



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting
Monday, March 28, 2016 @ 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, March 28, 2016 at 12:03 pm with a quorum present.

Dr. Hickman, Ms. Snell, Dr. Fiorentino, Dr. Lakritz and Mr. Wyatt were present. Also present was Jim Adams and Mayor Bernabei. Ms. Snell arrived at 12:25pm during executive session.

Approve February 22, 2016 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the February 22, 2016 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$136,976.02

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$136,976.02. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Dr. Lakritz moved and Mr. Wyatt seconded a motion to go into executive session to discuss the compensation of a public employee. A roll call vote was taken:

Dr. Hickman – Yes

Dr. Fiorentino – Yes

Mr. Wyatt - Yes

Ms. Snell – Not here yet

Dr. Lakritz – Yes

Motion passed unanimously. The Board went into executive session at 12:10am. Ms. Snell arrived at 12:25am during executive session. The Board came out of executive session at 12:38pm.

Approve Personnel

a. Revised Position Description for Fiscal Officer

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the revised position description for the Fiscal Officer. Motion passed unanimously.

b. Revised Position Description for Executive Assistant

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the revised position description for the Executive Assistant. Motion passed unanimously.

c. Revised Position Description for THRIVE Program Manager

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the revised position description for the THRIVE Program Manager. Motion passed unanimously.

d. Amend Position Classification Schedule

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to amend the position classification schedule. Motion passed unanimously.

e. Temporary Appointment for Fiscal Officer, Effective March 7, 2016

Mr. Wyatt moved and Dr. Lakritz seconded a motion for the temporary appointment of Christi Allen as Fiscal Officer effective March 7, 2016 with a salary of \$46,758 for a period of 90 days. Motion passed unanimously.

- f. **Probationary Period for Kim Oney Effective April 5, 2016** – Kim Oney turned in her resignation after the Board agenda had been set. Mr. Wyatt moved and Ms. Snell seconded a motion to approve the resignation of Kimberly Oney effective April 1, 2016. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for March 28, 2016 Hearings

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the hearings held on March 28, 2016. Motion passed unanimously.

Approve Resolutions

a. **2016-08: Amending Travel and Meeting Expenses; City Vehicle Use**

Dr. Lakritz moved and Ms. Snell seconded a motion to approve resolution 2016-08, amending the Health Departments travel and meeting expenses; city vehicle use section of the Health Code. Motion passed unanimously.

Approve 800-012-P Travel Authorization

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the Health Department's new employee policy on travel: 800-012-P_Travel Authorization. Motion passed unanimously.

Approve a Preceptor Agreement with the Access Health Stark County Community Health Worker Program

Dr. Lakritz moved and Ms. Snell seconded a motion to approve a preceptor agreement with the Access Health Stark County Community Health Worker Program. Motion passed unanimously.

Approve FY2016 Stark-Tuscarawas-Wayne Joint Solid Waste Management District Grant at an Amount not to Exceed \$40,674.00 for the Period of May 1, 2016 to December 31, 2016 for a Program Start Up Grant

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the FY16 Stark-Tuscarawas-Wayne Joint Solid Waste Management District grant at an amount not to exceed \$40,674.00 for the period of May 1, 2016 to December 31, 2016 for a program start up grant. Motion passed unanimously.

Approve FY2016 Stark-Tuscarawas-Wayne Joint Solid Waste Management District Grant at an Amount of \$30 a Ton of E-waste Collected for the Period of May 1, 2016 to December 31, 2016 for a Recycling Makes Sense Grant

Ms. Snell moved and Dr. Lakritz seconded a motion to approve the FY2016 Stark-Tuscarawas-Wayne Joint Solid Waste Management District grant at an amount of \$30 a ton of e-waste collected for the period of May 1, 2016 to December 31, 2016 for a Recycling Makes Sense grant. Motion passed unanimously.

Approve FY16 Stark-Tuscarawas-Waste Joint Solid Waste Management District Grant at an Amount not to Exceed \$1,875.00 for the Period of May 1, 2016 to December 31, 2016 for a Recycling Drop-Off Clean-Up/Host Community Grant

Dr. Lakritz moved and Ms. Snell seconded a motion to approve the FY16 Stark-Tuscarawas-Waste Joint Solid Waste Management District grant at an amount not to exceed \$1,875.00 for the period of May 1, 2016 to December 31, 2016 for a Recycling Drop-Off Clean-Up/Host Community grant. Motion passed unanimously.

