

BOARD OF HEALTH



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Monday, February 24, 2020
@ 12:00pm



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, February 24, 2020 @ 12:00pm – Board Room

Agenda

1. Call to Order and Roll Call
2. Unfinished Business
3. Approve January 27, 2020 Board of Health Meeting Minutes
4. Approve List of Bills for \$131,903.50
5. Election of Board of Health Officers
6. Approve Personnel:
 - a. Probationary Period Ending for Geli Ellsworth, Administrative Specialist (R4), Retroactive to February 2, 2020
 - b. Appointment of APC Engineer (R6)
 - c. Appointment of Deputy Registrar (R3)
 - d. Amy Rehm, Staff Nurse II (R6), Vacation Credit
 - e. Approval of THRIVE Pathways HUB Manager Position Description.
7. Approve Recommendations of the Hearing Officer for February 24, 2020
8. Approve 2020 Resolutions:
 - a. Amend Resolution 2020-01 –Add additional vendors to list of approved vendors for early payment of invoices
9. Approve Agreement with Julian & Grube, Inc. to Prepare a Compilation Report and Various Audit Services as Required by Law for the 2019 Audit at an Amount not to Exceed \$6,400.00 with Two Additional Contracted Years for the 2020 Audit at \$4,300.00 and the 2021 Audit at \$4,100.00
10. Reschedule September 28, 2020 Board of Health meeting to September 21, 2020 due to Holiday
11. Approve Travel Authorization
 - a. Robert Knight, Performance Improvement and Accreditation Coordinator, for Travel on 03/09/2020, 04/06/2020, 05/04/2020 and 06/08/2020, LEAN Six Sigma Green Belt Training in Akron, OH (University of Akron) not to Exceed \$3,500.00 for Registration Costs Only (Fund 7601.308001, OPHII)
 - b. Christi Allen, Fiscal Manager, for Travel from 04/06/2020 to 04/07/2020, Finance for Health Department Training in Marysville, OH (Union County Health Department) not to Exceed \$345.00 (Fund 7601.301001, Admin/VS)
 - c. Jennifer Hayden, Breastfeeding Coordinator, for Travel from 03/27/2020 to 03/28/2020, OLCA's 28th Annual Breastfest Conference in Columbus, OH at a Cost not to Exceed \$484.12 (Fund 2316, WIC)
12. Acceptance of Reports
 - a. Medical Director
 - b. Nursing/WIC
 - Medication Update Presentation from the HIV Prevention Team
 - c. Laboratory
 - d. OPHII
 - e. THRIVE
 - f. Environmental Health
 - g. Air Pollution Control

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- h. Vital Statistics
- i. Fiscal
- j. Health Commissioner
- k. Accreditation Team
- l. Quality Improvement and Performance Management

13. Other Business

14. Next Meeting: Monday, March 23, 2020 at 12:00pm

15. Adjournment



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.

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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.

Mayor Bernabei left during executive session.

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.

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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 rater 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 4th 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, January 27, 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.

