



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting

Monday, December 18, 2017 @ 12:00 PM – Board Room

Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, December 18, 2017 at 12:27 PM with a quorum present.

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

Approve November 27, 2017 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the November 27, 2017 Board of Health meeting minutes. Motion passed unanimously.

Approve December 8, 2017 Special Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the December 8, 2017 special Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$402,073.85

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$402,073.85. Motion passed unanimously.

Executive Session to Discuss Compensation of a Public Employee

No executive session was held.

Approve Personnel

a. Rescind November 27, 2017 Board of Health Motion Reclassifying Ashley Archer from a Full-Time Employee to a Part-Time Employee

Dr. Lakritz moved and Mr. Wyatt seconded a motion to rescind the November 27, 2017 Board of Health motion reclassifying Ashley Archer from a full-time employee to a part-time employee. Motion passed unanimously.

b. Appointment of Ashley Archer, WIC Clinic Assistant, to Permanent Full Time Employee

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the appointment of Ashley Archer, WIC Clinic Assistant, to a permanent full-time employee effective December 4, 2017 at \$32,124.00 per year with no probationary period. Motion passed unanimously.

c. Amend Position Classification Schedule, Stark County THRIVE HUB Coordinator

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve amending the position classification schedule to add the Stark County THRIVE Pathways HUB Coordinator. Motion passed unanimously.

d. Appointment of WIC Peer Helper

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the appointment of Jessica Imhoff as a WIC Peer Helper (PT13) at \$10.64 per hour with a ½ step pay increase to \$10.86 per hour after satisfactory completion of a 90-day probationary period with a start date of January 1, 2018 and as a second choice Sierra Tanner (same salary). Motion passed unanimously.

e. Special Appointment of Nejla Shaheen to Staff Sanitarian I

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the special appointment of Nejla Shaheen to Staff Sanitarian I at \$40,047.00 per year with a ½ step pay increase to \$40,872.00 per year after satisfactory completion of a 90-day probationary period with a start date of January 1,

2018. Salary to be paid from the following funds: General Fund – EH (1001 307001) 85%, Recycling Fund (2354 307001) 10% and Food Fund (2351) 5%. Motion passed unanimously.

f. Unpaid Personal Leave of Absence of Five (5) Days for Danielle Grimm, THRIVE Executive Assistant (R4) (November 27, 2017 – December 1, 2017) Retroactively

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve an unpaid personal leave of absence of five (5) days for Danielle Grimm, THRIVE Executive Assistant (R4), retroactively for November 27, 2017 through December 1, 2017. Motion passed unanimously.

g. Carryover to 2018 of 1 Unused Vacation Day for Marsha Miller

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the carryover of one unused vacation day for Marsha Miller to 2018. Motion passed unanimously.

Approve Resolutions

a. 2017-24: Establishing Food License Fees, 2nd Reading

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the second reading of Resolution 2017-24 to amend the schedule of fees for food protection licenses. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Lakritz – Yes

Motion passed unanimously.

Approve Recommendations of the Hearing Officer for December 18, 2017 Hearings

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for the December 18, 2017 hearings. Motion passed unanimously.

Approve 2018 Board of Health Meeting Dates

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the 2018 Board of Health meeting dates as presented. Motion passed unanimously.

Approve the FY18 Dental Sealant Grant Application and Initial Budget in the Amount of \$57,988.00 with a Grant Period of January 1, 2018 through December 31, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY18 Dental Sealant grant application and initial budget in the amount of \$57,988.00 with a grant period of January 1, 2018 through December 31, 2018. Motion passed unanimously.

Approve the FY18 Dental Sealant Program Agreement with Dr. Meredith Robeson at an Amount not to Exceed \$1,800.00 for the Period of January 1, 2018 through December 31, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY18 Dental Sealant program agreement with Dr. Meredith Robeson at an amount not to exceed \$1,800.00 for the period of January 1, 2018 through December 31, 2018. Motion passed unanimously.

