 2022

Dr. Johns moved and Dr. Lakritz seconded a motion to approve an agreement with the Cincinnati Children’s Hospital Medical Center (which operates the Cradle Cincinnati) for the THRIVE Infant Mortality Program for an amount not to exceed \$20,000.00 with a grant period of September 27, 2021 to September 26, 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Agreement with Mary Church Terrell for the Queens Village Replication Site for Start-up Funds for an Amount not to Exceed \$20,000.00 with a Grant Period of September 1, 2021 to December 31, 2021 (Paid from Medicaid Round 4 Money)

Dr. Hickman moved and Dr. Johns seconded a motion to approve an agreement with Mary Church Terrell for the Queens Village Replication Site for start-up funds for an amount not to exceed \$20,000.00 with a grant period of September 1, 2021 to December 31, 2021 (paid from Medicaid round 4 money). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve the FFY 2022-2023 Ohio EPA Air Pollution Control Contract, for a Period of October 1, 2021 to June 30, 2023, to Receive a Total Funding Amount of \$1,320,066 (\$719,571 FFY22 and \$600,495 FFY23), Including an Obligation for the Provision of \$40,000 per Year of City/Local funds (Renewal with 16.5% overall decrease due to less Title V Fees and Enforcement Penalties).

Dr. Hickman moved and Dr. Johns seconded a motion to approve the FFY 2022-2023 Ohio EPA Air Pollution Control contract for a period of October 1, 2021 to June 30, 2023 to receive a total funding amount of \$1,320,066 (\$719,571 FFY22 and \$600,495 FFY23) including an obligation for the provision of \$40,000 per year of City/Local funds (renewal with 16.5% overall decrease due to less Title V fees and enforcement penalties). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve FY23 Integrated Naloxone Access and Infrastructure Grant Application and Initial Budget in the Amount of \$86,000.00 for the Period of September 30, 2021 to September 29, 2022 with the Following Sub-grantees for this Grant Cycle:

- a. Ohio Can (Change Addiction Now) in the Amount of \$1,000.00
- b. Family Empowerment Ministries in the Amount of \$1,000.00
- c. Zion Community Church of God in the Amount of \$1,000.00
- d. Community Drop In in the Amount of \$1,000.00
- e. Emmanuel Tabernacle Family Worship in the Amount of \$1,000.00
- f. Beacon Charitable Pharmacy in the Amount of \$1,000.00
- g. I.M.P.A.C.T Evangelical Center COGIC in the Amount of \$1,000.00
- h. Stark County's Treatment Accountability for Safer Communities Agency in the Amount of \$3,000.00

Mrs. Lucas moved and Mr. Wyatt seconded a motion to approve the FY23 Integrated Naloxone Access and Infrastructure Grant application and initial budget in the amount of \$86,000.00 for the period of September 30, 2021 to September 29, 2022 with the above sub-grantees for this grant cycle. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective September 30, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with Beacon Charitable Pharmacy

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve a partnership agreement for Integrated Naloxone Access and Infrastructure Grant to distribute Naloxone under CCPH's protocol, effective September 30, 2021 with annual renewal periods that will automatically renew every year with Beacon Charitable Pharmacy. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective September 30, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with Phoenix Rising BHR, Inc.

Mrs. Lucas moved and Dr. Lakritz seconded a motion to approve a partnership agreement for Integrated Naloxone and Infrastructure Grant to distribute Naloxone under CCPH's protocol, effective September 30, 2021 with annual renewal periods that will automatically renew every year with Phoenix Rising BHR, Inc. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. **Nursing/WIC** – Nothing additional.
- b. **Laboratory** – Nothing additional.
- c. **OPHII/Surveillance** – Nothing additional.
- d. **Environmental Health** – Nothing additional.
- e. **Vital Statistics** – Nothing additional.
- f. **Health Commissioner** – Nothing additional.
- g. **2020 Annual Report** – Nothing additional.

Mr. Wyatt moved and Mrs. Lucas seconded a motion to accept the division reports. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Mrs. Lucas – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Announcement of Next Meeting: Monday, October 25, 2021 at 12:00 PM

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, October 25, 2021 at 12:00 PM.

Adjourn

Board of Health Minutes
September 27, 2021

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Dr. Hickman moved and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:40 PM.

President of the Board of Health

Secretary to the Board of Health

Date of Approval



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2312 - STD Control Program											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9889168096 (1)	Tablet Data Service for DIS and LTC	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	40.11	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>\$40.11</u>
Account 705.06 - Professional Services Other Professional Services											
186 - AULTMAN HOSPITAL	FTA 2021-14,15	Acct #099915682-9613	Open		09/30/2021	10/13/2021	10/13/2021			29.50	
52334 - LEXISNEXIS RISK DATA MANAGEMENT INC	1672320-20210930	Monthly Database Services for 2021	Open		09/30/2021	10/30/2021	10/13/2021			180.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$209.50</u>
Account 713.14 - Utilities Cell Phones											
51874 - VERIZON WIRELESS	9889161678 (1)	Cell Phone Service for LTC and DIS, 2021	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	99.24	
									Account 713.14 - Utilities Cell Phones Totals	Invoice Transactions 1	<u>\$99.24</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$348.85</u>
									Fund 2312 - STD Control Program Totals	Invoice Transactions 4	<u>\$348.85</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2313 - Local Health Dept Prev Support											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	224610	Electronic Medical Record system maintenance fees for 2021	Paid by Check # 685541		10/01/2021	10/31/2021	10/19/2021		10/19/2021	98.70	
53342 - TORRE FOOD SERVICE	9219	Annual All Staff Meeting Boxed Lunches	Edit		10/20/2021	10/19/2021	10/19/2021			700.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$798.70</u>
Account 734.58 - Supplies Miscellaneous Supplies											
51233 - BIG KAHUNA GRAPHICS LLC	6711	Embroidered Tote Backpack -for All Staff Meeting	Edit		10/14/2021	10/19/2021	10/19/2021			1,843.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$1,843.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 3	<u>\$2,641.70</u>
									Fund 2313 - Local Health Dept Prev Support Totals	Invoice Transactions 3	<u>\$2,641.70</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Infant Mortality Reduction											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE-NORTHEAST	3125597041005	Monthly Internet Service for THRIVE	Paid by Check		10/05/2021	10/21/2021	10/14/2021		10/14/2021	222.97	
	21		# 685389								
Account 705.05 - Professional Services Computer Access Line Fees Totals										Invoice Transactions 1	\$222.97
Account 705.06 - Professional Services Other Professional Services											
4168 - KENT STATE UNIVERSITY	416441-07 (1)	THRIVE Program Evaluation	Edit		10/08/2021	10/12/2021	10/12/2021			801.40	
4168 - KENT STATE UNIVERSITY	416441-07 (2)	THRIVE Program Evaluation	Edit		10/08/2021	10/12/2021	10/12/2021			3,794.37	
51811 - OHIO ASSOCIATION OF COLORED WOMENS CLUB	Queens Village	Start Up Funding for Queens Village - Mary Church Terrell Club	Edit		10/15/2021	10/18/2021	10/18/2021			20,000.00	
Account 705.06 - Professional Services Other Professional Services Totals										Invoice Transactions 3	\$24,595.77
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
51325 - ACCESS HEALTH STARK COUNTY	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			5,612.00	
	Paymt	Outcomes									
51326 - ALLIANCE FAMILY HEALTH CENTER INC	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			1,629.00	
	Paymt	Outcomes									
51120 - COMMQUEST SERVICES INC	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			1,546.00	
	Paymt	Outcomes									
52761 - MARGARET B. SHIPLEY CHILD HEALTH CLINIC, INC	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			850.00	
	Paymt	Outcomes									
51644 - MY COMMUNITY HEALTH CENTER	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			4,503.00	
	Paymt	Outcomes									
52910 - STARK COMMUNITY SUPPORT NETWORK	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			15.00	
	Paymt	Outcomes									
1800 - STARK COUNTY HEALTH DEPARTMENT	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			268.00	
	Paymt	Outcomes									
51328 - STARK COUNTY JOB AND FAMILY SERVICES	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			1,379.00	
	Paymt	Outcomes									
2762 - STARK METRO HOUSING AUTHORITY	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			107.00	
	Paymt	Outcomes									
38982 - YWCA OF CANTON	Oct THRIVE	2021 THRIVE Payment	Edit		10/08/2021	10/15/2021	10/15/2021			376.00	
	Paymt	Outcomes									
Account 706.01 - Contract Service Contract Service - 2314 THRIVE Totals										Invoice Transactions 10	\$16,285.00
Account 713.14 - Utilities Cell Phones											
41363 - T-MOBILE USA	Sept21 THRIVE	Acct #971893812	Paid by Check		09/29/2021	10/21/2021	10/15/2021		10/15/2021	144.72	
			# 685450								
Account 713.14 - Utilities Cell Phones Totals										Invoice Transactions 1	\$144.72



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Infant Mortality Reduction											
Department 301001 - Health - Administration											
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON		Office Sup. THR Miscellaneous Office Supplies for THRIVE, as needed in 2021	Edit		10/11/2021	12/11/2021	10/16/2021			41.66	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>41.66</u>
Account 734.13 - Supplies Freight											
53332 - AMERICAN COLLEGE OF OBSTETRICIANS & GYNECOLOGISTS	1948241	Your Pregnancy and Childbirth books for THRIVE	Edit		08/19/2021	09/19/2021	10/19/2021			47.06	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>47.06</u>
Account 734.58 - Supplies Miscellaneous Supplies											
51336 - FLORIDA STATE UNIVERSITY	B4930	Handouts for Community Health Workers - THRIVE	Edit		09/27/2021	10/27/2021	10/16/2021			5,999.50	
53332 - AMERICAN COLLEGE OF OBSTETRICIANS & GYNECOLOGISTS	1948241	Your Pregnancy and Childbirth books for THRIVE	Edit		08/19/2021	09/19/2021	10/19/2021			508.80	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$6,508.30</u>
Account 772.20 - Travel Registration/Tuition											
3675 - THE OHIO STATE UNIVERSITY	CI-00026758	22nd Annual Summer Program in Population Health, J. Boley	Edit		06/10/2021	07/10/2021	10/19/2021			250.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$250.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 20	<u>\$48,095.48</u>
									Fund 2314 - Infant Mortality Reduction Totals	Invoice Transactions 20	<u>\$48,095.48</u>



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Fund 2316 - WIC											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9889134071	Hotspot and Cell Phone Service for WIC	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	60.18	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>60.18</u>
Account 705.14 - Professional Services Maintenance Contracts											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY21 WIC #1	WIC E-mail Fees for 12 Employees, Reimb. to Fund 2313	Edit	09/30/2021	10/12/2021	* 10/12/2021			1,008.00	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>1,008.00</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
1800 - STARK COUNTY HEALTH DEPARTMENT	Sept21 WIC Grant	FY21 WIC Grant - Sub grantee	Open		10/01/2021	10/12/2021	10/12/2021			88,130.92	
1121 - MASSILLON CITY HEALTH DEPT	Sept21 WIC Grant	FY21 WIC Grant - Sub grantee	Open		10/13/2021	10/13/2021	10/13/2021			13,175.92	
85 - ALLIANCE CITY HEALTH DEPT	Sept21 WIC Grant	FY21 WIC Grant - Subgrantee	Edit		10/19/2021	10/19/2021	10/19/2021			13,287.26	
									Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions 3	<u>\$114,594.10</u>
Account 713.14 - Utilities Cell Phones											
51874 - VERIZON WIRELESS	9889134071	Hotspot and Cell Phone Service for WIC	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	347.34	
									Account 713.14 - Utilities Cell Phones Totals	Invoice Transactions 1	<u>\$347.34</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	7,8,9-21 WIC	Postage for WIC, as needed	Open	08/05/2021	10/12/2021	* 10/12/2021			55.68	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>\$55.68</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
12702 - CDW - GOVERNMENT INC.	K985419	HP Laser Printer and Black Toner Cartridges	Open		09/20/2021	10/20/2021	10/12/2021			30.87	
43051 - SYNCB/AMAZON	WIC Grant Supply	Miscellaneous Office Supplies for WIC, as needed	Edit		09/19/2021	11/20/2021	10/16/2021			139.11	
43051 - SYNCB/AMAZON	WIC Office Supp.	Office Supplies for WIC Grant	Edit		09/22/2021	11/22/2021	10/16/2021			245.58	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 3	<u>\$415.56</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	319519	Trifold, Colored WIC Brochure	Open		09/20/2021	10/20/2021	10/12/2021			288.03	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$288.03</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)											
12702 - CDW - GOVERNMENT INC.	K985419	HP Laser Printer and Black Toner Cartridges	Open		09/20/2021	10/20/2021	10/12/2021			266.79	
									Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals	Invoice Transactions 1	<u>\$266.79</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2316 - WIC										
Department 301001 - Health - Administration										
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)										
43051 - SYNCB/AMAZON	WIC	Desk Storage Rack and Edit			09/17/2021	11/19/2021	10/16/2021			65.58
	Furn/Fixture	Step Stool								
							Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals	Invoice Transactions	1	<u>\$65.58</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	13	<u>\$117,101.26</u>
							Fund 2316 - WIC Totals	Invoice Transactions	13	<u>\$117,101.26</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2318 - HIV Prevention											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9889168096 (1)	Tablet Data Service for DIS and LTC	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	40.11	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.11</u>
Account 705.40 - Professional Services Advertising/Sponsorship											
52620 - WDPN-AM/ WDJQ-FM RADIO STATIONS	10141-1	Radio Advertising for HIV Testing	Edit		09/30/2021	10/30/2021	10/16/2021			1,100.00	
									Account 705.40 - Professional Services Advertising/Sponsorship Totals	Invoice Transactions 1	<u>1,100.00</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT	Sept21 HIV Grant	2021 Contract Services for HIV Prevention Grant	Paid by Check # 685508		10/04/2021	10/11/2021	10/19/2021		10/19/2021	445.81	
52684 - JEFFERSON COUNTY HEALTH DEPT	Sep21 HIV Grant	2021 Contract Services for HIV Prevention Grant	Paid by Check # 685543		09/30/2021	10/11/2021	10/19/2021		10/19/2021	1,100.54	
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT	Sept21 HIV Grant	2021 Contract Services for HIV Prevention Grant	Paid by Check # 685551		09/30/2021	10/11/2021	10/19/2021		10/19/2021	989.93	
52684 - JEFFERSON COUNTY HEALTH DEPT	Sept21 HIV Grant	2021 Contract Services for HIV Prevention Grant	Edit		10/07/2021	10/15/2021	10/15/2021			1,340.43	
									Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions 4	<u>\$3,876.71</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
32431 - PAMELA JOHNSON-GIBBS	Oct21 Travel	Transforming Care Conference: 10/14-10/15/21	Edit		10/19/2021	10/19/2021	10/19/2021			58.73	
52667 - STACY LORKOWSKI	Oct21 Travel	Transforming Care Conference: 10/14-10/15/21	Edit		10/19/2021	10/19/2021	10/19/2021			120.58	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 2	<u>\$179.31</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 8	<u>\$5,196.13</u>
									Fund 2318 - HIV Prevention Totals	Invoice Transactions 8	<u>\$5,196.13</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2319 - Early Intervention Services											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9889168096 (2)	Tablet Data Service for EIS	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	40.11	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.11</u>
Account 705.40 - Professional Services Advertising/Sponsorship											
50323 - LAMAR COMPANIES	112881418,	112906025, 112906031	Edit		09/20/2021	10/20/2021	10/16/2021			3,484.00	
52745 - EM MEDIA INC	3685659	Billboards in Jefferson County for PrEP Awareness	Edit		09/21/2021	10/18/2021	10/18/2021			1,340.00	
									Account 705.40 - Professional Services Advertising/Sponsorship Totals	Invoice Transactions 2	<u>\$4,824.00</u>
Account 713.14 - Utilities Cell Phones											
51874 - VERIZON WIRELESS	9889161678 (2)	Cell Phone for EIS	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	49.62	
									Account 713.14 - Utilities Cell Phones Totals	Invoice Transactions 1	<u>\$49.62</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
905 - INDEPENDENCE BUSINESS SUPPLY	1899938-0	Various Office Supplies, for EIS Grant	Edit		10/14/2021	11/03/2021	10/19/2021			324.84	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$324.84</u>
Account 734.13 - Supplies Freight											
9308 - JOURNEY WORKS PUBLISHING	135396A	Educational Pamphlets for SWAP	Edit		09/21/2021	10/21/2021	10/16/2021			36.40	
13669 - TOTAL ACCESS GROUP INC.	TSI052117	SWAP Program Supplies	Edit		08/20/2021	09/19/2021	10/19/2021			135.60	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 2	<u>\$172.00</u>
Account 734.58 - Supplies Miscellaneous Supplies											
24836 - MCKESSON MEDICAL - SURGICAL	18572032	Red Sharps Containers with Lid, 2 gallon	Paid by Check # 685550		09/22/2021	10/22/2021	10/19/2021		10/19/2021	391.20	
9308 - JOURNEY WORKS PUBLISHING	135396A	Educational Pamphlets for SWAP	Edit		09/21/2021	10/21/2021	10/16/2021			364.00	
43051 - SYNCB/AMAZON	EIS Grnt Supp.	Large plastic grocery bags for the SWAP Program	Edit		09/26/2021	11/27/2021	10/16/2021			155.96	
905 - INDEPENDENCE BUSINESS SUPPLY	1899938-0	Various Office Supplies, for EIS Grant	Edit		10/14/2021	11/03/2021	10/19/2021			45.78	
13669 - TOTAL ACCESS GROUP INC.	TSI052117	SWAP Program Supplies	Edit		08/20/2021	09/19/2021	10/19/2021			708.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 5	<u>\$1,664.94</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
52511 - DAVID MCCARTNEY	Oct21 Travel	Transforming Care Conference: 10/14-10/15/21	Edit		10/19/2021	10/19/2021	10/19/2021			37.41	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 1	<u>\$37.41</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 13	<u>\$7,112.92</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2319 - Early Intervention Services Totals								Invoice Transactions	13	\$7,112.92



