



Board of Health of the
Canton City Health District

**MINUTES OF THE
REGULAR MEETING
HELD
JULY 22, 2013**



Public Health
Prevent. Promote. Protect.

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 12:06 p.m.

A roll call of members present: Dr. Hickman, Mr. Schott, Mrs. Snell, Dr. Mader, Dr. Fiorentino

On behalf of Mayor Healy, Stephanie Gallagher was present.

APPROVAL OF MINUTES

The minutes of the regular meeting held June 24, 2013 were approved upon motion by Dr. Mader, second by Mrs. Snell.

APPROVAL OF LIST OF BILLS

The list of bills in the amount of \$152,641.08 was presented to the Board for consideration. It was moved by Mr. Schott, second by Mrs. Snell, to approve the list of bills. Motion carried.

PERSONNEL

Upon motion by Dr. Mader, second by Dr. Fiorentino, Gus Dria, Staff Sanitarian II, will be promoted to Staff Sanitarian III effective 7/27/2013. This promotion was recommended by Mark Adams. Mr. Dria will be promoted to Range 6 with an annual salary of \$61,486.88. This increase is pursuant to Civil Service Rules which include an increase of 3%. There will be a ½ standard increase following successful completion of a six month probationary period.

APPROVAL OF HEARING OFFICER RECOMMENDATIONS FOR HEARINGS HELD JULY 22, 2013

It was moved by Mr. Schott, second by Mrs. Snell, to approve the recommendations of the hearing officer for hearings held on July 22, 2013 listed as Exhibit A. Motion carried.

CONSIDERATION OF CONTRACT WITH OHIO DEPARTMENT OF HEALTH FOR SMOKING ENFORCEMENT

It was moved by Dr. Mader, second by Dr. Fiorentino, to enter into contract with ODH for smoking enforcement. Commissioner Adams explained that CCHD receives a fee for opening any investigations. The new contract presents no change in the fee amount. Mark Adams also explained that the investigations require minimal effort to complete. The total contract amount is for \$4,215. In addition to investigation fees, local health departments are still awarded a large portion of assessed fines for non-compliance. Motion carried.

CONSIDERATION OF PURCHASE OF HEAT PUMP

It was moved by Mr. Schott, second by Mrs. Snell, to purchase a new heat pump at a cost not to exceed \$6,000. A discussion of the current maintenance contract with Standard Heating & Cooling followed. Motion carried.

CONSIDERATION OF PURCHASE OF CONSULTING SERVICE FROM CITYMATCH FOR THE STARK COUNTY EQUITY INSTITUTE ON INFANT MORTALITY

It was moved by Mrs. Snell, second by Mr. Schott, to purchase consulting services from CityMatch in the amount of \$20,000. A discussion was led by Commissioner Adams regarding the complexity of funding this project. He reminded the Board that the amount is a local match after Ohio Department of Health pays for \$20,000. Commissioner Adams is working with both local hospitals to secure the funding, but their funding cycles don't coincide well with the deadline for payment. He indicates that CCHD has funds available and proposes that CCHD pay for the consulting fee(s) in advance, then work with hospitals to secure the local match. This amount of funding will also require approval from Canton City Council and Commissioner Adams has started to correspond with Council to move forward with the project. Motion carried.

CONSIDERATION OF APPROVAL FOR PAYMENT OF PATIENT REIMBURSEMENTS PER ATTACHED POLICY

It was moved by Dr. Mader, second by Dr. Fiorentino, to adopt a Patient Reimbursement Policy per Exhibit B. Commissioner Adams explained that in some instances, there are refunds due to clients after their insurance companies pay CCHD for services. This policy would allow for a "Blanket Purchase Order". Dr. Mader and Dr. Fiorentino compared the billing and receiving process to their experiences. The policy addresses an issue with travel clinic. It is believed that with the use of an exclusive tax ID number, the problem may happen even less frequently. Motion carried.

CONSIDERATION OF ACCEPTANCE OF NOTICE OF AWARD FOR PREP GRANT

It was moved by Mr. Schott, second by Mrs. Snell, to accept the PREP Grant Award in the amount of \$159,308.87. Commissioner Adams indicates this is a slight increase from the budget submitted. Motion carried.

CONSIDERATION OF CONTRACT WITH XEROX STATE AND LOCAL SOLUTIONS

It was moved by Dr. Mader, second by Mr. Schott, to enter into contract with Xerox State and Local Solutions to participate in the Ohio Central Paternity Registry. A description of the Paternity Registry Program was offered by Commissioner Adams. ODH selects the vendor that manages the Registry, and they have recently changed providers. Motion carried.

APPROVAL OF OUT OF DISTRICT TRAVEL

Upon motion by Dr. Fiorentino, second by Mr. Schott, the following out of district travel was approved. Motion carried.

- a. Request approval for Kimberly Koons, Dietician III, for travel on 9/16-19/2013 for the Advanced Clinical Concepts in Lactation conference in Columbus, Ohio at a cost not to exceed \$556.25 (2316)
- b. Request approval for Jessica Waskin, Dietician, for travel on 9/23-25/2013 for the Autumn Forum conference in Columbus, Ohio at a cost not to exceed \$404.50 (2316)
- c. Request approval for Janet Frank, WIC Dietician, for travel on 9/23-25/2013 for the Autumn Forum in Columbus, Ohio at a cost not to exceed \$359.50 (2316)

DIVISION REPORTS

Medical Director – Dr. Chong provided a written report.

Nursing – Diane Thompson provided a written report.

WIC – Laura Roach provided a written report.

OHPI/Surveillance – There was discussion regarding scabies outbreak. Jim Adams answered questions.

Environmental Health – Mark Adams submitted a written report.

Air Pollution Control – Terri Dzienis provided a written report and indicated that there have been no ozone alert days in Stark County this summer.

Laboratory – Jim Ames provided a written report and indicated that the lab is identifying ticks again this season.

Fiscal – Leigh Page provided a written report.

Health Commissioner – Commissioner Adams led a discussion of items listed on his monthly report. He updated the Board regarding plans to schedule a Strategic Planning meeting, Public Health Accreditation, and the Equity Institute project. There was significant discussion relating to Public Health Accreditation. Commissioner Adams advises that this project will require a great deal of process documentation, and Ohio Department of Health expects all local health departments to be prepared to submit an application for accreditation by 2018. Other health departments indicate that the accreditation process requires a full-time staff member to manage the process. Commissioner Adams believes that accreditation will force significant changes in how local health departments are managed. He also mentioned that the Study Commission will be meeting again on August 23 to determine if they will move to Phase II of the project concerning combining health districts. A discussion followed regarding this project. Ultimately, a decision to combine will be determined based on political will. Commissioner Adams has met with City Council Members Dougherty, Griffin and Cole to answer questions and provide information. Finally, Commissioner Adams advised the Board that he has met with City Council Members to address a facilities issue of limited space. He is revisiting the option to create usable administrative space on the second floor of the building, allowing for expansion of clinical space on the first level. He is looking for professional service providers to move forward with a proposal(s).

OTHER BUSINESS


There was no other business for discussion.

MEETING ANNOUNCEMENTS


The next regularly scheduled meeting of the Board of Health will be Monday, August 26, 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. Fiorentino, second by Mr. Schott. Motion carried. The meeting was adjourned at 12:40 p.m.



President of the Board of Health



Secretary to the Board of Health

8/26/2013

Date of Approval