

BOARD OF HEALTH



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Monday, January 27, 2020
@ 12:00pm



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, January 27, 2020 @ 12:00pm – Board Room
Agenda

1. Call to Order and Roll Call
2. Unfinished Business
3. Approve Revision of November 25, 2019 Board of Health Meeting Minutes Previously Approved as the October 28, 2019 Board minutes at the December Board meeting in error
4. Approve December 17, 2019 Board of Health Meeting Minutes
5. Approve List of Bills for \$537,089.47
6. Approve Personnel:
 - a. Probationary Period Ending for Michelle Streetman Retroactive to 12/31/2020
 - b. Probationary Period Ending for Brooklyn Walker Retroactive to 1/13/2020
 - c. Probationary Period Ending for Samantha Yost Effective 1/27/2020
 - d. Probationary Period Ending for Antjaun Davis-Rice Effective 1/27/2020
 - e. Probationary Period Ending for Nevin Nettey Retroactive to 12/23/2019
 - f. Probationary Period Ending Kristen Kennedy (Schen) Retroactive to 12/15/2019
 - g. Probationary Period Ending for Mark Smith Effective 1/27/2020
 - h. Probationary Period Ending for Steven Smith Retroactive to 12/8/2019
 - i. New Job Description for Full-Time Deputy Registrar (R3)
 - j. New Job Description for Full-Time VS Administrative Supervisor (R4)
 - k. New Job Description for Full-Time Pathways HUB Director (R5)
 - l. New Job Description for Part-Time Vector Control Technician (PT13)
 - m. New Job Description for Part-Time Laboratory Technician II (PT5)
 - n. Updated Job Description for Full-Time Laboratory Technician I (R4)
 - o. Updated Job Description for Part-Time Laboratory Technician I (PT4)
 - p. Updated Position Classification Schedule for Admin/VS, THRIVE, EH and Laboratory
 - q. Appointment of Two Full-Time Staff Nurse II (R5) with Discussion on Wages
 - r. Resignation of Samuel Norman, APC Engineer (R6) Effective January 31, 2020
 - s. Resignation of Alesandra Frey, Staff Nurse II (R5) Effective January 27, 2020
 - t. Retirement of Heather Macdonald, Laboratory Technician (R4) Effective March 31, 2020
7. Approve Recommendations of the Hearing Officer for January 27, 2020
8. Approve 2020 Resolutions:
 - a. 2020-01: Authorizing Payment of Regular Expenses
 - b. 2020-02: Periodic Program-Related Travel Expenses
 - c. 2020-03: Abatement of Public Nuisances
9. 2019 Moral Obligations
 - a. Ohio Department of Health (Treasurer, State of Ohio) for the 4th Quarter 2019 Vital Statistics Tech Fees for \$1,329.12

Board of Health Agenda
Monday, January 27, 2020
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10. Approve Joint Memorandum of Understanding with Document Concepts, Inc. and Standard Printing Company for Printing Services in Response to a Public Health Emergency for Communication Purposes for Costs to be Determined by Document Concepts, Inc. at Time of Service with a Start Date of January 27, 2020 with an Automatic Annual Renewal
11. Approve Advantage Service Agreement with Cepheid for Equipment Parts and Labor at an Amount Not to Exceed \$19,528.38 (\$6,509.46 a year for three years) for the Period of January 1, 2020 to December 31, 2022
12. Acceptance of Reports
 - a. Medical Director
 - b. Nursing/WIC
 - Medication Update Presentation from the HIV Prevention Team
 - c. Laboratory
 - d. OPHI/Surveillance
 - e. THRIVE
 - f. Environmental Health
 - g. Air Pollution Control
 - h. Vital Statistics
 - i. Fiscal
 - j. Health Commissioner
 - k. Accreditation Team
 - l. Quality Improvement and Performance Management
13. Other Business
14. Next Meeting: Monday, February 24, 2020 at 12:00pm
15. Adjournment



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2312 - STD Control Program											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2312	Fund: 2312 Health Ins. Payments for 2019	Paid by Check # 658169	12/23/2019	12/23/2019	12/27/2019		12/27/2019	2,502.00	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>2,502.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2312	Fund: 2312 Health Ins. Payments for 2019	Paid by Check # 658169	12/23/2019	12/23/2019	12/27/2019		12/27/2019	21.78	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>21.78</u>
Account 705.06 - Professional Services Other Professional Services											
186 - AULTMAN HOSPITAL	2019-16 FTA	099915682-9693		Paid by Check # 658563	12/31/2019	01/07/2020	* 01/16/2020		01/16/2020	14.75	
52334 - LEXISNEXIS RISK DATA MANAGEMENT INC	1672320-20191231	Database Services for 2019		Edit	12/31/2019	01/31/2020	* 01/15/2020			180.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$194.75</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9844929404	Cell Phone Service for LTC, DIS and EIS		Paid by Check # 658761	12/23/2019	01/15/2020	* 01/21/2020		01/21/2020	51.11	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>51.11</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	315344	Business Cards for Shameem Ahmad		Paid by Check # 658403	12/09/2019	01/06/2020	* 01/13/2020		01/13/2020	28.05	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>28.05</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 6	<u>\$2,797.69</u>
									Fund 2312 - STD Control Program Totals	Invoice Transactions 6	<u>\$2,797.69</u>



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G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2313 - Local Health Dept Prev Support											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2313	Fund: 2313 Health Ins. Payments for 2019	Paid by Check # 658171	12/23/2019	12/23/2019	12/27/2019		12/27/2019	6,240.00	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>6,240.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2313	Fund: 2313 Health Ins. Payments for 2019	Paid by Check # 658171	12/23/2019	12/23/2019	12/27/2019		12/27/2019	26.40	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>26.40</u>
Account 705.06 - Professional Services Other Professional Services											
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC		980349	Electronic Medical Record system maintenance fees for 2020	Edit	01/01/2020	01/31/2020	01/15/2020			94.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>94.00</u>
Account 734.13 - Supplies Freight											
52799 - CEPHEID		9000468723	CT/NG STI Supplies Starter Pack	Edit	01/13/2020	02/12/2020	01/22/2020			93.44	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>93.44</u>
Account 734.58 - Supplies Miscellaneous Supplies											
52799 - CEPHEID		9000468723	CT/NG STI Supplies Starter Pack	Edit	01/13/2020	02/12/2020	01/22/2020			4,300.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>4,300.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 5	<u>\$10,753.84</u>
									Fund 2313 - Local Health Dept Prev Support Totals	Invoice Transactions 5	<u>\$10,753.84</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2314 - Infant Mortality Reduction										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2314	Fund: 2314 Health Ins. Payments for 2019	Paid by Check # 658154	12/23/2019	12/23/2019	12/27/2019		12/27/2019	42,345.00
							Account 621.60 - Payroll Fringes Hospitalization Totals		Invoice Transactions 1	<u>42,345.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2314	Fund: 2314 Health Ins. Payments for 2019	Paid by Check # 658154	12/23/2019	12/23/2019	12/27/2019		12/27/2019	267.30
							Account 621.61 - Payroll Fringes Life Insurance Totals		Invoice Transactions 1	<u>267.30</u>
Account 705.05 - Professional Services Computer Access Line Fees										
50073 - TIME WARNER CABLE	3125597040105	2020 Internet and Telephones for THRIVE Offices		Paid by Check # 658757	01/05/2020	01/21/2020	01/21/2020		01/21/2020	134.97
							Account 705.05 - Professional Services Computer Access Line Fees Totals		Invoice Transactions 1	<u>134.97</u>
Account 705.06 - Professional Services Other Professional Services										
52761 - MARGARET B. SHIPLEY CHILD HEALTH CLINIC, INC	THRIVE Payment	Community Health Worker Program, 12/1/2019 - 12/31/2021		Paid by Check # 658348	01/06/2020	01/06/2020	* 01/10/2020		01/10/2020	30,850.87
4168 - KENT STATE UNIVERSITY	416371-33	Comprehensive Evalutaion of Stark County THRIVE Program		Edit	01/08/2020	01/15/2020	* 01/15/2020			4,094.37
51744 - HOSPITAL COUNCIL OF NORTHWEST OHIO	2020-122019	Pathways Community HUB Support Services		Edit	12/15/2019	01/21/2020	* 01/21/2020			30,000.00
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 3	<u>\$64,945.24</u>
Account 705.14 - Professional Services Maintenance Contracts										
22899 - GRAPHIC ENTERPRISES	21AR931867 (1)	Copier/Printer Maintenance Contract 2019, THRIVE		Edit	12/18/2019	01/21/2020	* 01/21/2020			42.65
22899 - GRAPHIC ENTERPRISES	21AR931867 (2)	Copier/Printer Contract and Overage Costs, Remainder for 2020		Edit	12/18/2019	01/21/2020	* 01/21/2020			66.60
22899 - GRAPHIC ENTERPRISES	21AR938080	THRIVE Copier Lease for 2020 and Overage Costs		Edit	01/14/2020	01/24/2020	01/22/2020			109.25
							Account 705.14 - Professional Services Maintenance Contracts Totals		Invoice Transactions 3	<u>\$218.50</u>
Account 705.40 - Professional Services Advertising/Sponsorship										
52822 - GREATER CANTON MARTIN LUTHER KING, JR. COMMISSION	046	1 Page Full Color Ad for MLK Breakfast 1/16/19 (Due Dec 2019)		Edit	01/08/2020	01/21/2020	* 01/21/2020			300.00
							Account 705.40 - Professional Services Advertising/Sponsorship Totals		Invoice Transactions 1	<u>\$300.00</u>



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Fund 2314 - Infant Mortality Reduction											
Department 301001 - Health - Administration											
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9843480877	Neighborhood Navigator Cell Phone, Plan and Accessories	Paid by Check # 658150		12/03/2019	12/26/2019	12/23/2019		12/23/2019	52.27	
50073 - TIME WARNER CABLE	312559704010520	2020 Internet and Telephones for THRIVE Offices	Paid by Check # 658757		01/05/2020	01/21/2020	01/21/2020		01/21/2020	179.94	
51874 - VERIZON WIRELESS	9845559445	Neighborhood Navigator Cell Phone, Plan and Accessories	Edit		01/03/2020	01/26/2020	* 01/21/2020			52.06	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 3	<u>\$284.27</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
50407 - DAWN L. MILLER	D.Miller Dec19	Kickoff Cord. Mtg, 12/13/19, Columbus, OH	Edit		01/22/2020	01/22/2020	* 01/22/2020			12.00	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 1	<u>\$12.00</u>
Account 773.43 - Lease and Rental Payments Other Rentals											
51594 - SCF DEVELOPMENT LTD	400 0120	Office Space Rental for THRIVE Program	Paid by Check # 658686		01/03/2020	01/10/2020	01/17/2020		01/17/2020	6,466.66	
									Account 773.43 - Lease and Rental Payments Other Rentals Totals	Invoice Transactions 1	<u>\$6,466.66</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 15	<u>\$114,973.94</u>
									Fund 2314 - Infant Mortality Reduction Totals	Invoice Transactions 15	<u>\$114,973.94</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2316 - WIC											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	Ins. Health 2316	Fund 2316 WIC Health Insurance (October 2019 - December 2019)	Paid by Check # 658165	12/23/2019	12/23/2019	12/27/2019		12/27/2019	17,115.00	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>\$17,115.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	Ins. Health 2316	Fund 2316 WIC Health Insurance (October 2019 - December 2019)	Paid by Check # 658165	12/23/2019	12/23/2019	12/27/2019		12/27/2019	129.25	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>\$129.25</u>
Account 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE		3274388011210	WIC Internet Services	Paid by Check # 658149	12/10/2019	12/26/2019	12/23/2019		12/23/2019	124.99	
50073 - TIME WARNER CABLE		3274388010110	WIC Internet Services	Paid by Check # 658758	01/10/2020	01/26/2020	* 01/21/2020		01/21/2020	124.99	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 2	<u>\$249.98</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT		Dec19 WIC Grant	WIC Program Sub-grantee, 4th Qtr 2019	Edit	01/21/2020	01/21/2020	* 01/21/2020			9,511.76	
1121 - MASSILLON CITY HEALTH DEPT		Dec19 WIC Grant	WIC Program Sub-grantee, 4th Qtr 2019	Edit	01/21/2020	01/21/2020	* 01/21/2020			11,954.87	
1800 - STARK COUNTY HEALTH DEPARTMENT		Dec19 WIC Grant	WIC Program Sub-grantee, 4th Qtr 2019	Edit	01/03/2020	01/21/2020	* 01/21/2020			29,258.30	
									Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions 3	<u>\$50,724.93</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS		9844902866	WIC Peer Helper Cell Phones	Paid by Check # 658371	12/23/2019	01/15/2020	* 01/10/2020		01/10/2020	55.41	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$55.41</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	10-19 WIC,	11-19 WIC, 12-19 WIC	Edit	01/21/2020	01/21/2020	* 01/21/2020			260.32	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>\$260.32</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 9	<u>\$68,534.89</u>
									Fund 2316 - WIC Totals	Invoice Transactions 9	<u>\$68,534.89</u>



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G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2318 - HIV Prevention										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	Fy19 Ins. - 2318	Fund: 2318 Health Ins. Payments for 2019	Paid by Check # 658168	12/23/2019	12/23/2019	12/27/2019		12/27/2019	14,587.00
							Account 621.60 - Payroll Fringes Hospitalization Totals		Invoice Transactions 1	<u>14,587.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	Fy19 Ins. - 2318	Fund: 2318 Health Ins. Payments for 2019	Paid by Check # 658168	12/23/2019	12/23/2019	12/27/2019		12/27/2019	104.50
							Account 621.61 - Payroll Fringes Life Insurance Totals		Invoice Transactions 1	<u>104.50</u>
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS		98449374169 (1)	Surface 3 Service for DIS	Paid by Check # 658371	12/23/2019	01/15/2020	* 01/10/2020		01/10/2020	40.17
51874 - VERIZON WIRELESS		98449374169 (3)	Monthly Tablet data service for LTC	Paid by Check # 658371	12/23/2019	01/15/2020	* 01/10/2020		01/10/2020	40.17
							Account 705.05 - Professional Services Computer Access Line Fees Totals		Invoice Transactions 2	<u>80.34</u>
Account 705.40 - Professional Services Advertising/Sponsorship										
50323 - LAMAR COMPANIES		110994477	110957460	Paid by Check # 658346	12/23/2019	01/06/2020	* 01/10/2020		01/10/2020	900.00
							Account 705.40 - Professional Services Advertising/Sponsorship Totals		Invoice Transactions 1	<u>900.00</u>
Account 706.36 - Contract Service Health Contract Grant Expend										
52684 - JEFFERSON COUNTY HEALTH DEPT		Dec19 HIV Grant	FY19 HIV Grant	Edit	12/31/2019	01/21/2020	* 01/21/2020			448.00
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT		Dec19 HIV Grant	FY19 HIV Sub-grantee	Edit	12/31/2019	01/21/2020	* 01/21/2020			4,059.16
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT		Dec19 HIV Grant	HIV Grant 2019	Edit	12/31/2019	01/21/2020	* 01/21/2020			2,651.00
							Account 706.36 - Contract Service Health Contract Grant Expend Totals		Invoice Transactions 3	<u>\$7,158.16</u>
Account 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS		9844929404	Cell Phone Service for LTC, DIS and EIS	Paid by Check # 658761	12/23/2019	01/15/2020	* 01/21/2020		01/21/2020	50.96
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>\$50.96</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
905 - INDEPENDENCE BUSINESS SUPPLY		1712219-0	Office Supplies for HIV Program	Paid by Check # 658343	12/23/2019	01/06/2020	* 01/10/2020		01/10/2020	53.40
905 - INDEPENDENCE BUSINESS SUPPLY		1715132-0	1712657-0, 1712657-1, 1712657-2	Edit	12/27/2019	01/21/2020	* 01/21/2020			2,111.25
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals		Invoice Transactions 2	<u>\$2,164.65</u>
Account 734.14 - Supplies Computer Supplies										
905 - INDEPENDENCE BUSINESS SUPPLY		1715132-0	1712657-0, 1712657-1, 1712657-2	Edit	12/27/2019	01/21/2020	* 01/21/2020			69.27
							Account 734.14 - Supplies Computer Supplies Totals		Invoice Transactions 1	<u>\$69.27</u>



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Fund 2318 - HIV Prevention											
Department 301001 - Health - Administration											
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)											
905 - INDEPENDENCE BUSINESS SUPPLY	1715132-0	1712657-0, 1712657-1, Edit 1712657-2			12/27/2019	01/21/2020	* 01/21/2020			300.68	
									Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals	Invoice Transactions 1	<u>\$300.68</u>
Account 734.58 - Supplies Miscellaneous Supplies											
24836 - MCKESSON MEDICAL - SURGICAL	70457469	70929739, 70428282, Paid by Check 70478061, 70526341, # 658349 71633824, 71026361			12/06/2019	01/06/2020	* 01/10/2020		01/10/2020	2,367.23	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$2,367.23</u>
Account 772.60 - Travel Local Mtg/Display Accom/Supplies											
42561 - JEANNIES CATERING	1/15/20 RAG Mtg	Meal Services for RAG Edit Meetings			01/15/2020	01/22/2020	01/22/2020			203.75	
									Account 772.60 - Travel Local Mtg/Display Accom/Supplies Totals	Invoice Transactions 1	<u>\$203.75</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 15	<u>\$27,986.54</u>
									Fund 2318 - HIV Prevention Totals	Invoice Transactions 15	<u>\$27,986.54</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2319 - Early Intervention Services										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 - Fund 2319	Fund: 2319 Health Ins. Payments for 2019	Paid by Check # 658155	12/23/2019	12/23/2019	12/27/2019		12/27/2019	520.00
							Account 621.60 - Payroll Fringes Hospitalization Totals		Invoice Transactions 1	<u>520.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 - Fund 2319	Fund: 2319 Health Ins. Payments for 2019	Paid by Check # 658155	12/23/2019	12/23/2019	12/27/2019		12/27/2019	2.20
							Account 621.61 - Payroll Fringes Life Insurance Totals		Invoice Transactions 1	<u>2.20</u>
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	98449374169 (2)	Surface 3 Service for EIS Navigator		Paid by Check # 658371	12/23/2019	01/15/2020	* 01/10/2020		01/10/2020	40.17
							Account 705.05 - Professional Services Computer Access Line Fees Totals		Invoice Transactions 1	<u>40.17</u>
Account 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS	9844929404	Cell Phone Service for LTC, DIS and EIS		Paid by Check # 658761	12/23/2019	01/15/2020	* 01/21/2020		01/21/2020	50.96
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>50.96</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 4	<u>\$613.33</u>
							Fund 2319 - Early Intervention Services Totals		Invoice Transactions 4	<u>\$613.33</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2320 - Nursing Clinic Activity Fund										
Department 303001 - Nurses										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. Fund: 2320 303001 Health Ins. Payments for 2019	Paid by Check # 658164		12/23/2019	12/23/2019	12/27/2019		12/27/2019	3,360.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>3,360.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. Fund: 2320 303001 Health Ins. Payments for 2019	Paid by Check # 658164		12/23/2019	12/23/2019	12/27/2019		12/27/2019	14.52
								Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>14.52</u>
								Department 303001 - Nurses Totals	Invoice Transactions 2	<u>3,374.52</u>
Department 303002 - Travel Clinic										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2320.303002 Fund: 2320 303002 Health Ins. Payments for 2019	Paid by Check # 658156		12/23/2019	12/23/2019	12/27/2019		12/27/2019	345.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>345.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2320.303002 Fund: 2320 303002 Health Ins. Payments for 2019	Paid by Check # 658156		12/23/2019	12/23/2019	12/27/2019		12/27/2019	3.30
								Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>3.30</u>
Account 734.58 - Supplies Miscellaneous Supplies										
16175 - GLAXOSMITHKLINE PHARM	8253066352	Private Vaccine/Travel for Clinics	Paid by Check # 658339		12/17/2019	01/06/2020	* 01/10/2020		01/10/2020	3,347.20
24836 - MCKESSON MEDICAL - SURGICAL	70663787,	70626442, 70848174	Paid by Check # 658349		12/05/2019	01/06/2020	* 01/10/2020		01/10/2020	633.92
26625 - SANOFI PASTEUR INC	913966823	Private Vaccine/Travel for Clinics	Paid by Check # 658358		12/09/2019	01/06/2020	* 01/10/2020		01/10/2020	2,832.59
1941 - TREASURER STATE OF OHIO	OSS0115459	Tubersols 1 ML for Clinic	Paid by Check # 658398		12/06/2019	01/06/2020	* 01/13/2020		01/13/2020	479.10
								Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 4	<u>7,292.81</u>
								Department 303002 - Travel Clinic Totals	Invoice Transactions 6	<u>7,641.11</u>
Department 303004 - Dental Services										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. 2320 Fund: 2320 303004 Health Ins. Payments for 2019	Paid by Check # 658172		12/23/2019	12/23/2019	12/27/2019		12/27/2019	4,410.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>4,410.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2320 - Nursing Clinic Activity Fund										
Department 303004 - Dental Services										
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. 2320	Fund: 2320 303004 Health Ins. Payments for 2019	Paid by Check # 658172	12/23/2019	12/23/2019	12/27/2019		12/27/2019	29.70
							Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions	1	\$29.70
							Department 303004 - Dental Services Totals	Invoice Transactions	2	\$4,439.70
							Fund 2320 - Nursing Clinic Activity Fund Totals	Invoice Transactions	10	\$15,455.33