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2320 - Nursing Clinic Activity Fund											
Department 303002 - Travel Clinic											
Account 734.11 - Supplies Miscellaneous Office Supplies											
905 - INDEPENDENCE BUSINESS SUPPLY	1886445-0	Self Inking Stamp for Clinics	Edit		09/08/2021	10/28/2021	10/18/2021			21.00	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$21.00</u>
Account 734.58 - Supplies Miscellaneous Supplies											
16175 - GLAXOSMITHKLINE PHARM	8253551112	Flu Vaccine Doses	Paid by Check # 685525		09/14/2021	10/14/2021	10/19/2021		10/19/2021	2,204.44	
24836 - MCKESSON MEDICAL - SURGICAL	18497468,	18500215, 18501267, 18497584	Paid by Check # 685550		09/01/2021	10/01/2021	10/19/2021		10/19/2021	639.24	
1941 - TREASURER STATE OF OHIO	OSS0138953	Tubersol 10 Dose Vial (1 ML)	Edit		09/14/2021	10/14/2021	10/16/2021			512.88	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 3	<u>\$3,356.56</u>
									Department 303002 - Travel Clinic Totals	Invoice Transactions 4	<u>\$3,377.56</u>
Department 303004 - Dental Services											
Account 705.10 - Professional Services Medical/Dental Services											
40279 - ALISON GIAMMARCO	Sept21 Dental	Dental Hygienist Services for 2021	Paid by Check # 685358		09/30/2021	10/08/2021	10/14/2021		10/14/2021	1,338.24	
38676 - ANNA MAYLE	Sept21 Dental	Dental Hygienist Services for 2021	Paid by Check # 685373		09/30/2021	10/08/2021	10/14/2021		10/14/2021	1,539.63	
20238 - MEREDITH ROBESON, D.D.S	Sept21 Dental	Dental Services for 2021	Paid by Check # 685446		10/04/2021	10/11/2021	10/15/2021		10/15/2021	200.00	
20238 - MEREDITH ROBESON, D.D.S	Oct21 Dental	Dental Services for 2021	Edit		10/14/2021	10/15/2021	10/15/2021			200.00	
									Account 705.10 - Professional Services Medical/Dental Services Totals	Invoice Transactions 4	<u>\$3,277.87</u>
Account 734.12 - Supplies Outside Printing											
19650 - DOCUMENT CONCEPTS INC.	0103472	Dental Sealant Cards	Edit		09/30/2021	10/30/2021	10/18/2021			664.00	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$664.00</u>
Account 734.13 - Supplies Freight											
52955 - BENCO DENTAL SUPPLY CO	1Q075557	Dental Supplies: Fuji IX GP Fast Cap	Edit		10/08/2021	12/08/2021	10/18/2021			10.95	
9242 - HENRY SCHEIN INC.	11271289	Dental Sealant Supplies for FY21	Edit		10/11/2021	11/11/2021	10/19/2021			12.98	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 2	<u>\$23.93</u>
Account 734.58 - Supplies Miscellaneous Supplies											
52955 - BENCO DENTAL SUPPLY CO	1Q075557	Dental Supplies: Fuji IX GP Fast Cap	Edit		10/08/2021	12/08/2021	10/18/2021			2,413.00	
9242 - HENRY SCHEIN INC.	11271289	Dental Sealant Supplies for FY21	Edit		10/11/2021	11/11/2021	10/19/2021			304.73	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$2,717.73</u>
									Department 303004 - Dental Services Totals	Invoice Transactions 9	<u>\$6,683.53</u>
									Fund 2320 - Nursing Clinic Activity Fund Totals	Invoice Transactions 13	<u>\$10,061.09</u>



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Fund 2323 - Personal Responsibility Ed Pr Fd										
Department 301001 - Health - Administration										
Account 734.11 - Supplies Miscellaneous Office Supplies										
905 - INDEPENDENCE BUSINESS SUPPLY	1886702-2	PREP Supplies as needed	Edit		09/30/2021	10/19/2021	10/19/2021			53.00
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions	1	<u>\$53.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$53.00</u>
							Fund 2323 - Personal Responsibility Ed Pr Fd Totals	Invoice Transactions	1	<u>\$53.00</u>



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Fund 2324 - NALOXONE ACCESS GRANT FUND											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
53247 - STARK COUNTY TASC, INC	FY22 Naloxone Gr	Narcan Kit Distribution	Edit		10/02/2021	10/13/2021	10/13/2021			70.00	
53063 - ZION COMMUNITY DEVELOPMENT CORP	FY22 Naloxone Gr	Naloxone Kits Distributed, 2021	Open		10/02/2021	10/13/2021	10/13/2021			670.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$740.00</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 8,9-21 NX	2021 Postage for Narcan Program	Open		09/17/2021	10/12/2021	10/12/2021			265.50	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>\$265.50</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	Nalox. Grnt Supp	Misc. Office Supplies for Naloxone Grant, as needed	Edit		09/14/2021	11/14/2021	10/16/2021			39.86	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$39.86</u>
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	Naloxone Supp.	Miscellaneous Supplies for Naloxone Grant, as needed in 2021	Edit		09/16/2021	11/17/2021	10/16/2021			168.64	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$168.64</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 5	<u>\$1,214.00</u>
									Fund 2324 - NALOXONE ACCESS GRANT FUND Totals	Invoice Transactions 5	<u>\$1,214.00</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2328 - Public Health Infrastructure										
Department 301001 - Health - Administration										
Account 705.06 - Professional Services Other Professional Services										
10277 - PROTECH SECURITY INC.	352863	Monthly Monitoring Service for Panic Buttons in VS/N/WIC, 2021	Edit		10/01/2021	10/31/2021	10/16/2021			65.85
							Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions	1	<u>\$65.85</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$65.85</u>
Department 301019 - COVID-19 STIMULUS										
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	9889367961	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 685582		09/26/2021	10/18/2021	10/19/2021		10/19/2021	30.09
							Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions	1	<u>\$30.09</u>
Account 705.06 - Professional Services Other Professional Services										
43145 - TELELANGUAGE, INC.	TL31912	Interpretive Services, as needed in 2021 for Nursing	Edit		10/12/2021	10/19/2021	10/19/2021			134.30
							Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions	1	<u>\$134.30</u>
Account 713.14 - Utilities Cell Phones										
51874 - VERIZON WIRELESS	9889367961	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 685582		09/26/2021	10/18/2021	10/19/2021		10/19/2021	522.07
							Account 713.14 - Utilities Cell Phones Totals	Invoice Transactions	1	<u>\$522.07</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)										
905 - INDEPENDENCE BUSINESS SUPPLY	1894839-0 (1)	Mailing Folding Machine for COVID Letters	Edit		09/30/2021	10/19/2021	10/19/2021			389.00
905 - INDEPENDENCE BUSINESS SUPPLY	1894839-0 (2)	Additional Costs for folding machine	Edit		09/30/2021	10/19/2021	10/19/2021			151.00
							Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals	Invoice Transactions	2	<u>\$540.00</u>
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)										
905 - INDEPENDENCE BUSINESS SUPPLY	1876297-0	COVID-19 Filing Cabinets	Edit		08/20/2021	09/09/2021	10/16/2021			4,114.16
43051 - SYNCB/AMAZON	Wheel Chairs	Extra wide Medline Wheelchairs, 24" Seat	Edit		09/29/2021	11/30/2021	10/16/2021			699.98
							Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals	Invoice Transactions	2	<u>\$4,814.14</u>
Account 734.58 - Supplies Miscellaneous Supplies										
24836 - MCKESSON MEDICAL - SURGICAL	18568041	inv #18567339	Paid by Check # 685550		09/21/2021	10/21/2021	10/19/2021		10/19/2021	142.20
							Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions	1	<u>\$142.20</u>
							Department 301019 - COVID-19 STIMULUS Totals	Invoice Transactions	8	<u>\$6,182.80</u>
							Fund 2328 - Public Health Infrastructure Totals	Invoice Transactions	9	<u>\$6,248.65</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2331 - Air Pollution (134)											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
7974 - GUARDIAN ALARM CO.	21754894	Power Alarm for PM2.5 Air Monitoring Site	Edit		10/19/2021	10/19/2021	10/19/2021			463.08	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$463.08</u>
Account 713.12 - Utilities Electric											
1366 - OHIO EDISON CO.	APC Elect Sept21	Account #110 033 872 497	Paid by Check # 685442		10/04/2021	10/25/2021	10/15/2021		10/15/2021	86.27	
									Account 713.12 - Utilities Electric Totals	Invoice Transactions 1	<u>\$86.27</u>
Account 713.14 - Utilities Cell Phones											
51874 - VERIZON WIRELESS	9889168262	Cell Phone Service for APC Field Staff in 2021	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	198.48	
									Account 713.14 - Utilities Cell Phones Totals	Invoice Transactions 1	<u>\$198.48</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 7, 8, 9-21 AP	Postage for APC, as needed in 2021	Open		08/05/2021	10/13/2021	10/13/2021			304.15	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>\$304.15</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	APC21 Supplies	Various Office Supplies, as needed for 2021, APC	Edit		09/13/2021	11/20/2021	10/16/2021			43.00	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$43.00</u>
Account 734.13 - Supplies Freight											
53341 - MET ONE INSTRUMENTS, INC.	188622, 188627	Freight Costs for PM2.5 Parts	Edit		10/04/2021	10/04/2021	10/16/2021			72.00	
51504 - THERMO ENVIRONMENTAL INSTRUMENTS, LLC	495054	Air Monitoring Analyzer and Calibration Standard for APC	Edit		10/11/2021	11/11/2021	10/18/2021			124.40	
39452 - UPS	E11A07391,	E11A07401, E11A07411	Edit		09/25/2021	10/19/2021	10/19/2021			145.36	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 3	<u>\$341.76</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)											
43051 - SYNCB/AMAZON	APC21 Supplies	Various Office Supplies, as needed for 2021, APC	Edit		09/13/2021	11/20/2021	10/16/2021			79.99	
									Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals	Invoice Transactions 1	<u>\$79.99</u>
Account 734.57 - Supplies Machine Parts and Supplies											
53341 - MET ONE INSTRUMENTS, INC.	188385	PM2.5 Monitoring Parts, Cable Assembly	Edit		09/21/2021	10/21/2021	10/16/2021			75.00	
43051 - SYNCB/AMAZON	APC21 Supplies	Various Office Supplies, as needed for 2021, APC	Edit		09/13/2021	11/20/2021	10/16/2021			66.95	
									Account 734.57 - Supplies Machine Parts and Supplies Totals	Invoice Transactions 2	<u>\$141.95</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2331 - Air Pollution (134)											
Department 301001 - Health - Administration											
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	APC21	Supplies Various Office Supplies, Edit as needed for 2021, APC			09/13/2021	11/20/2021	10/16/2021			67.95	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$67.95</u>
Account 758.06 - Capital Outlay Equipment(over \$5000)											
53346 - FERRIS CHEVROLET INC	60747	2021 Toyota Prius Hatchback for APC	Edit		09/30/2021	10/13/2021	10/13/2021			10,765.28	
51504 - THERMO ENVIRONMENTAL INSTRUMENTS, LLC	495054	Air Monitoring Analyzer and Calibration Standard for APC	Edit		10/11/2021	11/11/2021	10/18/2021			17,193.00	
									Account 758.06 - Capital Outlay Equipment(over \$5000) Totals	Invoice Transactions 2	<u>\$27,958.28</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
1404 - OLAPCOA	2022-02	Annual Membership Dues - APC Officers Association	Edit		10/14/2021	10/18/2021	10/18/2021			358.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>\$358.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 15	<u>\$30,042.91</u>
									Fund 2331 - Air Pollution (134) Totals	Invoice Transactions 15	<u>\$30,042.91</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2335 - EARLY HEAD START PROGRAM										
Department 301001 - Health - Administration										
Account 734.58 - Supplies Miscellaneous Supplies										
24836 - MCKESSON MEDICAL - SURGICAL	18402170	Inv #18402287	Paid by Check		08/05/2021	09/04/2021	* 10/19/2021		10/19/2021	394.46
			# 685550							
Account 734.58 - Supplies Miscellaneous Supplies Totals								Invoice Transactions	1	<u>\$394.46</u>
Department 301001 - Health - Administration Totals								Invoice Transactions	1	<u>\$394.46</u>
Fund 2335 - EARLY HEAD START PROGRAM Totals								Invoice Transactions	1	<u>\$394.46</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2351 - Food Protection Program											
Department 301001 - Health - Administration											
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
1941 - TREASURER STATE OF OHIO	Sep21 FSO Reimb.	2021 Food Service Operation Reimbursement	Paid by Check # 685575		10/11/2021	10/11/2021	10/19/2021		10/19/2021	56.00	
1941 - TREASURER STATE OF OHIO	Sep21 RFE Reimb.	2021 Retail Food Establishment Reimbursement	Paid by Check # 685576		10/11/2021	10/11/2021	10/19/2021		10/19/2021	28.00	
							Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals		Invoice Transactions 2		<u>\$84.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 2		<u>\$84.00</u>
							Fund 2351 - Food Protection Program Totals		Invoice Transactions 2		<u>\$84.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2354 - Solid Waste Program											
Department 307001 - Environmental Health Administration											
Account 734.21 - Supplies Fuels											
38997 - MATHESON TRI-GAS INC	0024221340	Fuel as needed at the Recycle Center in 2021	Edit		09/16/2021	10/16/2021	10/19/2021			45.53	
									Account 734.21 - Supplies Fuels Totals	Invoice Transactions 1	<u>\$45.53</u>
Account 734.52 - Supplies Uniform Supplies											
1598 - RED WING SHOE STORE	524-1-130407	Safety Boots for Christian Vissoc	Edit		09/16/2021	10/16/2021	10/16/2021			125.99	
									Account 734.52 - Supplies Uniform Supplies Totals	Invoice Transactions 1	<u>\$125.99</u>
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	RC Misc. Supplie	Miscellaneous Supplies for Recycle Center, as needed in 2021	Edit		09/17/2021	11/19/2021	10/16/2021			204.94	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$204.94</u>
									Department 307001 - Environmental Health Administration Totals	Invoice Transactions 3	<u>\$376.46</u>
									Fund 2354 - Solid Waste Program Totals	Invoice Transactions 3	<u>\$376.46</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 7601 - Health Fund											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9889367961	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 685582		09/26/2021	10/18/2021	10/19/2021		10/19/2021	40.11	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.11</u>
Account 705.06 - Professional Services Other Professional Services											
50919 - HERITAGE CREMATION SOCIETY	S. Hoover	B. Oros and C. Schewitzer	Edit		10/05/2021	10/16/2021	10/16/2021			1,485.00	
51831 - PUBLIC HEALTH ACCREDITATION BOARD	INV-41802	2021 Accreditation Annual Fee	Edit		10/05/2021	10/16/2021	10/16/2021			5,600.00	
50276 - MARK VRABEL FUNERAL HOME	B.Orbringer Indi	Indigent Cremation, Billie Orbringer: DOD 09/27/2021	Edit		10/12/2021	10/18/2021	10/18/2021			495.00	
39066 - WALTNER - SIMCHAK FUNERAL HOME	D.Graden/M.Mc Gee	Indigent Cremations, as needed in 2021	Edit		10/07/2021	10/19/2021	10/19/2021			990.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 4	<u>\$8,570.00</u>
Account 705.14 - Professional Services Maintenance Contracts											
493 - COPECO INC	21AR1116850	Overage Costs for Copiers for 2021	Paid by Check # 685520		10/05/2021	11/20/2021	10/19/2021		10/19/2021	1,335.82	
27986 - R & G JANITORIAL, INC.	3370	Cleaning of Health Department Offices, 2021	Paid by Check # 685559		09/30/2021	10/11/2021	10/19/2021		10/19/2021	2,150.00	
51146 - WELLS FARGO FINANCIAL LEASING INC	5017201431	Base Service Costs for Copiers - Maintenance Agreement	Edit		10/08/2021	11/08/2021	10/19/2021			779.52	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 3	<u>\$4,265.34</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Sep21 Car Washes	Car Washes as Needed for Health Department (Except APC vehicles)	Edit		09/30/2021	10/18/2021	10/18/2021			4.25	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>\$4.25</u>
Account 713.14 - Utilities Cell Phones											
51874 - VERIZON WIRELESS	9889367961	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 685582		09/26/2021	10/18/2021	10/19/2021		10/19/2021	49.62	
									Account 713.14 - Utilities Cell Phones Totals	Invoice Transactions 1	<u>\$49.62</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 9-21 HL	Postage for Health Department, as needed in 2021	Open		10/11/2021	10/13/2021	10/13/2021			946.91	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>\$946.91</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 7601 - Health Fund											
Department 301001 - Health - Administration											
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	VS Supplies	Office Supplies, as needed in 2021 for Health Department	Edit		09/21/2021	11/21/2021	10/16/2021			57.04	
905 - INDEPENDENCE BUSINESS SUPPLY	1894844-0	Office Supplies for COVID, as needed in 2021	Edit		09/30/2021	10/19/2021	10/19/2021			4.27	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 2	<u>\$61.31</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	319653, 319581	Regular and Window Envelopes, as needed in 2021	Edit		09/28/2021	10/28/2021	10/19/2021			287.92	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$287.92</u>
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)											
25455 - LOWE'S	902115	Sink, faucet and parts for new sink in Women's public bathroom	Paid by Check # 685546		10/02/2021	10/14/2021	10/19/2021		10/19/2021	128.37	
25455 - LOWE'S	902427	Sink, faucet and parts for new sink in WIC Lab	Paid by Check # 685546		10/02/2021	10/14/2021	10/19/2021		10/19/2021	102.79	
									Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals	Invoice Transactions 2	<u>\$231.16</u>
Account 734.58 - Supplies Miscellaneous Supplies											
53381 - JUSTIN KUEMERLE	Kuemerle Notary	Notary Public, Required as a Deputy Registrar Position	Paid by Check # 685437		10/11/2021	10/11/2021	10/15/2021		10/15/2021	61.30	
24836 - MCKESSON MEDICAL - SURGICAL	18402153	Adult Lead Screening Kits - for APC	Paid by Check # 685550		08/05/2021	09/04/2021	10/19/2021		10/19/2021	7.22	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$68.52</u>
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
1364 - OHIO DIVISION OF REAL ESTATE	Sep21 Burial Per	Burial Permits - Reimbursement to the State for 2021	Open		10/12/2021	10/12/2021	10/12/2021			455.00	
1941 - TREASURER STATE OF OHIO	22200603	2021 Quarterly Tech Fees for Birth and Death Records for VS	Open		10/06/2021	10/30/2021	10/12/2021			65,985.04	
									Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals	Invoice Transactions 2	<u>\$66,440.04</u>
Account 758.06 - Capital Outlay Equipment(over \$5000)											
53346 - FERRIS CHEVROLET INC	60747	2021 Toyota Prius Hatchback for APC	Edit		09/30/2021	10/13/2021	10/13/2021			15,000.00	
									Account 758.06 - Capital Outlay Equipment(over \$5000) Totals	Invoice Transactions 1	<u>\$15,000.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 7601 - Health Fund										
Department 301001 - Health - Administration										
Account 776.13 - Membership dues & Fees Membership Dues and Fees										
53381 - JUSTIN KUEMERLE	Kuemerle Notary	Notary Public, Required as a Deputy Registrar Position	Paid by Check # 685437		10/11/2021	10/11/2021	10/15/2021		10/15/2021	185.00
							Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions	1	<u>\$185.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	22	<u>\$96,150.18</u>
Department 303001 - Nurses										
Account 705.06 - Professional Services Other Professional Services										
43145 - TELELANGUAGE, INC.	TL31912	Interpretive Services, as needed in 2021 for Nursing	Edit		10/12/2021	10/19/2021	10/19/2021			134.30
							Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions	1	<u>\$134.30</u>
Account 705.10 - Professional Services Medical/Dental Services										
51158 - JON ELIAS M.D.	Sep-21	Medical Director Services for 2021	Paid by Check # 685523		10/01/2021	10/11/2021	10/19/2021		10/19/2021	1,000.00
							Account 705.10 - Professional Services Medical/Dental Services Totals	Invoice Transactions	1	<u>\$1,000.00</u>
Account 713.13 - Utilities Telephone										
177 - AT&T	8/17-9/16/21 Fax	INVOICE #330454766409	Paid by Check # 684810		09/16/2021	10/05/2021	09/29/2021		09/29/2021	48.83
							Account 713.13 - Utilities Telephone Totals	Invoice Transactions	1	<u>\$48.83</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
51821 - USA QUICKPRINT	319510	Stamp for Nursing - Used to Approve Invoices	Edit		09/17/2021	10/17/2021	10/19/2021			55.98
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions	1	<u>\$55.98</u>
Account 734.58 - Supplies Miscellaneous Supplies										
24836 - MCKESSON MEDICAL - SURGICAL	18403842,	Inv #18404399	Paid by Check # 685550		08/06/2021	09/05/2021	10/19/2021		10/19/2021	65.34
							Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions	1	<u>\$65.34</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees										
7335 - HUNTINGTON NATIONAL BANK	S.Thomas License	Renewal of Nursing Licenses and Nurse Practitioner	Paid by Check # 685538		10/11/2021	10/11/2021	10/19/2021		10/19/2021	68.50
7335 - HUNTINGTON NATIONAL BANK	J. Guy License	Jennifer Guy License (amt not covered under PO 2021-00001065)	Paid by Check # 685539		10/11/2021	10/11/2021	10/19/2021		10/19/2021	188.50
							Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions	2	<u>\$257.00</u>
							Department 303001 - Nurses Totals	Invoice Transactions	7	<u>\$1,561.45</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 7601 - Health Fund										
Department 304001 - Lab										
Account 705.06 - Professional Services Other Professional Services										
51563 - STERICYCLE	1011069360 (1)	Infectious Waste Disposal, as needed in the Lab in 2021	Paid by Check # 685566		09/30/2021	10/30/2021	10/19/2021		10/19/2021	127.39
51563 - STERICYCLE	1011069360 (2)	Biohazard Disposal - LAB	Paid by Check # 685566		09/30/2021	10/30/2021	10/19/2021		10/19/2021	145.40
34284 - REAM & HAAGER LABORATORY	Sep/Oct 21 Lab	Water Testing Services, as needed in 2021	Edit		09/23/2021	10/23/2021	10/19/2021			174.00
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 3	<u>\$446.79</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
43051 - SYNCB/AMAZON	Lab-Supplies	Miscellaneous Office Supplies for LAB, as needed in 2021	Edit		10/07/2021	12/08/2021	10/16/2021			6.00
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals		Invoice Transactions 1	<u>\$6.00</u>
Account 734.13 - Supplies Freight										
7835 - FISHER HEALTH CARE	1985030	Lab Supplies, as needed in 2021	Edit		09/14/2021	10/14/2021	10/19/2021			24.18
							Account 734.13 - Supplies Freight Totals		Invoice Transactions 1	<u>\$24.18</u>
Account 734.58 - Supplies Miscellaneous Supplies										
7835 - FISHER HEALTH CARE	1985030	Lab Supplies, as needed in 2021	Edit		09/14/2021	10/14/2021	10/19/2021			129.00
							Account 734.58 - Supplies Miscellaneous Supplies Totals		Invoice Transactions 1	<u>\$129.00</u>
							Department 304001 - Lab Totals		Invoice Transactions 6	<u>\$605.97</u>
Department 306001 - Air Pollution										
Account 819.84 - Transfer Out - Due to Other Fund Transferred to 2331 Air Pollutio										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT FY22 Local Match	Local Match for EPA Contract, APC	Edit		10/13/2021	10/13/2021	10/13/2021			40,000.00
							Account 819.84 - Transfer Out - Due to Other Fund Transferred to 2331 Air Pollutio Totals		Invoice Transactions 1	<u>\$40,000.00</u>
							Department 306001 - Air Pollution Totals		Invoice Transactions 1	<u>\$40,000.00</u>
Department 307001 - Environmental Health Administration										
Account 713.14 - Utilities Cell Phones										
51874 - VERIZON WIRELESS	9889187196	Cell Phone Service for EH Director, 2021	Paid by Check # 685582		09/23/2021	10/15/2021	10/19/2021		10/19/2021	49.62
51874 - VERIZON WIRELESS	9889367961	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 685582		09/26/2021	10/18/2021	10/19/2021		10/19/2021	49.62
							Account 713.14 - Utilities Cell Phones Totals		Invoice Transactions 2	<u>\$99.24</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
43051 - SYNCB/AMAZON	EH Office Supp.	Eh Miscellaneous Office Supplies, as needed in 2021	Edit		10/04/2021	12/07/2021	10/16/2021			64.58
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals		Invoice Transactions 1	<u>\$64.58</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 09/23/21 - 10/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 7601 - Health Fund											
Department 307001 - Environmental Health Administration											
Account 734.58 - Supplies Miscellaneous Supplies											
52603 - CLARKE MOSQUITO CONTROL PRODUCTS, INC.	5098226	Mosquito Supplies, as needed in 2021 for EH	Edit		09/27/2021	10/27/2021	10/16/2021			153.40	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>153.40</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
7335 - HUNTINGTON NATIONAL BANK	Pesticide Licens	2021 Sanitarian License Renewal and Pesticide Licenses	Paid by Check # 685537		10/11/2021	10/11/2021	10/19/2021		10/19/2021	70.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>70.00</u>
									Department 307001 - Environmental Health Administration Totals	Invoice Transactions 5	<u>\$387.22</u>
Department 308001 - OPHI											
Account 734.58 - Supplies Miscellaneous Supplies											
7335 - HUNTINGTON NATIONAL BANK	OPHI Cabinet Key	Tennsco Filing Cabinet Keys Made for OPHII Filing Cabinet	Paid by Check # 685536		10/11/2021	10/11/2021	10/19/2021		10/19/2021	14.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>14.00</u>
Account 772.20 - Travel Registration/Tuition											
53156 - OHIO COMPUTER ACADEMY	Buncle_Oct21	SQL Tableau Course, Rob Knight (Ohio TechCred)	Edit		10/18/2021	10/19/2021	10/19/2021			1,950.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$1,950.00</u>
									Department 308001 - OPHI Totals	Invoice Transactions 2	<u>\$1,964.00</u>
									Fund 7601 - Health Fund Totals	Invoice Transactions 43	<u>\$140,668.82</u>
									Grand Totals	Invoice Transactions 153	<u>\$369,639.73</u>

