



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

Canton City Health District

## Board of Health Meeting

Monday, August 29, 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, August 29, 2016 at 12:03 PM with a quorum present.

Dr. Hickman, Dr. Lakritz, Dr. Fiorentino and Mayor Bernabei were present. Mr. Wyatt and Ms. Snell were absent. Also present was Jim Adams, Dr. Mader, Christi Allen and Robert Knight.

#### Approve July 25, 2016 Board of Health Meeting Minutes

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the July 25, 2016 Board of Health meeting minutes. Motion passed unanimously.

#### Approve August 1, 2016 Special Board of Health Meeting Minutes

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the August 1, 2016 Special Board of Health meeting minutes. Motion passed unanimously.

#### Approve List of Bills - \$129,535.55

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$129,535.55. Motion passed unanimously.

#### Executive Session to Discuss Matters Required to be Kept Confidential and to Discuss the Compensation of a Public Employee

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to go into executive session to consider matters required to be kept confidential and to discuss the compensation of a public employee. A roll call vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Absent

Dr. Lakritz – Yes

Dr. Fiorentino – Yes

Ms. Snell – arrived at 12:20 PM

Motion passed unanimously. The Board entered executive session at 12:06 AM. The Board returned from executive session at 12:55 PM.

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve a patient write off of \$105.00 for Medical Record 0000033710. Motion passed unanimously.

#### Approve Personnel

##### **a. Probationary Period for Christi Allen, Fiscal Officer, Effective August 21, 2016**

Mr. Snell moved and Dr. Fiorentino seconded a motion to approve the probationary period for Christi Allen with a half step increase to \$47,858.00 a year effective August 21, 2016. Motion passed unanimously.

##### **b. Probationary Period for Dawn Miller, THRIVE Project Manager, Effective August 21, 2016**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve the probationary period for Dawn Miller with a half step increase to \$62,910.50 a year effective August 21, 2016. Motion passed unanimously.

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**c. Unpaid Personal Leave of Absence of 5 Days for Maria Hall (07/25/16 – 07/29/16)**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve five days of unpaid personal leave of absence for Maria Hall from July 25, 2016 to July 29, 2016. Motion passed unanimously.

**d. Unpaid Personal Leave of Absence of 5 Days for Gina Premier (10/25/16 – 11/01/16)**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve five days of unpaid personal leave of absence for Gina Premier from October 25, 2016 to November 1, 2016. Motion passed unanimously.

**e. Resignation of Neil DelCorso, APC Monitoring and Inspections Technician as of August 22, 2016**

Dr. Lakritz moved and Ms. Snell seconded a motion to accept the resignation of Neil DelCorso, APC Monitoring and Inspections Technician, to be effective August 22, 2016. Motion passed unanimously.

**f. Appointment of APC Monitoring and Inspections Technician**

Dr. Fiorentino moved and Ms. Snell seconded a motion for an appointment of Courtney Rusnak as an APC Monitoring and Inspections Technician at a pay of \$43,419.00 (R5) with a half step increase to \$44,441.00 after a 90 day probationary period, start date of September 19, 2016. Motion passed unanimously.

**g. Appointment of WIC Part-time Clinic Assistant**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion for an appointment of Ashley Archer as a WIC Part-time Clinic Assistant at a pay of \$16.14 an hour with a half step increase to \$16.47 an hour after a 90 day probationary period, start date September 14, 2016. Motion passed unanimously.

**h. Approve Epidemiologist II Job Description**

Ms. Snell moved and Dr. Fiorentino seconded a motion to approve the job description for Epidemiologist II. Motion passed unanimously.

**i. Appointment of Epidemiologist I**

Ms. Snell moved and Dr. Lakritz seconded a motion for an appointment of Annmarie Butusov as an Epidemiologist I as a lateral move with no pay increase and no 90 day probation period, effective immediately. Motion passed unanimously.

**Approve Resolutions**

**a. 2016-17: Support a Canton City Health District Application to Local Government Efficiency Program (LGEF) for \$100,000.00 Effective 01/01/2017 to 12/31/2017 to Support Quality Improvement Efforts**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve a resolution to support the department's application to the Local Government Efficiency Program (LGEF) for \$100,000.00, effective 01/01/2017 to 12/31/2017. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for August 29, 2016 Hearings**

Dr. Fiorentino moved and Ms. Snell seconded a motion to approve the hearings held on August 29, 2016. Motion passed unanimously.

**Approve Canton City Health District National Association of County and City Health Officials (NACCHO) Grant Application in the Amount of \$15,000.00 for Support of Accreditation Efforts**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve an application for a National Association of County and City Health Officials (NACCHO) grant in the amount of \$15,000.00 for support of accreditation efforts. Motion passed unanimously.

**Approve Sisters of Charity Contract**

Ms. Snell moved and Dr. Lakritz seconded a motion to approve contract with Sisters of Charity for \$75,000.00 over two years (\$150,000.00) for a period of September 1, 2016 through August 31, 2017 to pass through to Kent State for a Comprehensive Evaluation of the Canton/Stark THRIVE Project. Motion passed unanimously.