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2321 - Get Vaccinated Ohio (IAP)											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2321 Fund: 2321 Health Ins. Payments for 2019	Paid by Check # 658157		12/23/2019	12/23/2019	12/27/2019		12/27/2019	5,583.00	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>5,583.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2321 Fund: 2321 Health Ins. Payments for 2019	Paid by Check # 658157		12/23/2019	12/23/2019	12/27/2019		12/27/2019	40.92	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>40.92</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT	Dec19 GV Grant	FY20 Get Vaccinated Grant	Edit		01/02/2020	01/21/2020	* 01/21/2020			186.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	Dec19 GV Grant	FY20 Get Vaccinated Grant	Edit		01/14/2020	01/21/2020	* 01/21/2020			2,766.00	
									Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions 2	<u>\$2,952.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$8,575.92</u>
									Fund 2321 - Get Vaccinated Ohio (IAP) Totals	Invoice Transactions 4	<u>\$8,575.92</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2322 - Dental Sealant											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2322 Fund: 2322 Health Ins. Payments for 2019	Paid by Check # 658158		12/23/2019	12/23/2019	12/27/2019		12/27/2019	4,638.00	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>4,638.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2322 Fund: 2322 Health Ins. Payments for 2019	Paid by Check # 658158		12/23/2019	12/23/2019	12/27/2019		12/27/2019	27.72	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>27.72</u>
Account 705.06 - Professional Services Other Professional Services											
40279 - ALISON GIAMMARCO	Dec19 Dental	Dental Hygiensist Services for 2019	Paid by Check # 658145		12/18/2019	12/20/2019	12/23/2019		12/23/2019	590.70	
38676 - ANNA MAYLE	Dec19 Dental	Dental Hygiensist Services for 2019	Paid by Check # 658175		12/20/2019	12/20/2019	12/27/2019		12/27/2019	567.71	
20238 - MEREDITH ROBESON, D.D.S	Jan20 Dental	Dental Services for 2020	Paid by Check # 658810		01/08/2020	01/15/2020	01/22/2020		01/22/2020	200.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 3	<u>\$1,358.41</u>
Account 734.13 - Supplies Freight											
9242 - HENRY SCHEIN INC.	72652544	Dental Supplies, as needed in 2020	Edit		01/08/2020	01/07/2020	01/22/2020			11.48	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$11.48</u>
Account 734.58 - Supplies Miscellaneous Supplies											
9242 - HENRY SCHEIN INC.	72652544	Dental Supplies, as needed in 2020	Edit		01/08/2020	01/07/2020	01/22/2020			697.43	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$697.43</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 7	<u>\$6,733.04</u>
									Fund 2322 - Dental Sealant Totals	Invoice Transactions 7	<u>\$6,733.04</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2323 - Personal Responsibility Ed Pr Fd										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	Fy19 Ins - 2323	Fund: 2323 Health Ins. Payments for 2019	Paid by Check # 658159	12/23/2019	12/23/2019	12/27/2019		12/27/2019	13,780.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>13,780.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	Fy19 Ins - 2323	Fund: 2323 Health Ins. Payments for 2019	Paid by Check # 658159	12/23/2019	12/23/2019	12/27/2019		12/27/2019	106.15
								Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>106.15</u>
								Department 301001 - Health - Administration Totals	Invoice Transactions 2	<u>13,886.15</u>
								Fund 2323 - Personal Responsibility Ed Pr Fd Totals	Invoice Transactions 2	<u>13,886.15</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2328 - Public Health Infrastructure										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2328 Fund: 2328 Health Ins. Payments for 2019	Paid by Check # 658160		12/23/2019	12/23/2019	12/27/2019		12/27/2019	12,687.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>12,687.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2328 Fund: 2328 Health Ins. Payments for 2019	Paid by Check # 658160		12/23/2019	12/23/2019	12/27/2019		12/27/2019	73.92
								Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>73.92</u>
Account 705.06 - Professional Services Other Professional Services										
10277 - PROTECH SECURITY INC.	325171	Customer #14950	Edit		01/01/2020	01/31/2020	01/22/2020			65.85
								Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>65.85</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)										
493 - COPECO INC	21AR934132 (1)	Samsung Pro M4080FX Fax Machine - for OPHI	Paid by Check # 658333		12/30/2019	01/06/2020	* 01/10/2020		01/10/2020	949.00
493 - COPECO INC	21AR934132 (2)	Additional Costs for New Fax Machine for OPHI	Paid by Check # 658333		12/30/2019	01/06/2020	* 01/10/2020		01/10/2020	113.00
								Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals	Invoice Transactions 2	<u>\$1,062.00</u>
								Department 301001 - Health - Administration Totals	Invoice Transactions 5	<u>\$13,888.77</u>
								Fund 2328 - Public Health Infrastructure Totals	Invoice Transactions 5	<u>\$13,888.77</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2331 - Air Pollution (134)											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2331	Fund: 2331 Health Ins. Payments for 2019	Paid by Check # 658167	12/23/2019	12/23/2019	12/27/2019		12/27/2019	82,559.00	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>82,559.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2331	Fund: 2331 Health Ins. Payments for 2019	Paid by Check # 658167	12/23/2019	12/23/2019	12/27/2019		12/27/2019	568.26	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>568.26</u>
Account 705.06 - Professional Services Other Professional Services											
445 - COLE-PARMER INSTRUMENT CO	2118013	Calibration of QC Equipment for APC	Edit		01/07/2020	02/07/2020	01/22/2020			218.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>218.00</u>
Account 713.12 - Utilities Electric											
1366 - OHIO EDISON CO.	Dec19 AEP Electr	Electric Service for APC Monitoring Site	Paid by Check # 658806		01/07/2020	01/28/2020	* 01/22/2020		01/22/2020	58.12	
									Account 713.12 - Utilities Electric Totals	Invoice Transactions 1	<u>58.12</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9844937611	APC Cell Phone Service, Staff Field Work	Paid by Check # 658371		12/23/2019	01/15/2020	* 01/10/2020		01/10/2020	172.98	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>172.98</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	9-19 AP, -19 AP	10-19 AP, 11-19 AP, 12 -19 AP	Edit	01/21/2020	01/21/2020	* 01/21/2020			452.86	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>452.86</u>
Account 734.13 - Supplies Freight											
39452 - UPS	E11A07499,	E11A07519		Paid by Check # 658594	12/21/2019	01/07/2020	* 01/16/2020		01/16/2020	65.48	
445 - COLE-PARMER INSTRUMENT CO	2118013	Calibration of QC Equipment for APC	Edit		01/07/2020	02/07/2020	01/22/2020			15.86	
39452 - UPS	E11A07010	Freight and Shipping Costs, as needed in 2020	Edit		01/04/2020	01/22/2020	01/22/2020			34.27	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 3	<u>115.61</u>
Account 734.57 - Supplies Machine Parts and Supplies											
21121 - GRAINGER	9389481582	93870278147		Edit	12/18/2019	01/21/2020	* 01/21/2020			65.26	
									Account 734.57 - Supplies Machine Parts and Supplies Totals	Invoice Transactions 1	<u>65.26</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
7335 - HUNTINGTON NATIONAL BANK	Morckel - Hotel	EPA Regional 5 Mtg, 12/3/19-12/6/19, Columbus, OH	Paid by Check # 658527		01/10/2020	01/10/2020	* 01/15/2020		01/15/2020	440.28	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 1	<u>440.28</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2331 - Air Pollution (134)										
Department 301001 - Health - Administration										
Account 773.41 - Lease and Rental Payments Building Rental										
35010 - BREWSTER-SUGARCREEK TWP HISTORICAL SOCIETY	328	2019 Rental Fees for Air Monitoring Site	Edit		01/02/2020	01/21/2020	* 01/21/2020			200.00
							Account 773.41 - Lease and Rental Payments Building Rental Totals	Invoice Transactions	1	<u>\$200.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	12	<u>\$84,850.37</u>
							Fund 2331 - Air Pollution (134) Totals	Invoice Transactions	12	<u>\$84,850.37</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2335 - EARLY HEAD START PROGRAM										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2335	Fund: 2335 Health Ins. Payments for 2019	Paid by Check # 658161	12/23/2019	12/23/2019	12/27/2019		12/27/2019	1,560.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>1,560.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2335	Fund: 2335 Health Ins. Payments for 2019	Paid by Check # 658161	12/23/2019	12/23/2019	12/27/2019		12/27/2019	6.60
								Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>6.60</u>
Account 705.06 - Professional Services Other Professional Services										
20238 - MEREDITH ROBESON, D.D.S	Oct-Dec19	Dental	Dental Screenings for EHS Grant	Paid by Check # 658147	12/19/2019	12/20/2019	12/23/2019		12/23/2019	887.40
								Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>887.40</u>
								Department 301001 - Health - Administration Totals	Invoice Transactions 3	<u>\$2,454.00</u>
								Fund 2335 - EARLY HEAD START PROGRAM Totals	Invoice Transactions 3	<u>\$2,454.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2351 - Food Protection Program											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2351	Fund: 2351 Health Ins. Payments for 2019	Paid by Check # 658166	12/23/2019	12/23/2019	12/27/2019		12/27/2019	22,626.00	
								Account 621.60 - Payroll Fringes Hospitalization Totals		Invoice Transactions 1	<u>22,626.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. - 2351	Fund: 2351 Health Ins. Payments for 2019	Paid by Check # 658166	12/23/2019	12/23/2019	12/27/2019		12/27/2019	119.79	
								Account 621.61 - Payroll Fringes Life Insurance Totals		Invoice Transactions 1	<u>119.79</u>
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
1941 - TREASURER STATE OF OHIO	Dec19 FSO Remb.	2019 Food Service Operation Reimb. to the State, as needed		Paid by Check # 658399	01/06/2020	01/06/2020	* 01/13/2020		01/13/2020	42.00	
1941 - TREASURER STATE OF OHIO	Dec19 RFE Reimb.	2019 Retail Food Establishment Reimb. to the State, as needed		Paid by Check # 658400	01/06/2020	01/06/2020	* 01/13/2020		01/13/2020	56.00	
								Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals		Invoice Transactions 2	<u>98.00</u>
								Department 301001 - Health - Administration Totals		Invoice Transactions 4	<u>22,843.79</u>
								Fund 2351 - Food Protection Program Totals		Invoice Transactions 4	<u>22,843.79</u>



Accounts Payable by G/L Distribution Report

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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2353 - Swimming Pool										
Department 301001 - Health - Administration										
Account 621.60 - Payroll Fringes Hospitalization										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2353	Fund: 2353 Health Ins. Payments for 2019	Paid by Check # 658162	12/23/2019	12/23/2019	12/27/2019		12/27/2019	130.00
								Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>\$130.00</u>
Account 621.61 - Payroll Fringes Life Insurance										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins - 2353	Fund: 2353 Health Ins. Payments for 2019	Paid by Check # 658162	12/23/2019	12/23/2019	12/27/2019		12/27/2019	.55
								Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>\$0.55</u>
								Department 301001 - Health - Administration Totals	Invoice Transactions 2	<u>\$130.55</u>
								Fund 2353 - Swimming Pool Totals	Invoice Transactions 2	<u>\$130.55</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2354 - Solid Waste Program											
Department 301001 - Health - Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Health Ins.	Fund: 2354 301001 Health Ins. Payments for 2019	Paid by Check # 658163	12/23/2019	12/23/2019	12/27/2019		12/27/2019	3,290.00	
								Account 621.60 - Payroll Fringes Hospitalization Totals		Invoice Transactions 1	<u>\$3,290.00</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Health Ins.	Fund: 2354 301001 Health Ins. Payments for 2019	Paid by Check # 658163	12/23/2019	12/23/2019	12/27/2019		12/27/2019	20.68	
								Account 621.61 - Payroll Fringes Life Insurance Totals		Invoice Transactions 1	<u>\$20.68</u>
								Department 301001 - Health - Administration Totals		Invoice Transactions 2	<u>\$3,310.68</u>
Department 307001 - Environmental Health Administration											
Account 621.60 - Payroll Fringes Hospitalization											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. 2354	Fund: 2354 307001 Health Ins. Payments for 2019	Paid by Check # 658170	12/23/2019	12/23/2019	12/27/2019		12/27/2019	7,679.25	
								Account 621.60 - Payroll Fringes Hospitalization Totals		Invoice Transactions 1	<u>\$7,679.25</u>
Account 621.61 - Payroll Fringes Life Insurance											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	FY19 Ins. 2354	Fund: 2354 307001 Health Ins. Payments for 2019	Paid by Check # 658170	12/23/2019	12/23/2019	12/27/2019		12/27/2019	45.71	
								Account 621.61 - Payroll Fringes Life Insurance Totals		Invoice Transactions 1	<u>\$45.71</u>
								Department 307001 - Environmental Health Administration Totals		Invoice Transactions 2	<u>\$7,724.96</u>
								Fund 2354 - Solid Waste Program Totals		Invoice Transactions 4	<u>\$11,035.64</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 4501 - Capital Projects											
Department 301001 - Health - Administration											
Account 705.13 - Professional Services Building Maintenance											
1725 - SHERWIN-WILLIAMS	7123-9, 7122-1	New Flooring at Health Department	Paid by Check # 658148		12/16/2019	12/20/2019	12/23/2019		12/23/2019	6,156.77	
								Account 705.13 - Professional Services Building Maintenance Totals		Invoice Transactions 1	<u>6,156.77</u>
Account 734.58 - Supplies Miscellaneous Supplies											
1092 - LOWE'S HOME CENTER	APC Remodel	9800 656475 5	Edit		01/02/2020	01/20/2020	* 01/17/2020			376.37	
								Account 734.58 - Supplies Miscellaneous Supplies Totals		Invoice Transactions 1	<u>376.37</u>
Account 758.06 - Capital Outlay Equipment(over \$5000)											
51510 - LIBERTY FORD LINCOLN CANTON LLC	2 Ford Fusions	2019 Ford Fusions with Extra Keys	Paid by Check # 658382		12/06/2019	01/06/2020	* 01/13/2020		01/13/2020	38,921.00	
								Account 758.06 - Capital Outlay Equipment(over \$5000) Totals		Invoice Transactions 1	<u>\$38,921.00</u>
								Department 301001 - Health - Administration Totals		Invoice Transactions 3	<u>\$45,454.14</u>
								Fund 4501 - Capital Projects Totals		Invoice Transactions 3	<u>\$45,454.14</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 7601 - Health Fund											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9845126356	Monthly hot spot	Paid by Check		12/26/2019	01/18/2020	* 01/10/2020		01/10/2020	40.17	
			# 658371								
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.17</u>
Account 705.06 - Professional Services Other Professional Services											
50919 - HERITAGE CREMATION SOCIETY	L.Cannon Indig.	Indigent Cremation: Leonard Cannon, DOD: 12/20/2019	Edit		01/14/2020	01/22/2020	01/22/2020			495.00	
50276 - MARK VRABEL FUNERAL HOME	S.Tackett Indig.	Indigent Cremation: Susan Tackett, DOD: 12/08/2019	Edit		01/15/2020	01/22/2020	01/22/2020			495.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>990.00</u>
Account 705.14 - Professional Services Maintenance Contracts											
27986 - R & G JANITORIAL, INC.	3184	Monthly Cleaning Services (Oct-Dec)	Paid by Check		12/31/2019	01/06/2020	* 01/10/2020		01/10/2020	2,000.00	
			# 658355								
51860 - TRONITECH INC	8908	MicroFiche Machine Maintenance Agreement, 02/04/20 - 02/03/21	Edit		01/02/2020	02/02/2020	01/22/2020			954.81	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 2	<u>2,954.81</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Dec19 Car Washes	Car Washes, as needed	Edit		12/31/2019	01/21/2020	* 01/21/2020			4.25	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>4.25</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9844957430	Cell Phone Service for EH Director	Paid by Check		12/23/2019	01/15/2020	* 01/21/2020		01/21/2020	50.92	
			# 658761								
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>50.92</u>
Account 734.10 - Supplies Postage											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 10-19 VS,	11-19 VS, 12-19 VS	Edit		01/21/2020	01/21/2020	* 01/21/2020			1,033.43	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>1,033.43</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
905 - INDEPENDENCE BUSINESS SUPPLY	1714782-0	Office Supplies for VS/Admin and EH	Edit		01/06/2020	01/22/2020	01/22/2020			95.56	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>95.56</u>
Account 734.13 - Supplies Freight											
18580 - CANTON HOTEL & RESTAURANT SUPPLY	371562	Paper Towels and Toilet Paper, as needed in 2020	Edit		01/08/2020	01/22/2020	01/22/2020			4.00	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>4.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 7601 - Health Fund											
Department 301001 - Health - Administration											
Account 734.58 - Supplies Miscellaneous Supplies											
798 - GRAYBAR ELECTRIC	9313924329	Replacement Light Bulbs	Paid by Check # 658424		01/02/2020	01/07/2020	* 01/14/2020		01/14/2020	25.35	
18580 - CANTON HOTEL & RESTAURANT SUPPLY	371562	Paper Towels and Toilet Paper, as needed in 2020	Edit		01/08/2020	01/22/2020	01/22/2020			299.86	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$325.21</u>
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
1364 - OHIO DIVISION OF REAL ESTATE	Dec19 Burial Per	Burial Permits Reimbursements	Paid by Check # 658351		01/06/2020	01/06/2020	* 01/10/2020		01/10/2020	330.00	
1941 - TREASURER STATE OF OHIO	20201065 (1)	4th Qtr VS Tech Fees (Estimate) - Oct-Dec19	Paid by Check # 658401		01/06/2020	01/30/2020	* 01/13/2020		01/13/2020	50,000.00	
1941 - TREASURER STATE OF OHIO	20201065 (2)	4th Quarter 2019 VS Tech Fees	Paid by Check # 658402		01/06/2020	01/30/2020	01/13/2020		01/13/2020	1,329.12	
									Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals	Invoice Transactions 3	<u>\$51,659.12</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
52815 - JIL NEUMAN	Notary Reimb.	Reimbursement for Notary Fee, Notary Stamp	Paid by Check # 658673		01/10/2020	01/10/2020	01/17/2020		01/17/2020	170.00	
52815 - JIL NEUMAN	Reimb. Notary	Reimbursement for Notary Fee, Notary Stamp	Edit		01/21/2020	01/21/2020	01/21/2020			15.00	
40392 - ASSOCIATION OF HEALTH COMMISSIONERS	AOHC 2020 Dues	AOHC Membership Dues for 2020	Edit		01/07/2020	01/22/2020	01/22/2020			914.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 3	<u>\$1,099.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 18	<u>\$58,256.47</u>
Department 303001 - Nurses											
Account 705.06 - Professional Services Other Professional Services											
52629 - LATOYA DICKENS-JONES	5-2019	Nurse Practitioner Services, as needed	Paid by Check # 658336		12/27/2019	01/06/2020	* 01/10/2020		01/10/2020	301.58	
51158 - JON ELIAS M.D.	Dec-19	Medical Director Services (Oct-Dec)	Paid by Check # 658639		01/01/2020	01/07/2020	* 01/17/2020		01/17/2020	1,000.00	
43145 - TELELANGUAGE, INC.	TL112382 (1)	Interpretive Services, as needed	Edit		01/09/2020	01/21/2020	* 01/21/2020			250.00	
43145 - TELELANGUAGE, INC.	TL112382 (2)	Interpretive Services, as needed in 2019	Edit		01/09/2020	01/21/2020	* 01/21/2020			170.40	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 4	<u>\$1,721.98</u>
Account 705.14 - Professional Services Maintenance Contracts											
304 - BUGS-BEE-GONE EXTERMINATING	2019 Service	Exterminating Services for Clinic Areas	Edit		01/07/2020	01/21/2020	* 01/21/2020			240.00	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>\$240.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 7601 - Health Fund										
Department 303001 - Nurses										
Account 713.13 - Utilities Telephone										
177 - AT&T	11/17-12/16/19	Invoice #3304547066412	Paid by Check # 658136		12/16/2019	01/03/2020	12/23/2019		12/23/2019	41.41
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>41.41</u>
Account 772.10 - Travel Mileage										
51750 - AMANDA MORNINGSTAR	Dec19 Travel	OPHA Nursing Conf, 12/9/19-12/11/19, Columbus, OH	Paid by Check # 658350		01/06/2020	01/06/2020	* 01/10/2020		01/10/2020	120.85
							Account 772.10 - Travel Mileage Totals		Invoice Transactions 1	<u>120.85</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
51750 - AMANDA MORNINGSTAR	Dec19 Travel	OPHA Nursing Conf, 12/9/19-12/11/19, Columbus, OH	Paid by Check # 658350		01/06/2020	01/06/2020	* 01/10/2020		01/10/2020	46.79
2527 - DIANE C. THOMPSON	Dec19 Travel	OPHA Nursing Conf, 12/9/19-12/11/19, Columbus, OH	Paid by Check # 658366		01/06/2020	01/06/2020	* 01/10/2020		01/10/2020	15.28
7335 - HUNTINGTON NATIONAL BANK	Thompson Hotel	OPHA Nursing Conf, 12/9/19-12/11/19, Columbus, OH	Paid by Check # 658528		01/10/2020	01/10/2020	* 01/15/2020		01/15/2020	218.00
7335 - HUNTINGTON NATIONAL BANK	Morningstar Htl	OPHA Nursing Conf, 12/9/19-12/11/19, Columbus, OH	Paid by Check # 658529		01/10/2020	01/10/2020	* 01/15/2020		01/15/2020	218.00
							Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals		Invoice Transactions 4	<u>498.07</u>
							Department 303001 - Nurses Totals		Invoice Transactions 11	<u>2,622.31</u>
Department 304001 - Lab										
Account 705.06 - Professional Services Other Professional Services										
35693 - CANTON PATHOLOGY ASSOCIATES	Oct-Dec19	Laboratory Director Services (Oct - Dec)	Paid by Check # 658325		12/16/2019	01/06/2020	* 01/10/2020		01/10/2020	1,500.00
51563 - STERICYCLE	1009615877	Infectious Waste Disposal, Lab	Paid by Check # 658362		12/31/2019	01/30/2020	* 01/10/2020		01/10/2020	91.50
34284 - REAM & HAAGER LABORATORY	4339289, 4338919	4339748, 4339717	Paid by Check # 658579		12/11/2019	01/07/2020	* 01/16/2020		01/16/2020	201.00
50080 - AMERICAN PROFICIENCY INSTITUTE	530362	Clinical Lab Proficiency Testing	Edit		01/15/2020	02/15/2020	01/22/2020			1,168.85
34284 - REAM & HAAGER LABORATORY	4340716, 4340752	Water Testing Services, as needed in 2020	Edit		01/16/2020	01/22/2020	01/22/2020			78.00
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 5	<u>3,039.35</u>
Account 734.13 - Supplies Freight										
52792 - HERITAGE FOOD SERVICE GROUP, INC	6333726-IN	Autoclave Parts for Repair in the Lab	Paid by Check # 658340		12/11/2019	01/06/2020	* 01/10/2020		01/10/2020	9.95
13273 - BIOMERIEUX, INC.	1212320451	STI Testing Supplies for the Lab	Edit		01/06/2020	01/21/2020	* 01/21/2020			26.90



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 7601 - Health Fund											
Department 304001 - Lab											
Account 734.13 - Supplies Freight											
7835 - FISHER HEALTH CARE	7918565	Laboratory Clinic Supplies	Edit		01/20/2020	01/21/2020	* 01/21/2020			29.19	
50080 - AMERICAN PROFICIENCY INSTITUTE	530362	Clinical Lab Proficiency Testing	Edit		01/15/2020	02/15/2020	01/22/2020			99.91	
7835 - FISHER HEALTH CARE	7918568	Lab Supplies, as needed in 2020	Edit		01/20/2020	01/22/2020	01/22/2020			16.45	
24799 - IDEXX DISTRIBUTION INC	3058488376	Lab Water Testing Supplies, as needed in 2020	Edit		01/10/2020	02/25/2020	01/22/2020			250.48	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 6	<u>\$432.88</u>
Account 734.15 - Supplies Computer Software(up to \$999.99)											
9789 - DELL MARKETING L.P.	10364362341	Computers/Software for Lab	Paid by Check # 658335		12/26/2019	01/25/2020	* 01/10/2020		01/10/2020	1,300.43	
									Account 734.15 - Supplies Computer Software(up to \$999.99) Totals	Invoice Transactions 1	<u>\$1,300.43</u>
Account 734.58 - Supplies Miscellaneous Supplies											
52792 - HERITAGE FOOD SERVICE GROUP, INC	6333726-IN	Autoclave Parts for Repair in the Lab	Paid by Check # 658340		12/11/2019	01/06/2020	* 01/10/2020		01/10/2020	109.07	
13273 - BIOMERIEUX, INC.	1212320451	STI Testing Supplies for the Lab	Edit		01/06/2020	01/21/2020	* 01/21/2020			77.58	
7835 - FISHER HEALTH CARE	7918565	Laboratory Clinic Supplies	Edit		01/20/2020	01/21/2020	* 01/21/2020			149.12	
7835 - FISHER HEALTH CARE	7918568	Lab Supplies, as needed in 2020	Edit		01/20/2020	01/22/2020	01/22/2020			179.43	
24799 - IDEXX DISTRIBUTION INC	3058488376	Lab Water Testing Supplies, as needed in 2020	Edit		01/10/2020	02/25/2020	01/22/2020			8,599.06	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 5	<u>\$9,114.26</u>
Account 734.71 - Supplies Computer Equip (\$0-\$999.99)											
9789 - DELL MARKETING L.P.	10364362341	Computers/Software for Lab	Paid by Check # 658335		12/26/2019	01/25/2020	* 01/10/2020		01/10/2020	2,371.14	
									Account 734.71 - Supplies Computer Equip (\$0-\$999.99) Totals	Invoice Transactions 1	<u>\$2,371.14</u>
Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000											
52799 - CEPHEID	9000468061	Computer for GeneExpert DX Machine	Edit		01/10/2020	01/21/2020	* 01/21/2020			2,235.00	
									Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000 Totals	Invoice Transactions 1	<u>\$2,235.00</u>
Account 773.42 - Lease and Rental Payments Equipment Rental											
52791 - SUMMIT COUNTY PUBLIC HEALTH	202100537	Lease to Own, Cepheid GeneXpert Lab Equipment	Paid by Check # 658363		12/18/2019	01/06/2020	* 01/10/2020		01/10/2020	4,999.00	
									Account 773.42 - Lease and Rental Payments Equipment Rental Totals	Invoice Transactions 1	<u>\$4,999.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/12/19 - 01/22/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 7601 - Health Fund										
Department 304001 - Lab										
Account 776.13 - Membership dues & Fees Membership Dues and Fees										
19733 - CLIA LABORATORY PROGRAM	CLIA Fee	ID# 36D0672229, 12/13/2020-1212/2022	Edit		01/10/2020	01/31/2020	01/10/2020			1,157.00
							Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals		Invoice Transactions 1	<u>\$1,157.00</u>
							Department 304001 - Lab Totals		Invoice Transactions 21	<u>\$24,649.06</u>
Department 307001 - Environmental Health Administration										
Account 734.11 - Supplies Miscellaneous Office Supplies										
905 - INDEPENDENCE BUSINESS SUPPLY	1714782-0	Office Supplies for VS/Admin and EH	Edit		01/06/2020	01/22/2020	01/22/2020			268.70
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals		Invoice Transactions 1	<u>\$268.70</u>
Account 772.20 - Travel Registration/Tuition										
1800 - STARK COUNTY HEALTH DEPARTMENT	Pool Course	Certified Pool/Spa Course: Nevin Nettey, 5/14/2020-5/15/2020	Edit		01/22/2020	04/15/2020	01/22/2020			325.00
							Account 772.20 - Travel Registration/Tuition Totals		Invoice Transactions 1	<u>\$325.00</u>
							Department 307001 - Environmental Health Administration Totals		Invoice Transactions 2	<u>\$593.70</u>
							Fund 7601 - Health Fund Totals		Invoice Transactions 52	<u>\$86,121.54</u>
							Grand Totals		Invoice Transactions 162	<u>\$537,089.47</u>

* = Prior Fiscal Year Activity



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, November 25, 2019 @ 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 Canton City Public Health on Monday, November 25, 2019 at 12:01 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Johns, Dr. Lakritz, Ms. Lucas and Mayor Bernabei were present. Also present were Dr. Elias, James Adams, Christi Allen and Robert Knight.