* = Prior Fiscal Year Activity



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, October 25, 2021 @ 12:00pm – Board Room
Resolutions for Approval

- a. 2021-09: Amending Health Code 205.09, Public Records

Resolution 2021-09

A resolution rescinding and replacing section 205.09 of the Canton City Health Code, Public Records.

WHEREAS; the Board of Health desires to articulate a clear policy regarding access to records that Canton City Public Health collects and maintains, and

WHEREAS; chapter 149 of the Ohio Revised Code sets forth various statutory requirements for the maintenance of public records in the State of Ohio, and

WHEREAS; the current records policy is not in compliance with current state law,

BE IT RESOLVED that section 205.09 of the Canton City Health Code be rescinded and replaced with the following:

205.09 - PUBLIC RECORDS

~~The Board of Health hereby adopts policy 800-059-P Public Records Requests along with the referenced forms in in policy. (Resolution 2021-09; passed DATE).~~

~~a. Purpose. The purpose of this section is to establish procedures for compliance with Ohio Public Records Act, Chapter 149 of the Ohio Revised Code (ORC).~~

~~b. Public Record. Pursuant to the ORC, a public record is a record held by a public office that:~~

- ~~• Is stored on a fixed medium (such as paper, computer, e-mail, film, etc.);~~
- ~~• Is created, received or comes under the jurisdiction of the Canton City Health Department (Health Department);~~
- ~~• Documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.~~

~~1) All records of the Health Department are public unless they are specifically exempt from disclosure under Federal Law, the Ohio Revised Code or applicable court precedent.~~

~~2) It is the policy of the Health Department that, as required by Ohio Law, records will, to the extent practical, be organized and maintained so that they are readily available for inspection and copying. When required, record retention schedules are to be updated regularly and posted prominently.~~

~~3) Each division of the Health Department shall identify a Records Coordinator who shall have the responsibility of maintaining the specific division's records in compliance with the Canton City Health Code. The Records Coordinator may be the division supervisor or other person as determined by the division supervisor or Health Commissioner.~~

~~4) Each division Records Coordinator shall identify in their record retention schedule those records that are considered public records and those that would not be considered public records. The record retention plan should be used as a guide to fulfilling requests for copies of public records.~~

~~5) Where there is some question as to whether the record requested is public or if the record contains both public and confidential information, the Health Department shall immediately refer such request to the City Law Department or other appropriate entity as required by a specific program for review. Such request by the Health Department shall be made in writing and shall be dated and specify the documents, reports or records requested to be reviewed for~~

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~~determination. After the final determination is received by the Health Department, the public record request will be fulfilled with appropriate redaction if applicable.~~

~~e. Response Timeframe. Public records are to be available for inspection during regular business hours, generally, Monday through Friday, 8:00 a.m. to 4:30 p.m., with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records request; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested. In processing a request for inspection of a public record, a Health Department employee must accompany the requester during inspection to make certain original records are not taken or altered.~~

~~1) It is the goal of the Health Department that all requests for public records should be acknowledged in writing or, if possible, satisfied within five (5) business days following the office's receipt of the request. If a request is deemed to be significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:~~

- ~~• An estimated number of business days it will take to satisfy the request.~~
- ~~• An estimated cost if copies are requested.~~
- ~~• Any items within the request that may be exempt from disclosure.~~

~~d. Evaluating the Requests. Each request for public records should be evaluated for a response using the following guidelines:~~

~~1) Although the Public Records Act does not require that specific language be required to make a public records request, the requester must identify the records requested with sufficient clarity to allow the Health Department to identify, retrieve and review those records. If a request is received by the Health Department, and it is not clear what records are being sought, the Health Department should contact the requester for clarification, and assist the requester in revising the request by informing the requester of the manner in which the office maintains its records.~~

~~2) Requesters are encouraged to make any and all public records requests to the Health Department in written form. While the requester does not have to put a records request in writing, a written request enables the Health Department to identify responsive records with greater speed and accuracy.~~

~~3) A requester does not have to provide his or her identity or the intended use of the requested public record(s). In many cases, however, such information could enhance the Health Department's ability to identify, locate and/or deliver responsive public records in response to the request. If the Health Department determines that additional information would enhance the Health Department's ability to identify, locate and/or deliver responsive records, he or she may ask the requester to: (1) put the request in writing, (2) provide his or her name and address, and/or (3) explain the purpose of the request or intended use of the information; provided that the requester is informed that the requester may decline to provide any of this information. The Health Department may require sufficient contact information to fulfill the request, either by US Mail, electronic delivery, or inspection.~~

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- ~~4) In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering or querying. Although not required by law, the office may accommodate the requester by generating new records when it makes sense and is practical under the circumstances.~~
- ~~e. Electronic Records. Public records in the form of e-mail, text messaging and instant messaging, including those sent and received via a hand-held communications device are to be treated in the same fashion as records in other formats, such as paper or audio tape.~~
- ~~1) Records in Health Department provided e-mail accounts, private e-mail accounts and other electronic records used to conduct public business are subject to disclosure, and all employees or representatives of the Health Department are instructed to retain their e-mails that relate to public business.~~
 - ~~2) When an email's content pertains to the work of the Health Department, employees are to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available.~~
 - ~~3) All employees are discouraged from using private email for public business.~~
- ~~f. Denial or Redaction of Records. If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by information the requester of the manner in which records are maintained and accessed by the Health Department.~~
- ~~1) Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.~~
- ~~g. Copying and Mailing Costs. There shall be no cost associated with the inspection of a public record. The first one hundred and twenty five (125) pages of any public record request shall be provided to the requester at no cost. All other copies will be provided according to the following rates:~~
- ~~1) The charge for paper or computer printout copies (per side) is 5¢ per page.~~
 - ~~2) The charge for downloaded computer files to a compact disc is the actual cost of the media or disk.~~
 - ~~3) There is no charge for documents e-mailed or faxed.~~
 - ~~4) Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.~~
 - ~~5) Birth and death records shall be provided at a cost as required in Section 205.06 of the Canton City Health Code.~~

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BE IT RESOLVED that this resolution is necessary for the operation of Canton City Public Health and that it becomes effective immediately upon passage.

ADOPTED by the Board of Health of the Canton City Health District this **25th** day of **October, 2021**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Public Records Policy
APPLICABILITY:	All staff
CONTACT POSITION & DIVISION:	Fiscal Manager, Administration
ORIGINAL DATE ADOPTED:	09/09/2021
LATEST EFFECTIVE DATE:	09/09/2021
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	n/a
REFERENCE NUMBER:	800-014-P

A. PURPOSE

The purpose of this policy is to provide guidance for all Public Record Request at Canton City Public Health (CCPH).

B. POLICY

Canton City Public Health will comply with Ohio law in regard to provision of public records.

C. BACKGROUND

The Ohio Public Records Act (section [149.43 ORC](#)) provides the public with procedures to request records from any public office in Ohio, while protecting certain types of records from release. It also establishes a legal process to enforce compliance when a requester feels that a public office has failed to satisfy its public records obligations. The Public Records Act ensures that public documents belong to the people, not to the government body holding them.

D. GLOSSARY OF TERMS

Public Record – Pursuant to the Ohio Revised Code (ORC), a public record is a record held by a public office that:

- Is stored on a fixed medium (such as paper, computer, e-mail, film, etc.)
- Is created, received or comes under the jurisdiction of the Canton City Public Health
- Documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. PUBLIC RECORD
 - a) All records of CCPH are public unless they are specifically exempt from disclosure under law, the Ohio Revised Code or applicable court precedent.
 - b) It is the policy of CCPH that, as required by Ohio Law, records will, to the extent practical, be organized and maintained so that they are readily available for inspection and copying. When required, record retention schedules are to be updated regularly and posted prominently.
 - c) Where there is some question as to whether the record requested is public or if the record contains both public and confidential information, CCPH shall immediately refer such request to the City Law Department or other appropriate entity as required by a specific program for review. Such request by CCPH shall be made in writing and shall be dated and specify the documents, reports or records requested to be reviewed for determination. After the final determination is received to CCPH, the public record request will either be fulfilled with the appropriate redaction if applicable or not fulfilled.
2. RESPONSE TIMEFRAME
 - a) Public records are to be available for inspection during regular CCPH business hours, generally, Monday through Friday, 8:00am to 4:30pm, with the exception of published holidays or when CCPH is closed.
 - b) Public records must be made available for inspection promptly.
 - c) Copies of public records must be made available within a reasonable period of time.

- d) “Prompt” and “reasonable period of time” take into account the volume of records requested; the proximity of the location where the records are stored and the necessity for any legal review and redaction of the records requested.
- e) In processing a request for inspection of a public record, a CCPH employee must accompany the requestor during inspection to make certain original records are not taken or altered.
- f) It is the goal of CCPH that all requests for public records should be acknowledged by telephone, e-mail or mail, or if possible, satisfied within five (5) business days following the office’s receipt of the request. If a request is deemed to be significantly beyond “routine” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment must include the following:
 - i. An estimated number of business days it will take to satisfy the request.
 - ii. An estimated cost, if copies are requested (if applicable).
 - iii. Any items within request that may be exempt from disclosure.

3. EVALUATION OF THE REQUESTS

Each request for public records should be evaluated for a response using the following guidelines.

- a) Although the Public Records Act does not require that specific language be required to make a public records request, the requester must identify the records requested with sufficient clarity to allow CCPH to identify, retrieve and review those records. If a request is received by CCPH and it is not clear what records are being sought, or is overly broad, CCPH should contact the requester for clarification, and assist the requester in revising the request by informing the requester of the manner in which the office maintains its records. CCPH may suggest the requestor inspect the records to better be informed of which records they are interested in.
- b) Requesters are encouraged to make any and all public records requests to CCPH in written form. While the requester does not have to put a records request in writing, a written request enables CCPH to identify responsive records with greater speed and accuracy.
- c) A requester does not have to provide his or her identity or the intended use of the requested public record(s). In many cases, however, such information could enhance CCPH’s ability to identify, locate and/or deliver responsive public records in response to the request. If CCPH determines that additional information would enhance CCPH’s ability to identify, locate and/or deliver responsive records, he or she may ask the requester to: (1) put the request in writing, (2) provide his or her name and address and/or (3) explain the purpose of the request or intended use of the information; provided that the requester is informed that the requester may decline to provide any of this information. CCPH may require sufficient contact information to fulfill the request, either by US Mail, electronic delivery or in person.
- d) In processing the request, CCPH does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering or querying. Although not required by law, CCPH may accommodate the requester by generating new records when it makes sense and is practical under the circumstances.

4. ELECTRONIC RECORDS

Public records in the form of e-mail, text messaging and instant messaging, including those sent and received via a hand-held communications device are to be treated in the same fashion as records in other formats, such as paper or audio tape.

- a) Records in CCPH provided e-mail accounts, private e-mail accounts and other electronic records used to conduct public business are subject to disclosure, and all employees or representatives of CCPH are instructed to retain their e-mails that relate to public business.
- b) When an email's content pertains to the work of CCPH, employees are to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available.
- c) All employees are discouraged from using private email for public business.

5. DENIAL OR REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied. The denial must provide the requester an opportunity to revise the request.

- a) Any denial of public records requested must include an explanation, including legal authority.
- b) If the initial request was made in writing, the explanation must also be in writing.
- c) If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released.
- d) When making public records available for public inspection or copying, CCPH shall notify the requester of any redaction or make the redaction plainly visible.
- e) If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

6. COPYING AND MAILING COSTS

There shall be no cost associated with the inspection of a public record. The first one hundred and twenty-five (125) pages of any public record request shall be provided to the requester at no cost, except per the rates below. All other copies will be provided according to the following rates:

- a) The charge for paper or computer printout copies (per side) is 5¢ per page, after the first 125 pages.
- b) The charge for downloaded computer files to a flash drive is the actual cost of the flash drive.
- c) There is no charge for documents e-mailed or faxed.
- d) Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.
- e) Birth and death records shall be provided at a cost as required in Section 205.06 of the Canton City Health Code.

7. PUBLIC RECORDS REQUEST FORM AND LOG

- a) Public Records Request can be made by the public by using the Public Records Request Form (800-014-02-F). This form is not required to make a public record requests, but would be recommended by CCPH.
- b) The form will be available on CCPH's main page of their website.
- c) The requestor should complete section one (1) of this form.
- d) If the request is made some other way than using CCPH's Public Records Request Form, the CCPH employee taking the request should complete section one of this form. If a request is made by e-mail or a written request, both of these requests should be kept with this form. . This form is needed to complete the documentation of the request per Auditor of State recommended practice.
- e) Once the request has been completed (either filled or denied), the CCPH employee fulfilling the request will complete section two (2) of this form.
- f) This completed form along with the public records request should be maintained together.

- g) These documents will be saved on SharePoint here:
<https://cantonohiohealth.sharepoint.com/sites/DLTLeadership/SitePages/Public-Records-Resource-Page.aspx?from=SendByEmail&e=Vlgf-zFEZ0WBgwZ1lcbJfQ&at=9>
- h) There will be a place maintained on SharePoint for all CCPH public records requests to be filed. The files will be set up by 1) year, 2) then by division, 3) then by whether the public records request was filled, denied or redacted.
- i) A Public Records Request log must also be maintained for every public records request (800-014-03-F_Public Records Requests Log). This Excel document will be saved in the same location on SharePoint as the public record requests. There will be a tab for each year and the following information must be completed for each request:
- Date received request
 - Form of request (i.e. written, e-mail, Facebook, etc.)
 - Name of requesting person (this is not required)
 - Division
 - Description of records request
 - Whether records were released or not
 - Whether there were any redactions on the request
 - If so, what is the legal authority for exemption redaction
 - Name of employee fulfilling request
 - Date request was fulfilled
 - Whether the information released was uploaded to SharePoint
- j) All information on the log must be completed by the person fulfilling the request.
- k) There is also a tracking number that will correspond with each request for each year. The tracking numbers will go as follows: the year, plus the number of the public records request (i.e. 2021-01, 2021-02, 2021-03, etc.)
8. PUBLIC RECORDS TRAINING
- a) The Sunshine Laws Certification Training, provided by the Ohio Attorney General's Office, can be completed online. As an alternative to the live three-hour certification training session, CCPH employees can take the online training anytime, anywhere.
- b) To begin your online training, register at here <https://sunshinelaw.ohioattorneygeneral.gov/Default.aspx>. Once you've completed the online training, a certificate of completion will be available that can be printed.
- c) This online version of the Ohio Sunshine Laws Certification Training has been approved by the Supreme Court of Ohio's Commission on Continuing Legal Education for 3.0 general self-study activity hours. The Ohio Attorney General's Office is the sponsor of this self-study activity. Please note that there is a twelve (12) hour limitation on self-study CLE credit (pursuant to Rule X, Section 5(E) and Regulation 409.2 of the 2014 Rules for the Government of the Bar of Ohio).
- d) The Ohio Sunshine Laws Certification Training must be completed annually between January 1 to December 31 by employees identified by the Health Commissioner. ~~each member of the Division Leadership Team and each Records Coordinator. Other CCPH employees, who handle public records request, can also take the training or CCPH employees identified by a Division Leader or Health Commissioner.~~
- e) Once the training is complete, a copy of the Certificate must be given to the Fiscal Manager either by e-mail or a hard copy. The Fiscal Manager will file the certificate and record the training on a log created and kept with this policy.



9. PUBLIC NOTICE OF POLICY

- a) CCPH is required to create a poster that describes CCPH’s public records policy and post in a conspicuous place in all public locations (800-014-01-A_Public Records Poster).
- b) The Public Records Policy poster must be posted in a public area of all CCPH locations where CCPH employees offices are located.
- c) This policy shall also be posted on CCPH’s website at www.cantonhealth.org.

10. RECORDS COORDINATOR/OFFICERS

- a) Each division of CCPH shall identify a Records Coordinator who shall have the responsibility of maintaining the specific divisions with this policy.
- b) Each division Records Coordinator shall identify in their record retention schedule those records that are considered public records and those that would not be considered public records. The Record Retention Schedule (in Policy 800-024-P) should be used as a guide to fulfilling requests for copies of public records.
- c) The following positions at CCPH are designated as “Public Records Officers”: Health Commissioner and Fiscal Manager. Public Records Officers are the main custodians of public records, CCPH’s Record Retention Schedule/Policy and this policy.

F. CITATIONS & REFERENCES

Ohio Sunshine Laws Manual - <https://www.ohioattorneygeneral.gov/legal/sunshine-laws>

Ohio Revised Code – Public Records Act - [Section 149.43 - Ohio Revised Code | Ohio Laws](#)

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

- 1. Christi Allen, Fiscal Manager

H. APPENDICIES & ATTACHMENTS

800-014-01-A_Public Records Poster

I. REFERENCE FORMS

800-014-02-F_Public Records Request Form

800-014-03-F_Public Records Request Log

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, October 25, 2021 @ 12:00pm – Board Room
Division Reports

- a. Nursing /WIC – Written report
- b. Laboratory – Written report
- c. OPHI/Surveillance – CCPH Vaccination Clinic Impact Report
- d. Environmental Health – Written report
- e. Air Pollution Control – Written report
- f. Vital Statistics – Written report
- g. Health Commissioner – Written report
- h. Accreditation Update – Written report
- i. Performance Management Update – Written report

Canton City Public Health

October 2021 Report (Meeting 10/25/21)

NURSING DIVISION

Jon Elias, M.D.
Medical Director

Diane Thompson, R.N., M.S.N., DON
Nursing Division

CLINIC SERVICES

	# of Clinics	# Attending	YTD
Immunization Clinic	4	22	130
Tuberculosis (TB) Mantoux	7	6	27
Travel	0	0	0
S.T.I.	8	30	192
C.T.R. Clinic	0	0	0
C.T.R. – # Qualified & Tested		0	0
C.T.R. – Appointments		3	20
Field/Outreach Testing		1	3
SWAP	4	314	1,908
SWAP Testing		3	15
SWAP Vaccination Clinic	0	0	0
Hepatitis A Outbreak Clinic	0	0	0
COVID-19 Clinics		102	18,675

DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	431	996	320	716

HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD	Discordant	Discordant YTD
Tests Performed	10	61	0	3	0	0
Results Given	10	61	0	3	0	0

HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	1	0	5	0
Stark County*	1	0	6	0

* excludes Canton City Residents

HIV Infection includes all persons infected with HIV and/or symptomatic of HIV related disease. AIDS reports include only those who meet the CDC AIDS definition.

SPECIAL PROGRAMS

	SESSIONS/VISITS/ CONTACTS		# ATTENDING	
	Month	YTD	Month	YTD
Nursing School Students/Physician Affiliations			0	0
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	0	0	0	0
Get Vaccinated (GV) Ohio Grant – Maximizing Office Based Immunization Programs (MOBI) & Teen Immunization Education Sessions (TIES) – Goal of 31 per grant year July 1 st – June 30 th	0	4		
Get Vaccinated (GV) Ohio Grant – Immunization Quality Improvement for Providers (IQIP) – Goal of 10 per grant year July 1 st – June 30 th	0	3		
DIS Interviews and/or Visits	14	99		
Linkage to Care visits	0	0		
PAPI (Prevention Assistance Program Interventions) referrals	5	31		
PAPI (Prevention Assistance Program Interventions) enrollment	2	7		
Bureau for Children with Medical Handicaps (BCMh) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1 st - June 30 th]	0	18		

**WIC Division
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY21: 2,087

Assigned Stark Project Caseload FY21: 5,431

WIC Fiscal Year 2021 October 2020 – September 2021		
	Canton City	Total for Stark Project
October 2020	1,953	5,120
November 2020	1,928	5,062
December 2020	1,930	5,029
January 2021	1,885	4,973
February 2021	1,806	4,837
March 2021	1,797	4,878
April 2021	1,760	4,822
May 2021	1,751	4,776
June 2021	1,749	4,716
July 2021	1,786	4,722
August 2021	1,745	4,660
September 2021	1,778	4,661

Canton City Health Department

September 2021 (Meeting 10/25/2021)

LABORATORY

Water						
Sample Type	Number of Tests	Positive Tests	YTD Samples Tested	YTD Samples Positive	Prior 3 Yrs, YTD Avg	Prior 3 Yrs, YTD Positive Avg
Private	170	36	1248	259	1186	389
Public	45	1	346	3	355	28
Commercial	24	0	261	0	193	6
HPC	16	0	150	3	97	9
Other	0	0	110	6	17	1
Product Packaging	0	0	144	1	80	0
Beach Water	3	3	86	18	0	0

We performed QC testing on quantitrays, bottles and the water testing reagent for Holmes Laboratory.

Clinic						
Test Name	Number of Tests	Positive Tests	YTD Samples Tested	YTD Samples Positive	Prior 3 Yrs, YTD Avg	Prior 3 Yrs, YTD Positive Avg
Gonorrhea-smear	8	2	52	7	126	13
N.G.U.	8	5	52	28	126	78
Gonorrhea-Gene amp.	39	6	248	17	458	23
Chlamydia-Gene amp.	39	3	248	18	458	40
Syphilis Serology Qualitative	26	2	156	17	412	29
Syphilis Serology Quantitative	2	2	17	16	30	30
Candida	13	0	46	5	154	23
Gardnerella	13	5	46	17	154	74
Trichomonas	13	1	46	6	154	21
Pregnancy-urine	1	0	4	0	14	1
HIV screen	10	0	62	3	239	6
HIV Confirmatory	0	0	0	0	6	5
Blood Lead	0	0	0	0	3	0
HCV Antibody screening	2	2	3	3	24	4

Proficiency testing for chlamydia/gonorrhea amplification was completed this month.