**Authorize a Contract with Kent State University for a Comprehensive Evaluation of the Canton/Stark THRIVE Project for \$75,000.00 over two years (\$150,000.00) for a period of September 1, 2016 through August 31, 2017**

Dr. Fiorentino moved and Ms. Snell seconded a motion to authorize a contract with Kent State University for a comprehensive evaluation of the Canton/Stark THRIVE project for \$75,000.00 over two years (\$150,000.00) for a period of September 1, 2016 through August 31, 2017. Motion passed unanimously.

**Authorize a Contract with Jon Elias, MD as the Health Department's Medical Director for \$13,500.00 for a period of September 1, 2016 through August 31, 2017.**

Ms. Snell moved and Dr. Lakritz seconded a motion to authorize a contract with Jon Elias, MD as the department's Medical Director for \$13,500.00 for a period of September 1, 2016 through August 31, 2017. Motion passed unanimously.

**Authorize a Contract with the YWCA of Canton for \$34,000.00 for the Purpose of Receiving Grant Funding for Performing on Site Clinic Services for a period of October 1, 2016 through September 30, 2017**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to authorize a contract with the YWCA of Canton for \$34,000.00 for the purpose of receiving grant funding for performing on site clinic services for a period of October 1, 2016 through September 30, 2017. Motion passed unanimously.

**Approve Travel Authorization**

- a. David Hampton, APC Engineer, for Travel from 08/18/2016 to 08/19/2016, APTI 415 Control of Gaseous Emissions in Columbus, Ohio at a Cost not to Exceed \$246.35 (2331) **Retroactively**
- b. Ronald Jones, APC Engineer, for Travel from 08/18/2016 to 08/19/2016, APTI 415 Control of Gaseous Emissions in Columbus, Ohio at a Cost not to Exceed \$288.00 (2331) **Retroactively**
- c. Marisa Toppi, APC Engineer, for Travel from 08/18/2016 to 08/19/2016, APTI 415 Control of Gaseous Emissions in Columbus, Ohio at a Cost not to Exceed \$286.35 (2331) **Retroactively**
- d. Jaclyn Hupp, APC Monitoring and Inspections Technician, for Travel from 09/19/2016 to 09/20/2016, APTI 468 Monitoring Compliance Test and Source Test Observation in Columbus, Ohio at a Cost not to Exceed \$286.35 (2331)
- e. David Hampton, APC Engineer, for Travel from 09/19/2016 to 09/20/2016, APTI 468 Monitoring Compliance Test and Source Test Observation in Columbus, Ohio at a Cost not to Exceed \$286.35 (2331)

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- f. Ronald Jones, APC Engineer, for Travel from 09/19/2016 to 09/20/2016, APTI 468 Monitoring Compliance Test and Source Test Observation in Columbus, Ohio at a Cost not to Exceed \$288.00 (2331)
- g. Marisa Toppi, APC Engineer, for Travel from 09/19/2016 to 09/20/2016, APTI 468 Monitoring Compliance Test and Source Test Observation in Columbus, Ohio at a Cost not to Exceed \$286.35 (2331)
- h. James Adams, Health Commissioner, for Travel from 9/21/16 to 9/23/16, AOHC Fall Educational Conference in Dublin, Ohio at a Cost not to Exceed \$792.61 (1001)
- i. Jennifer Hayden, WIC Breastfeeding Coordinator, for Travel from 08/30/2016 to 08/31/2016, 2016 Ohio WIC Breastfeeding Conference in Columbus, Ohio at a Cost not to Exceed \$359.90 (2316)

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

### **Required Board of Health Training – WIC Program Update (Laura Roach)**

Laura Roach, Stark County WIC Director, presented to the Board a WIC program update from 1:11 PM to 1:27 PM for the required Board of Health Training.

Dr. Fiorentino left at this time (1:27 PM).

### **Acceptance of Division Reports**

- a. Medical Director – Nothing else to report.
  - b. Nursing/WIC – The division is working with Aultman Hospital to complete an outbreak investigation. At a recent walk-in clinic, the nurses administered 70 vaccinations.
  - c. Laboratory – Nothing else to report.
  - d. OPHI/Surveillance – Amanda reported to the Board about 2 cases of outbreaks and that she is preparing for flu season.
  - e. Environmental Health – The division's household hazardous waste program is going well. There has been only one incident where a citizen dumped 20 gallons of latex paint without authorization.
  - f. Air Pollution Control – Civil Service was able to provide a list of 10 applicants for the open Clerk II position.
  - g. Vital Statistics – There are still problems surrounding the ability to export information from IPHIS/EDRS and import it in to HDIS.
  - h. Fiscal – Nothing else to report.
  - i. Health Commissioner – There have recently been a few swine flu cases in SW Ohio. Swine at the upcoming Stark County Fair are all being inspected and certified as not currently being under treatment.
  - j. Accreditation Team – The team is on track to submit the accreditation application by May 30, 2016.
- The Board accepted the Division reports.

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**Other Business**

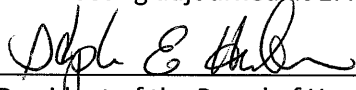
There was no other business.

**Announcement of Next Meeting: Monday, September 26, 2016 at 12:00 PM**

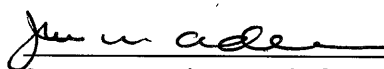
The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, September 26, 2016 at 12:00 PM.

**Adjourn**

The meeting adjourned at 1:41 PM.



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President of the Board of Health



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Secretary to the Board of Health

9/26/2016

Date of Approval