Unfinished Business

James Adams announced to the board that the department was awarded with initial accreditation status from the Public Health Accreditation Board. The announcement was received earlier this morning.

Approve October 28, 2019 Board of Health Meeting Minutes

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the October 28, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills for \$138,978.11

Dr. Johns moved and Ms. Lucas seconded a motion to approve the list of bills totaling \$138,978.11. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

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

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Dr. Lakritz – Yes

Ms. Lucas – Yes

Motion passed unanimously. The board entered executive session at 12:14 PM. The board returned from executive session at 12:55 PM.

Personnel:

a. Approve Updated Position Classification Schedule

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the updated position classification schedule as presented for the Office of Public Health Information (OPHI) unit only. Motion passed unanimously.

b. Approve Kelli Trenger, Office Manager (R4) to Officer Manager (R5) Effective November 25, 2019

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the re-classification of Kelli Trenger from Nursing Office Manager pay range R-4 to Nursing Office Manager pay range R-5 effective November 25, 2019, with a pay increase to \$59,012.20 per year. Motion passed unanimously.

c. Approve Christi Allen, Fiscal Officer (R6) to Fiscal Manager (R7) Effective November 25, 2019

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Mr. Wyatt moved and Dr. Lakritz seconded a motion to table this item. Motion passed unanimously.

d. Approve Geli Ellsworth Vacation Credit and Sick Time from Previous Employer

Ms. Lucas moved and Dr. Johns seconded a motion to approve vacation credit for Geli Ellsworth, Administrative Specialist III (R4), for four (4) years vacation credit and a sick balance carryover from her previous employment of 61.5 hours. Motion passed unanimously.

e. Approve Carryover from 2019 to 2020 5 Unused Vacation days for Nate Sobczak

f. Approve Carryover from 2019 to 2020 4 Unused Vacation days for Linda Morckel

g. Approve Carryover from 2019 to 2020 4 Unused Vacation days for Jaclyn Hupp

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the above motions allowing Nate Sobczak to carryover 5 unused vacation days to 2020, Linda Morckel to carryover 4 unused vacation days to 2020 and Jaclyn Hupp to carryover 4 unused vacation days to 2020. Motion passed unanimously.

h. Accept Resignation of Allison Black, Effective December 6, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Allison Black, effective December 6, 2019. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for November 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for November 25, 2019. Motion passed unanimously.

Reschedule December Board of Health Meeting from December 23, 2019 to December 16, 2019

Ms. Lucas moved and Dr. Lakritz seconded a motion to reschedule the December Board of Health meeting from December 23, 2019 to December 16, 2019. Motion passed unanimously.

Approve Early Payment of Invoices

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the early payment of the December 2019 invoices. Motion passed unanimously.

Discuss 2020 Proposed Budget

James Adams reviewed the recent board work session where the proposed 2020 budget was discussed.

Ms. Lucas moved and Dr. Lakritz seconded a motion approving the proposed 2020 budget as presented. Motion passed unanimously.

Approve Resolutions:

a. 2019-18 Authorize Health Commissioner to Suspend a Food License

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve resolution 2019-18 to amend the health code, authorizing the Health Commissioner to suspend a food license. Motion passed unanimously.

b. 2019-19 Abatement of Public Nuisances

Dr. Lakritz moved and Dr. Johns seconded a motion to approve resolution 2019-19 authorizing the abatement of public nuisances. Motion passed unanimously.

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c. 2019-20 Amending Section 205.04 Laboratory Service Fees

Dr. Johns moved and Dr. Lakritz seconded a motion approving resolution 2019-20 amending section 205.04 Laboratory Service Fees. Motion passed unanimously.

Approve an Agreement for THRIVE Project Components with Margaret B. Shipley Child Health Clinic for a Community Health Worker Program for Payment at an Amount not to Exceed \$123,403.46 for a Period of December 1, 2019 to December 31, 2021

Dr. Lakritz moved and Dr. Johns seconded a motion approving an agreement for THRIVE project components with Margaret B. Shipley Child Health Clinic for a community health worker program for payment at an amount not to exceed \$123,403.46 for a period of December 1, 2019 to December 31, 2019. Motion pass unanimously.

Authorize a Contract with Hospital Council of Northwest Ohio for Pathways HUB Services (Amendment) Amend approval dated August 26, 2019 for Hospital Council of Northwest Ohio for Pathways HUB Services to Establish a Start Date of September 20, 2019 (with no termination date) for an Amount Not to Exceed \$75,000.00 for Each Calendar Year

Dr. Lakritz moved and Dr. Johns seconded a motion to authorize amending a contract with Hospital Council of Northwest Ohio for Pathways HUB services. The amendment included approvals dated August 26, 2019 for Pathways HUB services to establish a start date of September 20, 2019 (with no termination date) for an amount not to exceed \$75,000.00 for each calendar year. Motion passed unanimously.

Approve Lease Agreement (with option to purchase) with Summit County Health Department for a Cepheid GeneXpert for an Amount not to Exceed \$4,999.00 per year (\$19,996.00) for a Period of November 25, 2019 through January 25, 2024

Dr. Johns moved and Dr. Lakritz seconded a motion to approve a lease agreement (with option to purchase) with Summit County Health Department for a Cepheid GeneXpert for an amount not to exceed \$4,999.00 per year (\$19,996.00) for a period of November 25, 2019 through January 25, 2024. Motion passed unanimously.

Approve FY2020 Early Intervention Services Grant Application and Initial Budget in the Amount of \$115,740.00 for Grant Period from April 1, 2020 to March 31, 2021

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the FY2020 Early Intervention Services grant application and initial budget in the amount of \$115,740.00 for a grant period from April 1, 2020 to March 31, 2021 Motion passed unanimously.

Approve Agreements for the Distribution of Naloxone Kits for a Period of October 1, 2019 to September 28, 2020 for the following:

- a. Community Drop In Center not to exceed 100 kits or \$1,000.00
- b. Emmanuel Tabernacle Family Worship Center not to exceed 100 kits or \$1,000.00
- c. Family Empowerment Ministries not to exceed 100 kits or \$1,000.00
- d. OhioCan not to exceed 300 kits or \$3,000.

Dr. Johns moved and Mr. Wyatt seconded a motion to approve agreements for the distribution of Naloxone kits for a period of October 1, 2019 to September 28, 2019 with the above organizations and amounts. Motion passed unanimously.

Approve Travel Authorization

- a. Diane Thompson, Director of Nursing, for Travel from 12/09/2019 to 12/11/2019, OPHA Public Health Nursing Conference in Columbus, OH not to Exceed \$486.00 (Fund 7601 303001)

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- b. Amanda Morningstar, Nurse Practitioner/Supervisor, for Travel from 12/09/2019 to 12/11/2019, OPHA Public Health Nursing Conference in Columbus, OH not to Exceed \$655.35 (Fund 7601 303001)
- c. Linda Morckel, APC Monitoring & Inspections Supervisor, for Travel from 12/03/2019 to 12/06/2019, EPA Region 5 Ambient Air Monitoring & Quality Assurance Meeting in Chicago, IL not to Exceed \$1,007.50 (Fund 2331, APC)

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the above travel. Motion passed unanimously.

Acceptance of Reports

- a. Medical Director – Dr. Elias told the board that he has been discussing the possibility of starting an HIV PrEP program.
- b. Nursing/WIC – Dr. Hickman asked Diane Thompson about Hepatitis A outbreak clinics mentioned in the Nursing Division report. Ms. Thompson said that these were on-site clinics where high-risk patients were vaccinated at the site of an outbreak.

Laura Roach reported that the department's WIC program is one of 17 state-wide that has exceeded the expected caseload.

- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Nothing additional
- e. THRIVE – Jessica Boley reported that THRIVE recently submitted a report to the Ohio Equity Institute, reviewing the program's maternal care analysis.

Dr. Hickman asked about the status of the THRIVE application for Pathways HUB certification. James Adams said that the certifying board will meet in May to consider the application. Dr. Hickman suggested that the department should invite representatives to come and meet with the program's partners.

- f. Environmental Health – Annmarie Butusov reported that the Recycle Center was recently broken in to through the outside fence. She said that they are still investigating but believe that nothing may have been taken.
- g. Air Pollution Control – Nothing additional

Dr. Lakritz left at this time – 1:50 PM.

- h. Vital Statistics – Nothing additional
- i. Fiscal – Nothing additional
- j. Health Commissioner – Mr. Adams reported to the board that plans are being made to remediate the asbestos hazards identified on the second floor. He said that testing has been done and that exposure risk in the rest of the building is minimal. Mr. Adams said that there was a small area of

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lead paint identified as well and that access to the second floor is limited until these problems are resolved.

Dr. Hickman asked Mr. Adams about the department's discipline policy. Mr. Adams said that the board approved the current policy in 2015; that it involves progressive discipline; and that he reviews all employee discipline actions prior to being placed in the employee's file. Mr. Adams additionally stated that section 207.07 of the Canton City Health Code outlines the policy for the board to receive employee complaints. A copy of the current policy was provided to the Board.

- k. Accreditation Team – Robert Knight reported to the board since receiving notice of initial accreditation status, the department will now be responsible for submitting annual reports to the Public Health Accreditation Board and for reaccreditation every five years.

Mayor Bernabei congratulated the entire department on achieving accredited status.

- l. Quality Improvement and Performance Management – Nothing additional.

Mr. Wyatt moved and Ms. Lucas seconded a motion to accept the division reports. Motion passed unanimously.

Other Business

Jessica Boley thanked the board for donating a raffle basket for the recent all-staff meeting.

Next Meeting: Monday, December 16, 2019 at 12:00pm

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, December 16, 2019 at 12:00 PM.

Adjournment

Dr. Johns motioned and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:58 PM.

President of the Board of Health

Secretary to the Board of Health

Date of Approval



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Tuesday, December 17, 2019 @ 1:00 PM – Board Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, December 17, 2019 at 1:01 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Ms. Lucas and Mayor Bernabei were present. Also present were James Adams, Christi Allen and Robert Knight.

Unfinished Business

Colton Masters, District Director for the Northeast District of the Ohio Environmental Health Association (OEHA), presented the Gary Matson Membership Recognition Award to Patty McConnell as an active member who has made a sustained effort toward advancement of the mission of OEHA.

James Adams reported that he was able to follow-up with certifying body for the Pathways Community Hub Institute and that they would be available to meet with us locally on January 7, 2020 or January 13, 2020. The board members agreed to January 13, 2020. Dr. Hickman asked Dawn Miller to invite THRIVE's community partners to the meeting. Mr. Adams said that he will confirm the date and time of the meeting.

Mr. Adams also reported that the City of Canton Human Resources and Legal Departments informed him that the Board of Health has the authority to reclassify employees.

Approve October 28, 2019 Board of Health Meeting Minutes

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the October 28, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills for \$157,296.48

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$157,296.48. Motion passed unanimously.

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

Mr. Wyatt moved and Ms. Lucas seconded a motion to enter executive session to discuss matters required to be kept confidential and to discuss the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Lucas – Yes

Motion passed unanimously. The board entered executive session at 1:10 PM. The board returned from executive session at 1:49 PM.

Mayor Bernabei left during executive session.

Personnel:

a. Approve Updated Position Classification Schedule

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the updated position classification schedule. Motion passed unanimously.

b. Amend Fiscal Manager Job Description

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Ms. Lucas moved and Mr. Wyatt seconded a motion to amend the Fiscal Manager job description education requirements to require a bachelor's degree with two-years' experience or an associate's degree with extensive experience. Motion passed unanimously.

- c. **Approve the classification of Christi Allen, Fiscal Officer (Pay Range R6) to revised classification of Fiscal Manager (Pay Range R7) Effective December 17, 2019 (This item was tabled from the November 25, 2019 Board of Health Meeting)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the classification of Christi Allen, Fiscal Officer (pay range R6) to revised classification of Fiscal Manager (pay range R7) effective December 17, 2019 to a salary of \$50,279.61. The salary will be paid from fund 7601.301001, Administration/VS fund. Motion passed unanimously.

- d. **Approve Probationary Period Ending for Shameem Ahmad, Disease Intervention Specialist (R5) Retroactive to November 16, 2019**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve ending the probationary period for Shameem Ahmad, Disease Intervention Specialist (R5) retroactive to November 16, 2019 for a pay increase of \$1,022.00 from \$43,419.00 to \$44,441.00. Motion passed unanimously.

- e. **Approve appointment of Office of Public Health Information and Innovation Director (Pay Range R8) Effective January 4, 2020**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the appointment of Amanda Archer as the Office of Public Health Information and Innovation Director (pay range R8) with a salary of \$56,318.00 and a 90-day probationary period, effective January 4, 2020. The salary will be paid from various funds (2318-HIV, 2324-Naloxone, 2328-PHEP and 7601.308001-OPHI GF). Motion passed unanimously.

- f. **Approve appointment of Performance Improvement and Accreditation Coordinator (Pay Range R5) Effective January 4, 2020**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the appointment of Robert Knight as the Performance Improvement and Accreditation Coordinator (pay range R5) with a salary of \$43,418.00 and a 90-day probationary period, effective January 4, 2020. The salary will be paid from fund 7601.308001 OPHI GF. Motion passed unanimously.

- g. **Accept Retirement of Ed Pabin, APC Engineer (R6), Effective February 11, 2020 (was initially approved as February 4, 2020 at the October 28th Board Meeting)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to regretfully accept the retirement of Ed Pabin, APC Engineer (R6), effective February 11, 2020. The motion was initially accepted at the October 28, 2019 to be effective February 4, 2020. Motion passed unanimously.

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h. Accept resignation of Rashad Miner, Recycling Public Health Technician (PT13), Effective December 9, 2019

Ms. Lucas moved and Mr. Wyatt seconded a motion to accept the resignation of Rashad Miner, Recycling Public Health Technician (PT13), effective December 9, 2019. Motion passed unanimously.

i. Approve Carryover from 2019 to 2020, 4 Unused Vacation days for Patricia McConnell, Preparedness Coordinator (R5)

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the carryover, from 2019 to 2020, of four (4) unused vacation days for Patricia McConnell, Preparedness Coordinator (R5). Motion passed unanimously.

j. Accept Retirement of Rick Miller, Staff Sanitarian III (R6), Effective February 29, 2020

Mr. Wyatt moved and Ms. Lucas seconded a motion to regretfully accept the retirement of Rick Miller, Staff Sanitarian III (R6), effective February 29, 2020. Motion passed unanimously.

Approve Patient Write Offs (total of \$280.00) for the following:

- | | |
|----------------------|-----------------|
| a. MRN #36463 | \$152.50 |
| b. MRN #36385 | \$127.50 |

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the above patient write offs for a total of \$280.00. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for December 17, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for December 17, 2019. Motion passed unanimously.

Approve 2020 Board of Health Meeting Dates

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the 2020 Board of Health meeting dates. Motion passed unanimously.

Approve Early Payment of Invoices for January 2020 (Approve the early payment of expenses and invoices to facilitate the fiscal closing dates of the City of Canton Auditor)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the early payment of invoices for January 2020 (approving the early payment of expenses and invoices to facilitate the fiscal closing dates of the City of Canton Auditor). Motion passed unanimously.

Accept 2018 Canton City Public Health Annual Report

Mr. Wyatt moved and Ms. Lucas seconded a motion to accept the 2018 Canton City Public Health annual report. 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 January 1, 2020 through December 31, 2020 (\$1,000.00 a Month Plus up to \$1,500.00 for Reimbursement for Travel and Training); Paid from Fund 7601 303001, Nursing Fund

Mr. Wyatt moved and Ms. Lucas seconded a motion to authorize a contract with Jon Elias, MD as the health department's Medical Director for \$13,500.00 for a period of January 1, 2020 through December 31, 2020 (\$1,000.00 a month plus up to \$1,500.00 for reimbursement for travel and training). The contract will be paid from fund 7601.303001, Nursing fund. Motion passed unanimously.

Approve Agreement with LaToya Dickens-Jones to Provide Nurse Practitioner Services on an as Needed Basis for the Health Department from January 1, 2020 through December 31, 2020 at a Rate of \$35.48 per Hour not to Exceed \$2,128.80 (up to 60 hours); Paid from Fund 7601 303001, Nursing Fund

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve an agreement with LaToya Dickens-Jones to provide nurse practitioner services on an as needed basis for the health department from January 1, 2020 through December 31, 2020 at a rate of \$35.48 per hour not to exceed \$2,128.60 (up to 60 hours) to be pad from fund 7601.303001, Nursing fund. Motion passed unanimously.

Approve a Contract with R & G Janitorial Inc. at an amount not to Exceed \$24,000.00 (\$2,000.00/month) for Custodial Cleaning Services for the Health Department for the period January 1, 2020 through December 31, 2020; Paid from Fund 7601 301001, Administration/VS Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve a contract with R & G Janitorial Inc. at an amount no to exceed \$24,000.00 (\$2,000.00 per month) for custodial cleaning services for the health department for the period from January 1, 2020 through December 31, 2020. The contract will be paid from fund 7601.301001, Administration/VS fund. Motion passed unanimously.

Approve the FY20 Dental Sealant Program Agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed \$1,800.00 (\$200.00 per month for nine (9) months in 2020) for the period of January 1, 2020 through December 31, 2020; Paid from Fund 2322, Dental Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FY20 dental sealant program agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed \$1,800.00 (\$200 per month for nine (9) months in 2020) for the period of January 1, 2020 through December 31, 2020 to be paid from fund 2322, Dental fund. Motion passed unanimously.

Approve FY20 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2020 through December 31, 2020; Paid from Fund 2322, Dental Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FY20 dental sealant program agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2020 through December 31, 2020 to be paid from fund 2322, Dental fund. Motion passed unanimously.

Approve FY20 Dental Sealant Program Agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2020 through December 31, 2020; Paid from Fund 2322, Dental Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the FY20 dental sealant program agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed \$11,377.00 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period

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of January 1, 2020 through December 31, 2020 to be paid from fund 2322, Dental fund. Motion passed unanimously.

Approve Agreement for the Distribution of Naloxone kits with The Sword of the Spirit Faith Center for an amount not to exceed \$1,000.00 (\$10/kit) for the period of October 1, 2019 to September 28, 2020; Paid from Fund 2324, Naloxone Access Grant Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement for the distribution of naloxone kits with the Sword of the Spirit Faith Center for an amount not to exceed \$1,000.00 (\$10 per kit) for the period of October 1, 2019 to September 28, 2020 to be paid from fund 2324, naloxone access grant fund. Motion passed unanimously.

Approve Agreement for the Distribution of Naloxone kits with Mount Zion Church of God in Christ for an amount not to exceed \$1,000.00 (\$10/kit) for the period of October 1, 2019 to September 28, 2020; Paid from Fund 2324, Naloxone Access Grant Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement for the distribution of naloxone kits with Mount Zion Church of God in Christ for an amount not to exceed \$1,000.00 (\$10 per kit) for the period of October 1, 2019 to September 28, 2020 to be paid from fund 2324, naloxone access grant fund. Motion passed unanimously.

Approve Agreement with SCF Development, Ltd. for lease of office space at 400 Market Ave N, 4th Floor, Canton, Ohio 44702 for the THRIVE Offices for the period of February 1, 2020 through January 31, 2021 at an amount not to exceed \$26,020.00 (\$2,168.33/month); Paid from Fund 2314, THRIVE (from THRIVE Payment Outcomes)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with SCF Development, Ltd. for lease of office space at 400 Market Ave N, 4th Floor, Canton, Ohio 44702 for the THRIVE offices for the period of February 1, 2020 through January 31, 2021 at an amount not to exceed \$26,020.00 (\$2,168.33 per month) to be paid from fund 2314, THRIVE (from THRIVE payment outcomes). Motion passed unanimously.

Approve Agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management Program to Receive Payment for the Collection of Household Hazardous Waste (HHW) at the Canton City Recycling Center for an amount not to exceed \$35,000.00 for the period of January 1, 2020 to December 31, 2020 and Providing for up to Two (2) one-year renewals; Paid into Fund 2354 307001, Recycling Center Fund

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management program to receive payment for the collection of household hazardous waste (HHW) at the Canton City Recycling Center for an amount not to exceed \$35,000.00 for the period of January 1, 2020 to December 31, 2020 and providing for up to two (2) one-year renewals to be paid into fund 2354.307001, Recycling Center fund. Motion passed unanimously.

Approve Agreement with the Cuyahoga County Board of Health to Receive Payment for the FY20-22 Personal Responsibility Education Program (PREP) at an Amount not to Exceed \$260,130.00 for the period of December 1, 2019 to October 31, 2021; Paid into Fund 2322, PREP

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with the Cuyahoga County Board of Health to receive payment for the FY20-22 Personal Responsibility Education Program (PEREP) at an amount not to exceed \$260,130.00 for the period of December 1, 2019 to October 31, 2021 to be paid into fund 2322, PREP. Motion passed unanimously.

Approve agreements with CareSource, Buckeye Health Plan, Paramount Advantage, UnitedHealthcare Community Plan of Ohio, Inc. and Molina Healthcare of Ohio to receive payments for the total amount of \$1,630,000.22 (combined for all 5 agreements) for the purpose of the implementation of the enhanced maternal health program targeting the reduction of infant mortality in Stark County [Department of Medicaid enhanced infant mortality funding] for the period of January 1, 2020 through December 31, 2021, Paid into Fund 2314, THRIVE Program

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve agreements with CareSource, Buckeye Health Plan, Paramount Advantage, UnitedHealthcare Community Plan of Ohio, Inc. and Molina Healthcare of Ohio to receive payments for the total amount of \$1,630,000.22 (combined for all 5 agreements) for the purpose of the implementation if the enhanced maternal health program targeting the reduction of infant mortality in Stark County [Department of Medicaid enhanced infant mortality funding] for the period of January 1, 2020 through December 31, 2021 to be paid into fund 2314, THRIVE program. Motion passed unanimously.

Approve Agreements for the Stark County THRIVE Program for the period of January 1, 2020 to December 31, 2021 for a total of \$1,304,757.98 from the Ohio Department of Medicaid Funding for the following Grantees; Paid from Fund 2314, THRIVE Program

- a. Access Health Stark County for the Community Health Worker Program for an Amount not to Exceed \$212,077.09
- b. Alliance Family Health Center for the Community Health Worker Program and Nurse Educator – CenteringPregnancy Program for a Total not to Exceed \$178,625.76
- c. CommQuest for the Community Health Worker Program for an Amount not to Exceed \$61,036.62
- d. My Community Health Center for the Community Health Worker Program and Nurse Educator – CenteringPregnancy Program for an Amount not to Exceed \$180,948.96
- e. Stark County Department of Job and Family Services for the Community Health Worker Program and Fatherhood Program Administrator/CHW Supervisor for an Amount not to exceed \$152,807.98
- f. Stark County Health Department for the Community Health Worker Program for an Amount not to Exceed \$108,693.39
- g. Stark Metropolitan Housing Authority for the Community Health Worker Program for an Amount not to Exceed \$87,060.12
- h. Stark Community Support Network for the Community Health Worker Program for an Amount not to Exceed \$41,747.47
- i. YWCA of Canton for the Community Health Worker Program for an Amount not to Exceed \$52,181.96
- j. Alliance City Health Department for the Newborn Home Visits/Public Health Nurse Program for an Amount not to Exceed \$17,487.00
- k. Community Legal Aid for a Health, Education, Advocacy and Law (HEAL) Program for Pregnant Women and Women with Children under Age One for an Amount not to Exceed \$43,842.69
- l. Domestic Violence Project, Inc. for a Youth/Residential Advocate & Peer-Support Group Program at an Amount not to Exceed \$19,904.00
- m. Early Childhood Resource Center for the Fatherhood Coaching and Mentoring Program at an Amount not to Exceed \$23,040.00

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- n. **Family Empowerment Ministries, Inc. for Program Incentives to Recruit and Retain Life Skills Program Participants at an Amount not to Exceed \$23,000.00**
- o. **Mary Church Terrell Federated Club (Ohio Association of Colored Women's Club) for a Sister Circles Support and Mentoring Program for African-American Pregnant Women for an Amount not to Exceed \$7,253.00**
- p. **Stark County Educational Services Center- Help Me Grow for Incentives to Recruit and Retain Participants in the Growing Great Kids Program Implemented by Help Me Grow for an Amount not to Exceed \$10,000.00**
- q. **Stark County Mental Health and Addiction Recovery for Racial Equity, Implicit Bias and Cultural Competency and Humility Programs; Engagement & Inclusion Coordinator and Cultural Ally for an Amount not to Exceed \$85,051.94**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve agreements for the Stark County THRIVE program for the period of January 1, 2020 to December 31, 2020 for a total of \$1,304,757.98 from the Ohio Department of Medicaid funding for the above grantees to be paid from fund 2314, THRIVE program. Motion passed unanimously.