Miscellaneous						
MISCELLANEOUS:	Number of Tests	Positive Tests	YTD Samples Tested	YTD Samples Positive	Prior 3 Yrs, YTD Avg	Prior 3 Yrs, YTD Positive Avg
Pollen counts	21	21	116	110	124	124
Other Exams	0	0	4	4	4	3

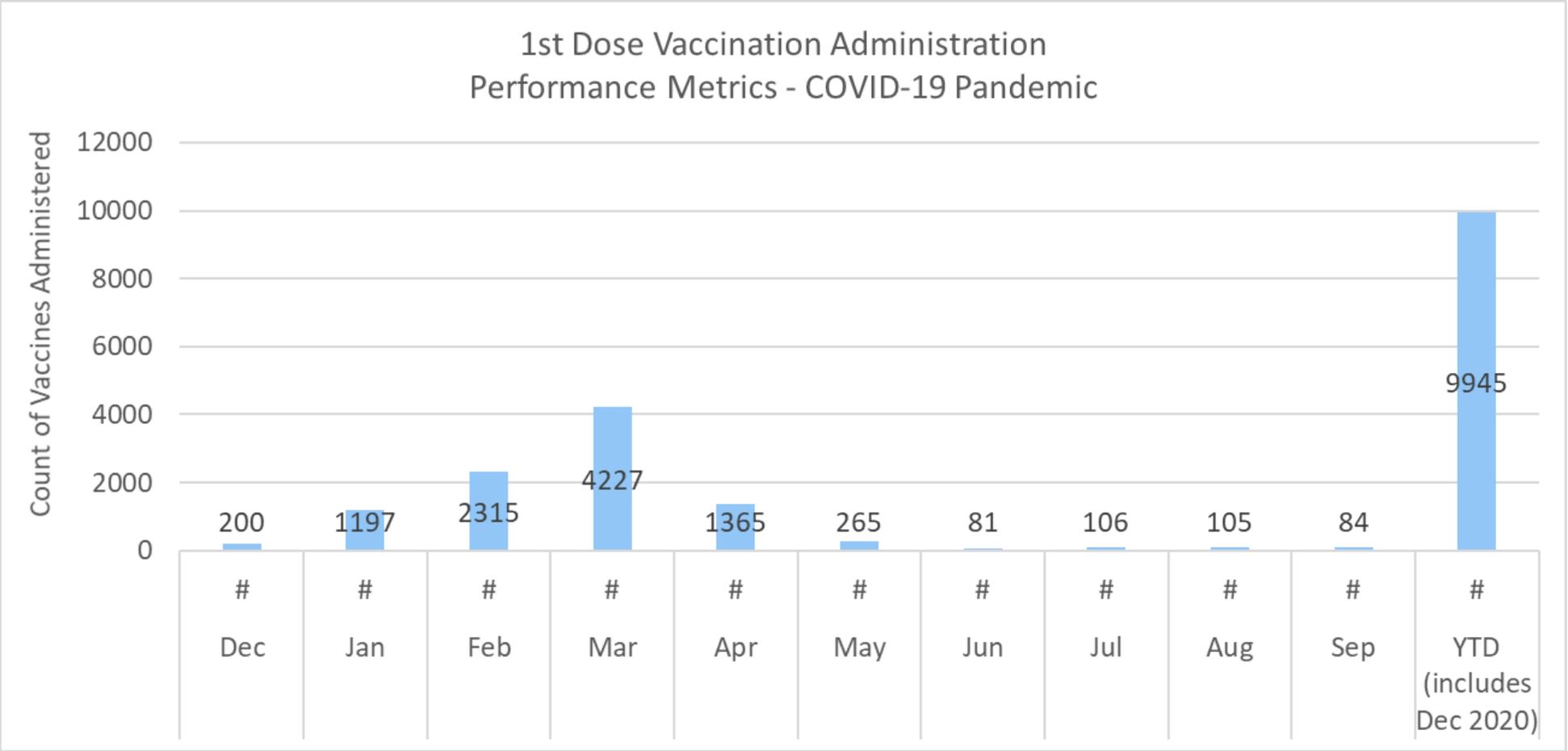
Canton City Public Health COVID-19 Vaccination Clinic Impact Report – September 2021

Presented to CCPH Board of Health

October 25th, 2021



Vaccination Administration Performance Metrics, September 2021



September:

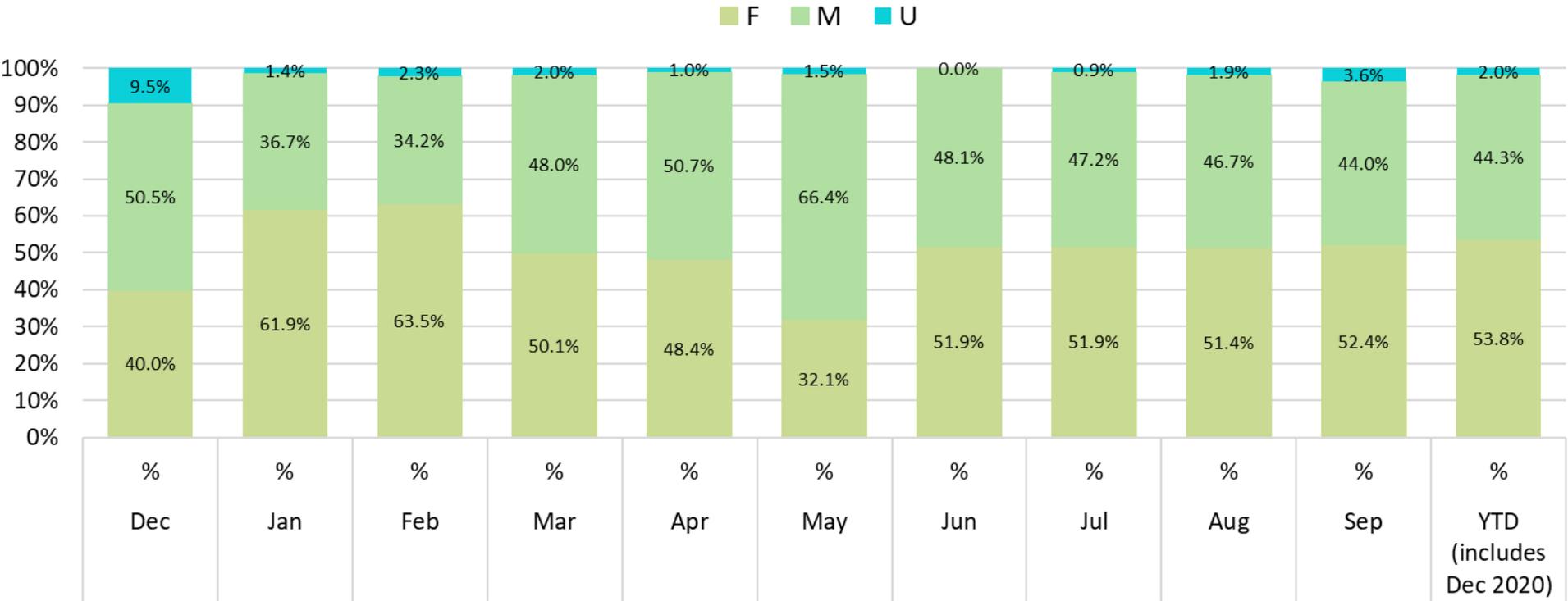
n=84

9945 vaccinations (first dose counts only (Dec – Sep))



Vaccination Administration Performance Metrics, September 2021

Percent of Vaccination Administered by CCPH
by Sex



September:

Female: 44 (52.4%)

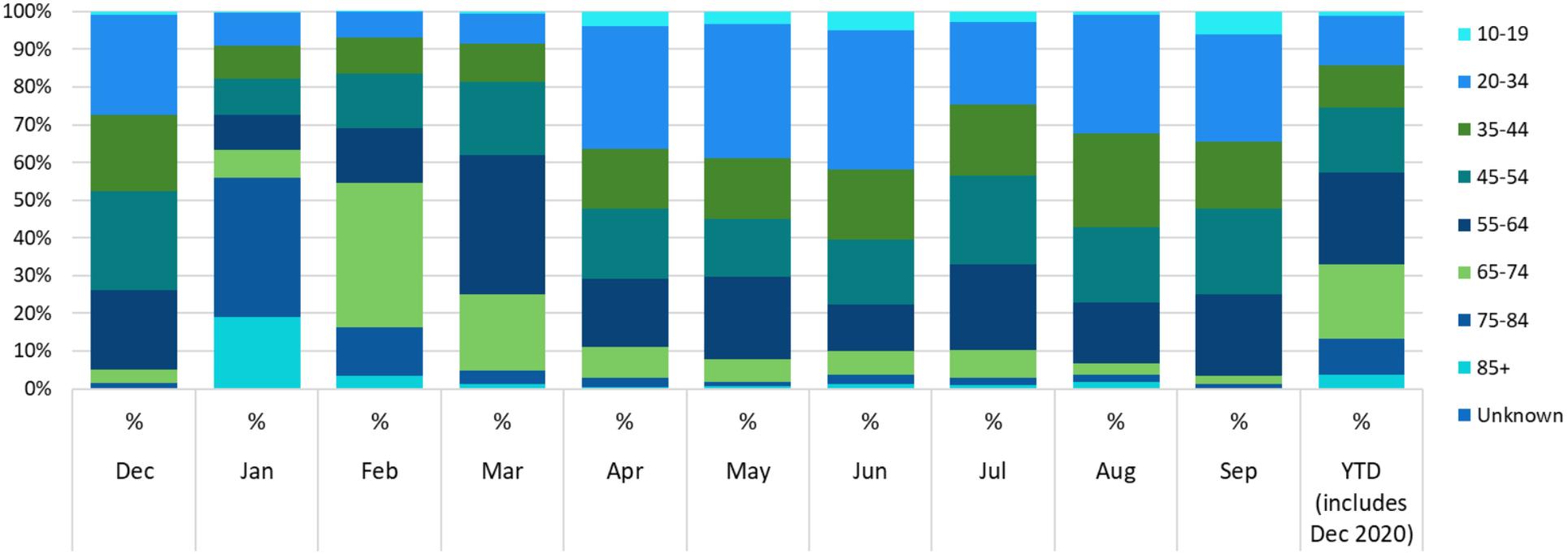
Male: 37 (44.0%)

Unknown: 3 (3.6%)*



Vaccination Administration Performance Metrics, September 2021

Percent of Vaccination Administered by CCPH by
Age Group



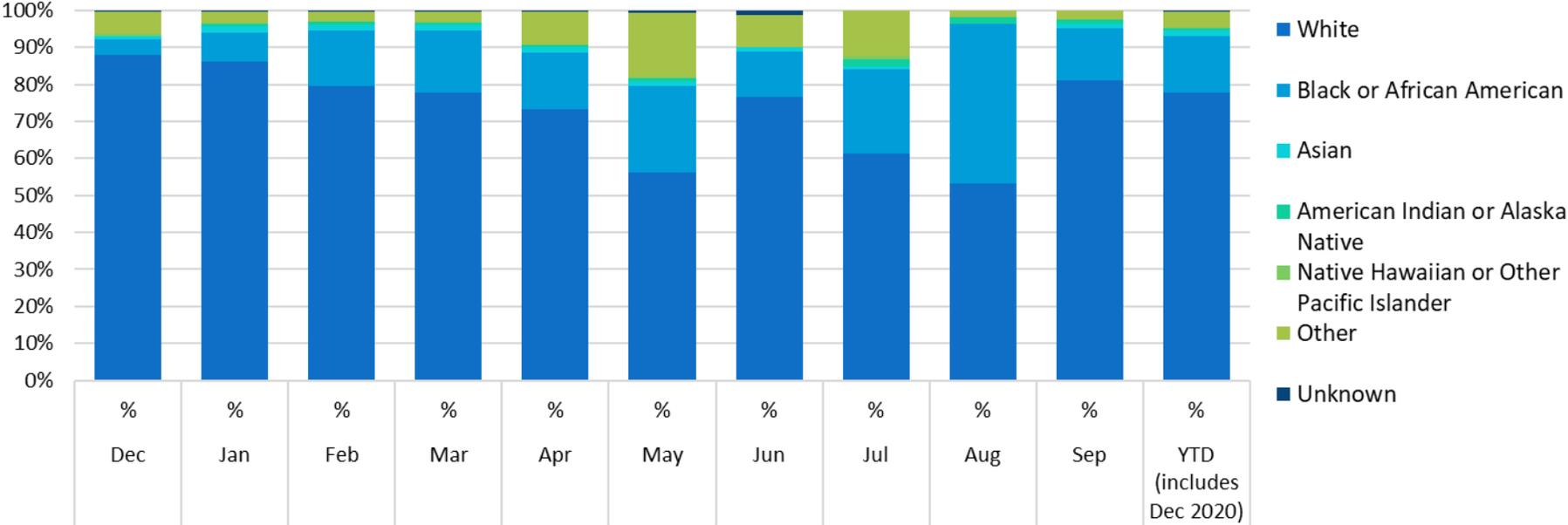
September:

10-19	6.0%
20-34	28.6%
35-44	17.9%
45-54	22.6%
55-64	21.4%
65-74	2.4%
75-84	1.2%
85+	0.0%



Vaccination Administration Performance Metrics, September 2021

Percent of Vaccination Administered by CCPH
by Race

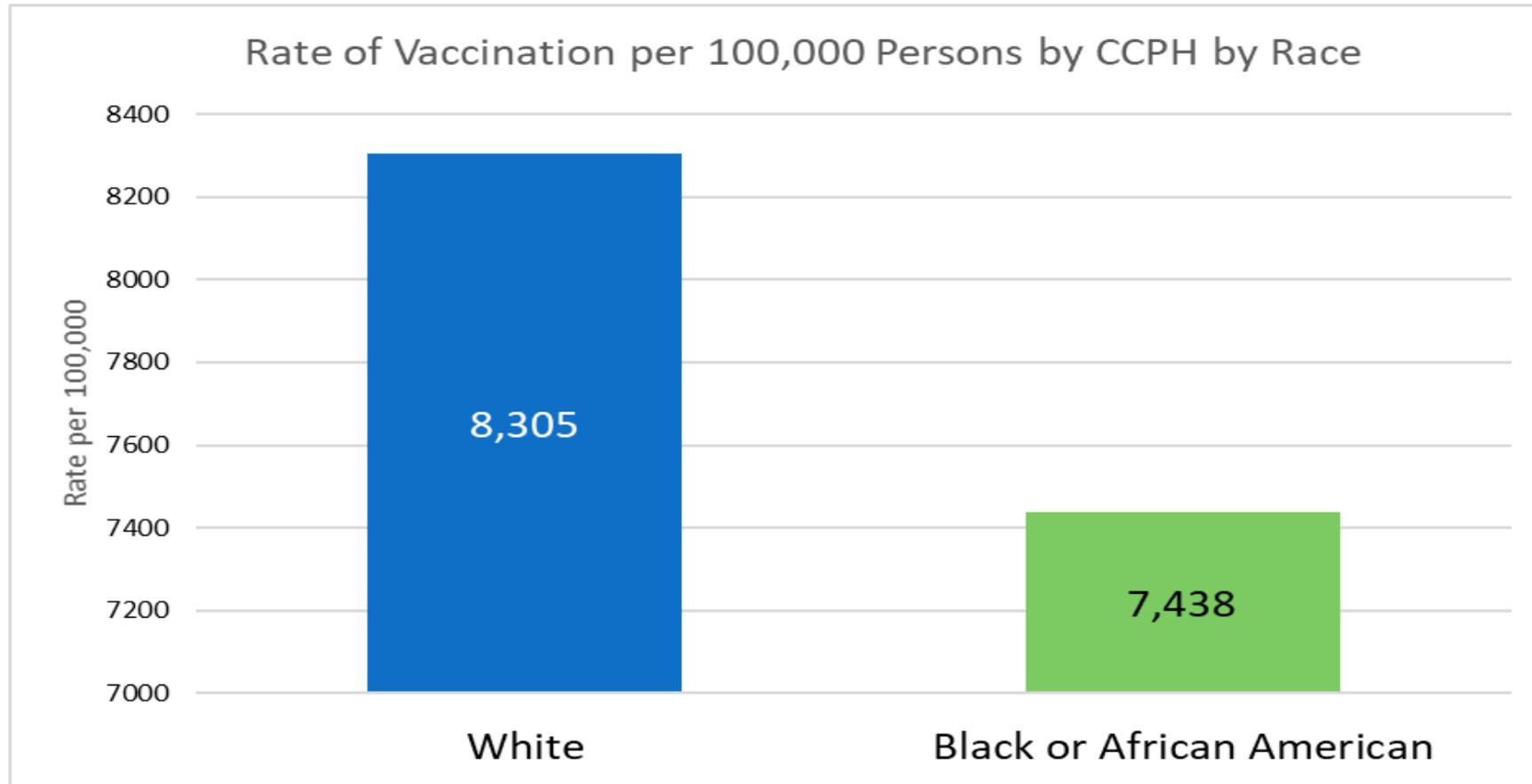


September:

White	81.0%
Black/AA	14.3%
American Indian or Alaska Native	1.2%
Other	2.4%
Asian	1.2%
Native Hawaiian or Other Pacific Islander	0.0%



