



**Minutes of the Regular Meeting Held
February 25, 2013**

CALL TO ORDER

A quorum being present the regular meeting of the Board of Health of the Canton City Health District was called to order by Dr. Hickman at 12:00 p.m.

Members present: Dr. Hickman, Dr. Mader, Mr. Schott and Mrs. Snell. Also present was Law Director, Joe Martuccio, and Mayor's Representative, Michelle Chyatte

APPROVAL OF MINUTES

The minutes of the regular meeting held January 28, 2013 and the special meeting held February 11, 2013 were approved upon motion by Mrs. Snell, second by Dr. Mader. Motion carried.

APPROVAL OF LIST OF BILLS

The list of bills in the amount of \$61,351.52 was presented to the Board for consideration. It was moved by Dr. Mader, second by Mrs. Snell, to approve the list of bills. Motion carried.

EXECUTIVE SESSION

A motion was made by Dr. Mader to enter into executive session to discuss the compensation of a public official to include the members of the Board of Health, Commissioner Adams, Amy Slater, Leigh Page, Joe Martuccio, and Michelle Chyatte. Second by Mrs. Snell. Roll Call:

Dr. Hickman, yes.

Dr. Mader, yes.

Mr. Schott, yes.

Mrs. Snell, yes.

Motion carried. The Board of Health entered into executive session at 12:07 p.m.

A motion made by Dr. Mader to return to regular session. Seconded by Mrs. Snell. Roll Call:

Dr. Hickman, yes.

Dr. Mader, yes.

Mr. Schott, yes.

Mrs. Snell, yes.

Motion carried. The Board of Health returned to regular session at 12:46 p.m.

PERSONNEL ACTIONS

It was moved by Mrs. Snell, second by Dr. Mader to approve the hiring of two Air Pollution Control Engineers, Ronald Jones and Kelley Steigerwald starting at Pay Step 6 at an annual rate of \$46,758 with a six-month probationary period. Curtis Weiner was selected as an alternate.

MANAGEMENT SERVICES AGREEMENT – BOARD OF HEALTH AND CITY OF CANTON
Commissioner Adams requested the Board to approve the Management Services Agreement between the City of Canton and the Board of Health of the City of Canton. The Commissioner discussed the main points of the contract including shared services and costs. Dr. Mader moved to approve the contract. Second by Mrs. Snell. Commissioner expressed his thanks to the Board and the Administration for coming to an agreement and managing through many details. Both organizations will benefit from this effort.

PRECEPTOR AGREEMENT WITH STARK STATE COLLEGE OF TECHNOLOGY
Commission Adams recommended the Board approve a Preceptor Agreement with Stark State College of Technology (SSCT) and the WIC Division of the Canton City Health Department. SSCT is seeking credentialing with a dietician program and is seeking an opportunity for students to observe Licensed Dietitians. There is no cost to the Health Department. Motion made by Mrs. Snell, second by Dr. Mader and Mr. Schott to approve the preceptor agreement.

RESOLUTION 5-2013

It was moved by Dr. Mader, second by Mrs. Snell to approve Resolution 5-2013 to allow for routine travel to be approved by the Health Commissioner without prior Board approval. These expenses will be small, periodic expenses, and will not include overnight travel. Motion carried.

APPROVAL OF HEARING OFFICER RECOMMENDATIONS FOR HEARINGS HELD FEBRUARY 25, 2013

It was moved by Dr. Mader, second by Mrs. Snell to approve the recommendations of the hearing officer for hearings held on February 25, 2013 list as Exhibit A. Motion carried. Future hearings will be scheduled immediately prior to regular monthly Board meetings.

OUT OF DISTRICT TRAVEL

Questions regarding Retail FDA training and HUD training were addressed. Upon motion by Mrs. Snell, second by Mr. Schott the following out of district travel was approved. Motion carried.