Approve Travel Authorization

- a. Jessica Boley, Epidemiologist I, for Travel from 01/23/2020 to 01/24/2020, OEI In-Person Meeting in Pickerington, OH not to Exceed \$213.08 (Fund 2314, THRIVE)
- b. Dawn Miller, Project Manager, for Travel from 01/23/2020 to 01/24/2020, OEI In-Person Meeting in Pickerington, OH not to Exceed \$213.08 (Fund 2314, THRIVE)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the above travel. Motion passed unanimously.

Acceptance of Reports

- a. Medical Director – Nothing additional
- b. Nursing/WIC – Laura Roach reported to the board that the WIC computer system rollout to join the city's network will take place on February 5, 2020. She said that the entire WIC staff will be in Columbus that day for training, leaving the WIC offices closed for the day.
- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Patty McConnell reported to the board that the number of local flu cases is starting to rise. She also reported that she recently sent press releases regarding THRIVE and accreditation and that there was recently some news coverage about the naloxone distribution program.
- e. THRIVE – Dawn Miller reported to the board that her, James Adams and Dr. Lahey will be presenting to several people in Columbus.
- f. Environmental Health – Annmarie Butusov reported to the board that the Environmental Health division will be having a pool licensing survey coming soon to review the year 2017.

Board of Health Minutes

December 17, 2019

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- g. Air Pollution Control – Terri Dzienis reported to the board that Ozone monitoring season has ended and will restart on March 1, 2020. She also reported that Ohio EPA will be hosting monthly calls with Canton Air Pollution Control and Republic Steel. She said there were some recent elevated lead levels, that remained under the limits, and that Ohio EPA wants to closely monitor the situation.

Ms. Dzienis also reported that there will be a remodel of the Air Pollution Control Division's space starting soon with the goal of moving the division's entire staff into the same area.

- h. Vital Statistics – Christi Allen reported to the board that there will be revised job descriptions for Vital Statistics coming soon.
- i. Fiscal – Ms. Allen reported to the board that she believes the budget submitted to Canton City Council is likely to be approved in March 2020.
- j. Health Commissioner – James Adams thanked the board for their patience and assistance with changes at the department over the past year and with the upcoming reorganization of the Office of Public Health Information and Innovation.
- k. Accreditation Team – Nothing additional
- l. Quality Improvement and Performance Management – Terri Dzienis spoke with the board about working with the new Performance Improvement and Accreditation Coordinator to transfer quality improvement and performance management responsibilities.

Ms. Lucas moved and Mr. Wyatt seconded a motion to accept the division reports. Motion passed unanimously.

Other Business

James Adams spoke with the board about closing the department on December 24, 2020. The board suggested that the department could be closed to the public on that date but remain open for staff who choose not to take paid time off.

Ms. Lucas moved and Mr. Wyatt seconded a motion for Canton City Public Health to be closed to the public on December 24, 2020 and that staff who would like to take the say off may elect to use their personal holiday or other paid time off. Motion passed unanimously.

Next Meeting: Monday, January 27, 2020 at 12:00pm

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, January 27, 2020 at 12:00 PM.

Adjournment

Mr. Wyatt motioned and Ms. Lucas seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 2:38 PM.

Board of Health Minutes

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President of the Board of Health

Secretary to the Board of Health

Date of Approval



Public Health
Prevent, Promote, Protect.

Canton City Public Health

Board of Health Meeting
Monday, January 27, 2020 @ 12:00pm – Board Room
Miscellaneous Items

1. Position Description for Full-time Deputy Registrar (R3)
2. Position Description for Full-Time VS Administrative Supervisor (R4)
3. Position Description for Full-Time Pathways HUB Director (R5)
4. Position Description for Part-Time Vector Control Technician (PT13)
5. Position Description for Part-Time Laboratory Technician II (PT5)
6. Position Description for Full-Time Laboratory Technician I (R4)
7. Position Description for Part-Time Laboratory Technician I (PT4)
8. Position Classification Schedule/Memo



Position Description

Position Title:	Vital Statistics Deputy Registrar	Position #:	NEW
Working Title:	Vital Statistics Deputy Registrar	CS Status:	Classified
Division or Unit:	Vital Statistics	Reports to:	VS Administrative Supervisor
Employment Status:	Full-time	Pay Grade:	R3
FLSA Status:	Non-Exempt		
Funding Source:	Fund 7601 301001		
This position description was last approved by the Board of Health on:			

Position Summary: Serves as the Vital Statistics Deputy Registrar. Under general supervision, greet and provide customer service to the public; follow established procedures performing a variety of clerical tasks to create, maintain and process vital statistics records and requests for birth and death records; and provide supportive services requiring contact with departmental clients and staff; perform related work as required.

Essential Duties and Responsibilities:

- 35% **Vital Statistics:**
 - Examine records requests and other documents furnished by customers to review for accuracy, completeness and relevancy of information and to determine if the criteria established by law for release of records have been met.
 - Produce and release certified copies of vital records.
 - Enter data, search for and retrieve records using multiple automated and manual records management systems to post, update and/or adjust records.
 - Operate a variety of office machines and office equipment to maintain vital records and to produce certified vital records.
 - Write routine correspondence involving basic subject matter to return applications for vital records when insufficient payment or insufficient documentation of proper purpose was received without the initial application.
 - Verify the validity of vital records.
 - Prepare vital records and data for department use and partner agencies.
- 20% **Deputy Registrar:**
 - Prepare records in response to requests from the Child Fatality Review Board.
 - Compile, verify and process information regarding home births.
 - Notify assigned Health Department Nurse(s) when parents of a home birth or home birth records arrive at the Health Department.
 - Compile, verify and process information regarding death registration without a funeral home.
 - Tracks vital statistics security paper usage.
 - Prepares Vital Statistics reports for the Board of Health.
 - Maintain Vital records in accordance with the Health Departments Record Retention Policy.
 - Answer questions from internal and external customers in regards to Vital Statistics rules and regulations.
 - Participate in ODH/OPHA Vital Statistics training.

- Assist other VS employees and customers with tact, patience, empathy and by utilizing all available resources to provide the best possible service.
- Assist customers with indigent cremation applications and compile necessary documentation for Fiscal Manager.
- Process completed Acknowledgement of paternity Affidavits, check for errors and prepare for mailing to Ohio Central Paternity Registry.

20% Customers Service:

- Greet customers and answer questions (in person, by telephone, e-mail and regular mail) regarding rules/regulations governing release of records, standard office processes and department services with tact, patience, empathy and by utilizing all available resources to provide the best possible service.
- Accept fees for department services.

15% Administration:

- Prepares administrative paperwork and program documents.
- Perform duties as assigned by the Fiscal Manager and/or Health Commissioner.

10% Clerical:

- Balance revenue with register receipts at the end of each business day.
- Perform opening and closing procedures.
- Answer and direct telephone calls.
- Maintain filing systems.
- Prepare and send outgoing mailings and packages.

Other Duties and Responsibilities:

- Participate in staff committees and workgroups.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Provide support to Vital Statistics clerical staff.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent.
- Must be computer proficient and knowledgeable in various office and computer applications, including word processing, spreadsheet, desktop publishing, e-mail, etc.
- Vital Statistic experience, minimum of 3 years.

Preferred Qualifications:

- Customer service experience, minimum of 2 years.
- Expert in Microsoft Office (Word, Excel).

Minimum Credentials:

- The following credentials must be acquired and maintained prior to initial hire:
- Valid Ohio driver's license with good driving record.
 - Notary Public (must be obtained within 6 months of hire)

Key Competencies: The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:



Position Description

- Analytical and Assessment Skills: 1A2, 1A4, 1B5, 1A8, 1A10
- Policy Development and Program Planning Skills: 2A2, 2A3, 2A4, 2A6, 2A8, 2A10, 2A11
- Communication Skills: 3A2, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A4, 4A5
- Community Dimensions of Practice Skills: 5A4, 5B5, 5A6, 5A7, 5B8, 5A9
- Public Health Sciences Skills: n/a
- Financial Planning and Management Skills: 7A1, 7B2, 7A3, 7A10, 7A11, 7A12, 7A14
- Leadership and Systems Thinking Skills: 8A1, 8A4, 8B6, 8A 7, 8B9

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

- Work Environment:**
- Daily work environment includes general office setting (temperature controlled).
 - Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time; standing at counter to assist customers.
 - Must have the ability to lift/hoist 15 pounds.
 - Work performed may be subject to challenging interactions with community members.

Approval: This position description was approved by the Board of Health on:

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name



Position Description

Canton City Public Health
DRAFT

Position Title:	VS Administrative Supervisor		Position #:	NEW
Working Title:	VS Administrative Supervisor		CS Status:	Classified
Agency Unit:	Vital Statistics (VS)		Reports to:	Fiscal Manager
Employment Status:	Full Time	Pay Range:	R4	FLSA Status: Exempt
This position description was last approved by the Board of Health on:				

Position Summary: Provides administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, keeping meeting minutes, receiving visitors, arranging conference calls and scheduling meetings. Supervises Vital Statistics staff. Serves as the records custodian for Canton City Public Health and the Canton City Board of Health. Work is expected to be performed independently with limited supervision.

- Essential Duties:**
- 60% **Administrative Duties:**
 - Serves as the department’s Payroll Manager.
 - Serves as the department’s Record’s Custodian.
 - Maintain certain sections of the department’s website.
 - Maintain the department’s inventory system.
 - Updates, revises and codifies the Canton Health Code.
 - Maintain records for copiers and order supplies.
 - Maintain organizational policies and procedures.
 - Serve as the assistant to the Board of Health. Responsible for minutes, board records, reports, agendas, correspondence and other Board of Health administration duties.
 - Serve as the assistant to the Division Leadership Team (DLT). Responsible for minutes, DLT records, reports, agendas, correspondence and other DLT administration duties.
 - Administer the department’s learning management system (Ohio Train).
 - Perform general office duties, such as ordering office supplies.
 - Record, organize, analyze and present data with accuracy, thoroughness and attention to detail.
 - 20% **Supervisor Duties:**
 - Supervise Vital Statistics staff of three.
 - Track time off requests, arrange vacation schedules.
 - Monitor staff development.
 - Counsel staff when necessary.
 - 10% **Vital Statistic Duties:**
 - Assist Vital Statistics staff with waiting on customers at the counter and answering telephones.
 - 10% **Assist Fiscal Manager:**
 - Serve as the backup for the Fiscal Manager when needed.

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Other Duties and Responsibilities

- Participate in staff committees and workgroups.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the Fiscal Manager and Health Commissioner.

Minimum Qualifications:

- Must have a minimum of a high school diploma or equivalent.
- Must have a minimum of four years' experience as an administrative assistant or similar position.
- Must be able to pass a background check.
- Must be computer proficient and able to work efficiently using various Office Suite (Word, Excel) and database applications, including web-based collaboration tools, email, etc.
- Ability to communicate clearly and concisely, both orally and in writing.

Preferred Qualification

- 2-year Associates degree or equivalent.
- Two years Supervisor experience.

Minimum Credentials

The following credentials must be acquired and maintained prior to initial hire

- Valid Ohio driver's license with good driving record.
- Notary Public (must be obtained within 6 months of hire)

Key Competencies:

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6

Emergency Preparedness: 6A1, 6A2, 6A3 This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11
- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13
- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10
- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8.



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- Work Environment:**
- This position works primarily in a climate-controlled office.
 - Must be able to sit for long periods of time.
 - Be able to stand, bend and stretch to access various physical filing systems.
 - Able to type on keyboard with accuracy and speed.
 - A person in this position will be expected to respond to public health emergencies and perform similar administrative duties.

Approval: This position description was approved by the Board of Health on:

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name

Position Description

Position Title:	Pathways HUB Director			Position #:	NEW
Working Title:	Stark County THRIVE Pathways HUB Director			CS Status:	Classified
Division or Unit:	THRIVE			Reports to:	THRIVE Project Manager
Employment Status:	Full-time	Pay Grade:	R5	FLSA Status:	Exempt
Funding Source:	Grant funded.				
This position description was last approved by the Board of Health on:					

Position Summary: The full-time Stark County THRIVE Pathways HUB Director is the principle staff person responsible for guiding the vision, day-to-day management and oversight of the Stark County THRIVE Pathways HUB. The Director will be responsible for administrative, programmatic, financial and communication duties. The Director will manage and provide oversight to Stark County THRIVE HUB Coordinator who will support the care coordination agencies and Community Health Workers operating within the Stark County THRIVE Pathways HUB. Develop system to find most at-risk families, manage a system of care coordination, and measure results. This is a grant funded position. Director reports to Stark County THRIVE Project Manager.

- Essential Duties and Responsibilities:**
- 30% HUB Leadership and Management
 - Provide efficient and timely administrative and operational management of the Stark County THRIVE Pathways HUB to assure quality and alignment with the standards established by PCHI Inc. to maintain certification.
 - Create project timeline and schedule for achieving project deliverables & goals defined in the work plan.
 - Define and outline roles (scope of work) of community stakeholders.
 - Schedule and organize monthly HUB-related meetings with care coordination agencies supervisors and Community Health Workers.
 - Develop expertise and understanding of health insurance payment systems, and racial/economic disparities.
 - Supervise Stark County THRIVE Pathways HUB Coordinator and HUB Assistant.

 - 30% HUB Model Development and Implementation
 - Collaborate and communicate with existing and potential THRIVE partners on the maintenance of the HUB referral network.
 - Market the Stark County THRIVE Pathways HUB to potential care coordination agencies and referral partners in the community with the intent to collaboratively integrate their services in the HUB.
 - In coordination with the HUB Coordinator, coordinate training, and ongoing professional development in relation to successful performance within the care coordination system and Stark County THRIVE Pathways HUB.
 - Support Stark County THRIVE Project Manager in the development of contracts with funders for the payment for Pathway outcomes and services for the HUB and its contracted care coordination agencies.

- Regularly report project progress to Board of Canton City Public Health and stakeholders as required.

40% HUB Program Coordination

- Serve as the liaison to Care Coordination Systems in Ohio.
- Attend the Stark County THRIVE Pathways HUB Advisory/Evaluation Committee to support the presentation of evaluation results generated by Kent State University.
- Disseminate information gathered by the Stark County THRIVE Pathways HUB to internal staff, and stakeholders to promote the Stark County THRIVE Pathways HUB.
- d. Coordinate with Stark County THRIVE Project Manager on the revision, development and administration of policies, standards and procedures related to personnel, including staff development, information technology, budget, program performance, and physical facilities.

Other Duties and Responsibilities:

- Establish and maintain relationships with agencies and organizations in the community.
- Attend all HUB-related meetings.
- Prepare timely reports on current project status for Stark County THRIVE Project Manager.
- Represent all program partners with integrity and respect.
- Other duties as assigned.

Minimum Qualifications:

- Possess an associate degree in human services, or nonprofit management, or public health, or related field AND a minimum of five years of progressively responsible experience in human service leadership, administration and project management, community engagement and implementing processes through technological solutions.

Preferred Qualifications:

- Knowledge of human services and/or nonprofit management. Specific knowledge of outcome-based planning, systems reform, and program development. Ideally, knowledge of technological development and financial monitoring.
- Mission-orientated and solution driven. Strong organizational and time management skills. Excellent program management and implementation skills.
- Ability to work in a fast-paced, dynamic environment. Demonstrated ability to build and sustain productive relationships and work professionally and effectively with diverse individuals, groups, organizations and communities.
- Familiarity with health care services and systems reform preferred
- Experience working in the Care Coordination System.

- Minimum Credentials:** The following credentials must be acquired and maintained prior to initial hire:
- Certificate as Community Health Worker.
- Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:
- Analytical and Assessment Skills:
 - Describes factors affecting the health of a community (e.g., equity, income, education, environment)
 - Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
 - Ensures ethical principles are applied in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
 - Evaluates the validity and reliability of data
 - Evaluates the comparability of data (e.g., data being age-adjusted to the same year, data variables across datasets having similar definitions)
 - Resolves gaps in data
 - Determines trends from quantitative and qualitative data
 - Uses quantitative and qualitative data
 - Policy Development and Program Planning Skills:
 - Contributes to development of program goals and objectives
 - Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)
 - Gathers information that can inform options for policies, programs, and services
 - Gathers information for evaluating policies, programs, and services
 - Applies strategies for continuous quality improvement
 - Communication Skills:
 - Communicates in writing and orally with linguistic and cultural proficiency
 - Conveys data and information to professionals and the public using a variety of approaches
 - Communicates information to influence behavior and improve health
 - Facilitates communication among individuals, groups, and organizations
 - Cultural Competency Skills:
 - Describes the concept of diversity as it applies to individuals and populations
 - Describes the diversity of individuals and populations in a community recognizes the ways diversity influences policies, programs, services, and the health of a community
 - Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community

- **Community Dimensions of Practice Skills:**
 - Suggests relationships that may be needed to improve health in a community
 - Establishes and maintains relationships to improve health in a community
 - Facilitates collaborations among partners to improve health in a community
 - Engages community members to improve health in a community
 - Advocates for policies, programs, and resources that improve health in a community
 - Collaborates in community-based participatory research
- **Public Health Sciences Skills:**
 - Describes the scientific foundation of the field of public health
 - Contributes to the public health evidence base
 - Suggests partnerships that may increase use of evidence in public health practice
- **Financial Planning and Management Skills:**
 - Adheres to organizational policies and procedures
 - Contributes to development of program budgets
 - Provides information for proposals for funding
 - Provides information for development of contracts and other agreements for programs and services
 - Manages programs within current and projected budgets and staffing levels
 - Motivates personnel for the purpose of achieving program and organizational goals
 - Uses evaluation results to improve program and organizational performance
 - Establishes performance management systems (e.g., visible leadership, performance standards, performance measurement, reporting progress, quality improvement)
 - Uses performance management systems for program and organizational improvement
- **Leadership and Systems Thinking Skills:**
 - Incorporates ethical standards of practice
 - Collaborates with individuals and organizations in developing a vision for a healthy community
 - Provides opportunities for professional development for individuals and teams (e.g., training, mentoring, peer advising, coaching)
 - Participates in professional development opportunities
 - Contributes to continuous improvement of individual, program, and organizational performance
 - Advocates for the role of public health in providing population health services

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Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus:
 - Serves as a role model for one-on-one customer service delivery.
 - Anticipates broad customer needs based on day-to-day experiences.
 - Recommends customer-focused processes or solutions to those needs with due consideration for resource constraints.
 - Provides requested assistance and/or information in a prompt and courteous manner to satisfy the customer.
- Accountability:
 - Consistently achieves high quality results within a minimal timeframe
 - Effectively manages multiple competing priorities and demands
 - Anticipates broad work flow needs and prepares for upcoming projects/events in advance, including potential problem resolution
 - Assumes personal responsibility for own actions
 - Performs job duties in a manner consistent with time and quality standards
 - Identifies work flow obstacles to supervisor
 - Protects the confidentiality of all clients that are served.
- Equity, Ethics and Fairness:
 - Transparent and inclusive communication (community, staff, partners, etc.).
 - Institutional commitment to address health inequities.
 - Interact with clients, community partners and co-workers with fairness and equity.
 - Adherence to Ethical conduct.
 - Strive to deliver our programs and services and operate in a manner that is just and free from bias or prejudice.
 - Treats clients, community partners, and co-workers with dignity, compassion and respect at all times.
 - Considers and incorporates the culture specific needs of others in order to work with customers from a variety of racial, ethnic, multi-generational, and socioeconomic backgrounds.
 - Structure that supports true community partnerships.
- Continuous Quality Improvement:
 - Makes extra efforts to improve performance work methods.
 - Willingly accepts changes in workload, priorities, or procedures.
 - Responds to instructions/directions from supervision in a constructive manner.
 - Carries out changes in policies and procedures.
 - Completes all required CCHD and job-specific education and training, including that related to continuous quality improvement, and can describe how the information relates to specific job responsibilities.

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- May participate in continuous improvement projects and/or committee.
- Occupational Health and Safety:
 - Anticipates how future changes in the work environment, such as those brought about by technology, will create needs for new or enhanced safety rules, practices, procedures, or standards.
 - Encourages development or updating of safety rules, practices, procedures and/or standards.
 - Advocates safety focus by identifying and following through on opportunities to implement, enhance or update safety rules, practices, procedures and/or standards.
 - Ensures occupational safety matters are investigated and brought to resolution promptly.
- Emergency Preparedness:
 - Manage information related to an emergency.
 - Understanding of your roles and responsibilities in the event of an emergency.

Work Environment:

- Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, crouching, crawling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery.
- Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Ability to travel occasionally domestically.

Approval: This position description was approved by the Board of Health on:

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Employee Printed Name



Position Description

Position Title:	Vector Control Technician		Position #:	NEW
Working Title:	Vector Control Technician		CS Status:	Unclassified
Division or Unit:	Environmental Health		Reports to:	Varies
Employment Status:	Part-Time	Pay Grade:	PT13	FLSA Status: Non-exempt
Funding Source:	Fund 7601 307001.			
This position description was last approved by the Board of Health on:				

Position Summary: A person of this class is responsible for conducting a variety of public health field or office duties under the supervision of a Registered Sanitarian, or other supervisory staff at the department. Duties may include the inspection of facilities, responding to complaints, investigation of mosquito and rodent complaints, sample collection including the collection of mosquitoes and birds, application of pesticides for control of mosquito and animal vectors, research, office duties, and other duties that may be assigned.

- Essential Duties and Responsibilities:** 100%
- Conduct inspections under the direction of supervisory staff.
 - Conduct rodent, mosquito and vector control needs assessments by surveying public and private property including application of pesticides.
 - Record data on appropriate form/log and prepare basic correspondence, memos and reports
 - Assist in nuisance cleanup and recycling center operations.

- Other Duties and Responsibilities:**
- Other duties as assigned.

- Minimum Qualifications:**
- High school diploma or equivalent.
 - Preference will be given if the person is enrolled in a college or university or has previous experience in the field of public health.
 - Must have a valid Ohio driver’s license with a good driving record.

Preferred Qualifications: n/a

Minimum Credentials: n/a

- Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:
- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A6
 - Policy Development and Program Planning Skills: 2A2, 2A6, 2A8, 2A10
 - Communication Skills: 3A2, 3A4, 3A5
 - Cultural Competency Skills: n/a
 - Community Dimensions of Practice Skills: 5A4, 5A6, 5A7



Public Health
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- Public Health Sciences Skills: 6A1
- Financial Planning and Management Skills: 7A3, 7A9, 7A11
- Leadership and Systems Thinking Skills: 8A1, 8A9

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6

Work Environment:

- A person of this classification will be expected to respond to public health emergencies
- A person of this classification may be required to work with restricted pesticides and other chemicals. Use of appropriate personal protection equipment may be required, including the use of respirators and other protective equipment.
- A person of this classification may work in a field environment that may include climbing of ladders, walking on unimproved land such as fields, carrying of field equipment, exposure to inclement weather, and other hazards associated with an outdoor environment.
- This job may require scheduling of duties at night or other non-traditional work hours
- Limited travel may be required.
- Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time
- Should have the ability to lift/hoist 25 pounds.