Vaccination Administration Performance Metrics, YTD

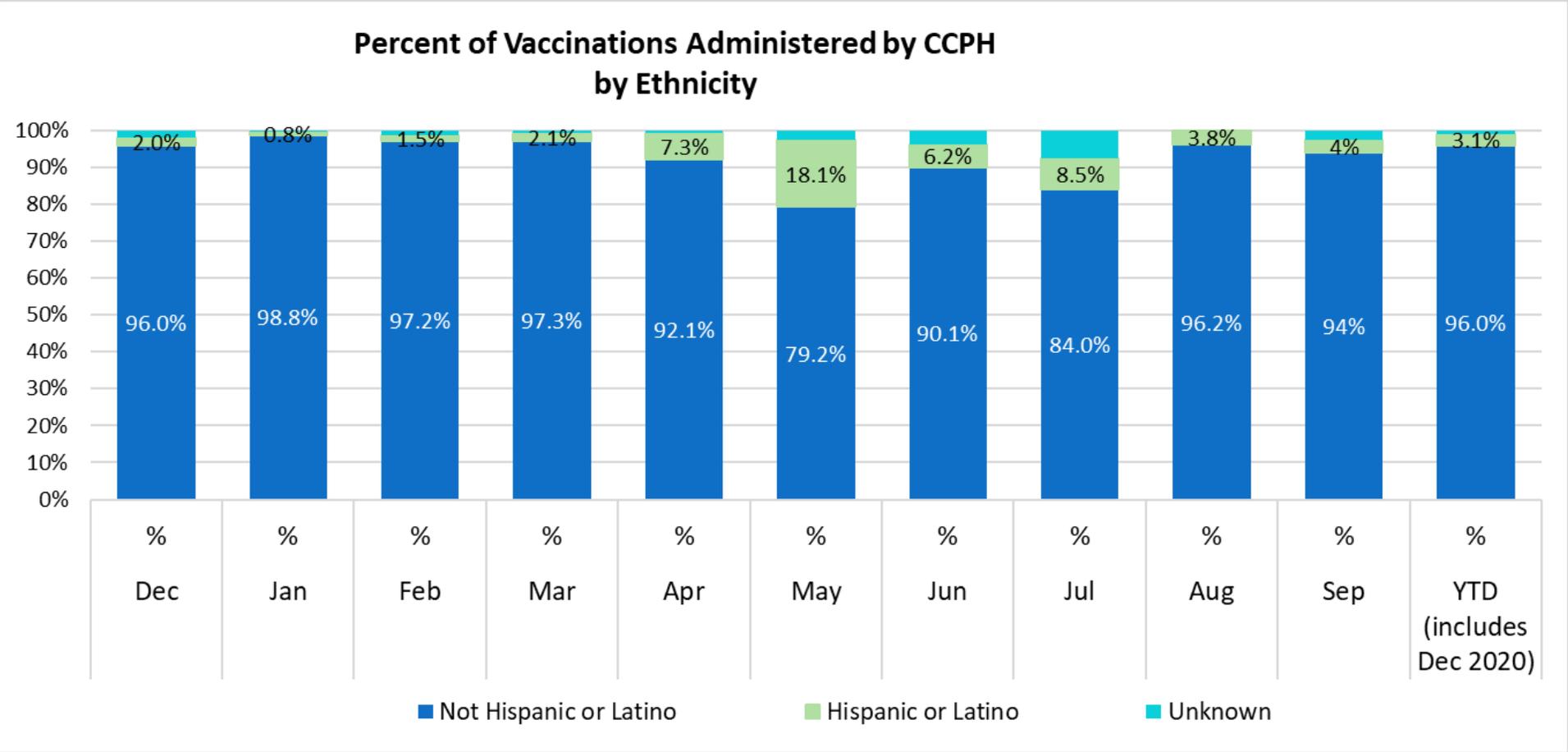


September:

Disparity Rate: 1:1



Vaccination Administration Performance Metrics, September 2021

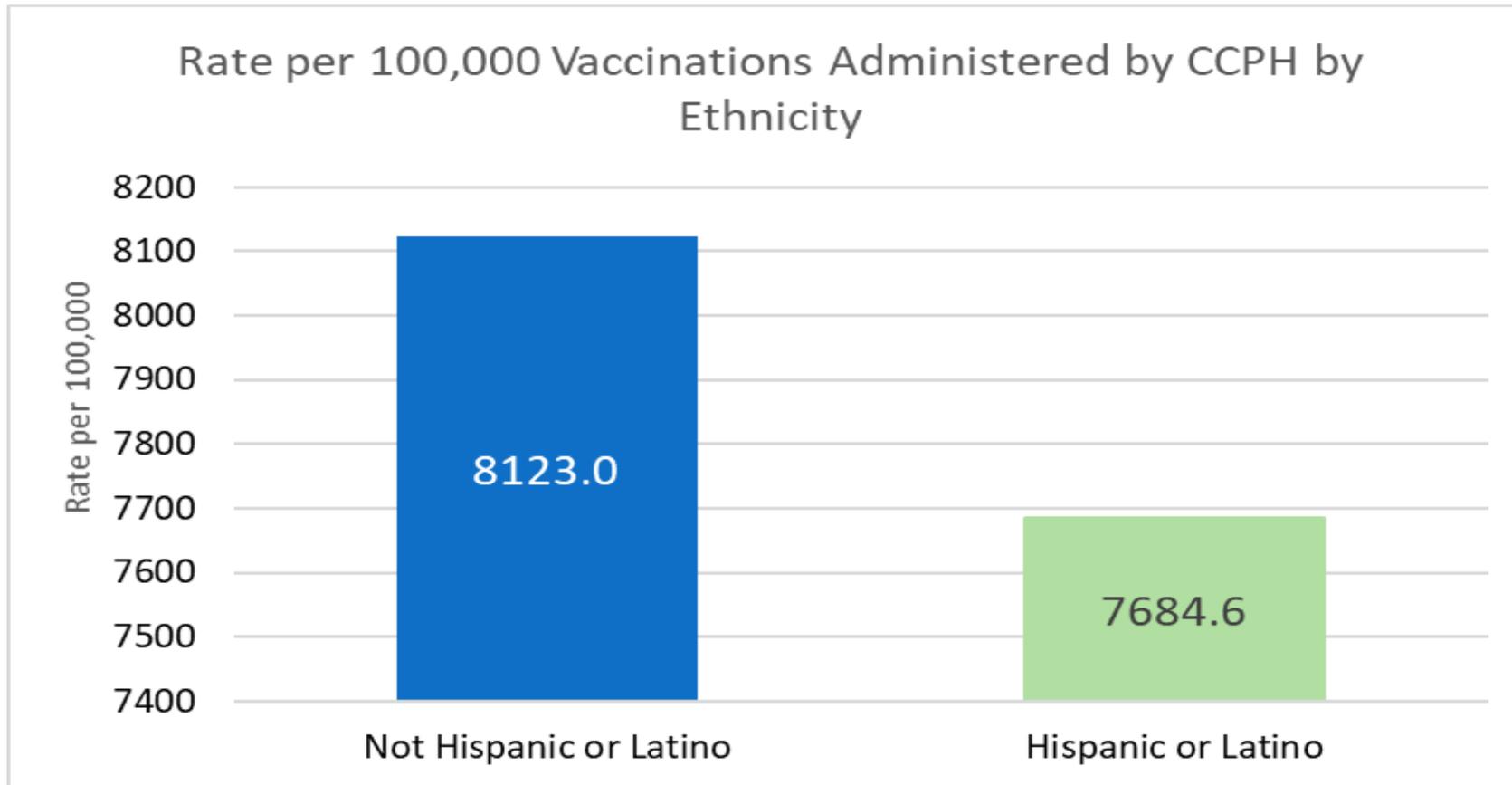


September:

Hispanic	3.6%
Non-Hispanic	94.0%
Unknown	2.4%



Vaccination Administration Performance Metrics, YTD



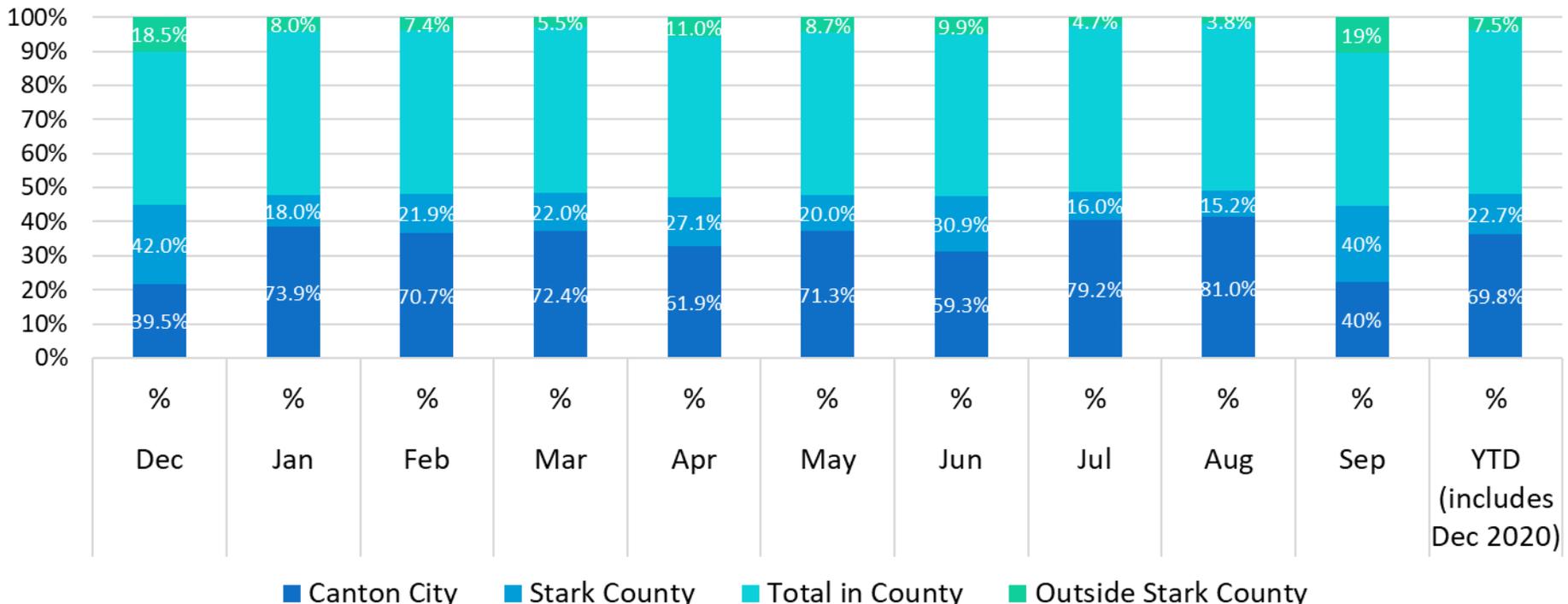
September:

Disparity Rate: 1:1



Vaccination Administration Performance Metrics, September 2021

Percent of Vaccination Administered by CCPH
by Zip Code



September:

Canton City: 40.5%
 Stark County: 40.5%
 Outside Stark County: 19%



Questions?

*~Data prepared by Lillian Boehm, CCPH Public Health Specialist.
Reviewed by Amanda Archer, OPHII Director/Epidemiologist*



Canton City Public Health

September Board Report 10/25/2021

Environmental Health

RECYCLE CENTER

We are still in the process of installing new heaters and automatic gates at the Recycle Center. The Joint Solid Waste District provided free HAZWOPR training to our staff on Thursday, October, 14, 2021.

NUISANCE

Gus Dria was awarded the 2021 Ohio Environmental Health Association Northeast District award for Outstanding Sanitarian.

We continue to perform QI activities in both Nuisance cleanups and the Rabies Program. An update of the Nuisance QI Project will be presented at the Annual All Staff Meeting on Wednesday, October 20, 2021.

FOOD UPDATES

Annie is training the two new food inspectors and assisting with inspections at this time. Food inspection training has been scheduled with the Ohio Departments of Agriculture and Health for November 2021.

Canton City Public Health

3rd Quarter 2021 (Meeting 10/25/2021)

AIR POLLUTION CONTROL

This report represents data from 3rd quarter 2021 (July 1, 2021 through September 30, 2021) for the Air Pollution Control (APC) Division. There are also some October 2021 updates on topics of interest to the Board.

REPUBLIC STEEL CASE AND COMMUNITY CONCERNS UPDATE:

On 8/6/2021, Ohio EPA issued a citizen advisory to the community near Republic Steel informing them that there were two excessive lead monitoring readings that occurred on July 3 and July 9, in violation of the July 2, 2021 Court Order, which required Republic Steel to suspend their leaded steel production as of July 28, 2021. As seen in the Pb (lead) NAAQS data table below, the elevated readings in July has caused the 3-month average of July-Sept 2021 to be above the air quality standard (NAAQS).

Republic Steel is not allowed to resume leaded steel production without taking appropriate actions to control the source of the high lead emissions. Regular communications occurred between Republic Steel and the agencies (Canton APC, Ohio EPA, & Attorney General's Office) regarding the actions Republic Steel was taking to address the lead emissions. Republic Steel took numerous actions, including closing several openings of their building, increasing road watering/sweeping, and regular cleaning of dust tracked out of the building.

To evaluate the effectiveness of those actions, the AGO issued a temporary authorization for Republic Steel to produce leaded steel at Flexcast from 9/9-9/24/2021, and also to conduct the stack test of their leaded steel baghouse that was past due. Additional ambient monitoring was conducted during this period and daily inspections of the operations was conducted by Canton APC staff.

On 10/19/2021, the AGO issued approval for resumption of leaded steel at the Flexcast operations with several conditions for enhanced monitoring and further improvements to ventilation of the emissions from Flexcast.

Canton APC continues to receive and investigate complaints of dust fall-out on nearby residents' vehicles and property from Republic Steel. There were 11 complaints received in 3rd quarter 2021. The agencies continue to work on appropriate enforcement action to address these issues.

As a result of the community requests during the 7/20/2021 public meeting, CCPH continues to work on planning a near future lead blood screening event for residents nearby Republic Steel. CCPH has also requested ODH conduct a Public Health Consultation on the public health impacts of the lead ambient air exceedances, which this process has started to move forward as of 10/12/2021.

Also as a result of the community requests during the 7/20/2021 public meeting, Ohio EPA has requested Canton APC setup a second ambient lead monitoring site in closer to the residents nearby Republic Steel. This site will be located on the vacant lot on the corner of Marietta Ave and Georgetown Rd. Canton APC is working to get the lease agreement for the site approved and equipment ordered and installed.

PERFORMANCE METRICS DEVELOPMENT:

No change from last quarter. Further development of the performance indicators is still underway, and the same performance indicators 1st reported in 1st quarter 2020 are continued being reported for 3rd quarter 2021.

PERFORMANCE METRICS FOR 3rd QUARTER 2021:

Below is the data for the initial performance indicators have been developed. The format and detail will likely change in future reports.

GOAL: Maintain compliance with the National Ambient Air Quality Standards (NAAQS) in Stark County

➤ *Performance Indicator 1: Attainment status with NAAQS:*

Canton APC measures pollutants PM_{2.5}, Ozone (O₃) and Lead (Pb) for the determination of NAAQS designations for Stark County. U.S. EPA makes designations for each pollutant NAAQS and each time the NAAQS are revised.

- Ozone: Stark County has been designated as Attainment for the 2008 Ozone NAAQS of 0.075 ppm (8 hour) since 2012 and the 2015 Ozone NAAQS of 0.070 ppm (8 hour) since 2018. This is the most recent revision of the Ozone NAAQS.
- PM_{2.5}: Stark County has been designated as Attainment for the 2012 PM_{2.5} NAAQS of 12.0 µg/m³ (annual) and 35 µg/m³ (24-hour) since 2015. This is the most recent revision of the PM_{2.5} NAAQS.
- Pb: Canton APC started measuring Pb in 2017 for comparison to the 2016 Pb NAAQS of 0.15 µg/m³ (3-month), but U.S. EPA has not made any designations for Stark County yet.