- a. Request approval for Rick Miller, Staff Sanitarian III, for travel on 2/13/2013 for the Ohio Pesticide Commercial Applicator Re-Certification held in Akron, Ohio, at a cost not to exceed \$85.00 as approved by the Health Commissioner on 1/29/2013 pursuant to section 207.23(b) of the Canton City Health Code. (1001 307001)
- b. Request approval for Rick Miller, Staff Sanitarian III, for travel on 4/18/2013 and 4/21/2013 for the 2013 Midwest Conference held in Columbus, Ohio, at a cost not to exceed \$25.00. (1001 307001)
- c. Request approval for Rick Miller, Staff Sanitarian III, for travel on 4/15/2013-4/18/2013 for the 2013 HUD HH Rating System Training held in Columbus, Ohio, at a cost not to exceed \$664.25. (2327)
- d. Request approval for Patty McConnell, Staff Sanitarian II, for travel on 3/20/2013-3/21/2013 for the 2013 Midwest Conference held in Columbus, Ohio, at a cost not to exceed \$162.00. (2328)
- e. Request approval for Karen Myers, Staff Sanitarian III, for travel on 3/25/2013-3/27/2013 for the Special Processes Retail FD held in Reynoldsburg, Ohio, at a cost not to exceed \$286.00. (2351)
- f. Request approval for Maria Hall, Staff Sanitarian II, for travel on 3/18/2013 &

- 3/19/2013 for the 2013 Midwest Conference held in Columbus, Ohio, at a cost not to exceed \$25.00. (1001 307001)
- g. Request approval for Kim Campbell, Staff Sanitarian II, for travel on 3/17/2013-3/19/2013 for the 2013 Midwest Conference held in Columbus, Ohio, at a cost not to exceed \$338.00. (2351)
 - h. Request approval for Carl Safreed, APC Engineer, for travel on 3/12/13 for the Permitting and Enforcement Committee meeting held in Columbus, Ohio, at a cost not to exceed \$10.00. (2331)
 - i. Request approval for Diane Thompson, Director of Nursing, for travel on 4/2/2013 for the Preschool Vision screening training held in Akron, Ohio, at a cost not to exceed \$15.00. (1001-303001)
 - j. Request approval for Joy Dougan and Pamela Gibbs, Staff Nurse II and Health Services Coordinator, respectively, for travel on 3/21/2013 for the Motivational Interviewing for HIV positive persons held in Columbus, Ohio, at a total cost not to exceed \$10.00. Employees are attending conference together. (2318)
 - k. Request approval for Kimberly Koons, WIC Dietitian III, for travel on 3/1/2013 for the Nutrition and Breastfeeding Advisory Council (NBAC) meeting held in Columbus, Ohio, at a cost not to exceed \$9.00. (2316)
 - l. Request approval for Kimberly Koons, WIC Dietitian III, for travel on 6/7/2013 for the Nutrition and Breastfeeding Advisory Council (NBAC) meeting held in Columbus, Ohio, at a cost not to exceed \$9.00. (2316)
 - m. Request approval for Kimberly Koons, WIC Dietitian III, for travel on 9/6/2013 for the Nutrition and Breastfeeding Advisory Council (NBAC) meeting held in Columbus, Ohio, at a cost not to exceed \$9.00. (2316)
 - n. Request approval for Molly Malloy, Staff Nurse II, for travel on 3/7/2013-3/8/2013 for the 2013 Ohio PREP refresher course held in Columbus, Ohio, at a cost not to exceed \$193.75. (2323)
 - o. Request approval for Dana Hale, Staff Nurse III, for travel on 3/7/2013-3/8/2013 for the 2013 Ohio PREP refresher course held in Columbus, Ohio, at a cost not to exceed \$193.75. (2323)

DIVISION REPORTS

Fiscal – Mrs. Page explained a document she will provide monthly to compare budgeted income and expenditures and actual income and expenditures. She will provide information including new account codes to better track Medicaid and private insurance revenues.

Commissioner Adams further explained the need for this type of information as Health Departments are moving to standardize the way they report fiscal information.

Medical Director – Dr. Chong added commentary to the written report, including information regarding calcium supplements. He indicates women receiving more than 1400 mg of calcium in their diet should not take calcium supplements. Excess calcium may lead to cardiovascular problems and increases in mortality.