Approval:

This position description was approved by the Board of Health on: _____

Revision History:

Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name



Position Description

Position Title:	Laboratory Technician II	Position #:	NEW
Working Title:	Lab Tech II	CS Status:	Classified
Division or Unit:	Laboratory	Reports to:	Laboratory Director
Employment Status:	Part-Time	Pay Grade:	PT5
FLSA Status:	Exempt		
Funding Source:	Fund 7601 304001 and possibly special funds.		
This position description was last approved by the Board of Health on:			

Position Summary:

The Laboratory Technician II performs analyses and activities necessary for the daily operation of the laboratory. This may include, but is not limited to, clinical testing and assurance activities in compliance with Federal and Ohio Department of Health Clinical Laboratory Improvement Amendments (CLIA), drinking water testing in compliance with the Ohio Environmental Protection Agency (OEPA), Food testing conforming to the current edition of Standard Methods, and examine air samples for common pollen and molds. Repetitious work is expected to be performed independently, Supervision needed only on unusual problems. May occasionally supervise subordinate staff as directed by the Laboratory Director.

Essential Duties and Responsibilities:

55% **Medical Testing:**

- Conduct analysis of body fluids, including blood, urine, oral, urethral, rectal and vaginal samples to determine presence of normal or abnormal components.
- Operate, set-up, clean, calibrate, or maintain equipment, such as rotator, centrifuge, incubators, refrigerators, microscopes, gene amplification system, conductivity, pH meter, deionized water system and autoclaves.
- Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Enter data from analysis of medical tests or clinical results into computer for storage and electronic reporting.
- Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results. Perform pre, post and analytic quality assurance activities.
- Participate in and maintain and organize departmental proficiency testing results.
- Complete electronic monthly report.

- Assume and collaborate with Technical Consultant responsibilities as defined by section §493.1413 of the Clinical Laboratory Improvement Amendments (CLIA). All clinical testing is done in compliance with CLIA rules and interpretations.
- 34% **Drinking Water Testing:**
- Conduct water testing in accordance with the Ohio EPA Laboratory Manual for Microbiological Analyses of Public Drinking Water.
 - Operate, set-up, clean, calibrate, or maintain equipment, such as, incubators, refrigerators, conductivity, pH meter, deionized water system, thermometers and autoclaves.
 - Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
 - Measure or weigh and prepare compounds and solutions for use in testing.
 - Monitor laboratory work to ensure compliance with set standards.
 - Enter data into paper and electronic reporting systems accurately and timely.
 - Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.
- 8% **Seasonal Mold and Pollen:**
- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances gathered utilizing a rotorod sampler.
 - Operate, set-up, clean, calibrate, or maintain equipment, including a microscope, rotorod sampler, and thermometer.
 - Measure or weigh and prepare compounds and solutions for use in testing.
 - Monitor laboratory work to ensure compliance with set standards.
 - Enter data into paper and electronic reporting systems accurately and timely.
 - Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.
- 2% **Food testing:**
- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances in food.
 - Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory equipment.
 - Measure or weigh and prepare compounds and solutions for use in testing.
 - Monitor laboratory work to ensure compliance with set standards.
 - Enter data from analysis of tests are recorded and reported accurately and timely.
 - Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.
 - Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.

- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities.

Other Duties and Responsibilities:

Manage time and accounting efforts: This includes recording of work activities utilizing current electronic management system.
Participate in departmental wide activities, such as accreditation team member, support functions in response to public health emergencies as directed by the Health Commissioner and all staff trainings and meeting.
Other Duties as Assigned.

Minimum Qualifications:

- Graduated from an accredited collegiate program with a bachelor’s degree in a chemical, physical or biological science or medical technology; and have at least 2 years of laboratory training or experience, or both in non-waived testing, in the designated specialty or subspecialty areas in which the laboratory is certified.
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office programs and database applications, including web-based collaboration tools, email, Excel and Word.
- Must have a valid Ohio driver’s license with good driving record.

Preferred Qualifications:

- Additional ratings such as ASCP or CAP Certification, OEPA Water Analysis Certification, or CLIA Registration.
- MLS (ASCP) Medical Laboratory Scientist (American Society for Clinical Pathology) Certification.

Minimum Credentials:

The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired within six months of starting date. Training will be provided for the all of these credentials.

- Packaging and Shipping Category B Substances
- Current version of Federal Emergency Management Institute Courses: IS100, and IS 700.
- Blood Borne Pathogen
- HIPAA Compliance

Key Competencies:

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11
- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13
- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10
- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8.

The following Professional Competencies from the Competency Guidelines for Public Health Laboratory Professionals: CDC and the Association of Public Health Laboratories (May 2015) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm>, last accessed 01/13/2020) apply to this position:

- QMS 1.00. Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality. 1.01P, 10.02C, 1.03C, and 1.04C.
- QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements* are consistently met. 2.01 C and 2.02C.
- QMS 3.00. Facilities and safety: ensures that the laboratory's physical environment, maintenance, and safety programs* meet applicable requirements. 3.01C, 3.02C, 3.03C, and 3.04B.
- QMS 4.00. Personnel: ensures recruitment and retention of a qualified, well-trained, and competent workforce. 4.01B, 4.02B, 4.03C, 4.04C, 4.05C, and 4.06C.
- QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met. 5.01C and 5.02C.
- QMS 6.00. Laboratory equipment: ensures that laboratory equipment selection, installation, use, maintenance, and troubleshooting meet performance standards. 6.01B, 6.03C and 6.04C.
- QMS 8.00. Documents and records: ensures that there is an effective system to control and manage documents and records. 8.01C and 8.02C.
- QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information. 9.01C, 9.02C and 9.03C.
- QMS 10.00. Nonconforming event management: ensures that processes are in place for detecting and managing nonconforming events. 10.01P, 10.02P, 10.03B and 10.04C.
- QMS 11.00. Assessments: ensures that processes are in place to perform internal audits and external assessments. 11.01C, 11.03C, 11.04C and 11.05C.
- QMS 12.00. Continual improvement: ensures mechanisms for continuous quality improvement. 12.01C, 12.02P, 12.03C, 12.04C and 12.05C.
- ETH 1.00. Professional code of conduct: adheres to policies* and principles governing professional ethics and rules of conduct when working in a public health laboratory.



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- 1.01C, 1.02C and 1.03C.
- ETH 2.00. Scientific code of conduct: adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory. 2.01C and 2.02C.
- MLD 1.00. General management: ensures sound management of laboratory operations. 1.06C, 1.07C and 1.10C.
- MLD 2.00. Policy development: ensures the development, implementation, and review of internal policies. 2.01C, 2.02B and 2.03C.
- MLD 5.00. Leadership: models leadership behavior. 5.01B, 5.02B, 5.03B, 5.04B 5.05B, 5.06B, 5.07B and 5.08C.
- COM 1.00 Communication techniques: deploys formal written and oral communication strategies. 1.01B and 1.02C.
- COM 2.00. Active listening skills: displays active listening skills when interacting with others. 2.01C, 2.02P and 2.03C.
- COM 3.00. Comprehension of materials: demonstrates comprehension of written documents and directions. 3.01P.
- COM 4.00. Communication technology: utilizes technology to communicate information to internal and external partners. 4.01C and 4.02C.
- COM 5.00. Communication professionalism: ensures professionalism in communication with customers and stakeholders. 5.01C, 5.02C and 5.03C.
- COM 6.0, Professional reports: prepares professional written reports and oral presentations. 6.01C and 6.02C.
- .COM 8.00. Public health laboratory value: promotes the value of the public health laboratory. 8.01B, 8.02B, 8.03C and 8.02B.
- COM 9.00. Media relations: works with the media to provide information about public health laboratories and public health issues. 9.01B.
- SEC 2.00. Security plan: ensures that the laboratory's security plan meets organizational goals, regulatory requirements, and established standards. 2.01C, 2.02C, 2.03B, 2.04B and 2.05B.
- SEC 3.00. Physical security: ensures that physical security is maintained. 3.01B and 3.02B.
- SEC 5.00. Information security: ensures that information security meets organizational goals, regulatory requirements, and established standards. 5.01C and 5.02B.
- EMR 1.00. Mitigation of emergency events: mitigates emergency events. 1.01B, 1.02C, 1.03C, 1.04C and 1.05C.
- EMR 2.00. Preparation for emergency events: prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.
- EMR 3.00. Responding to emergency events: responds to emergency events. 3.01B, 3.02B, 3.03C, 3.04C, 3.05C, 3.06C and 3.07C.
- EMR 4.00. Recovering from emergency event: recovers from emergency events. 4.01B, 4.02C, 4.03B and 4.04B.
- WFT 5.00 Training evaluation: evaluates learner knowledge and skill development. 5.04B and 5.05B.
- GEN 1.00. General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory

testing. 1.01C, 1.02B 1.03B, 1.04C, 1.05C, 1.07B, 1.08C and 1.09C.

- GEN 2.00. Reagent use and storage: adheres to policies and principles regarding the use and storage of laboratory reagents and supplies. 2.01C and 2.02C.
- GEN 3.00. Equipment use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment. 3.01C, 3.02C, 3.03C and 3.04C.
- GEN 4.00. Pre-examination: performs steps in the pre-examination phase of testing. 4.01C.
- GEN 5.00. Examination: performs steps in the examination phase of testing. 5.01C, 5.02C and 5.03C.
- GEN 6.00. Postexamination: performs steps in the postexamination phase of testing. 6.01C, 6.02C, 6.03C, 6.04B, 6.05C.
- GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing. 7.01B, 7.02C, 7.03C and 7.05B.
- SPH 1.00. Physical environment: works safely in the physical environment of the laboratory facility. 1.01C, 1.02C and 1.03C.
- SPH 2.00. Biological materials: works safely with biological materials in the laboratory. 2.01C, 2.02C, 2.03C, 2.04C and 2.05B.
- SPH 4.00. Chemical materials: works safely with chemical materials in the laboratory. 4.01C, 4.02C, 4.03C and 4.04C.
- SHC 2.00. Safe work practices: designs work practices and procedures to minimize exposure to hazards and to adhere to regulatory requirements. 2.01C, 2.02C, 2.03C and 2.04B.
- SHC 3.00. Personal Protective Equipment (PPE): employs the selection, use, and care of personal protective equipment while being continually mindful of its limitations. 3.01C, 3.02C and 3.03C.
- SHC 4.00. Systems to track hazards: establishes a system to detect and to control or eliminate the underlying causes of hazards or exposures. 4.01C.
- SHC 5.00. Preventive maintenance: conducts regular maintenance to ensure effective functioning of laboratory equipment and to extend the life of equipment. 5.01P and 5.02P.
- SHC 6.00. Decontamination and laboratory waste management: establishes a laboratory waste management plan that adheres to federal, state, and local regulations. 6.01C, 6.02C, 6.03C, 6.04C, 6.05C and 6.06B.
- SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies. 4.01B, 4.02B, 4.03B and 4.04B.
- SCT 1.00. Hazard communication: promotes safety through effective hazard communication. 1.01C and 1.03C.
- SCT 2.00. Safety training: ensures that safety training needs are identified and training solutions are implemented to meet performance and productivity goals. 2.01B.
- SDR 1.00. Documents and record keeping: ensures staff compliance with agency quality management system (QMS) and statutory, regulatory, accreditation, and licensing requirements for documentation and recordkeeping in relation to the health and safety management systems. 1.01C, 1.03C, 1.06B and 1.07C.
- SRV 1.00. Function of surveillance: recognizes the function of laboratory testing in surveillance. 1.01B.

- SRV 2.00. Notification rules and regulations: complies with national and jurisdictional rules and regulations regarding notifiable results. 2.01C.
- SRV 3.00. Surveillance testing: performs surveillance testing. 3.01B.
- SRV 5.00. Information for surveillance: recognizes vital information needed for surveillance. 5.01B and 5.02B.
- INF 1.00. Laboratory test request and sample receiving: manages sample receiving and the processing of laboratory test requests. 1.01C, 1.02C 1.03C and 1.04C.
- INF 2.00. Test preparation, Laboratory Information Management System (LIMS) processing, test results recording and verification: manages systems for electronic test preparation, LIMS processing, and test results recording and verification. 2.01P, 2.02C, 2.04C and 2.05C.
- INF 4.00. Laboratory test scheduling: manages laboratory test scheduling. 4.01C and 4.03C.
- INF 8.00. Data exchange and interoperability: manages the electronic exchange of laboratory data with data partners. 8.06C and 8.07C.
- INF 12.00. Training, education, and resource management: manages training, education, and information resources. 12.01C.
- F 15.00. QC and QA management: manages quality control and quality assurance processes. 15.05B
- INF 18.00. Core IT products and services: manages core IT hardware, software, and services. 18.12B.

Work Environment:

The Laboratory Technician II must be able to be physically present in the laboratory during their assigned work schedule. They must be able to perform duties and procedures which may require standing or sitting for prolonged periods. They must be comfortable with the normal ambient temperature, humidity, noise, and lighting which prevail in a laboratory environment. At least once per week they must be able to tolerate additional noise generated by vacuum suctioning devices. They need to be able to lift and transfer articles weighing up to 25 pounds. The person must be able to clearly perceive and skillfully manipulate objects and demarcations smaller than 1/16 of an inch; and able to perceive and distinguish colors. They must have sufficient manual dexterity to utilize a computer mouse, keyboard, monitor, and associated peripherals. The person should be able to hear normal speech and be able to respond in kind. They must be able to tolerate interruptions from phones, visitors, and co-workers. They must be able to operate a motor vehicle and use it to attend meetings, trainings, and to collect or drop-off specimens and samples from off-site locations when necessary. They must accept that for rabies testing animal euthanasia for public health purposes may be conducted within the work environment (typically dispatching bats). They must be able to work in independent and team environments.



Position Description

Approvals:

Approval: This position description was approved by the Board of Health on:

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name

Position Description

Position Title:	Laboratory Technician I	Position #:	868
Working Title:	Lab Tech I	CS Status:	Classified
Division or Unit:	Laboratory	Reports to:	Laboratory Director
Employment Status:	Full-time	Pay Grade:	R4
Funding Source:	Fund 7601 304001 and possibly special funds.		
This position description was last approved by the Board of Health on:	January 23, 2017		

Position Summary:

The Laboratory Technician I performs analyses and activities necessary for the daily operation of the laboratory. This may include, but is not limited to, clinical testing in compliance with Federal and Ohio Department of Health Clinical Laboratory Improvement Amendments (CLIA), drinking water testing in compliance with the Ohio Environmental Protection Agency (OEPA), Food testing conforming with the current edition of Standard Methods, and examine air samples for common pollen and molds. Repetitious work is expected to be performed independently. Supervision needed only on unusual problems.

Essential Duties and Responsibilities:

55% **Medical Testing:**

- Conduct analysis of body fluids, including blood, urine, oral, urethral and vaginal samples to determine presence of normal or abnormal components.
- Operate, set-up, clean, calibrate, or maintain equipment, such as rotator, centrifuge, incubators, refrigerators, microscopes, gene amplification system, conductivity, pH meter, deionized water system and autoclaves.
- Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Enter data from analysis of medical tests or clinical results into computer for storage and electronic reporting.
- Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities. Participate in and maintain and organize departmental proficiency testing results.
- Complete electronic monthly report.
- All clinical testing is done in compliance with CLIA rules and interpretations.

34% **Drinking Water Testing:**

- Conduct water testing in accordance with the Ohio EPA Laboratory Manual for Microbiological Analyses of Public Drinking Water.

- Operate, set-up, clean, calibrate, or maintain equipment, such as, incubators, refrigerators, conductivity, pH meter, deionized water system, thermometers and autoclaves.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data into paper and electronic reporting systems accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

8% **Seasonal Mold and Pollen:**

- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances gathered utilizing a rotorod sampler.
- Operate, set-up, clean, calibrate, or maintain equipment, including a microscope, rotorod sampler, and thermometer.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data into paper and electronic reporting systems accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

2% **Food testing:**

- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances in food.
- Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory equipment.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data from analysis of tests are recorded and reported accurately and timely. Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities.

Other Duties and Responsibilities:

Manage time and accounting efforts: This includes recording of work activities utilizing current electronic management system.
Participate in departmental wide activities, such as accreditation team member,

support functions in response to public health emergencies as directed by the Health Commissioner and all staff trainings and meeting.

Other Duties as Assigned.

- Minimum Qualifications:**
- Graduated from an accredited collegiate program with a minimum of an Associate’s Degree in clinical, laboratory, medical, or related science. Previous experience in a laboratory, while preferable, is not if a laboratory environment was included in the person's academic studies.
 - Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office programs and database applications, including web-based collaboration tools, email, Excel and Word.
 - Must have a valid Ohio driver’s license with good driving record.

- Preferred Qualifications:**
- Additional ratings such as ASCP or CAP Certification, OEPA Water Analysis Certification, or CLIA Registration.
 - MLS (ASCP) Medical Laboratory Scientist (American Society for Clinical Pathology) Certification.
 - 2 years of laboratory training in a clinical or environmental field.

Minimum Credentials: The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired within six months of starting date. Training will be provided for the all of these credentials.

- Packaging and Shipping Category B Substances
- Current version of Federal Emergency Management Institute Courses: IS100, and IS 700.
- Blood Borne Pathogen
- HIPAA Compliance

Key Competencies: Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11
- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13

- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10
- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8.

The following Professional Competencies from the Competency Guidelines for Public Health Laboratory Professionals: CDC and the Association of Public Health Laboratories (May 2015) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm>, last accessed 01/13/2020) apply to this position:

- QMS 1.00. Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality. 1.01P, 10.02C, 1.03C, and 1.04C.
- QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements* are consistently met. 2.01 C and 2.02C.
- QMS 3.00. Facilities and safety: ensures that the laboratory's physical environment, maintenance, and safety programs* meet applicable requirements. 3.01C, 3.02C, 3.03C, and 3.04B.
- QMS 4.00. Personnel: ensures recruitment and retention of a qualified, well-trained, and competent workforce. 4.01B, 4.02B, 4.03C, 4.04C, 4.05C, and 4.06C.
- QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met. 5.01C and 5.02C.
- QMS 6.00. Laboratory equipment: ensures that laboratory equipment selection, installation, use, maintenance, and troubleshooting meet performance standards. 6.01B, 6.03C and 6.04C.
- QMS 8.00. Documents and records: ensures that there is an effective system to control and manage documents and records. 8.01C and 8.02C.
- QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information. 9.01C, 9.02C and 9.03C.
- QMS 10.00. Nonconforming event management: ensures that processes are in place for detecting and managing nonconforming events. 10.01P, 10.02P, 10.03B and 10.04C.
- QMS 11.00. Assessments: ensures that processes are in place to perform internal audits and external assessments. 11.01C, 11.03C, 11.04C and 11.05C.
- QMS 12.00. Continual improvement: ensures mechanisms for continuous quality improvement. 12.01C, 12.02P, 12.03C, 12.04C and 12.05C.
- ETH 1.00. Professional code of conduct: adheres to policies* and principles governing professional ethics and rules of conduct when working in a public health laboratory. 1.01C, 1.02C and 1.03C.
- ETH 2.00. Scientific code of conduct: adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory. 2.01C

- and 2.02C.
- MLD 1.00. General management: ensures sound management of laboratory operations. 1.06C, 1.07C and 1.10C.
 - MLD 2.00. Policy development: ensures the development, implementation, and review of internal policies. 2.01C, 2.02B and 2.03C.
 - MLD 5.00. Leadership: models leadership behavior. 5.01B, 5.02B, 5.03B, 5.04B 5.05B, 5.06B, 5.07B and 5.08C.
 - COM 1.00 Communication techniques: deploys formal written and oral communication strategies. 1.01B and 1.02C.
 - COM 2.00. Active listening skills: displays active listening skills when interacting with others. 2.01C, 2.02P and 2.03C.
 - COM 3.00. Comprehension of materials: demonstrates comprehension of written documents and directions. 3.01P.
 - COM 4.00. Communication technology: utilizes technology to communicate information to internal and external partners. 4.01C and 4.02C.
 - COM 5.00. Communication professionalism: ensures professionalism in communication with customers and stakeholders. 5.01C, 5.02C and 5.03C.
 - COM 6.0. Professional reports: prepares professional written reports and oral presentations. 6.01C and 6.02C.
 - .COM 8.00. Public health laboratory value: promotes the value of the public health laboratory. 8.01B, 8.02B, 8.03C and 8.02B.
 - COM 9.00. Media relations: works with the media to provide information about public health laboratories and public health issues. 9.01B.
 - SEC 2.00. Security plan: ensures that the laboratory's security plan meets organizational goals, regulatory requirements, and established standards. 2.01C, 2.02C, 2.03B, 2.04B and 2.05B.
 - SEC 3.00. Physical security: ensures that physical security is maintained. 3.01B and 3.02B.
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 - EMR 1.00. Mitigation of emergency events: mitigates emergency events. 1.01B, 1.02C, 1.03C, 1.04C and 1.05C.
 - EMR 2.00. Preparation for emergency events: prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.
 - EMR 3.00. Responding to emergency events: responds to emergency events. 3.01B, 3.02B, 3.03C, 3.04C, 3.05C, 3.06C and 3.07C.
 - EMR 4.00. Recovering from emergency event: recovers from emergency events. 4.01B, 4.02C, 4.03B and 4.04B.
 - WFT 5.00 Training evaluation: evaluates learner knowledge and skill development. 5.04B and 5.05B.
 - GEN 1.00. General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory testing. 1.01C, 1.02B 1.03B, 1.04C, 1.05C, 1.07B, 1.08C and 1.09C.
 - GEN 2.00. Reagent use and storage: adheres to policies and principles regarding the

- use and storage of laboratory reagents and supplies. 2.01C and 2.02C.
- GEN 3.00. Equipment use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment. 3.01C, 3.02C, 3.03C and 3.04C.
 - GEN 4.00. Pre-examination: performs steps in the pre-examination phase of testing. 4.01C.
 - GEN 5.00. Examination: performs steps in the examination phase of testing. 5.01C, 5.02C and 5.03C.
 - GEN 6.00. Postexamination: performs steps in the postexamination phase of testing. 6.01C, 6.02C, 6.03C, 6.04B, 6.05C.
 - GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing. 7.01B, 7.02C, 7.03C and 7.05B.
 - SPH 1.00. Physical environment: works safely in the physical environment of the laboratory facility. 1.01C, 1.02C and 1.03C.
 - SPH 2.00. Biological materials: works safely with biological materials in the laboratory. 2.01C, 2.02C, 2.03C, 2.04C and 2.05B.
 - SPH 4.00. Chemical materials: works safely with chemical materials in the laboratory. 4.01C, 4.02C, 4.03C and 4.04C.
 - SHC 2.00. Safe work practices: designs work practices and procedures to minimize exposure to hazards and to adhere to regulatory requirements. 2.01C, 2.02C, 2.03C and 2.04B.
 - SHC 3.00. Personal Protective Equipment (PPE): employs the selection, use, and care of personal protective equipment while being continually mindful of its limitations. 3.01C, 3.02C and 3.03C.
 - SHC 4.00. Systems to track hazards: establishes a system to detect and to control or eliminate the underlying causes of hazards or exposures. 4.01C.
 - SHC 5.00. Preventive maintenance: conducts regular maintenance to ensure effective functioning of laboratory equipment and to extend the life of equipment. 5.01P and 5.02P.
 - SHC 6.00. Decontamination and laboratory waste management: establishes a laboratory waste management plan that adheres to federal, state, and local regulations. 6.01C, 6.02C, 6.03C, 6.04C, 6.05C and 6.06B.
 - SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies. 4.01B, 4.02B, 4.03B and 4.04B.
 - SCT 1.00. Hazard communication: promotes safety through effective hazard communication. 1.01C and 1.03C.
 - SCT 2.00. Safety training: ensures that safety training needs are identified and training solutions are implemented to meet performance and productivity goals. 2.01B.
 - SDR 1.00. Documents and record keeping: ensures staff compliance with agency quality management system (QMS) and statutory, regulatory, accreditation, and licensing requirements for documentation and recordkeeping in relation to the health and safety management systems. 1.01C, 1.03C, 1.06B and 1.07C.
 - SRV 1.00. Function of surveillance: recognizes the function of laboratory testing in surveillance. 1.01B.
 - SRV 2.00. Notification rules and regulations: complies with national and jurisdictional

- rules and regulations regarding notifiable results. 2.01C.
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- SRV 5.00. Information for surveillance: recognizes vital information needed for surveillance. 5.01B and 5.02B.
- INF 1.00. Laboratory test request and sample receiving: manages sample receiving and the processing of laboratory test requests. 1.01C, 1.02C 1.03C and 1.04C.
- INF 2.00. Test preparation, Laboratory Information Management System (LIMS) processing, test results recording and verification: manages systems for electronic test preparation, LIMS processing, and test results recording and verification. 2.01P, 2.02C, 2.04C and 2.05C.
- INF 4.00. Laboratory test scheduling: manages laboratory test scheduling. 4.01C and 4.03C.
- INF 8.00. Data exchange and interoperability: manages the electronic exchange of laboratory data with data partners. 8.06C and 8.07C.
- INF 12.00. Training, education, and resource management: manages training, education, and information resources. 12.01C.
- F 15.00. QC and QA management: manages quality control and quality assurance processes. 15.05B
- INF 18.00. Core IT products and services: manages core IT hardware, software, and services. 18.12B.