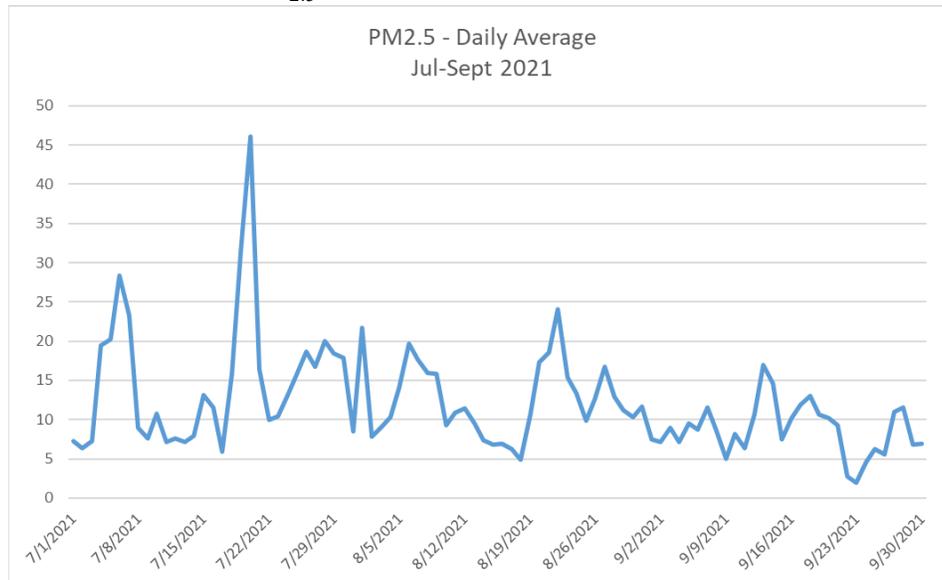
➤ *Performance Indicator 2: Current data shows compliance with NAAQS:*

Canton APC measures pollutants PM_{2.5}, Ozone (O₃) and Lead (Pb) to monitor the current air quality in Stark County. Below is a summary table of Canton APC's ambient monitoring network:

TYPE	NAAQS	ATTAINMENT STATUS	MONITORING FREQUENCY	MONITORING LOCATION
Ozone	0.070 ppm (8 hour)	Attainment	Continuous	Malone College; Brewster; Alliance
PM _{2.5}	12.0 µg/m ³ (annual); 35 µg/m ³ (24-hour)	Attainment	3 Intermittent (1 in 3 days) & 1 Continuous	Canton Fire Station #8; Canton Health Dept
PM _{2.5} Speciation	N/A	n/a (not NAAQS)	Intermittent (1 in 6 days)	Canton Fire Station #8
Lead	0.15 µg/m ³ (3-mth)	Undetermined	2 Intermittent (up to 15 pre-scheduled random days per month)	Republic Steel

- Ozone data for 3rd quarter 2021 (July 1, 2021 - September 30, 2021):
 - Brewster: 3rd quarter 2021 maximum 8-hour average is 0.058 ppm
 - Malone University: 3rd quarter 2021 maximum 8-hour average is 0.062 ppm
 - Alliance: 3rd quarter 2021 maximum 8-hour average is 0.064 ppmNone of the ozone sites had an exceedance of the 0.070 ppm (8-hour average) in the 3rd quarter.

- PM_{2.5} data for 3rd quarter 2021 (July 1, 2021 - September 30, 2021):
 - Daily average data from the continuous PM_{2.5} monitor shows one exceedance of the 35 µg/m³ (24-hour) NAAQS on 7/20/2021, when Canton’s average was 46.1 µg/m³. Values in this range were observed over much of the eastern United States and were attributed to wildfires in the western U.S. and Canada. Since the NAAQS standard is based on the 98th percentile averaged over three consecutive years, Stark County is expected to remain in attainment for PM_{2.5}.



- 3rd quarter 2021 average PM_{2.5}: 12.1 µg/m³
Quarter average shows a slight exceedance of the 12.0 µg/m³ (annual) NAAQS, however compliance is based on an annual average. The annual average is expected to be in compliance.
- Pb data for 3rd quarter 2021 (July 1, 2021 - September 30, 2021):

3-Month Rolling Average of Pb in µg/m³

May 2021- Jul 2021	Jun 2021- Aug 2021	Jul 2021- Sept 2021*
0.39	0.20	0.22

**Extra samples were collected in September 2021 when Republic Steel produced a limited amount of leaded steel, but only data from the preset sampling schedule were used for the purpose of determining NAAQS compliance*

None of the 3-month averages shown above are compliant with the 0.15 µg/m³ NAAQS. Both data of elevated readings occurring in May 2021 and July 2021 effect the above 3-month averages. The exceedances that occurred in May 2021 were addressed with a 7/2/2021 court order, as discussed in the July 2021 APC Board Report. The actions taken to address the July 2021 exceedances are discussed in the “Republic Steel” update section at the beginning of this report.

OBJECTIVE 1: Achieve valid ambient air quality data

- *Performance Indicator: Achieve at least 75% data capture rate of ambient air quality data (i.e. Quality assured data is to be collected per the frequency indicated in the table no less than 75% of the time)*

Pollutant (Site)	Sample Frequency	Data capture rate for Jul 2021 - Sept 2021
PM _{2.5} Intermittent (Fire Station #8)	1 every 3 days	100%
PM _{2.5} Intermittent (Health Dept.)	1 every 3 days	100%
PM _{2.5} Continuous	Continuous, hourly averages	99.5%
PM _{2.5} Speciation	1 every 6 days	100%
Ozone (Alliance)	Continuous, hourly averages	98.3%
Ozone (Malone)	Continuous, hourly averages	94.0%
Ozone (Brewster)	Continuous, hourly averages	94.2%
Lead (Republic)	15 days per month (preset random schedule)	100%

OBJECTIVE 2: Regulated community in compliance with air quality regulations

- *Performance Indicator: To be determined*

CUSTOMER SATISFACTION:

The APC Division implemented an ongoing Customer Satisfaction Survey on 3/6/2020 for permitted customers after a permit is issued to them or a compliance (FCE or stack test) site visit at their facility is conducted, in order to measure customer satisfaction with these programs.

Permit program: 75 permit issuance surveys were sent from 3/6/2020-9/30/2021 (18 more since last quarter), of which 22 responses (5 more since last quarter) were received (29% response rate; down from 30% last quarter), and all were either “agree” or “strongly agree” level of satisfaction. The average level of satisfaction result for the 22 surveys was 3.84 (up from 3.82 last quarter) [scale: 4 = strongly agree, 3 = agree, 2 = disagree, 1 = strongly disagree], which shows satisfaction with the permit issuance program.

FCE and Stack Test Inspection program: Due to COVID-19 impact on operations, no in-person facility site visits were conducted from March 2020 until after approval was granted in June 2021. It was decided on 12/3/20 to send surveys for both virtual and in-person site visits. 16 site visit surveys were sent from 12/3/2020-9/30/2021 (10 more since last quarter), of which 4 responses were received (25% response rate; down from 33% last quarter), and all were either “agree” or “strongly agree” level of satisfaction. The average level of satisfaction result for the 4 surveys was 3.88 (down from 4 last quarter) [scale: 4 = strongly agree, 3 = agree, 2 = disagree, 1 = strongly disagree], which shows satisfaction with the compliance inspection issuance program.

APC OPERATIONAL CHANGES DUE TO COVID-19 - UPDATE:

The Ohio COVID-19 response continues to cause the APC Operations to change in order to implement Ohio EPA direction and the Governor's orders. With the termination of the Governor's orders in June 2021, Ohio EPA has loosened some restrictions to allow some return to normalcy, as described below. However, with the increase of COVID-19 cases in Ohio once again, further changes were halted. See below summary of APC operations during this time.

- Complaint field inspections: Ohio EPA issued a revised policy on 8/10/2021 allowing on-site complaint inspections to occur with only local management prior approval (not Ohio EPA). As a result, 25 complaint inspections site visits occurred in 3rd quarter 2021. Several complaints are able to be investigated without a site visit (collection/review of records, correspondence, etc.), in which 65 complaints were able to be investigated in that manner. The complaint program has now resumed normal status.
- Facility field inspections: On 6/17/2021, Ohio EPA issued a policy allowing the resumption of permitted facility compliance inspections, including Full Compliance Evaluation (FCE) inspections, to be performed on-site with only local management prior approval (not Ohio EPA). Of the 9 FCEs committed to be completed in FFY 2021 by 9/30/2021, 100% all have been completed with 4 using the virtual site visit process (no on-site inspection), and 5 including an on-site inspection. The facility inspection program has now resumed normal status.
- Stack test field inspections: On 6/23/2021, Ohio EPA issued a revised policy allowing in-person on-site stack test observations with less restrictions and with only local management approval (not Ohio EPA). 4 stack tests requiring observation occurred in 3rd quarter 2021, of which, 1 was observed using virtual means (live video streaming, photos/videos sent & reviewed, real-time data submissions, etc) and 3 were observed in-person. This virtual format is effective for this type of inspection and will continue to be used as an option in the future. The stack test program has now resumed normal status.
- Asbestos field inspections: On 8/19/2021, Ohio EPA issued a policy allowing the resumption of in-person on-site asbestos compliance inspections to be performed with only local management prior approval (not Ohio EPA). Ohio EPA previously approved the use of the virtual site visits procedure for asbestos inspections in which Canton APC is using. The Ohio EPA asbestos notification inspections commitment of 15% for the year was not achieved for 3rd quarter 2021 as we have 2 inspections (6%) completed (1 virtual and 1 in-person) for the 33 notifications received (up from 5% last quarter). In comparison with the rest of the Ohio EPA DO/LAA offices as a benchmark, only 4 of 12 offices achieved the 15% goal and 3 of 12 had 0%. The asbestos program has the ability to return to normal status.
- Ambient Air Monitoring Sites field visits to operate and maintain monitors: All sites were approved for field visits since March 2021, following the Ohio EPA safety protocols. So all monitoring field work is back to normal levels.
- Anti-tampering Inspections: Ohio EPA has still not issued a policy allowing the resumption of in-person onsite anti-tampering inspections, nor have they allowed virtual site visit procedure for these inspections. Therefore, the contract obligation to complete 1 anti-tampering inspection every 6 months has not been able to be completed since our last inspection on 5/6/2020.
- Office work: Since June 2021, 70% of APC staff have opted to continue working a hybrid schedule of from home and in the office, with a minimum of 3 days per week in the office. However, with COVID-19 cases increased causing CCPH to require face masks while in the office starting in August 2021, hybrid staff have again reduced their in-office schedule to a minimum of 1 day per week. Staff have expressed the work from home option being a great work-life balance benefit.

Canton City Public Health

September Report 2021 (Meeting 10/25/2021)

VITAL STATISTICS

Certificates Issued	SEP 2021	2021 YTD	2020 YTD
Death Certificates Issued	1,039	7,289	5,191
Birth Certificates Issued	814	7,775	7,570

*Births Total Residents & Nonresidents	SEP 2021	2021 YTD	2021 YTD
Births	287	2,906	
Unmarried Parent Births	137	1,457	50%
Births to Mothers aged 14 and under	-	2	0%
Births to Mothers aged 15 - 17	2	38	1%
Births to Mothers aged 18 - 19	9	125	4%
Births to Mothers aged 20 - 24	62	703	24%
Births to Mothers aged 25 - 29	95	941	32%
Births to Mothers aged 30 - 34	82	750	26%
Births to Mothers aged 35 - 39	34	294	10%
Births to Mothers aged 40 - 44	2	47	2%
Births to Mothers aged 45 and over	1	6	0%

Deaths in Canton City	SEP 2021	2021 YTD	YTD Male	YTD Female
Total	245	1,746	55%	45%
Deaths aged less than 1 day	-	10	40%	60%
Deaths aged less than 1 year	-	4	100%	0%
Deaths aged 1 - 3	-	3	67%	33%
Deaths aged 4 - 9	-	-	0%	0%
Deaths aged 10 - 19	2	6	83%	17%
Deaths aged 20 - 29	5	27	70%	30%
Deaths aged 30 - 39	3	40	68%	33%
Deaths aged 40 - 49	11	74	51%	49%
Deaths aged 50 - 59	31	205	63%	37%
Deaths aged 60 - 69	53	385	59%	41%
Deaths aged 70 - 79	53	455	58%	42%
Deaths aged 80 and over	87	532	45%	55%

Based on the number of births and deaths registered for the month of September 2021.



**Review Form for
PHAB Annual Report Section II
Form Released: January 2019**

Each year accredited health departments must submit an annual report to PHAB attesting to their continued conformity and describing their performance management and quality improvement efforts. The review of Section II of the annual reports is overseen by the Evaluation and Quality Improvement (EQI). This review is aimed at supporting the maintenance and advancement of a performance management and quality improvement culture in the accredited health department.

The form below includes the reviewer's comments and recommendations for best practices, based on the information provided in the health department's annual report.

Health Department Name
Canton City Public Health
Month Review Form Submitted
May 2021
Overall Impressions
<p>Thank you for completing and submitting your Annual Report. PHAB staff and the Evaluation and Quality Improvement Committee have reviewed your Annual Report. The Evaluation and Quality Improvement Committee has the following feedback specific to your performance management and quality improvement efforts.</p> <p>Congratulations on your efforts to build on your successes and on your continued commitment to improvement, especially amid the COVID-19 pandemic. The health department describes how quality improvement has been beneficial during the pandemic, with new processes such as testing and vaccine delivery, and with existing work, as well. Great job! The health department has demonstrated dedication to ensuring communities are safe and healthy with a focused effort on equity.</p>
Performance Management, Quality Improvement Plan, and Culture
<p>Performance Management</p> <ul style="list-style-type: none"> • <u>Strength</u>: Leadership has supported hiring a full-time staff to lead PM and QI efforts. This will certainly be beneficial in building a consistent culture of improvement. • <u>Strength</u>: Leadership support has allowed Canton City Public Health to transition its existing PM system to a new software (Clear Impact) that has helped improve management/communication of data. • <u>Strength</u>: The health department is engaging board of health members through the adoption of a new plan and system. Excellent! • <u>Opportunity for Improvement</u>: As more staff are trained on utilizing the new Clear Impact software, consider how all staff may be involved with their data measures. This may create the opportunity for staff to easily update/enter data rather than one staff member updating/entering. <p>Quality Improvement Plan</p> <ul style="list-style-type: none"> • <u>Strength</u>: Updated QI Plan in January 2021 to include new QI Coordinator position. Nice job updating mid-pandemic!

- Opportunity for Improvement: Consider incorporating updates from the other major plans (CHA, CHIP, Strategic Plan, Workforce Development Plan) to align with QI goals and objectives. Often times, these efforts can be tackled together for a greater impact.

Quality Improvement Culture

- Strength: New employee on-boarding policy ensures staff without prior QI experience participate in an introductory QI training. Next year, Canton City Public Health will be identifying and training more QI champions in each division to increase QI exposure in the agency.
- Strength: Utilizing Microsoft Office 365 to collect internal/external customer feedback is a huge benefit to the agency. The health department may consider sharing with other health departments how this technology has been advantageous.
- Strength: Health department leadership is supportive of PM, wants to add training options for PM/QI and supports customer/public facing sharing. Excellent!
- Opportunity for improvement: Consider requiring all new employees to undergo an agency-specific QI basics training that showcases projects done by the agency so they can start thinking about improvement efforts as soon as they are on-boarded. You may also want to consider a supervisor-level QI training that helps supervisors understand how to support their staff's QI efforts at the front line. Additionally, incentives for QI, such as an agency QI Award, can encourage staff to participate in QI.
- Opportunity for Improvement: Consider utilizing this customer satisfaction feedback to identify QI projects ideas.

Quality Improvement Project

QI Project Aim Statement: By February 28, 2021, Canton City Public Health will improve quality of life for Canton City residents, by reducing the wait time for the resolution of Canton City residential nuisance complaints by at least 50%. City residents will live in cleaner neighborhoods due to the faster response times.

Strength: Canton City Public Health utilized a root cause analysis tool to identify improvement strategies, which take a three-step approach to address the root cause of the issue through systems and policy change. That is tough and time consuming. Kudos to your diligence!

Opportunity for Improvement: If Canton City Public Health has not already done so, try to use a QI methodology such as the PDCA (Plan-Do-Check-Act) cycle to work through the improvement. This would help the health department ensure it collects baseline data to compare post-test results too. Also, consider documenting QI projects on a storyboard or other adopted template.

Response to Questions from Health Department

Gaining buy-in for QI:

- Provide ongoing, regular PM/QI training so staff may feel more comfortable in tracking and making improvements in programs and services.
- Start by focusing on small wins such as beginning with QI projects that are smaller in scope and can be completed quickly; or celebrating progress towards longer term goals.
- Communicate achievements and kudos for all for jobs well done for positive reinforcement.

Sharing PM/QI information with staff and governing entity:

- Strategies such as documenting and sharing return on investment data specific to PM/QI may be helpful to share with staff: <https://improvepartners.org/toolbox/toolbox-details/pm-roi/>
- This resource may be good to reference for communicating with stakeholders and governing entities: <https://www.naccho.org/blog/articles/making-data-talk-a-public-health-workbook>

- Consider collecting feedback from stakeholders about how frequently they would like to receive information, the best methods (email, visuals/dashboards), and what key information they would like to see.