President of the Board of Health

Secretary to the Board of Health

Date of Approval



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9847008568 (2)	Tablet Data Service for DIS, LTC and EIS	Paid by Check # 659923		01/23/2020	02/15/2020	02/13/2020		02/13/2020	40.18	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>\$40.18</u>
Account 705.06 - Professional Services Other Professional Services											
186 - AULTMAN HOSPITAL	FTA 2020-01	099915682-9603	Edit		01/31/2020	02/14/2020	02/14/2020			14.75	
52334 - LEXISNEXIS RISK DATA MANAGEMENT INC	1672320-20200131	Monthly Database Services for 2020	Edit		01/31/2020	02/14/2020	02/14/2020			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	9847000650	Cell Phone for DIS, LTC and EIS	Paid by Check # 659923		01/23/2020	02/15/2020	02/13/2020		02/13/2020	101.47	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$101.47</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$336.40</u>
									Fund 2312 - STD Control Program Totals	Invoice Transactions 4	<u>\$336.40</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.06 - Professional Services Other Professional Services											
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	982008	Electronic Medical Record system maintenance fees for 2020	Edit		02/01/2020	03/02/2020	02/13/2020			94.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$94.00</u>
Account 705.14 - Professional Services Maintenance Contracts											
50938 - THE BALDWIN GROUP INC	118872	Renewal of HDIS for 2020, Maintenance Contract	Edit		02/18/2020	02/18/2020	02/18/2020			1,922.99	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>\$1,922.99</u>
Account 734.13 - Supplies Freight											
52799 - CEPHEID	9000475571	Laboratory supplies, as needed in 2020	Edit		01/29/2020	02/28/2020	02/18/2020			83.92	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$83.92</u>
Account 734.58 - Supplies Miscellaneous Supplies											
52799 - CEPHEID	9000475571	Laboratory supplies, as needed in 2020	Edit		01/29/2020	02/28/2020	02/18/2020			2,398.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$2,398.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$4,498.91</u>
									Fund 2313 - Local Health Dept Prev Support Totals	Invoice Transactions 4	<u>\$4,498.91</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE	3125597040205 20	2020 Internet and Telephones for THRIVE Offices	Paid by Check # 659911		02/05/2020	02/21/2020	02/13/2020		02/13/2020	136.97	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>\$136.97</u>
Account 705.06 - Professional Services Other Professional Services											
4168 - KENT STATE UNIVERSITY	416371-34	THRIVE Program Evaluation	Edit		02/07/2020	02/14/2020	02/14/2020			6,341.96	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$6,341.96</u>
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
51325 - ACCESS HEALTH STARK COUNTY	19 Outcome Pay	2019 THRIVE Payment Outcomes	Paid by Check # 659830		02/04/2020	02/04/2020	* 02/13/2020		02/13/2020	6,005.00	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	19 Outcome Pay	THRIVE Payment Points Outcome Payment	Paid by Check # 659990		02/04/2020	02/04/2020	* 02/18/2020		02/18/2020	395.00	
51120 - COMMQUEST SERVICES INC	19 Outcome Pay	2019 Payment Outcomes	Paid by Check # 660013		02/04/2020	02/04/2020	* 02/18/2020		02/18/2020	2,320.00	
51644 - MY COMMUNITY HEALTH CENTER	19 Outcome Pay	THRIVE Payment Outcomes, 2019	Paid by Check # 660040		02/04/2020	02/04/2020	* 02/18/2020		02/18/2020	1,185.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	19 Outcome Pay	THRIVE Payment Points Outcome Payment	Paid by Check # 660056		02/04/2020	02/04/2020	* 02/18/2020		02/18/2020	1,620.00	
51328 - STARK COUNTY JOB AND FAMILY SERVICES	19 Outcome Pay	THRIVE Payment Outcomes, 2019	Paid by Check # 660057		02/04/2020	02/04/2020	* 02/18/2020		02/18/2020	2,410.00	
38982 - YWCA OF CANTON	19 Outcome Pay	THRIVE Payment Point Outcome	Paid by Check # 659928		02/04/2020	02/04/2020	* 02/13/2020		02/13/2020	1,750.00	
									Account 706.01 - Contract Service Contract Service - 2314 THRIVE Totals	Invoice Transactions 7	<u>\$15,685.00</u>
Account 713.13 - Utilities Telephone											
50073 - TIME WARNER CABLE	3125597040205 20	2020 Internet and Telephones for THRIVE Offices	Paid by Check # 659911		02/05/2020	02/21/2020	02/13/2020		02/13/2020	179.94	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$179.94</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	315666	Business Cards for Various Employees	Edit		01/21/2020	02/18/2020	02/18/2020			25.05	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$25.05</u>
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	948898849766,	445635774638, Supplies, as needed in 2019 - THRIVE Program	Paid by Check # 659906		12/03/2019	02/05/2020	* 02/13/2020		02/13/2020	155.93	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$155.93</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 772.40 - Travel Meals, Lodging, Plane, etc.										
42453 - JESSICA BOLEY	Jan20 Travel	OEI In-Person Meeting, 1/23/20 - 1/24/20, Pickerington, OH	Paid by Check # 659741		02/03/2020	02/03/2020	02/11/2020		02/11/2020	61.21
7335 - HUNTINGTON NATIONAL BANK	D.Miller Trav 20	OEI In-Person Meeting, 1/23/20 - 1/24/20, Pickerington, OH	Edit		02/14/2020	02/14/2020	02/14/2020			98.38
7335 - HUNTINGTON NATIONAL BANK	Boley 2020 Trave	OEI In-Person Meeting, 1/23/20 - 1/24/20, Pickerington, OH	Edit		02/14/2020	02/14/2020	02/14/2020			122.25
50407 - DAWN L. MILLER	Jan20 Travel	OEI In-Person Meeting, 1/23/20 - 1/24/20, Pickerington, OH	Edit		02/14/2020	02/14/2020	02/14/2020			49.47
							Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals		Invoice Transactions 4	<u>\$331.31</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 16	<u>\$22,856.16</u>
							Fund 2314 - Infant Mortality Reduction Totals		Invoice Transactions 16	<u>\$22,856.16</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 706.36 - Contract Service Health Contract Grant Expend										
85 - ALLIANCE CITY HEALTH DEPT	Jan20 WIC (1)	WIC Program Sub-grantee, 4th Qtr 2019	Edit		02/18/2020	02/18/2020	* 02/18/2020			5,492.77
85 - ALLIANCE CITY HEALTH DEPT	Jan20 WIC (2)	WIC Program Sub-grantee, FY20	Edit		02/18/2020	02/18/2020	02/18/2020			8,196.39
1800 - STARK COUNTY HEALTH DEPARTMENT	Jan20 WIC (1)	WIC Program Sub-grantee, 4th Qtr 2019	Edit		02/05/2020	02/18/2020	* 02/18/2020			1,592.22
1800 - STARK COUNTY HEALTH DEPARTMENT	Jan20 WIC (2)	WIC Program Sub-grantee, FY20	Edit		02/05/2020	02/18/2020	02/18/2020			25,553.18
Account 706.36 - Contract Service Health Contract Grant Expend Totals								Invoice Transactions	4	<u>\$40,834.56</u>
Account 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS	9846974317	WIC Peer Helper Cell Phones	Paid by Check # 659923		01/23/2020	02/15/2020	* 02/13/2020		02/13/2020	55.16
Account 713.13 - Utilities Telephone Totals								Invoice Transactions	1	<u>\$55.16</u>
Account 734.12 - Supplies Outside Printing										
51821 - USA QUICKPRINT	315666	Business Cards for Various Employees	Edit		01/21/2020	02/18/2020	02/18/2020			25.05
Account 734.12 - Supplies Outside Printing Totals								Invoice Transactions	1	<u>\$25.05</u>
Account 734.13 - Supplies Freight										
43051 - SYNCB/AMAZON	455955838964	Supplies for WIC Clinic	Paid by Check # 659906		12/03/2019	02/05/2020	* 02/13/2020		02/13/2020	5.99
Account 734.13 - Supplies Freight Totals								Invoice Transactions	1	<u>\$5.99</u>
Account 734.58 - Supplies Miscellaneous Supplies										
43051 - SYNCB/AMAZON	455955838964	Supplies for WIC Clinic	Paid by Check # 659906		12/03/2019	02/05/2020	* 02/13/2020		02/13/2020	14.12
Account 734.58 - Supplies Miscellaneous Supplies Totals								Invoice Transactions	1	<u>\$14.12</u>
Account 772.10 - Travel Mileage										
50278 - LINDA M. PARR	Feb20 Travel	State WIC Funding Committee Mtg, 03/11/2020, Columbus, OH	Edit		02/14/2020	02/14/2020	02/14/2020			117.72
Account 772.10 - Travel Mileage Totals								Invoice Transactions	1	<u>\$117.72</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
40506 - KIMBERLY KOONS	Feb20 Travel	ODH WIC Certification System Training, 2/5/20, Columbus, OH	Edit		02/14/2020	02/14/2020	02/14/2020			15.00
50278 - LINDA M. PARR	Feb20 Travel	State WIC Funding Committee Mtg, 03/11/2020, Columbus, OH	Edit		02/14/2020	02/14/2020	02/14/2020			15.00



