



**Board of Health Meeting**  
Monday, January 27, 2020 @ 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, January 27, 2020 at 12:00 PM with a quorum present.

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

**Unfinished Business**

No unfinished business was discussed.

**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**

Ms. Lucas moved and Dr. Johns seconded a motion to approve the November 25, 2019 Board of Health meeting minutes that were previously approved, in error, as the October 28, 2019 minutes at the December 2019 Board meeting. Motion passed unanimously.

**Approve December 17, 2019 Board of Health Meeting Minutes**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the December 17, 2019 Board of Health meeting minutes. Motion passed unanimously.

**Approve List of Bills for \$537,089.47**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$537,089.47. Motion passed unanimously.

**Approve Aultman Hospital Maternity Licensure**

Ms. Lucas moved and Dr. Johns seconded a motion to approve Aultman Hospital’s maternity licensure.

Dr. Lakritz arrived this time 12:10 PM

A roll call to vote was taken:

Dr. Hickman – Yes                      Dr. Johns – Yes                      Mr. Wyatt – Yes  
Dr. Lakritz – Abstained              Ms. Lucas – Yes

Motion passed with four votes for and one abstention.

**Approve Agreement with State of Minnesota for MMAP Services**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with the State of Minnesota for MMAP services. A roll call to vote was taken:

Dr. Hickman – Yes                      Dr. Johns – Yes                      Mr. Wyatt – Yes  
Dr. Lakritz – Yes                      Ms. Lucas – Yes

Motion passed unanimously.

**Executive Session to Discuss the Compensation of a Public Employee**

Ms. Lucas moved and Mr. Wyatt 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

Dr. Johns – Yes

Mr. Wyatt – Yes

Dr. Lakritz – Yes

Ms. Lucas – Yes

Motion passed unanimously. The board entered executive session at 12:15 PM. The board returned from executive session at 1:19 PM.

**Personnel:**

**a. Probationary Period Ending for Michelle Streetman Retroactive to 12/31/2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve ending the probationary period for Michelle Streetman, Outreach Specialist (PT2), retroactive to December 31, 2019 with a pay increase of \$0.33 from \$16.14 per hour to \$16.47 per hour. Motion passed unanimously.

**b. Probationary Period Ending for Brooklyn Walker Retroactive to 1/13/2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Brooklyn Walker, WIC Peer Helper (PT13) retroactive to January 13, 2020 with a pay increase of \$0.22 from \$10.64 an hour to \$10.86 an hour. Motion passed unanimously.

**c. Probationary Period Ending for Samantha Yost Effective 1/27/2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Samantha Yost, APC Monitoring & Inspection Technician (R5) effective January 27, 2020 with a pay increase of \$1,022.00 from \$43,419.00 to \$44,441.00. Motion passed unanimously.

**d. Probationary Period Ending for Antjaun Davis-Rice Effective 1/27/2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Antjaun Davis-Rice, Recycling Public Health Technician (PT13), effective January 27, 2020 with a pay increase of \$0.22 from \$10.64 an hour to \$10.86 an hour. Motion passed unanimously.

**e. Probationary Period Ending for Nevin Nettey Retroactive to 12/23/2019**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Nevin Nettey, Staff Sanitarian I (R4), retroactive to December 31, 2019 with a pay increase of \$825.00 from \$40,047.00 to \$40,872.00. Motion passed unanimously.

**f. Probationary Period Ending Kristen Kennedy (Schen) Retroactive to 12/15/2019**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Kristen Kennedy, Staff Sanitarian I (R4), retroactive to December 15, 2019 with a pay increase of \$825.00 from \$40,047.00 to \$40,872.00. Motion passed unanimously.

**g. Probationary Period Ending for Mark Smith Effective 1/27/2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Mark Smith, Recycling Center Manager (R3), effective January 27, 2020 with a pay increase of \$714.00 from \$34,686.00 to \$35,400.00. Motion passed unanimously.

**h. Probationary Period Ending for Steven Smith Retroactive to 12/8/2019**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the probationary period ending for Steven Smith, Staff Sanitarian I (R4), retroactive to December 8, 2019 with a pay increase of \$825.00 from \$40,047.00 to \$40,872.00. Motion passed unanimously.

**i. New Job Description for Full-Time Deputy Registrar (R3)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the new full-time Deputy Registrar (R3) job description. Motion passed unanimously.

**j. New Job Description for Full-Time VS Administrative Supervisor (R4)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the new full-time Vital Stats Administrative Supervisor (R4) job description. Motion passed unanimously.

**k. New Job Description for Full-Time Pathways HUB Director (R5)**

Mr. Wyatt moved and Dr. Johns seconded a motion to table approval of the new full-time Pathways Hub Director (R5) job description. Motion passed unanimously.

**l. New Job Description for Part-Time Vector Control Technician (PT13)**

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the new part-time Vector Control Technician (PT13) job description. Motion passed unanimously.

**m. New Job Description for Part-Time Laboratory Technician II (PT5)**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the new part-time Laboratory Technician II (PT5) job description. Motion passed unanimously.

**n. Updated Job Description for Full-Time Laboratory Technician I (R4)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the updated full-time Laboratory Technician I (R4) job description. Motion passed unanimously.

**o. Updated Job Description for Part-Time Laboratory Technician I (PT4)**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the updated part-time Laboratory Technician I (PT4) job description. Motion passed unanimously.