Assessing QI Culture:

- [NACCHO Organizational Culture of Quality Self-Assessment Tool \(SAT\)](#) – Based on the content in the Roadmap, this SAT allows for a formal and systematic assessment of your QI culture resulting in a numeric score. Based on your score it provides targeted strategies for improvement.
- [QI SAT Facilitator Guide](#) – This facilitator guide provides tips, guidance, steps, and stories from the field around administering the QI SAT in your agency.
- PHAB's Quality Improvement Corner had a newsletter article about the importance of QI culture assessments: <https://phaboard.org/wp-content/uploads/Quality-Improvement-Corner-Oct.-Nov.-2019.pdf>

Diffusing QI throughout health department:

- Consider additional low-cost ways to recognize staff for exceptional QI ideas or participation, perhaps during staff meetings, as part of all-staff communications or during annual performance reviews.
- Consider asking each program/department to conduct an annual QI project if resources allow. This can support institutionalizing QI projects, so they are not done in just one part of the agency.

Determining when to implement a QI project:

- This PHQIX article may be insightful: <https://www.phqix.org/content/juice-worth-squeeze-deciding-when-use-qi>
- There are several ways to help determine where to start with improvement projects, but you can use these questions to identify places to start:
 - Engage with your customers: What do your customers want from you and what gets in the way of you serving them?
 - Observe your process: When you follow the process, what wastes do you see (errors, handoffs, waiting, etc.) that you can address today?
 - Take a hard look at your workplace: What changes can you make to set up the environment for success by reducing or eliminating waste?
- The health department's performance management system (what measures are not on track?) and the strategic plan are other places that will point to areas that need improvement.

Selecting performance measures:

- It may be helpful to identify a criteria matrix for selecting performance measures. As an example, criteria may include:
 - High-Yield – objectives need to focus on outcomes that will affect the largest number of people by the largest amount possible relative to the amount of effort applied.
 - High-Impact – objectives need to be set at a challenging, yet attainable level. Using the SMART terminology, objectives need to be Specific, Measurable, Achievable, Realistic and Time Framed.
 - Systems-Oriented – objectives need to address changes in systems, whether these reflect health systems, social systems, community systems, organizational systems, etc., rather than a collection of limited efforts affecting a specific or small group of individuals unless hotspot-type data justify a more targeted effort.
 - Benchmarks – objective measures need to be benchmarked against a known measure or value. Future trends in these objective measures (targets) need to be based upon both past trends and anticipated impact of process objectives rather than a linear rate of change (i.e.,

do not simply reduce a measure by 4% per year every year). Make sure the benchmarks are not too easily achieved, nor too challenging – though stretch goals are helpful.

- Promising or evidence-based practice – proposed strategies need to be based upon a promising or evidence-based practice for a given topic area.
- Public Health Foundation has several resources that can be useful in guiding teams in the process of selecting meaningful measures:
http://www.phf.org/focusareas/performancemanagement/toolkit/Pages/PM_Toolkit_Performance_Measurement.aspx

Other Comments

Canton City Public Health has a collaborative approach to many of the services provided by the agency, which is highlighted through the pandemic response. It is a strength that you had these existing partnerships prior to the COVID-19 pandemic and could tap into them to reach the more vulnerable populations (ex – faith-based organizations).

The health department utilized technology to automate their pandemic response efforts, especially with vaccine registration. In addition, Canton City Public Health supported the less tech-savvy population by being available via telephone for vaccine registration.

It is wonderful that Canton City Public Health's Accreditation Coordinator was able to support and mentor neighboring health departments through their accreditation cycles. Thank you!

PHAB has recently revised its [Scope of Authority Policy](#) which guides the determination of which activities and services are appropriate to submit as documentation for accreditation. The policy includes an addendum of program and activity examples that are within and outside of PHAB's scope, and therefore acceptable or not acceptable for documentation. As your health department is working on reaccreditation documentation, please review this new guidance closely and consider how it might apply to the examples you are planning to use. The expanded policy may allow you to utilize additional examples that could more fully represent the work of your department.

Strategic Plan 2021 - 2023

Canton City Public Health's strategic plan covers the period January 1, 2021 to December 31, 2023.

This plan is intended to guide our programs and to supplement and align with the state and community health improvement plans. The operating divisions will use this strategic plan as they develop their own work plans. This plan is intended to meet the Public Health Accreditation Board Standards and Measures 5.3 (PHAB Standards version 1.5).

This plan was developed using a series of internal planning meetings with the Strategic Planning Committee of the Canton City Health Department. Department staff and community partners were consulted during the planning process. Meeting minutes as well as additional planning background information and notes are documented in the project folder.

This strategic plan was approved by the Board of Health of the Canton City Health Department by Resolution 2020-10 on November 23, 2020.

R Healthy Neighbors		Most Recent Period	Prior Actual Value	Current Actual Value	Current Target Value	Current Trend	Baseline % Change
PM	Offer all Canton City Public Health Laboratory forms and web pages in Spanish by December 2022	Q2 2021	0%	25%	0%	↗ 1	2400% ↗
		Q1 2021	—	0%	0%	→ 0	0% →

Story Behind the Curve

Studies suggest that those with limited-English proficiency have significantly worse access to care and health outcomes compared to those that only speak English (link). Canton City Public Health recognizes that the availability of information in languages other than English will have an affect on the ability of those with limited-English proficiency to obtain department services.

Partners

- Department staff
- Canton City IT Department

What Works

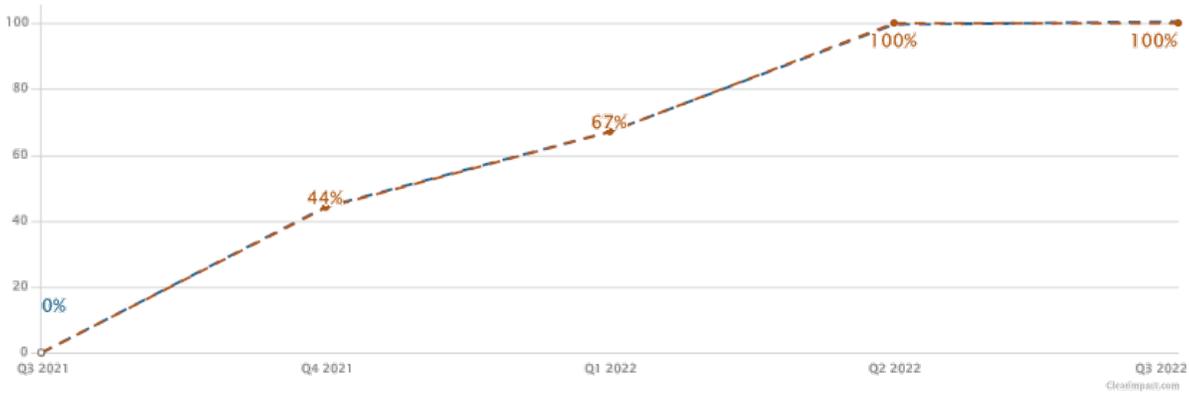
Provision of language assistance services to clients and training of providers in cultural competence are means by which systems could reduce linguistic barriers, improve access to care, and ultimately improve health status for these vulnerable populations (link).

Action Plan

- Catalog all forms in need of translation – assigned to Krys Henning – **Completed**
- Catalog all web pages in need of translation – assigned to Krys Henning – **Completed**
- Redesign/update forms in English as needed – assigned to Krys Henning – deadline 2/28/22
- Redesign/update web pages in English as needed – assigned to Krys Henning – deadline 2/28/22
- Translate forms to Spanish - assigned to Kayleen Knight – deadline 5/31/22
- Translate web pages to Spanish - assigned to Kayleen Knight – deadline 5/31/22
- Make forms and pages available to public - assigned to Krys Henning – deadline 6/30/22

- Advertise new pages/forms on social media - assigned to Krys Henning – deadline 6/30/22

PM Offer all Canton City Public Health Vital Statistics forms and web pages in Spanish by December 2022 Q3 2021 — 0% 0% → 0 0% →



Story Behind the Curve

Studies suggest that those with limited-English proficiency have significantly worse access to care and health outcomes compared to those that only speak English (link). Canton City Public Health recognizes that the availability of information in languages other than English will have an affect on the ability of those with limited-English proficiency to obtain department services.

Partners

- Department staff
- Canton City IT Department
- VitalCheck

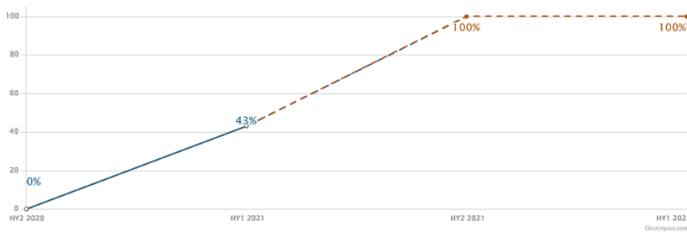
What Works

Provision of language assistance services to clients and training of providers in cultural competence are means by which systems could reduce linguistic barriers, improve access to care, and ultimately improve health status for these vulnerable populations (link).

Action Plan

- Catalog all forms in need of translation – assigned to Sean Green – deadline 12/31/21
- Catalog all web pages in need of translations – assigned to Sean Green – deadline 12/31/21
- Contact VitalCheck about offering ordering process in Spanish – assigned to Christi Allen – deadline 12/31/21
- Contact IT about offering ordering process in Spanish – assigned to Christi Allen – deadline 12/31/21
- Redesign/update forms in English as needed – assigned to Sean Green – deadline 2/28/22
- Redesign/update web pages in English as needed – assigned to Sean Green – deadline 2/28/22
- Translate forms to Spanish – assigned to Kayleen Knight – deadline 5/31/22
- Translate web pages to Spanish – assigned to Kayleen Knight – deadline 5/31/22
- Make forms and pages available to public – assigned to Sean Green – deadline 6/30/22

PM Decrease the incidence rate of Chlamydia infection by 5% by December 2023 HY1 2021 0% 43% 43% ↗ 1 4200% ↗



HY2 2020

—

0%

0%

→ 0

0% →

Story Behind the Curve

If left untreated, common STIs may cause complications, including pelvic inflammatory disease, ectopic pregnancy, postpartum endometriosis, infertility, and chronic abdominal pain in women; adverse pregnancy outcomes, including abortion, intrauterine death, and premature delivery; neonatal and infant infections and blindness; urethral strictures and epididymitis in men; genital malignancies; proctitis, colitis, and enteritis in MSM; arthritis secondary to gonorrhea and chlamydia; liver failure and liver cancer secondary to hepatitis B virus (HBV); myelopathy and lymphoma or leukemia due to human T-cell lymphotropic virus type 1; and central nervous system disease or meningoencephalitis secondary to syphilis or herpes simplex virus (HSV) infection. (link)

Partners

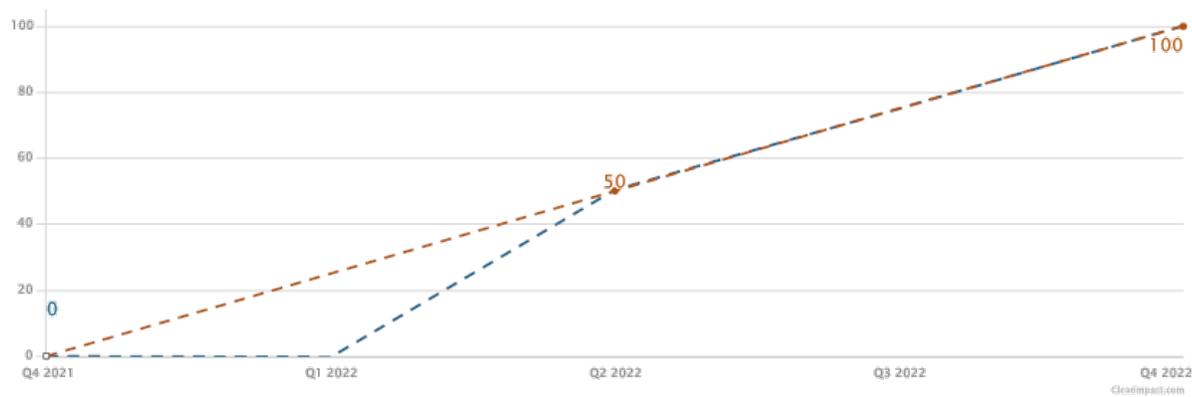
- CCPH Nursing Division
- CCPH Public Information Officer
- Social media outlets
- CCPH Quality Improvement Committee
- Asian Translation Group

What Works

Studies of the publications using social media for sexual health promotion have identified promising results, and the evidence for positive effects of social media interventions for promoting sexual health is increasing. (link)

Action Plan

- Develop a customer feedback survey to determine perceived barriers to community for obtaining free condoms and how to more effectively reach community – assigned to HIV Prevention Team – **Completed**
- Translate survey to Spanish – utilize Asian Translation Group – **Completed**
- Post survey online, advertise via social media and flyers with QR codes – assigned to HIV Prevention Team and PIO – **Completed**
- Analyze results – assigned to Epidemiologist – deadline 9/1/21
- Determine if a QI project is needed for messaging methods – assigned to HIV Prevention Team Lead – deadline 9/15/21
 - If needed, conduct QI project – assigned to QI Committee – deadline TBD
- Implement community messaging based on survey results – assigned to HIV Prevention Team – deadline 11/1/21
- Re-survey community to gauge effectiveness of messaging – assigned to HIV Prevention Team – deadline 12/31/21
 - Repeat above steps, as needed – assigned to HIV Prevention Team Lead – deadline 1/31/22



Story Behind the Curve

Partners

- Canton City Public Health APC Division
- Canton City Public Health Laboratory
- Canton City Public Health PIO

What Works

Evidence shows that stand-alone social media campaigns has a modest effect on self-reported time spent on physical activity with increases ranging from 3.4% to 4.4% ([link](#))

Action Plan

- Develop initial content/program (rules of posting, baseline questions to ask participants requesting to join, who/how to manage content, how to encourage participant posting of progress, name of campaign, etc) for and create private facebook group/page for campaign participants - assigned to Linda Morckel who will work with PIO - deadline 4/15/22
- Develop posting schedule (e.g. daily, 2x/wk, etc) and initial posts content for campaign private facebook page (e.g. daily AQ forecast/weather, outdoor/indoor activities to do, encouraging participants posts by asking questions, etc) - assigned to Linda Morckel - deadline 4/29/22
- Develop posting schedule (e.g. monthly) and posts content for main CCPH Facebook Page for encouraging community to join campaign private facebook page - assigned to Linda Morckel who will work with PIO - deadline 4/29/22
- Make available and make initial facebook posts to start the campaign private facebook group/page and get participants from the community - assigned to Linda Morckel who will work with - deadline 5/2/22
- Manage campaign private facebook group/page and post messages per the developed program - ongoing from 5/2/22 through 12/31/22 - assigned to Linda Morckel who will work with PIO
- Select new activities to highlight in campaign - ongoing from 5/2/22 through 12/30/22 - assigned to Linda Morckel who will work with other APC staff
- Seek input from community about campaign and to measure campaign participants physical activity progress. Develop, post and analyze survey. - assigned to Linda Morckel - deadline 12/30/22
- Decide if campaign program was successful and if it should be continued into 2023. - assigned to Linda Morckel - deadline 1/6/23

R Healthy Families		Most Recent Period	Prior Actual Value	Current Actual Value	Current Target Value	Current Trend	Baseline % Change
PM	Develop a Health Education program at Canton City Public Health by December 2021	Q3 2021	14%	33%	56%	↗ 2	3200% ↗
PM	Increase the rate of children that are current on the recommended ACIP vaccination schedule upon school admission by 5% by December 2023	HY2 2021	—	0	44	→ 0	0% →
PM	Increase access to healthy food choices for mothers and children by maintaining at least 90% of monthly WIC caseload through December 2023	—	—	—	—	—	—
PM	By 2023, the overall infant mortality rate in Stark County will decrease to less than 6 infant deaths per 1,000 live births.	Q2 2021	6.2	4.0	6.0	↘ 4	-56% ↘
R Healthy Neighborhoods		Most Recent Period	Prior Actual Value	Current Actual Value	Current Target Value	Current Trend	Baseline % Change
PM	Develop a social media campaign aimed at increasing consumption of fresh fruits and vegetables of WIC clients by 5% by December 2022	HY2 2020	—	0	—	→ 0	0% →
PM	Increase access to safe, affordable, and quality housing	HY2 2020	—	0	—	→ 0	0% →
PM	By December 2023, decrease the time to resolve non-compliant neighborhood nuisance complaints by at least 50%	Q2 2021	51 days	47 days	72 days	↘ 2	-40% ↘



Public Health
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Canton City Public Health

SEPTEMBER 2021 Travel

Travel (NO expenses)

Name	Travel description	Location	Date
Campbell, Kim	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Dzienis, Terri	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Hupp, Jacki	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Jones, Ronald	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Molnar, Andrew	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Morckel, Linda	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Safreed, Carl	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Sobczak, Nate	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021
Yost, Samantha	Visible Emissions Observation (Smoke School Field Certification Testing)	Akron	9/15/2021