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 772.40 - Travel Meals, Lodging, Plane, etc.										
34370 - LAURA ROACH	Feb20 Travel	ODH WIC Certification System Training, 2/5/20, Columbus, OH	Edit		02/14/2020	02/14/2020	02/14/2020			15.00
							Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals		Invoice Transactions 3	<u>\$45.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 12	<u>\$41,097.60</u>
							Fund 2316 - WIC Totals		Invoice Transactions 12	<u>\$41,097.60</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9847008568 (2)	Tablet Data Service for DIS, LTC and EIS	Paid by Check # 659923		01/23/2020	02/15/2020	02/13/2020		02/13/2020	40.18	
Account 705.05 - Professional Services Computer Access Line Fees Totals										Invoice Transactions 1	<u>40.18</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT	Jan20 HIV Grant	2020 HIV Sub-Grantee for HIV Prevention Expenditures	Edit		02/06/2020	02/14/2020	02/14/2020			582.41	
52684 - JEFFERSON COUNTY HEALTH DEPT	Jan20 HIV Grant	2020 HIV Sub-Grantee for HIV Prevention Expenditures	Edit		02/07/2020	02/18/2020	02/18/2020			218.20	
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT	Jan20 HIV Grant	2020 HIV Sub-Grantee for HIV Prevention Expenditures	Edit		01/31/2020	02/18/2020	02/18/2020			1,092.29	
Account 706.36 - Contract Service Health Contract Grant Expend Totals										Invoice Transactions 3	<u>\$1,892.90</u>
Account 734.13 - Supplies Freight											
43051 - SYNCB/AMAZON	HIV19 Supplies	HIV Prevention Supplies	Paid by Check # 659371		01/27/2020	03/05/2020	* 01/31/2020		01/31/2020	53.80	
Account 734.13 - Supplies Freight Totals										Invoice Transactions 1	<u>53.80</u>
Account 734.14 - Supplies Computer Supplies											
43051 - SYNCB/AMAZON	HIV19 Supplies	HIV Prevention Supplies	Paid by Check # 659371		01/27/2020	03/05/2020	* 01/31/2020		01/31/2020	496.12	
Account 734.14 - Supplies Computer Supplies Totals										Invoice Transactions 1	<u>496.12</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)											
43051 - SYNCB/AMAZON	HIV19 Supplies	HIV Prevention Supplies	Paid by Check # 659371		01/27/2020	03/05/2020	* 01/31/2020		01/31/2020	512.51	
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals										Invoice Transactions 1	<u>512.51</u>
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)											
43051 - SYNCB/AMAZON	HIV19 Supplies	HIV Prevention Supplies	Paid by Check # 659371		01/27/2020	03/05/2020	* 01/31/2020		01/31/2020	467.91	
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals										Invoice Transactions 1	<u>467.91</u>
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	HIV19 Supplies	HIV Prevention Supplies	Paid by Check # 659371		01/27/2020	03/05/2020	* 01/31/2020		01/31/2020	1,393.95	
15369 - ORASURE TECHNOLOGIES INC.	90333879	HIV Control Kits	Edit		01/22/2020	02/22/2020	02/18/2020			25.00	
Account 734.58 - Supplies Miscellaneous Supplies Totals										Invoice Transactions 2	<u>\$1,418.95</u>
Account 772.10 - Travel Mileage											
52667 - STACY LORKOWSKI	Jan19 Training	ASIST, 1/11/20 - 1/12/20, Akron, OH	Paid by Check # 659767		02/04/2020	02/04/2020	02/11/2020		02/11/2020	4.16	
Account 772.10 - Travel Mileage Totals										Invoice Transactions 1	<u>\$4.16</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 772.20 - Travel Registration/Tuition										
52667 - STACY LORKOWSKI	Jan19 Training	ASIST, 1/11/20 - 1/12/20, Akron, OH	Paid by Check # 659767		02/04/2020	02/04/2020	02/11/2020		02/11/2020	50.00
							Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions	1	<u>\$50.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	12	<u>\$4,936.53</u>
							Fund 2318 - HIV Prevention Totals	Invoice Transactions	12	<u>\$4,936.53</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9847008568 (1)	Surface 3 Service for EIS Navigator	Paid by Check # 659923		01/23/2020	02/15/2020	* 02/13/2020		02/13/2020	40.18	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.18</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9847000650	Cell Phone for DIS, LTC and EIS	Paid by Check # 659923		01/23/2020	02/15/2020	02/13/2020		02/13/2020	50.67	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>50.67</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