Approve FY18 Dental Sealant Program Agreement with Anna Mayle at an Amount not to Exceed \$11,377.00 for the Period of January 1, 2018 through December 31, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY18 Dental Sealant program agreement with Anna Mayle at an amount not to exceed \$11,377.00 for the period of January 1, 2018 through December 31, 2018. Motion passed unanimously.

Approve FY18 Dental Sealant Program Agreement with Alison Giammarco at an Amount not to Exceed \$11,377.00 for the Period of January 1, 2018 through December 31, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY18 Dental Sealant program agreement with Alison Giammarco at an amount not to exceed \$11,377.00 for the period of January 1, 2018 through December 31, 2018. Motion passed unanimously.

Approve a Contract with R & G Janitorial Inc. at an Amount not to Exceed \$22,800.00 (\$1,900.00/month) for Custodial Cleaning Services for the Period of January 1, 2018 through December 31, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve a contract with R & G Janitorial Inc. at an amount not to exceed \$22,800.00 (\$1,900.00/month) for custodial cleaning services for the period of January 1, 2018 through December 31, 2018. Motion passed unanimously.

Approve Travel Authorization

- a. Jaclyn Hupp, APC Monitoring and Inspections Technician, for Travel from 12/20/17 to 12/21/17, Tisch Environmental Training in Village of Cleves, OH at a Cost not to Exceed \$233.05
- b. Courtney Rusnak, APC Monitoring and Inspections Technician, for Travel from 12/20/17 to 12/21/17, Tisch Environmental Training in Village of Cleves, OH at a Cost not to Exceed \$233.05

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

Acceptance of Division Reports

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that a candidate has accepted the offer for the recently posted nurse position.
- c. Laboratory – Nothing additional to report.
- d. OPHI/Surveillance – Amanda Archer reported that there was recently a small pertussis outbreak. She also reported that 48 flu cases have been admitted to the hospital so far this year versus two cases for the same period last year. She additionally reported that the vaccine this year matches the circulating viruses.
- e. THRIVE – James Adams reported that THRIVE has submitted proposal for a renewal of funding from the Department of Medicaid for the infant mortality reduction programming.
- f. Environmental Health – Nothing additional to report.
- g. Air Pollution Control – Linda Morckel reported that a PM10 monitor was recently installed at the Republic Steel monitoring site at the request of Ohio EPA to monitor manganese levels. Ohio EPA plans to schedule a public meeting after the manganese monitoring reports are analyzed. Linda also reported that there were 56 odor complaints on Friday and Saturday of last week but that the division was unable to locate the odor or its source. A report was called in this morning and the division was able to detect a strong odor of decay from Sippo Creek near List Street NW. The gas company was notified as well as the Ohio EPA Division of Surface Water. A gas canister was collected and will be analyzed.

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- h. Vital Statistics – Robert Knight reported that the Vital Statistics division will be closed from 11:30 AM to 1:00 PM on Friday, December 22 for a division lunch. Also, Ohio Department of Health is preparing some updates to IPHIS/EDRS but the implementation and training for the updates has been delayed.
- i. Fiscal Officer – Christi Allen let the board know about a small error in the Fiscal report and its correction.
- j. Health Commissioner – The Health Commissioner reported to the board that the department would need to reduce staff in order to accommodate raises given the current budget.

Dr. Hickman said that he'd like to see a report prepared to compare department salaries to the same positions at Stark County Health Department and to equivalent positions in Canton City.

Dr. Lakritz and Mr. Adams discussed the possibility that services may be duplicated at other local health departments and if any overlap of responsibilities exists between the departments.

- k. Accreditation – Robert Knight reported to the board that the first documents have been submitted to him by a domain as ready for review.
- l. Quality Improvement – James Adams reported that the phone answering improvement project is nearing completion and that the immunization clinic is starting to implement some changes suggested by the immunization QI project.

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

Other Business

There was no other business.

Announcement of Next Meeting: Monday, January 22, 2018 at 12:00 PM


The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, January 22, 2018 at 12:00 PM.

Adjourn

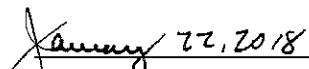
Dr. Lakritz moved and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:31 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval