



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

Canton City Health District

**Board of Health Meeting**  
Monday, February 23, 2015 @ 12:00pm – Board Room  
**Minutes**

**Call to Order and Roll Call**

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, February 23, 2015 at 12:04 pm with a quorum present.

Dr. Hickman, Dr. Fiorentino and Miss Snell were present. Dr. Lakritz arrived at 12:07pm during the discussion on the approval of the list of bills. Dr. Lakritz was here for the vote on this agenda item. Also present was Jim Adams, Leigh Page and Christi Allen. Dr. Mader arrived at 12:26pm.

**Approve January 26, 2015 Board of Health Meeting Minutes**

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve the January 26, 2015 Board of Health meeting minutes. Motion passed unanimously.

**Election of Board of Health Officers**

Ms. Snell moved and Dr. Fiorentino seconded a motion to elect Dr. Hickman as President Pro-Tem and Dr. Fiorentino as Vice-President of the Board of Health. Motion passed unanimously.

Dr. Lakritz arrived at this time (12:07pm).

**Approve List of Bills - \$165,605.83**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$165,605.83. Motion passed unanimously.

**Personnel**

**a. Approve Tywana Brantley's Prior Year Service Credit and Carryover Sick Leave Balance of 91.38 Hours**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve Tywana Brantley's prior year service credit and carryover sick leave balance of 91.38 hours. Motion passed unanimously.

**b. Approve Jim Ames, Bacteriologist, Retirement Effective 3/6/15 – Previously Approved as 4/3/15**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the retirement of Jim Ames, Bacteriologist effective March 6, 2015. It was previously approved effective as of April 3, 2015 at the January 26, 2015 Board of Health meeting. Motion passed unanimously.

**c. Approve Latoya Dickens Rate of Pay Change**

The Board added this item to the agenda.

Latoya Dickens is the FIMR Coordinator for the Health Department, but fills in sometimes in the clinic for Dr. Mader. The Health Commissioner would like to change Latoya's rate of pay while functioning in the clinic as a Nurse Practitioner. Dr. Fiorentino moved and Ms. Snell seconded a motion to change Latoya Dickens rate of pay from her normal rate of pay (PT6) to \$35.48 an hour (PT10) while functioning in the clinic as a Nurse Practitioner. Motion passed unanimously.

**Approve Resolutions**

**a. 2015-06: Ohio Department of Health, Lead Investigations Contract**

The Ohio Department of Health will pay the Canton City Health District \$100.00 per completed lead investigations performed by a qualified Public Health Lead Investigator. Dr. Lakritz moved and Ms.

Snell seconded a motion to approve resolution 2015-06: Ohio Department of Health, Lead Investigations Contract. Motion passed unanimously.

**b. 2015-07: 2014 Moral Obligations**

There were two invoices from 2014 which money had not been appropriated and are considered Moral Obligations. Dr. Lakritz moved and Ms. Snell seconded a motion to approve resolution 2015-07: 2014 Moral Obligations. Motion passed unanimously.

**c. 2015-08: Auditor Certification – Abatement of Public Nuisances (10/01/14 – 12/31/14)**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve resolution 2015:08: Auditor Certification – Abatement of Public Nuisances (10/01/14 – 12/31/147). Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for February 23, 2015 Hearings**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the hearings held on February 23, 2015. Motion passed unanimously.

**Approve Dental Sealant Budget Revision, Due to a Decrease in Funding from \$48,000.00 to \$45,600.00 (1/1/15 – 12/31/15)**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve the Dental Sealant budget revision from \$48,000.00 to \$45,600.00 due to a decrease in funding for the period of January 1, 2015 to December 31, 2015. Motion passed unanimously.

**Approve Proposal for Early Head Start Screening Partnership with YWCA**

The Health Department is proposing early head start screening in a partnership with the YWCA. This is a new program for the Health Department. Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the proposal for an early head start screening program with a partnership with the YWCA. Motion passed unanimously.

**Approve Out of District Travel**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve out of district travel for the below employees. Motion passed unanimously.

- a. Pamela Gibbs, Health Service Coordinator, for Travel from 3/10/15 to 3/11/15, LINC Training and OCPG Meeting in Columbus, Ohio at a Cost not to Exceed \$220.55 (2318)
- b. Molly Malloy, Staff Nurse II, for Travel from 3/5/15 to 3/6/15, Ohio PREP Refresher Course 2015 in Pickerington, Ohio at a Cost not to Exceed \$208.55 (2323)
- c. Frank Catrone, Staff Nurse II, for Travel from 3/5/15 to 3/6/15, Ohio PREP Refresher Course 2015 in Pickerington, Ohio at a Cost not to Exceed \$208.55 (2323)
- d. Gus Dria, Staff Sanitarian III, for Travel from 4/22/15 to 4/24/15, Annual Education Conference in Dublin, Ohio at a Cost not to Exceed \$419.66 (1001)
- e. Dana Hale, Staff Nurse III, for Travel from 3/5/15 to 3/6/15, Ohio PREP Refresher Course 2015 in Pickerington, Ohio at a Cost not to Exceed \$208.55 (2323)
- f. Rick Miller, Staff Sanitarian III, for Travel from 4/27/15 to 4/28/15 Ohio Health Homes & Lead Conference in Cleveland, Ohio at a Cost not to Exceed \$286.94 (2327)

**Acceptance of Division Reports**

- a. Medical Director – No written report. Nothing to report.
- b. Nursing/WIC – Diane Thompson reported that Nursing is moving along with the electronic medical records. Laura Roach reported that WIC is switching over to an EBT card for their WIC program.
- c. Laboratory – Jim Ames retirement part is set for Saturday, March 14, 2015. Heather McDonald is out for the next 6 to 8 weeks.
- d. OPHI/Surveillance – Amanda Archer reported that she sent out her first Epigram report last Friday. There was an outbreak of the Norovirus in Canton and 3 people tested positive for the virus. 30 individuals from a rehearsal dinner in Canton had the Norovirus symptoms.
- e. Environmental Health – Nothing else to report.
- f. Air Pollution Control – Terri Dzienis updated her division report for 2015.
- g. Vital Statistics – Leigh Page reported that Debbie Mazzocca is now entering cause of death in the IPHIS/EDRS system for death certificates.
- h. Fiscal – Leigh went over the new Fiscal report consisting of three reports: 1) Statement of Cash Position, 2) Budget by Account Classification Report General Fund and 3) Budget by Fund Category Report – Special Funds Only.
- i. Health Commissioner – Jim Adams reported that he is still looking into alternative health care costs for the employees.
- j. Accreditation Team – Christi Allen reported that the Accreditation Team is working on watching 4 orientation video's to help get each member acquainted with Accreditation. The next meeting is scheduled for Friday, February 27, 2015 at 2:30pm.

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

**Other Business**

No other business.

**Board Training**

**a. Purchasing Policy and Procedure**

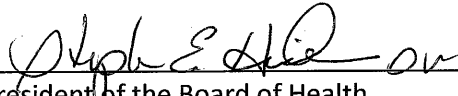
The meeting will adjourn and then the Fiscal Officer will go over the purchasing policy and procedure with the Board members.

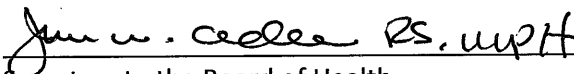
**Announcement of Next Meeting: Monday, March 23, 2015 at 12:00pm**

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

**Adjourn**

Dr. Lakritz moved and Ms. Snell seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 12:56pm.

  
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President of the Board of Health

  
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Secretary to the Board of Health

**MAR 23 2015**

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Date of Approval