905 - INDEPENDENCE BUSINESS SUPPLY	1730505-0	Office Supplies for EIS Grant	Edit		02/14/2020	02/18/2020	02/18/2020			527.49	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>527.49</u>
Account 734.58 - Supplies Miscellaneous Supplies											
52628 - DAVE PURCHASE PROJECT/NASEN	22194, 22294	SWAP Supplies	Edit		01/22/2020	02/22/2020	02/18/2020			2,890.99	
6285 - SARTA	CCPH001	SARTA All Day Bus Passes	Edit		01/22/2020	02/18/2020	02/18/2020			300.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$3,190.99</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 5	<u>\$3,809.33</u>
									Fund 2319 - Early Intervention Services Totals	Invoice Transactions 5	<u>\$3,809.33</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 303002 - Travel Clinic											
Account 705.11 - Professional Services EQ/Office Equipment Repair											
41719 - MILLER'S REFRIGERATION	767986	Calibrate and maintenance for 2 refrigerators/1 freezer	Edit		01/22/2020	02/18/2020	02/18/2020			120.00	
								Account 705.11 - Professional Services EQ/Office Equipment Repair Totals		Invoice Transactions 1	<u>\$120.00</u>
								Department 303002 - Travel Clinic Totals		Invoice Transactions 1	<u>\$120.00</u>
								Fund 2320 - Nursing Clinic Activity Fund Totals		Invoice Transactions 1	<u>\$120.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 706.36 - Contract Service Health Contract Grant Expend										
85 - ALLIANCE CITY HEALTH DEPT	Jan20 GV Grant	FY20 Get Vaccinated Grant	Edit		02/03/2020	02/14/2020	* 02/14/2020			4,716.00
1800 - STARK COUNTY HEALTH DEPARTMENT	Jan20 GV Grant	FY20 Get Vaccinated Grant	Edit		02/07/2020	02/14/2020	* 02/14/2020			1,925.00
							Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions	2	<u>\$6,641.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	2	<u>\$6,641.00</u>
							Fund 2321 - Get Vaccinated Ohio (IAP) Totals	Invoice Transactions	2	<u>\$6,641.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.06 - Professional Services Other Professional Services											
38676 - ANNA MAYLE	Jan20	Dental Hygienist Services for 2020	Paid by Check # 659717		01/31/2020	01/31/2020	02/10/2020		02/10/2020	873.05	
20238 - MEREDITH ROBESON, D.D.S	Feb20	Dental Services for 2020	Edit		02/14/2020	02/14/2020	02/14/2020			200.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$1,073.05</u>
Account 734.13 - Supplies Freight											
5752 - PLAK SMACKER	CD60457201	Dental Sealant Supplies for Fy20	Edit		02/08/2020	03/08/2020	02/18/2020			54.99	
29972 - PULPDENT CORPORATION	2046704	Dental Sealant Supplies for FY20	Edit		02/10/2020	02/18/2020	02/18/2020			8.87	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 2	<u>\$63.86</u>
Account 734.58 - Supplies Miscellaneous Supplies											
5752 - PLAK SMACKER	CD60457201	Dental Sealant Supplies for Fy20	Edit		02/08/2020	03/08/2020	02/18/2020			700.76	
29972 - PULPDENT CORPORATION	2046704	Dental Sealant Supplies for FY20	Edit		02/10/2020	02/18/2020	02/18/2020			878.30	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$1,579.06</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 6	<u>\$2,715.97</u>
									Fund 2322 - Dental Sealant Totals	Invoice Transactions 6	<u>\$2,715.97</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2324 - NALOXONE ACCESS GRANT FUND											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
52814 - SMILE MINDED SMARTWORKS, LLC	355	Program Evaluation - Faith Based Narcan Distribution Partership	Edit		02/03/2020	02/18/2020	02/18/2020			880.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$880.00</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	487888377859	564563587775, 444755976947	Paid by Check # 659906		12/06/2019	02/05/2020	* 02/13/2020		02/13/2020	78.65	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$78.65</u>
Account 734.12 - Supplies Outside Printing											
1504 - PPI GRAPHICS	123328	Plastic Signage for Naloxone Grant	Edit		01/21/2020	02/18/2020	02/18/2020			112.70	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$112.70</u>
Account 734.13 - Supplies Freight											