Work Environment:

The Laboratory Technician must be able to be physically present in the laboratory during their assigned work schedule. They must be able to perform duties and procedures which may require standing or sitting for prolonged periods. They must be comfortable with the normal ambient temperature, humidity, noise, and lighting which prevail in a laboratory environment. At least once per week they must be able to tolerate additional noise generated by vacuum suctioning devices. They need to be able to lift and transfer articles weighing up to 25 pounds. The person must be able to clearly perceive and skillfully manipulate objects and demarcations smaller than 1/16 of an inch; and able to perceive and distinguish colors. They must have sufficient manual dexterity to utilize a computer mouse, keyboard, monitor, and associated peripherals. The person should be able to hear normal speech and be able to respond in kind. They must be able to tolerate interruptions from phones, visitors, and co-workers. They must be able to operate a motor vehicle and use it to attend meetings, trainings, and to collect or drop-off specimens and samples from off-site locations when necessary. They must accept that for rabies testing animal euthanasia for public health purposes may be conducted within the work environment (typically dispatching bats). They must be able to work in independent and team environments.



Position Description

Approvals:

Approval: This position description was approved by the Board of Health on:

Revision History: Dates of prior approved versions: January 23, 2017

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name



Position Description

Position Title:	Laboratory Technician I	Position #:	869
Working Title:	Lab Tech	CS Status:	Classified
Division or Unit:	Laboratory	Reports to:	Laboratory Director
Employment Status:	Part-time	Pay Grade:	PT4
Funding Source:	Fund 7601 304001 and possibly special funds.		
This position description was last approved by the Board of Health on:		January 23, 2017	

Position Summary:

The Laboratory Technician I performs analyses and activities necessary for the daily operation of the laboratory. This may include, but is not limited to, clinical testing in compliance with Federal and Ohio Department of Health Clinical Laboratory Improvement Amendments (CLIA), drinking water testing in compliance with the Ohio Environmental Protection Agency (OEPA), Food testing conforming with the current edition of Standard Methods, and examine air samples for common pollen and molds. Repetitious work is expected to be performed independently.

Essential Duties and Responsibilities:

55% **Medical Testing:**

- Conduct analysis of body fluids, including blood, urine, oral, urethral and vaginal samples to determine presence of normal or abnormal components.
- Operate, set-up, clean, calibrate, or maintain equipment, such as rotator, centrifuge, incubators, refrigerators, microscopes, gene amplification system, conductivity, pH meter, deionized water system and autoclaves.
- Cultivate, isolate, or assist in identifying microbial organisms or perform various tests on these microorganisms.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Enter data from analysis of medical tests or clinical results into computer for storage and electronic reporting.
- Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities.
- Participate in and maintain and organize departmental proficiency testing results. Complete electronic monthly report. All clinical testing is done in compliance with CLIA rules and interpretations.

34% **Drinking Water Testing:**

- Conduct water testing in accordance with the Ohio EPA Laboratory Manual for Microbiological Analyses of Public Drinking Water.
- Operate, set-up, clean, calibrate, or maintain equipment, such as, incubators, refrigerators, conductivity, pH meter, deionized water system, thermometers

and autoclaves.

- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data into paper and electronic reporting systems accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

8% **Seasonal Mold and Pollen:**

- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances gathered utilizing a rotorod sampler.
- Operate, set-up, clean, calibrate, or maintain equipment, including a microscope, rotorod sampler, and thermometer.
- Measure or weigh and prepare compounds and solutions for use in testing.
- Monitor laboratory work to ensure compliance with set standards.
- Enter data into paper and electronic reporting systems accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.

2% **Food testing:**

- Conduct standardized microbiological tests and laboratory analyses to evaluate the quantity or quality of substances in food.
- Set up, adjust, calibrate, clean, maintain, and troubleshoot laboratory equipment.
- Measure or weigh and prepare compounds and solutions for use in testing. Monitor laboratory work to ensure compliance with set standards.
- Enter data from analysis of tests are recorded and reported accurately and timely.
- Supervise, train, or direct lab assistants, technicians, or other laboratory workers and visitors engaged in laboratory testing.
- Evaluate and recommend modifications to policies, procedures, techniques, or tests used in the analysis of specimens.
- Analyze laboratory findings through multiple quality control/assurance activities to check the accuracy and validity of the results.
- Perform pre, post and analytic quality assurance activities.

Other Duties and Responsibilities:

Manage time and accounting efforts: This includes recording of work activities utilizing current electronic management system.

Participate in departmental wide activities, such as accreditation team member, support functions in response to public health emergencies as directed by the Health Commissioner and all staff trainings and meeting.

Other Duties as Assigned.

- Minimum Qualifications:**
- Graduated from an accredited collegiate program with a minimum of an Associate's Degree in clinical, laboratory, medical or related science. Previous experience in a laboratory, while preferable, is not if a laboratory environment was included in the person's academic studies.
 - Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Microsoft Office programs and database applications, including web-based collaboration tools, email, Excel and Word.
 - Must have a valid Ohio driver's license with good driving record.

- Preferred Qualifications:**
- Additional ratings such as ASCP or CAP Certification, OEPA Water Analysis Certification, or CLIA Registration.
 - MLS (ASCP) Medical Laboratory Scientist (American Society for Clinical Pathology) Certification.
 - 2 years of laboratory training in a clinical or environmental field.

Minimum Credentials: The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired within six months of starting date. Training will be provided for the all of these credentials.

- Packaging and Shipping Category B Substances
- Current version of Federal Emergency Management Institute Courses: IS100, and IS 700.
- Blood Borne Pathogen
- HIPAA Compliance

Key Competencies: Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

This position is aligned with the Core Competencies for Public Health Professionals, November 2010 as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C4, 1B5, 1C6, 1B11
- Policy Development & Program Planning Skills: 2B3, 2B4, 2C6, 2B6, 2B7, 2B11, 2C13
- Communication Skills: 3B3, 3B6, 3C7
- Cultural Competency Skills: 4C1, 4B2,
- Community Dimensions of Practice Skills: 5B2, 5B3, 5B6, 5B8, 5B9, 5B10

- Public Health Sciences Skills: 6B1, 6B3, 6B4
- Financial Planning & Management Skills: 7B1, 7B2, 7B4, 7C5, 7C6, 7B7, 7C8, 7B10, 7B11, 7B13, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8B5, 8B6, 8C7, 8B8.

The following Professional Competencies from the Competency Guidelines for Public Health Laboratory Professionals: CDC and the Association of Public Health Laboratories (May 2015) (<http://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm>, last accessed 01/13/2020) apply to this position:

- QMS 1.00. Organization: ensures that the laboratory's organizational structure is committed to achieving and maintaining quality. 1.01P, 10.02C, 1.03C, and 1.04C.
- QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements* are consistently met. 2.01 C and 2.02C.
- QMS 3.00. Facilities and safety: ensures that the laboratory's physical environment, maintenance, and safety programs* meet applicable requirements. 3.01C, 3.02C, 3.03C, and 3.04B.
- QMS 4.00. Personnel: ensures recruitment and retention of a qualified, well-trained, and competent workforce. 4.01B, 4.02B, 4.03C, 4.04C, 4.05C, and 4.06C.
- QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met. 5.01C and 5.02C.
- QMS 6.00. Laboratory equipment: ensures that laboratory equipment selection, installation, use, maintenance, and troubleshooting meet performance standards. 6.01B, 6.03C and 6.04C.
- QMS 8.00. Documents and records: ensures that there is an effective system to control and manage documents and records. 8.01C and 8.02C.
- QMS 9.00. Information management: ensures the confidentiality, security, and integrity of generated and disseminated information. 9.01C, 9.02C and 9.03C.
- QMS 10.00. Nonconforming event management: ensures that processes are in place for detecting and managing nonconforming events. 10.01P, 10.02P, 10.03B and 10.04C.
- QMS 11.00. Assessments: ensures that processes are in place to perform internal audits and external assessments. 11.01C, 11.03C, 11.04C and 11.05C.
- QMS 12.00. Continual improvement: ensures mechanisms for continuous quality improvement. 12.01C, 12.02P, 12.03C, 12.04C and 12.05C.
- ETH 1.00. Professional code of conduct: adheres to policies* and principles governing professional ethics and rules of conduct when working in a public health laboratory. 1.01C, 1.02C and 1.03C.
- ETH 2.00. Scientific code of conduct: adheres to policies and principles governing scientific ethics and rules of conduct when working in a public health laboratory. 2.01C and 2.02C.
- MLD 1.00. General management: ensures sound management of laboratory operations. 1.06C, 1.07C and 1.10C.
- MLD 2.00. Policy development: ensures the development, implementation, and review

- of internal policies. 2.01C, 2.02B and 2.03C.
- MLD 5.00. Leadership: models leadership behavior. 5.01B, 5.02B, 5.03B, 5.04B 5.05B, 5.06B, 5.07B and 5.08C.
 - COM 1.00 Communication techniques: deploys formal written and oral communication strategies. 1.01B and 1.02C.
 - COM 2.00. Active listening skills: displays active listening skills when interacting with others. 2.01C, 2.02P and 2.03C.
 - COM 3.00. Comprehension of materials: demonstrates comprehension of written documents and directions. 3.01P.
 - COM 4.00. Communication technology: utilizes technology to communicate information to internal and external partners. 4.01C and 4.02C.
 - COM 5.00. Communication professionalism: ensures professionalism in communication with customers and stakeholders. 5.01C, 5.02C and 5.03C.
 - COM 6.0, Professional reports: prepares professional written reports and oral presentations. 6.01C and 6.02C.
 - .COM 8.00. Public health laboratory value: promotes the value of the public health laboratory. 8.01B, 8.02B, 8.03C and 8.02B.
 - COM 9.00. Media relations: works with the media to provide information about public health laboratories and public health issues. 9.01B.
 - SEC 2.00. Security plan: ensures that the laboratory's security plan meets organizational goals, regulatory requirements, and established standards. 2.01C, 2.02C, 2.03B, 2.04B and 2.05B.
 - SEC 3.00. Physical security: ensures that physical security is maintained. 3.01B and 3.02B.
 - SEC 5.00. Information security: ensures that information security meets organizational goals, regulatory requirements, and established standards. 5.01C and 5.02B.
 - EMR 1.00. Mitigation of emergency events: mitigates emergency events. 1.01B, 1.02C, 1.03C, 1.04C and 1.05C.
 - EMR 2.00. Preparation for emergency events: prepares for emergency events. 2.01C, 2.02B, 2.03B, 2.04B, 2.05B, 2.06B and 2.07C.
 - EMR 3.00. Responding to emergency events: responds to emergency events. 3.01B, 3.02B, 3.03C, 3.04C, 3.05C, 3.06C and 3.07C.
 - EMR 4.00. Recovering from emergency event: recovers from emergency events. 4.01B, 4.02C, 4.03B and 4.04B.
 - WFT 5.00 Training evaluation: evaluates learner knowledge and skill development. 5.04B and 5.05B.
 - GEN 1.00. General technical and laboratory practice knowledge: demonstrates general knowledge and skills related to the scientific and technical components of laboratory testing. 1.01C, 1.02B 1.03B, 1.04C, 1.05C, 1.07B, 1.08C and 1.09C.
 - GEN 2.00. Reagent use and storage: adheres to policies and principles regarding the use and storage of laboratory reagents and supplies. 2.01C and 2.02C.
 - GEN 3.00. Equipment use: adheres to policies and principles regarding the use, maintenance, and calibration of laboratory equipment. 3.01C, 3.02C, 3.03C and 3.04C.
 - GEN 4.00. Pre-examination: performs steps in the pre-examination phase of testing.

- 4.01C.
- GEN 5.00. Examination: performs steps in the examination phase of testing. 5.01C, 5.02C and 5.03C.
- GEN 6.00. Postexamination: performs steps in the postexamination phase of testing. 6.01C, 6.02C, 6.03C, 6.04B, 6.05C.
- GEN 7.00. Regulatory compliance: complies with regulations and guidelines governing laboratory testing. 7.01B, 7.02C, 7.03C and 7.05B.
- SPH 1.00. Physical environment: works safely in the physical environment of the laboratory facility. 1.01C, 1.02C and 1.03C.
- SPH 2.00. Biological materials: works safely with biological materials in the laboratory. 2.01C, 2.02C, 2.03C, 2.04C and 2.05B.
- SPH 4.00. Chemical materials: works safely with chemical materials in the laboratory. 4.01C, 4.02C, 4.03C and 4.04C.
- SHC 2.00. Safe work practices: designs work practices and procedures to minimize exposure to hazards and to adhere to regulatory requirements. 2.01C, 2.02C, 2.03C and 2.04B.
- SHC 3.00. Personal Protective Equipment (PPE): employs the selection, use, and care of personal protective equipment while being continually mindful of its limitations. 3.01C, 3.02C and 3.03C.
- SHC 4.00. Systems to track hazards: establishes a system to detect and to control or eliminate the underlying causes of hazards or exposures. 4.01C.
- SHC 5.00. Preventive maintenance: conducts regular maintenance to ensure effective functioning of laboratory equipment and to extend the life of equipment. 5.01P and 5.02P.
- SHC 6.00. Decontamination and laboratory waste management: establishes a laboratory waste management plan that adheres to federal, state, and local regulations. 6.01C, 6.02C, 6.03C, 6.04C, 6.05C and 6.06B.
- SAC 4.00. Occupational health and medical surveillance: complies with occupational health and medical surveillance policies. 4.01B, 4.02B, 4.03B and 4.04B.
- SCT 1.00. Hazard communication: promotes safety through effective hazard communication. 1.01C and 1.03C.
- SCT 2.00. Safety training: ensures that safety training needs are identified and training solutions are implemented to meet performance and productivity goals. 2.01B.
- SDR 1.00. Documents and record keeping: ensures staff compliance with agency quality management system (QMS) and statutory, regulatory, accreditation, and licensing requirements for documentation and recordkeeping in relation to the health and safety management systems. 1.01C, 1.03C, 1.06B and 1.07C.
- SRV 1.00. Function of surveillance: recognizes the function of laboratory testing in surveillance. 1.01B.
- SRV 2.00. Notification rules and regulations: complies with national and jurisdictional rules and regulations regarding notifiable results. 2.01C.
- SRV 3.00. Surveillance testing: performs surveillance testing. 3.01B.
- SRV 5.00. Information for surveillance: recognizes vital information needed for surveillance. 5.01B and 5.02B.

- INF 1.00. Laboratory test request and sample receiving: manages sample receiving and the processing of laboratory test requests. 1.01C, 1.02C 1.03C and 1.04C.
- INF 2.00. Test preparation, Laboratory Information Management System (LIMS) processing, test results recording and verification: manages systems for electronic test preparation, LIMS processing, and test results recording and verification. 2.01P, 2.02C, 2.04C and 2.05C.
- INF 4.00. Laboratory test scheduling: manages laboratory test scheduling. 4.01C and 4.03C.
- INF 8.00. Data exchange and interoperability: manages the electronic exchange of laboratory data with data partners. 8.06C and 8.07C.
- INF 12.00. Training, education, and resource management: manages training, education, and information resources. 12.01C.
- F 15.00. QC and QA management: manages quality control and quality assurance processes. 15.05B
- INF 18.00. Core IT products and services: manages core IT hardware, software, and services. 18.12B.

Work Environment:

The Laboratory Technician I must be able to be physically present in the laboratory during their assigned work schedule. They must be able to perform duties and procedures which may require standing or sitting for prolonged periods. They must be comfortable with the normal ambient temperature, humidity, noise, and lighting which prevail in a laboratory environment. At least once per week they must be able to tolerate additional noise generated by vacuum suctioning devices. They need to be able to lift and transfer articles weighing up to 25 pounds. The person must be able to clearly perceive and skillfully manipulate objects and demarcations smaller than 1/16 of an inch; and able to perceive and distinguish colors. They must have sufficient manual dexterity to utilize a computer mouse, keyboard, monitor, and associated peripherals. The person should be able to hear normal speech and be able to respond in kind. They must be able to tolerate interruptions from phones, visitors, and co-workers. They must be able to operate a motor vehicle and use it to attend meetings, trainings, and to collect or drop-off specimens and samples from off-site locations when necessary. They must accept that for rabies testing animal euthanasia for public health purposes may be conducted within the work environment (typically dispatching bats). They must be able to work in independent and team environments.



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Canton City Public Health

Position Description

Canton City Public Health
DRAFT

Approval: This position description was approved by the Board of Health on:

Revision History: Dates of prior approved versions: January 23, 2017

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name



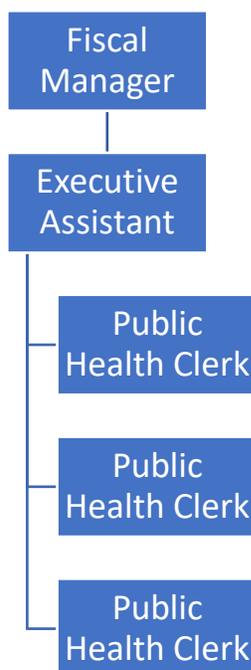
Public Health
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Canton City Public Health

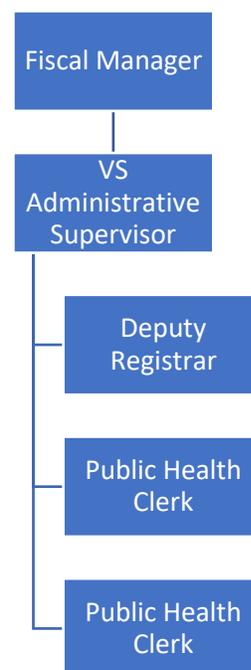
Date: January 27, 2020
To: Canton City Board of Health
From: Jim Adams, Health Commissioner
Subject: Proposed Organization of Administration and Vital Stastics

We are proposing the folloiwng changes in the organizational structure of Administration and Vital Stastics.

- Elimination of the position of Executive Assistant (R4). Many of the functions, specifically accreditation support, IT support and performance management/QI are now part of the Performance Improvement and Accreditation Coordinator position located in OPHII.
- Addition of Vital Statistics Administrative Supervisor (R4) position. This position will incorporate most of the remaining functions previously assigned the Executive Assistant position. This position will also add some HR duties. This position will retain the supervisory responsibility for the vital statistics staff.
- Addition of Deputy Registrar (R3) position. The duties of the deputy registrar were previously completed by the Executive Assistant. This new position will now complete the Deputy Registrar duties and responsibilities. This is a new position in the organizational chart. This person will be designated the Deputy Registrar of Vital Statistics. They will be the expert on the rules and procedures for managing vital statistics records per state law and our polices. This will be a pay range R3 position.



Current Admin/VS Organization



Proposed Admin/VS Organization

Canton City Public Health

UPDATED

**Position Classification Schedule
as of January 27, 2020 for
Admin/VS, EH, Lab and
THRIVE Schedules**

Canton City Public Health
Position Classification Schedule as of January 27, 2020

ADMINISTRATION & VITAL STATISTICS DIVISION

Classification	Code	Allowed # of Employees	Employed by CCPH	Pay Range
Health Commissioner	825	1	1	10
Public Health Clerk II	830	4	1	2
Public Health Clerk I	831		2	1
Deputy Registrar (ADD)	NEW	1	0	3
Fiscal Manager	852	1	1	7
VS Administrative Supervisor (ADD)	NEW	1	0	4
Executive Assistant (DELETE)	853	0	0	4
		8	5	

Canton City Public Health
Position Classification Schedule as of January 27, 2020

ENVIRONMENTAL HEALTH DIVISION

Classification	Code	Allowed # of Employees	Employed by CCPH	Pay Range
Director of Environmental Health	845	1		R8
Director of Environmental Health No MPH	800		1	R7
Staff Sanitarian I	885	10	4	R4
Staff Sanitarian II	855		2	R5
Staff Sanitarian III	856		2	R6
Administrative Specialist III	813	1	1	R4
Recycling Center Manager	849	4	1	R3
Environmental Health Technician	854			R3
Recycling Public Health Technician (Part-time hourly)	853		1	PT13
Vector Control Technician (ADD) (Part-time hourly)	NEW		1	

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Canton City Public Health
Position Classification Schedule as of January 27, 2020

LABORATORY DIVISION

Classification	Code	Allowed # of Employees	Employed by CCPH	Pay Range
Laboratory Director	872	1	1	7
Laboratory Technician I	868	3	1	4
Laboratory Technician II	870			5
Laboratory Technician I (Part-time Hourly)	869		1	PT4
Laboratory Technician II (ADD) (Part-time Hourly)	NEW			
		4	3	

Canton City Public Health
Position Classification Schedule as of January 27, 2020

THRIVE				
Classification	Code	Allowed # of Employees	Employed by CCPH	Pay Range
Project Manager	873	1	1	7
Executive Assistant	853	1	1	4
Epidemiologist I	896	1	1	5
Pathways Community HUB Coordinator	848	1	1	4
Neighborhood Navigator/HUB Assistant	901	1	1	2
Pathways HUB Director (ADD)	NEW	1	0	5



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Board of Health Meeting
Monday, January 27, 2020 @ 12:00pm – Board Room
Resolutions for Approval

1. 2020-01 Payment of Regular Expenses
2. 2020-02 Program Related Travel Expenses
3. 2020-03 Abatement of Public Nuisances

Resolution 2020-01

A resolution authorizing payment of regular expenses which require prior Board approval.

WHEREAS section 3709.31 of the Ohio Revised Code (ORC) requires expenses of a Board of Health or health department of a city health district to be paid on the warrant of the auditor of the city issued on vouchers approved by the board of health or health department of a city health district and signed by the health commissioner or the commissioner's designee.

WHEREAS regular, contracted expenses are incurred and paid on a routine basis.

WHEREAS authorization of certain, regular expenses will enhance the efficiency of administration operations of the health department.

BE IT RESOLVED that regular, contracted expenses incurred from the vendors listed below are approved pursuant to section 3709.31 of the ORC for the period January 1, 2020 through and including December 31, 2020 for the following vendors: Ansell Healthcare Products, AT&T, Copeco, Idexx Laboratories Inc., GlaxoSmithKline, Graphic Enterprises, McKesson, Ohio Edison, Sanofi Pasteur, Spectrum/Time Warner Cable, Stericycle, Synchrony/Amazon and Verizon Wireless.

BE IT RESOLVED that any expense from a contract, agreement or memorandum of understanding previously approved by the Board of Health are approved for payment.

BE IT RESOLVED that any authorized employee expenses are approved for payment.

BE IT RESOLVED that any reimbursements to the State (i.e. vital tech fees, food licenses, etc.) are approved for payment.

BE IT RESOLVED that this resolution is necessary for the operation of Canton City Public Health and that it becomes effective immediately upon passage.

ADOPTED by the Board of Health of Canton City Public Health this 27th day of **January, 2020**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health

Resolution 2020-02

A resolution approving periodic program related travel expense pursuant to section 207 of the Canton City Health Code.

WHEREAS Section 207 of the Canton City Health Code requires that out of district travel expenses be approved by the Board of Health prior to travel.

WHEREAS Section 207 further authorizes the Board of Health to be able to authorize out of district travel on a per program basis.

WHEREAS authorization of out of district travel expenses on a program basis will enhance the efficiency of administration operations of the health department.

BE IT RESOLVED that out of district travel that does not include overnight travel expenses for all funds are approved pursuant to section 207 of the Canton City Health Code by the Board of Health for the period of January 1, 2020 through and including December 31, 2020.

BE IT RESOLVED that this resolution is necessary for the operation of Canton City Public Health and that it becomes effective immediately upon passage.

ADOPTED by the Board of Health of Canton City Public Health this **27th** day of **January, 2020**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health

Resolution 2020-03

A resolution by the Board of Health of the Canton City Health District, State of Ohio authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances.

BE IT RESOLVED BY the Board of Health of the Canton City Health District that the President and Secretary of the Board on behalf of the Board of Health, be and are hereby authorized and directed to certify the attached list marked as exhibit A of costs and expenses for the purification and abatement of nuisances to the Stark County Auditor to be entered upon the tax duplicate for the subject properties to be a lien upon such land from the date of entry and to be collected as other taxes and assessments pursuant to sections 3707.01 and 3707.02 of the Ohio Revised Code.

ADOPTED by the Board of Health of the Canton City Health District this **27th** day of **January 2020**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health

Exhibit A – Page 1

List of Properties for Certification to the Stark County Auditor
for expenses related to the purification of the properties
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code

October 1, 2019 – December 31, 2019

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
420 Collins NW 232605 Mark and Frances Mills	HDIS20142305 01/26/2015 10/2/19	391.70
1316 – 5 th St NW 201005 Thurman and Joann Spicer	SCF5755638 05/20/2019 10/2/19	201.80
1923 Cleveland Ave SW 217913 Christie Nelson	SCF5924936 06/24/2019 10/3/19	201.80
503 – 13 th St NW 209530 Tenancy LLC - Trustee	HDIS20150161 03/23/2015 11/19/19	279.54
1106 – 16 th St NW 233476 ACM Vision V LLC	SCF6653832 10/28/2019 11/19/19	279.54
1228 – 18 th St NW 225142 Stephen Filliez	SCF4703205 08/27/2018 11/19/19	279.54
1435 – 12 th St NW 220175 Tom Woosnam	SCF6413627 08/26/2019 11/19/19	279.54
1406 – 8 th St NW 220825 Crystal McCalla and Sean Michael Mayle	SCF6653569 10/28/2019 11/19/19	279.54
706 Garfield Ave SW 205705 Gordon Travis	SCF6039657 07/22/2019 11/19/19	280.90
806 Prospect Ave SW 203567 Yellowfin Properties LLC	SCF5385691 03/25/2019 11/19/19	280.90
2240 – 10 th St NW 236132 Lakeisha and Paul Miles	SCF6721323 10/28/2019 11/19/19	280.80
716 High Ave NW 208032 Palladium-Broomwell Holdings LLC	SCF6877357 10/28/2019 11/20/19	282.90

Total

\$3,318.60

Exhibit A – Page 2

List of Properties for Certification to the Stark County Auditor
for expenses related to the purification of the properties
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code
October 1, 2019 – December 31, 2019

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
609 Arlington Ave NW 235704 JB's Renovations and Remodeling LLC	SCF6533405 09/23/2019 11/20/19	282.90
617 Sandal Pl NE 10011687 Bobby Dailey	SCF6721372 10/28/2019 11/20/19	282.90
1416 – 4 th St NE 220484 Steve Filliez	HDIS20170768 08/28/2017 11/21/19	598.67
2012 Endrow Ave NE 201857 C J Williams	SCF6519461 09/23/2019 11/21/19	229.04
203 Warner Rd NE 216135 Steve Filliez	HDIS20170532 08/28/2017 11/21/19	229.04
2503 Harmont Ave NW 239999 Tom Woosnam	SCF6246216 09/23/2019 11/21/19	229.04
2148 Georgetown Rd NE 230929 Ronald Hill	SCF6016203 10/28/2019 11/21/19	229.04
607 High Ave SW 224174 Henry and Diana Nelson, Et al	SCF6825252 11/25/2019 12/13/19	175.93
Total		\$2,256.56
		Overall \$5,575.16



Public Health
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Canton City Public Health

Board of Health Meeting
Monday, January 27, 2020 @ 12:00pm – Board Room
Division Reports

1. Medical Director – **No report**
2. Nursing/WIC
3. Laboratory
4. OPHI/Surveillance – **No report**
5. THRIVE – **No report**
6. Environmental Health
7. Air Pollution Control – **No report**
8. Vital Statistics
9. Fiscal
10. Health Commissioner
11. Accreditation Team – **No report**
12. Quality Improvement and Performance Management – **No report**

Canton City Public Health

December 2019 Report (Meeting 1/27/20)

NURSING DIVISION

Jon Elias, M.D.
Medical Director

Diane Thompson, R.N., M.S.N., DON
Nursing Division

CLINIC SERVICES

	# of Clinics	# Attending	YTD
Immunization Clinic	6	38	455**
Tuberculosis (TB) Mantoux	6	18	194
Travel	2	13	224
S.T.I.	9	70	850**
C.T.R. Clinic	4	2	30
C.T.R. – # Qualified & Tested		1	23
C.T.R. – Appointments		0	2
Field/Outreach Testing		5	18
SWAP	4	315	2,756
SWAP Testing		1	25
SWAP Vaccination Clinic	4	0	41
Hepatitis A Outbreak Clinic	0	0	124

** Corrected

DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	235	2,985	119	1,665

HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD	Discordant	Discordant YTD
Tests Performed	14	180	0	5	0	4
Results Given	14	179**	0	5	0	4

** Corrected

HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	0	0	5	2
Stark County*	1	0	9	0

* excludes Canton City Residents

HIV Infection includes all persons infected with HIV and/or symptomatic of HIV related disease. AIDS reports include only those who meet the CDC AIDS definition.

SPECIAL PROGRAMS

	SESSIONS/VISITS/ CONTACTS		# ATTENDING	
	Month	YTD	Month	YTD
Nursing School Students/Physician Affiliations			2	33
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	0	13	0	448
Get Vaccinated (GV) Ohio Grant – Maximizing Office Based Immunization Programs (MOBI) & Teen Immunization Education Sessions (TIES) – Goal of 25 per grant year July 1 st – June 30 th	0	10		
Get Vaccinated (GV) Ohio Grant – Immunization Quality Improvement for Providers (IQIP) – Goal of 7 per grant year July 1 st – June 30 th	5	7		
DIS Interviews and/or Visits	8	131		
Linkage to Care visits	5	24		
PAPI (Prevention Assistance Program Interventions) referrals	3	43		
PAPI (Prevention Assistance Program Interventions) enrollment	0	6		
Bureau for Children with Medical Handicaps (BCMH) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1 st -June 30 th]	1	53		

**WIC Division
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY19: 2,167

Assigned Stark Project Caseload FY19: 5,711

WIC Fiscal Year 2019 <i>October 2018 – September 2019</i>		
	Canton City	Total for Stark Project
July 2019	2,169	5,619
August 2019	2,141	5,581
September 2019	2,167	5,593

Assigned Caseload for Canton WIC FY20: 2,061

Assigned Stark Project Caseload FY20: 5,437

WIC Fiscal Year 2020 <i>October 2019 – September 2020</i>		
	Canton City	Total for Stark Project
October 2019	2,166	5,563
November 2019	2,082	5,410
December 2019	2,030	5,251

Advances in HIV Treatment, Prevention, and Biomedical Options (PrEP)

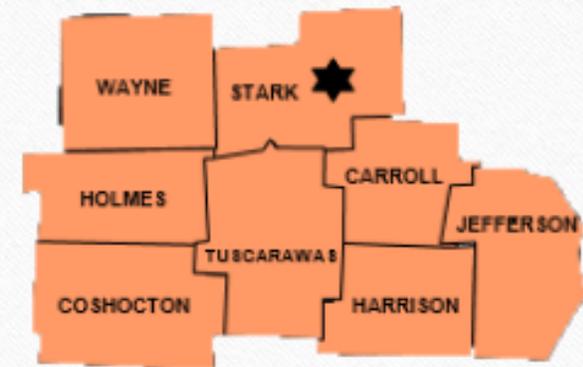
David McCartney- EIS

HIV Prevention Team

CCPH Board Meeting 1/27/2020

State of HIV in Ohio

- In 2018, 989 incident cases of HIV
 - Region 5= 41 cases (4% of OH)
 - 22 in Stark [54% region 5] (2.22% OH)
- In 2019
 - Not confirmed yet...



HIV Treatment Now

- Long term manageable condition
 - Follow up every 3-6 months
- In the last decade, 24 new HIV medications on the market
 - Half are single pill regimens
 - Convenience
- Undetectable=Untransmittable (U=U)/ Treatment as Prevention (TasP)
 - If HIV+ and viral load is undetectable on test, there is a 0% chance of HIV transmission through sexual activity

HIV Prevention

Then

- Condoms
 - Internal and external (female and male)
- Abstinence only sexual education
- Limiting partners
- Stigma/Shame/Fear

Now

- Condoms
- Comprehensive sexuality education
 - Not widely dispersed
- Biomedical options (PrEP)

Biomedical HIV Prevention (PrEP)

- Truvada

- Approved in 2012
- 1 pill a day
 - 4 doses/week=99% protection
- Potential side effects
 - Headache, GI upset,
 - Small risk of bone density and kidney damage

- Descovy

- Approved in Oct. 2019
 - Not approved for vaginal/frontal sex
 - Impacts cis-females and trans-males
- 1 pill a day, 4/doses
- Less risk of bone/kidney damage
 - Weight gain, dyslipidemia

What's the Hold-up?

- Cost
- Doctors appointments every three months
- 2-1-1 method not approved, so pill everyday can be a barrier
- Insurance coverage
- Stigma
 - Of taking PrEP
 - Of being HIV+
- Misleading information/commercials

Looking Forward

Ideal

- HIV vaccine
- HIV cure
 - CRISPR/ Gene editing

Practical

- Long acting PrEP
- Other delivery methods
 - Injectable, implant, vaginal rings

Citations

- Information gathered from
 - ODH HIV Surveillance page
 - CDC pages on HIV, PrEP, and U=U

Canton City Public Health

December 2019 (Meeting 1/27/20)

LABORATORY

Program	Tests	Tests Positive	Proficiency Testing	YTD Samples Tested	YTD Samples Positive	YTD Proficiency Testing
WATER:						
Private	117	42	0	1639	561	0
Public	15	0	0	417	15	21
Commercial	20	0	0	312	7	0
Other	0	0	0	249	11	0
FOOD SERVICES:						
Frozen Desserts	0	0	0	154	0	0
Other Exams	0	0	0	0	0	0
CLINICAL:						
Gonorrhea-smear	19	1	5	210	23	20
N.G.U.	19	11	0	210	126	0
Gonorrhea-culture	29	1	0	399	4	15
Oxidase Reflex	22	2	0	281	14	8
Culture Gram Stain Reflex	2	1	0	14	12	2
Sugar Confirmation Reflex	1	1	0	12	4	2
Gonorrhea-Gene amp.	62	1	0	717	39	15
Chlamydia-Gene amp.	62	7	0	717	67	15
Syphilis Serology Qualitativ	48	6	5	625	44	15
Syphilis Serology Quantitat	6	6	3	44	44	9
Candida	20	2	0	244	34	6
Gardnerella	20	12	0	244	123	6
Trichomonas	20	1	0	244	26	6
Pregnancy-urine	0	0	0	64	1	0
HIV screen	14	0	0	181	7	0
HIV Insti Confirmatory	0	0	0	8	5	0
Blood Lead	0	0	0	8	1	4
HCV Antibody screening	0	0	0	16	5	0
MISCELLANEOUS:						
Pollen counts	0	0	0	140	140	0
Other Exams	0	0	0	4	2	0
Misc. (insects, etc.)	0	0	0	3	3	0



Public Health
Prevent. Promote. Protect.

Canton City Public Health
Laboratory

Laboratory 2019 Client Satisfaction Survey Results Summary

On December 2nd 2019 an 8 question survey was sent via email to 63 water clients and via USPS to 16 clients. 18 (29%) email clients responded and 8 (50%) USPS clients responded for a total response rate of 32%.

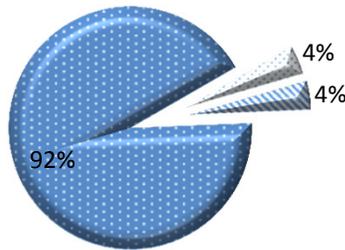
Question 1: How pleased are you with our services? Please explain your answer below.

92% of our clients were "Very Satisfied" with our service.

No Respondents were "Dissatisfied" or "Very Dissatisfied" with our service.

Client Satisfaction

Neutral Satisfied Very satisfied



Reasons Why Included:

Everyone was very courteous and results were within 2 days

Prompt

Accessibility and personable

Speedy Turn-Around, reliable

Staff are great to work with

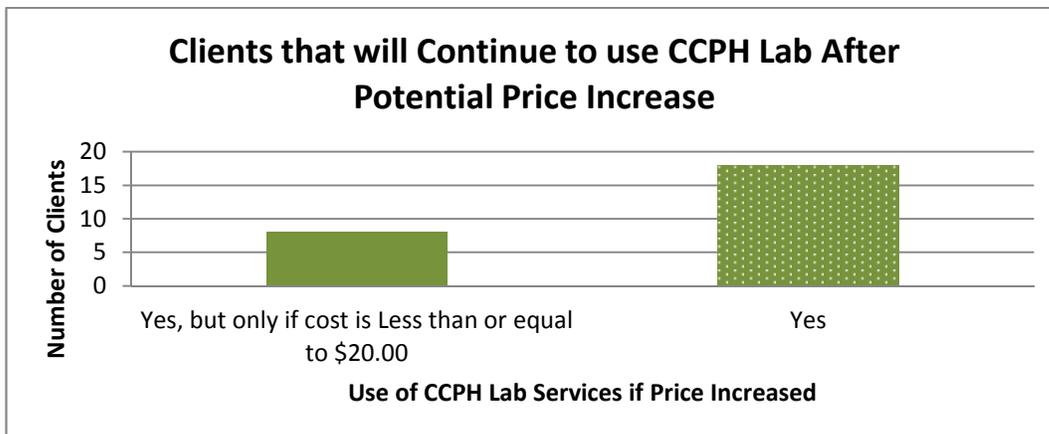
Staff is always helpful and ready to take care of any questions or concerns we may have

Staff is very friendly, efficient and willing to help in any way possible

The staff is so concerned and polite

Easy in and out, results are fast

Question 2: The cost for services at CCPH Laboratory has not increased in over 15 years, IF there was an increase, would you continue to use our services?



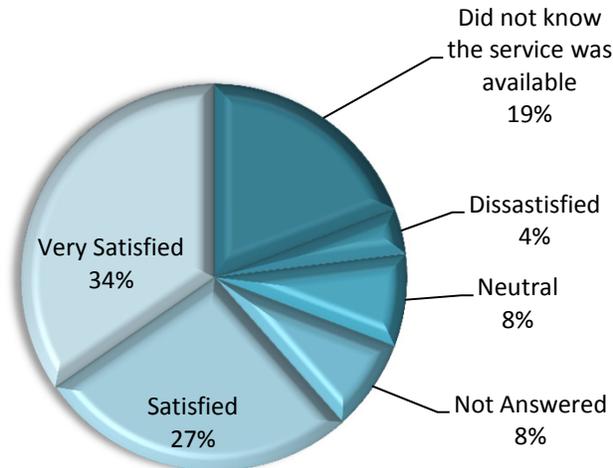
All 26 of the respondents stated they would continue to use the CCPH Lab if there was a price increase.

Question 3: Approximately, how many years has your organization used the CCPH Laboratory for your testing needs:

69% of respondents have been using the CCPH lab for 5 or more years
31% of respondents have only been using the CCPH lab for 0-4 years

Question 4: How satisfied are you with the use of Ream and Haager services for chemical testing? Please explain your answer below.

Satisfaction with Ream & Haager Services



Reason why clients liked Ream & Haager Lab included:

- accessible
- its an easy process
- have never had any issues
- it's nice to be able to drop samples at CCPH.

Reasons why clients did not like Ream & Haager Lab included:

- poor service
- can use Adams Lab in Akron, 7 days a week at a lower cost.

Question 5: Do you have any suggestions to improve the use of Ream and Haager services?

One respondent suggested that we change the send out lab while another suggested to make the reports more self-explainable.

Question 6: Would you recommend the Canton City Public Health Laboratory to a friend or colleague?

All 26 respondents would recommend our lab to a friend or colleague. Respondents commented that we are reliable, efficient, friendly, professional, convenient, and supportive. One respondent indicated that they have already recommended us.

Question 7: Do you have any suggestions to improve the services or convenience of CCPH Laboratory?

- 80% did not offer any suggestions for improvement
- 8% would like to have an after-hours drop box
- 4% would like to keep the price lower than competitors
- 4% would like to see the availability of the lab increase/Friday hours
- 4% would like free cookies and coffee

Canton City Health Department

December 2019 (Meeting 1/27/2020)

Environmental Health

NUISANCE/RECYCLE CENTER UPDATES: Joe Caplea of Studio Architects has assisted us in obtaining an extension to our temporary certificate of occupancy from the City Building Dept. City IT Dept. has contacted ProTech to set up a new camera system at the Recycle Center. Cameras will be installed by ProTech within two months and maintained by City IT. During the Hearing portion of our Board Meeting December 17, Bill Sherer, Canton City Council President, asked for assistance with enforcing residents to vacate premises when they do not have running water. I requested a meeting with Mayor Bernabei, Jim Adams, Myself, Gus Dria, Board Member Pat Wyatt, Council President Bill Sherer, JR Rinaldi of Bldg & Code, Kelly Parker and Kristen Aylward Bates of City Law Dept. We met on January 10 to discuss and revise our procedures. We have updated the verbiage in our Emergency Order to Restore Water to state that the resident must either restore running water or vacate the premises.

ODH Sewage Survey was conducted on October 9. We have not yet received our report from ODH.

ODH Pool Survey was conducted on January 9. We have not received our report for that survey, either.

FOOD UPDATES: Food license renewals were mailed out on Friday, January 24, along with food rule updates and customer satisfaction surveys. All new sanitarians are trained in Food and will begin getting facility assignments at the start of the new food licensing year March 1, 2020. Fire is now sending fire reports to us, which we've never received before. Capt. Derek Paige of Canton City Fire has requested to inspect mobile food trucks and new brick and mortar facilities with us during our initial licensing and to receive from us a list of all food events in the City. That will assist them in completing their required Fire inspections. In addition, Capt. Paige requested a joint training with Fire and Health Inspectors this spring so we can meet each other and learn what each department looks at in food facilities, as well when to call each other for assistance. Though we've always had a good relationship between Fire and Health, this will improve communication and understanding of each department's jobs.

ODA received and approved our updated Canton City Health Code Section 201 Definitions and General Provisions. They also requested our enrollment in the FDA's Voluntary National Retail Food Regulatory Program Standards. The FDA voluntary program will help improve our Food Program, document EH's annual requirement for a QI project, and can be used for CCPH's re-accreditation purposes, too.

Canton City Health Department

December 2019 (Meeting 01/27/2019)

Environmental Health

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	Annual Inspection Goal
Nuisance Cases Opened	134	206	201	207	226	114	156	168	151	132	116	103	1,914	N/A
Nuisance Cases Acknowledged	129	205	201	202	225	110	149	161	142	130	114	101	1,869	N/A
Nuisance Cases Closed	111	165	130	152	162	73	115	132	106	90	75	66	1,377	N/A
Days to Acknowledge	0.45	5.2	0.45	0.95	0.4	0.2	0.18	0.15	0.03	0.05	0.18	0.13	0.55	N/A
Days to Close	0.45	4.45	5.7	6.36	5.8	5.9	6.48	3.28	9.18	4.55	4.35	5	12.98	N/A
Tires Recycled, lbs	7,660	23,580	37,020	29,480	77,280	27,340	28,200	N/A	N/A	N/A	N/A	N/A	230,560	N/A
# of Tires (estimated)	383	1,179	1,851	1,474	3,864	1,367	1,410	N/A	N/A	N/A	N/A	N/A	11,528	N/A
Household Hazardous Waste, lbs	8,545	4,841	6,066	12,337	14,819	20,418.50	11,528	N/A	N/A	N/A	N/A	N/A	78,554.51	N/A

Household Hazardous Waste Customers	0	0	308	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	308	N/A
E-Waste & Misc Metals, lbs	3,140	9,826	0	9,310	11,244	N/A	N/A	N/A	N/A	N/A	N/A	N/A	33,520	N/A
Scrap Steel, lbs (Sanitation Bin)	5,370	8,960	13,400	11,390	13,490	15,051	N/A	N/A	N/A	N/A	N/A	N/A	67,661	N/A
Commodity Sales	628	1,691.19	892.86	1,456.30	1,097.93	6,156.07	5,806.88	1,470.23	722.4	766.7	278.85	330.65	21,298.04	N/A
Rabies Cases	17	24	24	29	35	43	45	30	29	22	20	19	337	N/A
Plan Reviews Received	1	2	3	2	2	0	2	0	3	0	1		16	N/A
Plan Reviews Approved	1	3	0	1	2	0	2	0	7	1	0		17	N/A
*Food Inspections	121	339	13	78	95	96		143	69	66	81	91	1,192	917
Mobile	1	0	1	9	1	3	6	1	0	0	0	0	22	N/A
Temporary Event Inspections	3	4	19	5	14	20	2	42	13	5	1	2	130	N/A
Vending Inspections	47	12	0	0	0	0	0	0	0	0	1	7	67	
Swimming Pools / Spas	0	0	0	0	3	6	8	0	0	0	0	1	18	18
Schools	2	3	0	15	12	0	0	1	0	4	8	10	55	38
Body Art (Tattoos)	1		0	1	0	0	0	1	0	1	4		8	8

Smoking Complaints		1		1		1		1	3		1		2	10	N/A
Lead Clearances							1			3			2	6	N/A

actions includes standard, follow up, complaint, consultations, prelicensing, 30-day, critical control point, process review, consultations and complaint in

Canton City Public Health

December Report 2019 (Meeting 1/27/20)

VITAL STATISTICS

Certificates Issued	DEC 2019	2019 YTD	2018 YTD
Death Certificates Issued	487	6,666	6,881
Birth Certificates Issued	714	10,557	9,280

*Births Total Residents & Nonresidents	DEC 2019	2019 YTD	2019 YTD
Births	342	4,239	
Unmarried Parent Births	180	2,113	50%
Births to Mothers aged 14 and under	-	4	0%
Births to Mothers aged 15 - 17	5	75	2%
Births to Mothers aged 18 - 19	20	213	5%
Births to Mothers aged 20 - 24	73	1,048	25%
Births to Mothers aged 25 - 29	118	1,403	33%
Births to Mothers aged 30 - 34	88	987	23%
Births to Mothers aged 35 - 39	30	430	10%
Births to Mothers aged 40 - 44	8	76	2%
Births to Mothers aged 45 and over	-	3	0%

Deaths in Canton City	DEC 2019	2019 YTD	YTD Male	YTD Female
Total	120	1,803	51%	49%
Deaths aged less than 1 day	-	4	75%	25%
Deaths aged less than 1 year	-	2	100%	0%
Deaths aged 1 - 3	-	2	50%	50%
Deaths aged 4 - 9	-	1	100%	0%
Deaths aged 10 - 19	1	5	80%	20%
Deaths aged 20 - 29	2	31	61%	39%
Deaths aged 30 - 39	2	56	59%	41%
Deaths aged 40 - 49	3	58	60%	40%
Deaths aged 50 - 59	14	194	55%	45%
Deaths aged 60 - 69	25	377	54%	46%
Deaths aged 70 - 79	36	437	54%	46%
Deaths aged 80 and over	36	630	43%	57%

Based on the number of births and deaths registered for the month of December 2019.

**Canton City Public Health
2019 Vital Statistics Revenue**

BIRTH AND DEATH RECORD FEES

The cost for a customer to purchase a birth or death record is \$25.00. The Health Department keeps \$11.64 of each record sold. \$13.36 per record is paid to the Ohio Department of Health (ODH) and amounts are distributed to ODH, the Domestic Violence Fund and the Ohio Children Trust Fund.

	Records Paid For	Total Fees Paid	Domestic Violence Prev. Fund	Ohio Children Trust Fund	ODH Fees	TOTAL VS Fees to Pay	Amount CCPH Keeps
		\$25.00/each	\$1.45	\$2.91	\$9.00	\$13.36	\$11.64
1st Qtr19	4,453	\$111,325.00	\$6,456.85	\$12,958.23	\$40,077.00	\$59,492.08	\$51,832.92
2nd Qtr19	4,118	\$102,950.00	\$5,971.10	\$11,983.38	\$37,062.00	\$55,016.48	\$47,933.52
3rd Qtr19	4,810	\$120,250.00	\$6,974.50	\$13,997.10	\$43,290.00	\$64,261.60	\$55,988.40
4th Qtr19	3,842	\$96,050.00	\$5,570.90	\$11,180.22	\$34,578.00	\$51,329.12	\$44,720.88
TOTALS	17,223	\$430,575.00	\$24,973.35	\$50,118.93	\$155,007.00	\$230,099.28 53%	\$200,475.72 47%

BURIAL PERMIT FEES

The cost for a funeral home to purchase a burial permit is \$3.00. The Health Department keeps \$0.50 of each permit and \$2.50 is paid to the Ohio Division of Real Estate and Professional Licensing (through the Department of Commerce).

	Burial Permits Paid For	Total Fees Paid	Ohio Division of Real Estate	TOTAL VS Fees to Pay	Amount CCPH Keeps
		\$3.00/each	\$2.50	\$2.50	\$0.50
1st Qtr19	434	\$1,302.00	\$1,085.00	\$1,085.00	\$217.00
2nd Qtr19	392	\$1,176.00	\$980.00	\$980.00	\$196.00
3rd Qtr19	395	\$1,185.00	\$987.50	\$987.50	\$197.50
4th Qtr19	358	\$1,074.00	\$895.00	\$895.00	\$179.00
TOTALS	1,579	\$4,737.00	\$3,947.50	\$3,947.50 83%	\$789.50 17%

BIRTH CERTIFICATE COVERS

The cost for a customer to purchase a plastic cover for their birth certificate is \$0.50. The Health Department purchases Heavyweight Sheet Protectors and cuts them to fit a birth certificate.

	Plastic Covers Paid for	Total Fees Paid		
		\$0.50/each		
1st Qtr19	165	\$82.50	Boxes of Plastic Covers Purchased	9 100 covers/box
2nd Qtr19	234	\$117.00	Cost Per Box	\$17.76
3rd Qtr19	292	\$146.00	Total Cost of Plastic Covers	\$159.84
4th Qtr19	222	\$111.00	Total # of Plastic Covers	900
			Cost Per Cover to Purchase	\$0.18
TOTALS	913	\$456.50	Profit of \$0.32 for every plastic cover sold.	\$292.16

TOTAL Net Revenue for Vital Statistics in 2019 **\$201,557.38**

Canton City Public Health Vital Statistics Birth and Death Certificates Issued

	Birth	Death	
2015	9,411	6,653	16,064
2016	9,649	6,667	16,316
2017	9,723	6,492	16,215
2018	9,280	6,881	16,161
2019	10,557	6,666	17,223
	48,620	33,359	81,979

*Increase due to the new driver's license/ID's

Online Orders			
	Birth	Death	
2015	840	49	889
2016	1,047	93	1,140
2017	966	78	1,044
2018	416	26	442
2019	970	50	1,020
	4,239	296	4,535

Telephone Orders			
	Birth	Death	
2015	559	70	629
2016	449	90	539
2017	493	173	666
2018	856	224	1,080
2019	757	188	945
	3,114	745	3,859

11/13/2017 - 6/11/2018 (7 Months)

Online order system down

Mail In Orders			
	Birth	Death	
2015	675	199	874
2016	699	290	989
2017	771	298	1,069
2018	642	227	869
2019	503	219	722
	3,290	1,233	4,523

Walk In Orders			
	Birth	Death	
2015	7,337	6,335	13,672
2016	7,454	6,194	13,648
2017	7,493	5,943	13,436
2018	7,366	6,404	13,770
2019	8,327	6,209	14,536
	37,977	31,085	69,062

* The numbers for online, telephone, mail in and walk in are the number of birth and death certificates issued through each method. **Not** the number of people who ordered.

City of Canton, OH
Statement Of Cash Position

Report Date: 12/31/2019

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
Fund Category: 1 - Governmental Funds								
Fund Type: 12 - Special Revenue Funds								
2312 - STD Control Program	\$145,411.52	\$6,460.48	\$40,793.59	\$7,912.40	\$35,360.94	\$150,844.17	\$347.82	\$150,496.35
2313 - Local Health Dept Prev Support	\$231,946.87	\$0.00	\$54,932.85	\$10,421.01	\$64,225.98	\$222,653.74	\$0.00	\$222,653.74
2314 - Infant Mortality Reduction	\$203,756.23	\$63,788.52	\$1,491,736.12	\$111,106.78	\$923,788.97	\$771,703.38	\$209,406.88	\$562,296.50
2315 - HTLV Antibody (Aids)	\$3,635.85	\$0.00	\$774.00	\$0.00	\$836.54	\$3,573.31	\$0.00	\$3,573.31
2316 - WIC	\$377,808.98	\$68,621.02	\$1,324,252.37	\$148,580.89	\$1,321,833.05	\$380,228.30	\$68,318.95	\$311,909.35
2317 - Local Health Assessment	\$3,466.30	\$0.00	\$0.00	\$0.00	\$3,466.30	\$0.00	\$0.00	\$0.00
2318 - HIV Prevention	\$333,233.96	\$37,492.27	\$306,586.71	\$70,300.12	\$265,841.55	\$373,979.12	\$21,192.20	\$352,786.92
2319 - Early Intervention Services	\$0.00	\$9,113.47	\$78,458.45	\$15,933.71	\$67,990.77	\$10,467.68	\$204.12	\$10,263.56
2320 - Nursing Clinic Activity Fund	\$430,798.18	\$15,026.48	\$158,963.20	\$27,219.61	\$124,093.67	\$465,667.71	\$8,100.99	\$457,566.72
2321 - Get Vaccinated Ohio (IAP)	\$72,487.15	\$8,389.00	\$111,658.29	\$12,647.25	\$105,678.55	\$78,466.89	\$29,129.00	\$49,337.89
2322 - Dental Sealant	\$98,319.38	\$11,886.00	\$53,322.10	\$14,967.24	\$97,166.28	\$54,475.20	\$515.79	\$53,959.41
2323 - Personal Responsibility Ed Pr Fd	\$86,655.38	\$0.00	\$147,346.55	\$24,663.29	\$135,103.93	\$98,898.00	\$0.00	\$98,898.00
2324 - NALOXONE ACCESS GRANT FUND	\$0.00	\$0.00	\$45,000.00	\$1,937.59	\$4,243.76	\$40,756.24	\$822.53	\$39,933.71
2325 - Ohio Early Start	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2326 - Healthy Start	\$6,234.31	\$0.00	\$0.00	\$0.00	\$6,234.31	\$0.00	\$0.00	\$0.00
2327 - Lead Assessment Fund	\$24,295.75	\$0.00	\$1,436.14	\$72.00	\$436.25	\$25,295.64	\$613.75	\$24,681.89
2328 - Public Health Infrastructure	\$55,545.17	\$1,260.00	\$86,362.43	\$19,502.54	\$85,571.22	\$56,336.38	\$1,062.00	\$55,274.38
2329 - Smoke Free Ohio	\$22,146.25	\$125.00	\$1,795.61	\$0.00	\$0.00	\$23,941.86	\$0.00	\$23,941.86
2331 - Air Pollution (134)	\$580,267.30	\$196,504.00	\$989,431.24	\$156,093.39	\$828,155.68	\$741,542.86	\$64,928.02	\$676,614.84
2332 - Air Pollution (135)	\$42,030.66	\$0.00	\$14,246.51	\$0.00	\$0.00	\$56,277.17	\$0.00	\$56,277.17
2335 - EARLY HEAD START PROGRAM	\$16,375.78	\$3,240.51	\$18,819.08	\$2,985.38	\$10,680.65	\$24,514.21	\$512.60	\$24,001.61
2351 - Food Protection Program	\$171,286.61	\$2,641.25	\$273,459.32	\$42,245.75	\$216,605.21	\$228,140.72	\$638.00	\$227,502.72
2352 - Private Water Supply	\$336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$336.50	\$0.00	\$336.50
2353 - Swimming Pool	\$34,819.74	\$0.00	\$5,428.82	\$191.75	\$2,540.80	\$37,707.76	\$35.00	\$37,672.76
2354 - Solid Waste Program	\$178,086.53	\$1,259.50	\$96,168.40	\$22,699.27	\$99,915.33	\$174,339.60	\$1,218.57	\$173,121.03
2355 - Infectious Waste Registration	\$415.33	\$0.00	\$0.00	\$0.00	\$415.33	\$0.00	\$0.00	\$0.00

City of Canton, OH
Statement Of Cash Position

Report Date: 12/31/2019

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
2356 - Body Art	\$17,229.28	\$640.00	\$2,022.58	\$0.00	\$0.00	\$19,251.86	\$0.00	\$19,251.86
Fund Type 12 - Special Revenue Funds Subtotal:	\$3,136,589.01	\$426,447.50	\$5,302,994.36	\$689,479.97	\$4,400,185.07	\$4,039,398.30	\$407,046.22	\$3,632,352.08
Fund Category 1 - Governmental Funds Subtotal:	\$3,136,589.01	\$426,447.50	\$5,302,994.36	\$689,479.97	\$4,400,185.07	\$4,039,398.30	\$407,046.22	\$3,632,352.08
Grand Total:	\$3,136,589.01	\$426,447.50	\$5,302,994.36	\$689,479.97	\$4,400,185.07	\$4,039,398.30	\$407,046.22	\$3,632,352.08

City of Canton, OH
Budget by Fund Category Report
 12/31/2019
 Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
1 - Governmental Funds									
Revenue									
52 - Licenses and permits	\$286,600.00	\$0.00	\$286,600.00	\$3,931.25	\$0.00	\$278,959.52	\$7,640.48	97%	\$306,292.96
53 - Intergovernmental revenue	\$3,751,670.00	\$323,795.00	\$4,075,465.00	\$387,911.86	\$0.00	\$4,506,856.72	(\$431,391.72)	111%	\$4,016,472.78
54 - Charges for services	\$354,500.00	\$0.00	\$354,500.00	\$33,516.82	\$0.00	\$397,090.30	(\$42,590.30)	112%	\$277,318.71
56 - Other misc revenue	\$1,300.00	\$0.00	\$1,300.00	\$1,087.57	\$0.00	\$50,087.82	(\$48,787.82)	3,853%	\$9,888.89
83 - Transfer in - from other fund	\$40,000.00	\$15,000.00	\$55,000.00	\$0.00	\$0.00	\$70,000.00	(\$15,000.00)	127%	\$0.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$4,434,070.00	\$338,795.00	\$4,772,865.00	\$426,447.50	\$0.00	\$5,302,994.36	(\$530,129.36)	111%	\$4,609,973.34
Expense									
61 - Salary and benefits	\$2,014,246.00	\$47,240.22	\$2,061,486.22	\$148,282.30	\$0.00	\$1,864,199.41	\$197,286.81	90%	\$1,780,560.48
62 - Payroll fringes	\$845,965.00	\$23,804.78	\$869,769.78	\$321,120.46	\$0.00	\$776,214.73	\$93,555.05	89%	\$820,940.13
70 - Services	\$1,456,294.00	\$349,048.60	\$1,805,342.60	\$180,576.61	\$330,500.83	\$1,418,676.84	\$56,164.93	97%	\$3,604,024.35
71 - Utilities	\$9,075.00	\$7,223.91	\$16,298.91	\$784.65	\$2,635.86	\$8,583.48	\$5,079.57	69%	\$6,112.10
73 - Supplies	\$243,666.00	\$131,315.06	\$374,981.06	\$30,761.29	\$34,637.50	\$227,535.54	\$112,808.02	70%	\$165,439.89
74 - Refunds, claims and reimbursements	\$17,787.00	\$87.45	\$17,874.45	\$382.77	\$673.00	\$13,424.22	\$3,777.23	79%	\$16,911.33
75 - Capital Outlay	\$21,200.00	\$42,465.34	\$63,665.34	\$1,463.06	\$37,649.50	\$24,246.41	\$1,769.43	97%	\$11,546.57
77 - Other	\$60,081.00	\$22,428.84	\$82,509.84	\$6,108.83	\$949.53	\$57,188.50	\$24,371.81	70%	\$57,446.74
81 - Transfer out - due to other fund	\$0.00	\$60,115.94	\$60,115.94	\$0.00	\$0.00	\$10,115.94	\$50,000.00	17%	\$0.00
Revenue Totals:	\$4,434,070.00	\$338,795.00	\$4,772,865.00	\$426,447.50	\$0.00	\$5,302,994.36	(\$530,129.36)	111%	\$4,609,973.34
Expenditure Totals:	\$4,668,314.00	\$683,730.14	\$5,352,044.14	\$689,479.97	\$407,046.22	\$4,400,185.07	\$544,812.85	90%	\$6,462,981.59
1 - Governmental Funds Net Totals:	(\$234,244.00)	(\$344,935.14)	(\$579,179.14)	(\$263,032.47)	(\$407,046.22)	\$902,809.29	(\$1,074,942.21)		(\$1,853,008.25)
Revenue Grand Totals:	\$4,434,070.00	\$338,795.00	\$4,772,865.00	\$426,447.50	\$0.00	\$5,302,994.36	(\$530,129.36)	111%	\$4,609,973.34
Expenditure Grand Totals:	\$4,668,314.00	\$683,730.14	\$5,352,044.14	\$689,479.97	\$407,046.22	\$4,400,185.07	\$544,812.85	90%	\$6,462,981.59
Grand Totals:	(\$234,244.00)	(\$344,935.14)	(\$579,179.14)	(\$263,032.47)	(\$407,046.22)	\$902,809.29	(\$1,074,942.21)		(\$1,853,008.25)



Budget by Account Classification Report

Through 12/31/19
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1001 - General Operating									
REVENUE									
Licenses and permits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Intergovernmental revenue	19,400.00	.00	19,400.00	.00	.00	20,130.52	(730.52)	104	24,967.14
Charges for services	447,100.00	.00	447,100.00	.00	.00	367,286.20	79,813.80	82	445,594.70
Fines and forfeitures	.00	.00	.00	.00	.00	24.00	(24.00)	+++	50.00
Other misc revenue	500.00	.00	500.00	475.59	.00	28,413.65	(27,913.65)	5683	6,565.51
REVENUE TOTALS	\$467,000.00	\$0.00	\$467,000.00	\$475.59	\$0.00	\$415,854.37	\$51,145.63	89%	\$477,177.35
EXPENSE									
Salary and benefits	1,027,309.00	(170,900.00)	856,409.00	966.54	.00	799,104.75	57,304.25	93	933,007.96
Payroll fringes	435,616.00	(27,250.00)	408,366.00	20,984.73	.00	371,890.80	36,475.20	91	442,859.75
Services	113,765.00	15,750.01	129,515.01	1,568.43	552.44	97,257.02	31,705.55	76	104,372.07
Utilities	44,714.00	3,499.81	48,213.81	.00	21,610.65	25,860.39	742.77	98	38,086.37
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	2,009.00	.00	100	2,009.00
Supplies	68,590.00	4,060.25	72,650.25	.00	1,617.16	48,888.42	22,144.67	70	60,781.60
Refunds, claims and reimbursements	266,000.00	942.50	266,942.50	.00	.00	207,167.16	59,775.34	78	214,291.02
Capital Outlay	5,000.00	(5,000.00)	.00	.00	.00	.00	.00	+++	6,295.44
Other	13,268.00	946.83	14,214.83	.00	.00	8,377.20	5,837.63	59	9,475.43
Advance out - due to other fund	30,000.00	(30,000.00)	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$2,006,271.00	(\$207,950.60)	\$1,798,320.40	\$23,519.70	\$23,780.25	\$1,560,554.74	\$213,985.41	88%	\$1,811,178.64
Fund 1001 - General Operating Totals									
REVENUE TOTALS	467,000.00	.00	467,000.00	475.59	.00	415,854.37	51,145.63	89%	477,177.35
EXPENSE TOTALS	2,006,271.00	(207,950.60)	1,798,320.40	23,519.70	23,780.25	1,560,554.74	213,985.41	88%	1,811,178.64
Fund 1001 - General Operating Totals	(\$1,539,271.00)	\$207,950.60	(\$1,331,320.40)	(\$23,044.11)	(\$23,780.25)	(\$1,144,700.37)	(\$162,839.78)		(\$1,334,001.29)
Fund 7601 - Health Fund									
REVENUE									
Intergovernmental revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges for services	.00	.00	.00	35,225.00	.00	110,169.50	(110,169.50)	+++	.00
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other misc revenue	.00	.00	.00	.00	.00	1,039.49	(1,039.49)	+++	.00
Other financing sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$35,225.00	\$0.00	\$111,208.99	(\$111,208.99)	+++	\$0.00
EXPENSE									
Salary and benefits	.00	184,895.00	184,895.00	76,109.81	.00	150,963.82	33,931.18	82	.00
Payroll fringes	.00	43,605.00	43,605.00	17,453.24	.00	34,560.75	9,044.25	79	.00
Services	.00	45,416.23	45,416.23	11,627.17	7,664.48	17,499.71	20,252.04	55	.00
Utilities	.00	23,900.00	23,900.00	1,216.31	20,741.79	3,131.86	26.35	100	.00
Inter-departmental charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Supplies	.00	32,760.34	32,760.34	6,037.96	9,658.25	7,733.28	15,368.81	53	.00
Refunds, claims and reimbursements	.00	115,733.75	115,733.75	730.59	50,485.00	65,248.75	.00	100	.00



Budget by Account Classification Report

Through 12/31/19
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 7601 - Health Fund									
EXPENSE									
Capital Outlay	.00	2,250.00	2,250.00	.00	2,235.00	.00	15.00	99	.00
Other	.00	14,180.00	14,180.00	725.50	5,880.85	1,480.50	6,818.65	52	.00
Advance out - due to other fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$462,740.32	\$462,740.32	\$113,900.58	\$96,665.37	\$280,618.67	\$85,456.28	82%	\$0.00
Fund 7601 - Health Fund Totals									
REVENUE TOTALS	.00	.00	.00	35,225.00	.00	111,208.99	(111,208.99)	+++	.00
EXPENSE TOTALS	.00	462,740.32	462,740.32	113,900.58	96,665.37	280,618.67	85,456.28	82%	.00
Fund 7601 - Health Fund Totals	\$0.00	(\$462,740.32)	(\$462,740.32)	(\$78,675.58)	(\$96,665.37)	(\$169,409.68)	(\$196,665.27)		\$0.00
Grand Totals									
REVENUE TOTALS	467,000.00	.00	467,000.00	35,700.59	.00	527,063.36	(60,063.36)	113%	477,177.35
EXPENSE TOTALS	2,006,271.00	254,789.72	2,261,060.72	137,420.28	120,445.62	1,841,173.41	299,441.69	87%	1,811,178.64
Grand Totals	(\$1,539,271.00)	(\$254,789.72)	(\$1,794,060.72)	(\$101,719.69)	(\$120,445.62)	(\$1,314,110.05)	(\$359,505.05)		(\$1,334,001.29)

New Year - New Opportunities

As we begin 2020, we are presented with the opportunity to make great strides in the improvement of our community. During the coming year we will be crafting a new Community Health Improvement Plan (CHIP) as well as a new department Strategic Plan (SP). These two plans, as well as our Workforce Development efforts, will guide our work for the next three years. I will be asking the Board for their input and support in developing our strategic plan. I look forward to working with the Board in setting the course for a great future.

Asbestos Remediation Update

The planned asbestos remediation for the second floor is slated to start on January 28, 2020. It is estimated that it will take approximately three weeks to complete the project. During that time, the rear entrance to the offices will not be used for staff entry or exit. Plans are in place to monitor the indoor air quality during the project to assure that the occupied areas of the building are not contaminated with asbestos fibers. I would like to especially thank Terri Dzienis and Jaclyn Hupp for their work in supervising this project.

Accreditation

We received two letters of congratulations recognizing our PHAB accreditation status. They are from Robert Redfield, MD, Director of the Centers for Disease Control and from Lori Freeman, Chief Executive Officer of the National Association of County and City Health Officials (NACCHO). Copies of the letters are attached to this report.

Salary Structure Review

Our current salary structure was last updated in 2013 (with some minor revisions in 2015). It is in need of a complete review. I have asked that our current salary structure be reviewed by our Workforce Development Team and that recommendations be presented to the Board for any changes. I would like at least one Board of Health member to be part of this review. Also included in the review process will be representatives from the Law Department, City of Canton Human Resources, and Civil Service.

Board of Health Reminders

- Please remember to turn in your continuing education verification. By state law, all board members must have at least two hours of continuing education in the areas of ethics, public health principles, or member responsibilities. Additional resources are found on the Board of Health tab on the department website (cantonhealth.org).
- Election of officers will be held during the February meeting. You will be selecting a President-Pro Tempore, and a Vice-President Tempore.

Staffing Updates

New Hire

- Staff Nurse II – Proposal for hiring on agenda.

Retirements:

- Rick Miller – Environmental Health
- Heather MacDonald - Laboratory

Resignations:

- Sam Norman - APC



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta, GA 30341-3724

January 15, 2020

Mr. James Adams, MPH
Health Commissioner
Canton City Public Health
420 Market Avenue N
Canton, OH 44702

Dear Mr. Adams:

On behalf of the Centers for Disease Control and Prevention (CDC), we are pleased to congratulate the Canton City Public Health on its accreditation by the Public Health Accreditation Board (PHAB).

Your national accreditation status lets your partners and community know that your organization meets national standards and provides services that all residents should come to expect from their health departments. Moreover, because the national accreditation program seeks to improve the quality and performance of all health departments, your participation in this program indicates your commitment to the continuous improvement of your health department's services.

Your accreditation from PHAB is an impressive achievement. CDC recognizes the time and effort that leaders and staff members from all levels of your health department have dedicated to this effort. We commend the Canton City Public Health for this extraordinary accomplishment.

Sincerely,

Robert R. Redfield, MD
Director, CDC, and
Administrator, ATSDR

José T. Montero, MD, MHCDS
Director, Center for State, Tribal,
Local, and Territorial Support

NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

January 6, 2020

James M. Adams, RS, MPH
Health Commissioner
Canton City Public Health
420 Market Avenue, North
Canton, Ohio 44702

Dear Mr. Adams:

On behalf of the National Association of County and City Health Officials (NACCHO), I would like to extend my sincere congratulations to you and your staff on becoming accredited through the Public Health Accreditation Board (PHAB).

NACCHO has long supported the movement toward a voluntary accreditation program for health departments and is proud to have been an active part of PHAB's development.

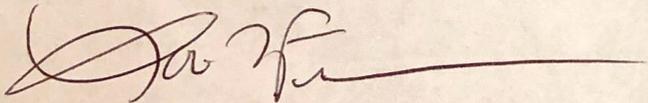
As the NACCHO representative on the PHAB Board of Directors, and as the Chief Executive Officer of the member organization representing the nation's nearly 3,000 local health departments, I believe that local health departments and the public health system across the country is strengthened by accreditation.

Your commitment to creating a culture of quality improvement will inspire and assist other departments who are considering accreditation.

Please do not hesitate to let me know how NACCHO can support your efforts, as we appreciate the opportunity to work with and learn from exceptional agencies like yours in our commitment to building the capacity of the nation's local health departments.

Congratulations! Keep up the great work!

Sincerely,



Lori Tremmel Freeman, MBA
Chief Executive Officer



Public Health
Prevent. Promote. Protect.



December 2019 Travel

Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
McConnell, Patty	NECO PH Planning Meeting	Rootstown	12/5/2019
McConnell, Patty	NE OEHA Planning Meeting	Akron	12/12/2019

Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
McCartney, David	Biomedical HIV Prevention Summit	Houston TX	12/02-12/04/2019	2319 301001 77240/77220
Miller, Dawn	2020-2021 Kickoff for Coordinated Approaches-IM Rate Disparity	Columbus	12/13/2019	2314 301001 77240
Morckel, Linda	EPA Region 5 Ambient Air Monitoring & Quality Assurance Meeting	Chicago, IL	12/03-12/06/2019	2331 301001 77240
Morningstar, Amanda	OPHA Public Health Nursing Conference	Columbus	12/09-12/11/2019	7601 303001 77210/77220/77240
Thompson, Diane	OPHA Public Health Nursing Conference	Columbus	12/09-12/11/2019	7601 303001 77240/77220