**p. Updated Position Classification Schedule for Admin/VS, THRIVE, EH and Laboratory**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the updated position classification schedules for Admin/Vital Statistics, Environmental Health and Laboratory divisions and to table approval of the updated position classification schedule for THRIVE. Motion passed unanimously.

q. **Appointment of Two Full-Time Staff Nurse II (R5) with Discussion on Wages**

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the appointment of Amy Rehm and Sandra Greene as full-time Staff Nurse II (R5) at \$49,548 per year with a ½ step increase to \$50,570 after satisfactory completion of a 90-day probationary period, with a start date to be determined. Motion passed unanimously.

Terri Dzienis asked the board for details of why it was decided to offer the new hires a starting rate higher than the minimum. Dr. Hickman said that the department is not offering a competitive rate for this position. He said that the board has committed to exam the department's salary structure and to bring all current staff in line with any adjustments that are made.

r. **Resignation of Samuel Norman, APC Engineer (R6) Effective January 31, 2020**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the resignation of Samuel Norman, APC Engineer (R6) effective January 31, 2020. Motion passed unanimously.

s. **Resignation of Alessandra Frey, Staff Nurse II (R5) Effective February 19, 2020**

Dr. Lakritz moved and Dr. Johns seconded a motion to accept the resignation of Alessandra Frey, Staff Nurse II (R5) effective February 19, 2020. Motion passed unanimously.

t. **Retirement of Heather Macdonald, Laboratory Technician (R4) Effective March 31, 2020**

Ms. Lucas moved and Dr. Johns seconded a motion to accept the retirement of Heather Macdonald, Laboratory Technician (R4) effective March 31, 2020, Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for January 27, 2020**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the recommendations of the hearing officer for January 27, 2020. Motion passed unanimously.

**Approve 2020 Resolutions:**

a. **2020-01: Authorizing Payment of Regular Expenses**

Ms. Lucas moved and Dr. Johns seconded a motion to approve resolution 2020-01 authorizing payment of regular expenses. Motion passed unanimously.

b. **2020-02: Periodic Program-Related Travel Expenses**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve resolution 2020-02 authorizing the payment of period program-related travel expenses. Motion passed unanimously.

c. **2020-03: Abatement of Public Nuisances**

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve resolution 2020-03 authorizing the abatement of public nuisances. Motion passed unanimously.

**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**

Dr. Johns moved and Ms. Lucas seconded a motion to approve payment of a 2019 moral obligation to Ohio Department of Health (Treasurer, State of Ohio) for the 4<sup>th</sup> quarter 2019 Vital Statistics tech fees for \$1,329.12. Motion passed unanimously.

**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. and Standard Printing Company at Time of Service with a Start Date of January 27, 2020 with an Automatic Annual Renewal**

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve a 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 with costs to be determined by Document Concepts, Inc. and Standard Printing Company at the time of service with a start date of January 27, 2020 with automatic annual renewals. Motion passed unanimously.

**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**

Dr. Lakritz moved and Dr. Johns seconded a motion to approve an 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. Motion passed unanimously.

**Acceptance of Reports**

- a. Medical Director – Nothing additional
- b. Nursing/WIC
- Medication Update Presentation from the HIV Prevention Team

The presentation was moved to the February 24, 2020 Board of Health meeting.

- c. Laboratory – Christina Henning reported to the board that the Laboratory recently completed a customer satisfaction survey that had very good results. The division will be using the survey results to generate capital requests.
- d. OPHII – Amanda Archer reported to the board that she recently met with all of the division employees to learn what they are doing and how she can help to guide their work. Ms. Archer also reported that Michelle Streetman, Outreach Specialist, will soon be at the second faith-based partner meeting and an outreach event targeting homeless youth.

Ms. Archer and Mr. Adams reported that the department is monitoring Novel Corona virus and that Ohio Department of Health has issued several alerts and elevated the virus to a class A reportable disease.

- e. THRIVE – Dawn Miller reported to the board that she was recently asked to participate in a panel that presented information to the Governor. She spoke about the THRIVE program's current results and the downward trend in infant mortality and disparate outcomes. She also said that Ohio Department of Health is interested in the program's results.

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- f. Environmental Health – James Adams reported to the board that the division has applied with Ohio Department of Agriculture for certification under a USDA program. He then reported that the division’s newer staff members are mostly trained and will be reassigned soon.
- g. Air Pollution Control – Terri Dzienis reported to the board that she has been busy coordinating the second-floor asbestos abatement project that starts on January 28, 2020. She said that the city’s maintenance department may not be able to complete the requested remodeling of the APC area and that she will be getting quotes from contractors for the work.

Dr. Hickman asked about the status of Republic Steel. Ms. Dzienis said that this is still in the investigation phase. She also reported that the division is now meeting monthly with Republic and Ohio EPA.

- h. Vital Statistics – Robert Knight reported to the board that the division will be reorganizing with the job descriptions approved at this meeting. Christi Allen reviewed with the board the revenues generated by the division.
- i. Fiscal – Ms. Allen reported to the board that she recently learned there are 27 pay periods in 2020 and that she will be revising the department’s budget.
- j. Health Commissioner – James Adams reported to the board that he will be approaching them soon about pay increases.
- k. Accreditation Team – Robert Knight reported to the board that he and Amanda Archer recently review the first PHAB annual report requirements and are now working to ensure that the requirements are met.
- l. Quality Improvement and Performance Management – Nothing additional

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

**Other Business**

No other business was discussed.

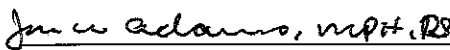
**Next Meeting: Monday, February 24, 2020 at 12:00pm**

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, February 24, 2020 at 12:00 PM.

**Adjournment**

Mr. Wyatt motioned and Dr. Johns seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:59 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

February 24, 2020  
Date of Approval