43051 - SYNCB/AMAZON	487888377859	564563587775, 444755976947	Paid by Check # 659906		12/06/2019	02/05/2020	* 02/13/2020		02/13/2020	23.00	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$23.00</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)											
21121 - GRAINGER	9426289691	Acct #832769376	Edit		01/28/2020	02/27/2020	02/18/2020			45.57	
									Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals	Invoice Transactions 1	<u>\$45.57</u>
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)											
43051 - SYNCB/AMAZON	487888377859	564563587775, 444755976947	Paid by Check # 659906		12/06/2019	02/05/2020	* 02/13/2020		02/13/2020	170.24	
									Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals	Invoice Transactions 1	<u>\$170.24</u>
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	487888377859	564563587775, 444755976947	Paid by Check # 659906		12/06/2019	02/05/2020	* 02/13/2020		02/13/2020	479.89	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$479.89</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 7	<u>\$1,790.05</u>
									Fund 2324 - NALOXONE ACCESS GRANT FUND Totals	Invoice Transactions 7	<u>\$1,790.05</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.14 - Professional Services Maintenance Contracts										
493 - COPECO INC	21AR941504	Year Maintenance on Fax Machine	Edit		01/28/2020	02/18/2020	02/18/2020			249.00
							Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions	1	<u>\$249.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$249.00</u>
							Fund 2328 - Public Health Infrastructure Totals	Invoice Transactions	1	<u>\$249.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.06 - Professional Services Other Professional Services											
1941 - TREASURER STATE OF OHIO	RS012820	Analysis of filters for Pb and metals, as needed in 2019	Paid by Check # 659915		01/28/2020	02/03/2020	* 02/13/2020		02/13/2020	900.00	
9239 - TREASURER OF HAMILTON COUNTY	4thQtr19 PM2.5	Weighing and Analysis of PM2.5 Filters, 2019	Paid by Check # 659914		01/21/2020	02/04/2020	* 02/13/2020		02/13/2020	1,360.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	\$2,260.00
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9847008760	APC M&I Staff Cell Phones for Field Work	Paid by Check # 659666		01/23/2020	02/15/2020	02/07/2020		02/07/2020	172.42	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	\$172.42
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	786338339346,	849697497485, 568888579385	Paid by Check # 659906		12/26/2019	03/05/2020	* 02/13/2020		02/13/2020	15.34	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	\$15.34
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	315666	Business Cards for Various Employees	Edit		01/21/2020	02/18/2020	02/18/2020			25.05	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	\$25.05
Account 734.13 - Supplies Freight											
52713 - AGILAIRE LLC	P2000374	Ozone Equipment, APC	Paid by Check # 659943		12/11/2019	02/04/2020	* 02/14/2020		02/14/2020	100.00	
39452 - UPS	E11A07030	E11A07060	Edit		01/18/2020	02/18/2020	02/18/2020			74.31	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 2	\$174.31
Account 734.52 - Supplies Uniform Supplies											
43051 - SYNCB/AMAZON	786338339346,	849697497485, 568888579385	Paid by Check # 659906		12/26/2019	03/05/2020	* 02/13/2020		02/13/2020	141.99	
1598 - RED WING SHOE STORE	20200210070584	Safety Boots for J. Hupp and A. Molnar	Edit		02/10/2020	03/11/2020	* 02/13/2020			169.99	
									Account 734.52 - Supplies Uniform Supplies Totals	Invoice Transactions 2	\$311.98
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	786338339346,	849697497485, 568888579385	Paid by Check # 659906		12/26/2019	03/05/2020	* 02/13/2020		02/13/2020	90.95	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	\$90.95
Account 758.06 - Capital Outlay Equipment(over \$5000)											
51504 - THERMO ENVIRONMENTAL INSTRUMENTS, LLC	463259, 463915	Ozone UV Photometric Analyzer with Internal Zero Air & Ozonator	Paid by Check # 659976		01/14/2020	02/03/2020	* 02/14/2020		02/14/2020	22,999.50	
52713 - AGILAIRE LLC	P2000374	Ozone Equipment, APC	Paid by Check # 659943		12/11/2019	02/04/2020	* 02/14/2020		02/14/2020	14,650.00	
									Account 758.06 - Capital Outlay Equipment(over \$5000) Totals	Invoice Transactions 2	\$37,649.50