Nursing/WIC – Ms. Thompson provided information regarding the challenges involved in billing private insurance companies. The tax id number used by the Canton City Health Department is also used throughout the City of Canton. There is some thought that health districts should be their own “taxing authority” meaning they operate as a single entity. Commissioner Adams is unsure if current legislation would recognize a board of health as a taxing authority. This usage of the same tax id number causes errors in billing reimbursements from private insurance companies. Ms. Thompson indicates that insurance companies have established

processes for reimbursement and it is estimated that by the end of 2013, insurance companies will begin to require automatic deposits of reimbursements for services. This process will create more challenges when errors are made due to the tax id being used by multiple providers with the city.

OPHI/Surveillance – Mrs. Henning provided monthly report, no additional comments.

Environmental Health – Mr. Adams provided an update on the emergency board order from January, 2013. The property was cleaned over the course of two days and took an estimated 7.5 hours with five people working inside the home. Five dump truck loads were removed. It was determined that the owner of the home was not the resident who was removed and taken to the hospital. The owner abandoned the home in June, 2012. Dr. Hickman commented that the State Veterinarian is retiring and will not be replaced. He anticipates there will be limited or no tick and mosquito monitoring in the future; in addition, part of the oral rabies program will be eliminated. Mr. Adams commented that the testing offered at the state level has a slower response rate than is acceptable and Environmental Health has not relied on these tests in the recent past. Results often take three weeks. Current process in the division is to treat infestations of 400 mosquitoes or more with larvacide. Rick Miller has recently attended ODH training and believes that ODH will continue to receive ticks for testing. Krys Henning added that there will be restrictions on the number of animals that will be tested for rabies.

Air Pollution Control – Mrs. Dzienis provided written report. Stark Ceramics in East Canton, Ohio continues to be a problem with surface water, ground water, solid wastes and air pollution. The violations have required the support of Ohio EPA for assistance. The property may be sold in the future.

Health Commissioner – Commissioner Adams provided an overview from the Public Health Study Commission that last met on February 19, 2013. A public report is planned for March 5. Commissioner Adams updated the Board on our Records Retention project, indicating that we have a records retention policy in place and have followed protocol in any destruction of records. Michelle Chyatte indicated that she has sent Commissioner Adams the poster that needs to be visible. Commissioner Adams discussed House Bill 59 and provided a summary written by AOHC which highlights potential changes. AOHC will be working with legislators to represent health districts. Of potential significance is accreditation. The proposed legislation also includes a community health assessment and improvement plan which are already in place at Canton City Health Department. Other potential changes include requiring boards of health to include one member that is a director of the largest hospital in the health district and may also require eight hours of continuing education for board members annually. Commissioner Adams provided information regarding working closely with two state agencies, ODH and ODA, each having different missions. FDA has a long-standing recommendation in food programs. We are surveyed by both state agencies and sometimes experience irreconcilable recommendations from each. There is some suggestion that Registered Sanitarians should also receive training and certification from the FDA. Currently we follow a modified-FDA food code. The state is also reviewing consolidation of health districts, and the new proposal would allow for the merging of noncontiguous health districts. In addition, there is consideration of consolidation of grant funds; the policy change suggests that ODH will offer grants to eight entities only. Commissioner Adams is not certain of the impact this will have on our health district at this time, but the proposed change is expected to be effective 1/1/14. This proposed change led to additional discussion of our current involvement with STD prevention in far-away districts, which has challenged our nursing staff as we have taken Mahoning County into our service area for STD prevention. Finally, the Commissioner advised that ODH is

considering a change in the reimbursement schedule which means there would be no release of funds at the beginning of the grant cycle; funds would be released only after invoicing.

OTHER BUSINESS

Commissioner Adams reported that the requested eligibility list of eligible candidates for the WIC Clinic Assistant position is still pending from Civil Service. The examination for this position has been administered.

MEETING ANNOUNCEMENTS

There will be a special meeting of the Board of Health on March 11, 2013 at 11:00 am at the offices of the Canton City Health Department.


The next regularly scheduled meeting of the Board of Health will be Monday, March 25, 2013 at 12:00 pm at the offices of the Canton City Health Department.

ADJOURN

There being no further business, a motion to adjourn was made by Dr. Mader, second by Mrs. Snell. Motion carried. The meeting was adjourned at 1:37 pm.



President of the Board of Health



Secretary to the Board of Health

4/22/2013

Date of Approval