Approve FY2017 Public Health Emergency Preparedness Grant (PHEP) Application and Budget in the Amount of \$226,460.00 (the grant year runs 7/1/2016 to 6/30/2017)

- a. Approve Sub-grantee Contract with Stark County Health Department for FY2017 Public Health Emergency Preparedness Grant (PHEP) at an Amount not to Exceed \$113,258.00 for the Period of 7/1/2016 to 6/30/2017

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the FY17 Public Health Emergency Preparedness Grant (PHEP) application and budget in the amount of \$226,460.00 for the period of July 1, 2016 to June 30, 2017 with the sub-grantee contract with the Stark County Health Department at an amount not to exceed \$113,258.00. Motion passed unanimously.

Approve Travel Authorization

- a. Gus Dria, Registered Sanitarian III, for Travel from 04/18/2016 to 04/20/2016, OEHA Annual Education Conference in Columbus, Ohio at a Cost not to Exceed \$389.10 (1001)
- b. Janet Frank, WIC Dietitian, for Travel from 05/22/2016 to 05/25/2016, NWA 2016 Annual Education and Training Conferences and Exhibits in Cincinnati, Ohio at a Cost not to Exceed \$817.50 (2316)
- c. Jessica Boley, WIC Dietitian, for Travel from 05/22/2016 to 05/25/2016, NWA 2016 Annual Education and Training Conferences and Exhibits in Cincinnati, Ohio at a Cost not to Exceed \$798.39 (2316)
- d. Kimberly Koons, WIC Dietitian III, for Travel from 05/22/2016 to 05/25/2016, NWA 2016 Annual Education and Training Conferences and Exhibits in Cincinnati, Ohio at a Cost not to Exceed \$817.50 (2316)
- e. Jennifer Hayden, Breastfeeding Coordinator, for Travel from 05/22/2016 to 05/25/2016, NWA 2016 Annual Education and Training Conferences and Exhibits in Cincinnati, Ohio at a Cost not to Exceed \$798.39 (2316)
- f. Laura Roach, WIC Director, for Travel on 05/03/2016 to 05/04/2016, State WIC FY17 Grant Application Workshop in Columbus, Ohio at a Cost not to Exceed \$237.50 (2316)
- g. Katy Pitcher, WIC Dietitian, for Travel from 05/22/2016 to 05/25/2016, NWA 2016 Annual Education and Training Conferences and Exhibits in Cincinnati, Ohio at a Cost not to Exceed \$817.50 (2316)
- h. Linda Parr, WIC Assistant PT, for Travel from 05/22/2016 to 05/25/2016, NWA 2016 Annual Education and Training Conferences and Exhibits in Cincinnati, Ohio at a Cost not to Exceed \$817.50 (2316)

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

Acceptance of Division Reports

- a. Medical Director – Nothing.
- b. Nursing/WIC – Planned Parenthood will be defunding as of May 22, 2016.
- c. Laboratory – Nothing else to report.
- d. OPHI/Surveillance – Participated in the NECO regional exercise on April 7, 2016.
- e. Environmental Health – Nothing else to report.
- f. Air Pollution Control – Nothing else to report.
- g. Vital Statistics – Nothing else to report.
- h. Fiscal – Nothing else to report.

- i. Health Commissioner – Dawn Miller has prepared a Medicaid funding proposal for infant mortality.
- j. Accreditation Team – Jim Adams went over the Accreditation timeline with the Board.

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

Other Business

There was no other business.

Announcement of Next Meeting: Monday, April 25, 2016 at 12:00pm

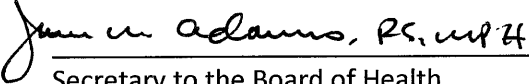
The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, April 25, 2016 at 12:00pm.

Adjourn

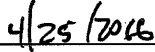
Mr. Wyatt moved and Ms. Snell seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:27 pm.



President of the Board of Health



Secretary to the Board of Health



Date of Approval