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 772.20 - Travel Registration/Tuition										
11047 - TRAINING SERVICES INTERNATIONAL	25628	Refresher Asbestos Training - L. Morckel and J. Hupp	Edit		02/11/2020	03/24/2020	02/18/2020			199.00
							Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions	1	<u>\$199.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	13	<u>\$40,898.55</u>
							Fund 2331 - Air Pollution (134) Totals	Invoice Transactions	13	<u>\$40,898.55</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 747.14 - Refunds, Claims and Reimbursements Reimbursements										
1941 - TREASURER STATE OF OHIO	Jan20 RFE Reim.	2020 Retail Food Establishment Reimbursement to the State	Edit		02/14/2020	02/14/2020	02/14/2020			28.00
1941 - TREASURER STATE OF OHIO	Jan20 FSO Reimb	2020 Food Service Operation Reimbursement to the State	Edit		02/14/2020	02/14/2020	02/14/2020			56.00
							Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals		Invoice Transactions 2	<u>\$84.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 2	<u>\$84.00</u>
							Fund 2351 - Food Protection Program Totals		Invoice Transactions 2	<u>\$84.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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										
52433 - GORSKI PAINTING	2292	Painting at the Health Department	Paid by Check # 659865		01/27/2020	02/03/2020	* 02/13/2020		02/13/2020	1,870.00
							Account 705.13 - Professional Services Building Maintenance Totals	Invoice Transactions	1	<u>\$1,870.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$1,870.00</u>
							Fund 4501 - Capital Projects Totals	Invoice Transactions	1	<u>\$1,870.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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											
Account 103.01 - Cash Interfund General											
177 - AT&T	1/16-2/15 Serv.	Invoice #330454766401	Paid by Check # 659146		01/16/2020	02/04/2020	01/29/2020		01/29/2020	(41.60)	
493 - COPECO INC	21AR943635	Copier Maintenance on 6 Copiers	Paid by Check # 659858		02/03/2020	02/03/2020	02/13/2020		02/13/2020	(2,085.02)	
1364 - OHIO DIVISION OF REAL ESTATE	Jan20 Bur. Perm.	Burial Permits - Reimbursement to the State for 2020	Paid by Check # 659887		02/03/2020	02/03/2020	02/13/2020		02/13/2020	(425.00)	
27986 - R & G JANITORIAL, INC.	3189	Cleaning of Health Department Offices	Paid by Check # 659890		01/31/2020	02/03/2020	02/13/2020		02/13/2020	(2,000.00)	
51874 - VERIZON WIRELESS	9847028422	Cell Phone Service for EH Director, 2020	Paid by Check # 659666		01/23/2020	02/15/2020	02/07/2020		02/07/2020	(50.72)	
52815 - JIL NEUMAN	Notary Stamp	Reimbursement for Notary Fee, Notary Stamp	Paid by Check # 659772		02/04/2020	02/04/2020	02/11/2020		02/11/2020	(35.20)	
52629 - LATOYA DICKENS-JONES	1-2020	Nurse Practitioner Services, as needed in 2020	Paid by Check # 660018		02/03/2020	02/07/2020	02/18/2020		02/18/2020	(141.92)	
51852 - IPRINT TECHNOLOGIES	638988	Printer cartridges as needed	Paid by Check # 659875		10/14/2019	02/07/2020	02/13/2020		02/13/2020	(42.00)	
51874 - VERIZON WIRELESS	9847194785	Monthly Hot Spot Fee for CCPH, 2020	Paid by Check # 659923		01/26/2020	02/18/2020	02/13/2020		02/13/2020	(40.18)	
									Account 103.01 - Cash Interfund General Totals	Invoice Transactions 9	(\$4,861.64)
Account 201 - Accounts Payable											
177 - AT&T	1/16-2/15 Serv.	Invoice #330454766401	Paid by Check # 659146		01/16/2020	02/04/2020	01/29/2020		01/29/2020	.00	
493 - COPECO INC	21AR943635	Copier Maintenance on 6 Copiers	Paid by Check # 659858		02/03/2020	02/03/2020	02/13/2020		02/13/2020	.00	
1364 - OHIO DIVISION OF REAL ESTATE	Jan20 Bur. Perm.	Burial Permits - Reimbursement to the State for 2020	Paid by Check # 659887		02/03/2020	02/03/2020	02/13/2020		02/13/2020	.00	
27986 - R & G JANITORIAL, INC.	3189	Cleaning of Health Department Offices	Paid by Check # 659890		01/31/2020	02/03/2020	02/13/2020		02/13/2020	.00	
51874 - VERIZON WIRELESS	9847028422	Cell Phone Service for EH Director, 2020	Paid by Check # 659666		01/23/2020	02/15/2020	02/07/2020		02/07/2020	.00	
52815 - JIL NEUMAN	Notary Stamp	Reimbursement for Notary Fee, Notary Stamp	Paid by Check # 659772		02/04/2020	02/04/2020	02/11/2020		02/11/2020	.00	
52629 - LATOYA DICKENS-JONES	1-2020	Nurse Practitioner Services, as needed in 2020	Paid by Check # 660018		02/03/2020	02/07/2020	02/18/2020		02/18/2020	.00	
51852 - IPRINT TECHNOLOGIES	638988	Printer cartridges as needed	Paid by Check # 659875		10/14/2019	02/07/2020	02/13/2020		02/13/2020	.00	
51874 - VERIZON WIRELESS	9847194785	Monthly Hot Spot Fee for CCPH, 2020	Paid by Check # 659923		01/26/2020	02/18/2020	02/13/2020		02/13/2020	.00	



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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										
Account 201 - Accounts Payable										
51158 - JON ELIAS M.D.	Jan-20	Medical Director Services for 2020	Edit		02/01/2020	02/13/2020	02/13/2020			(1,000.00)
50645 - HOLOGIC	35487981,	35493053 - Credit	Edit		02/13/2020	02/13/2020	02/13/2020			(1,477.79)
7335 - HUNTINGTON NATIONAL BANK	Lab Part	Market Forge 95-0149 Roller - part for lab equipment	Edit		02/14/2020	02/14/2020	02/14/2020			(39.10)
7335 - HUNTINGTON NATIONAL BANK	OABH	OABH Membership Dues for 2020	Edit		02/14/2020	02/14/2020	02/14/2020			(225.00)
7335 - HUNTINGTON NATIONAL BANK	EH Licenses	2020 Licenses for Environmental Health	Edit		02/14/2020	02/14/2020	02/14/2020			(350.50)
51563 - STERICYCLE	1009683415	Infectious Waste Disposal, as needed in the Lab in 2020	Edit		01/31/2020	03/01/2020	02/14/2020			(91.50)
52448 - ADVANCED ANALYTICAL SOLUTIONS, LLC.	26286	2020 EPA Water Proficiency Testing, Total Coliform/E Coli Count	Edit		02/03/2020	02/18/2020	02/18/2020			(137.00)
52448 - ADVANCED ANALYTICAL SOLUTIONS, LLC.	26155	2020 EPA Water Proficiency Testing	Edit		02/03/2020	03/04/2020	02/18/2020			(555.00)
18580 - CANTON HOTEL & RESTAURANT SUPPLY	373497	Paper Towels and Toilet Paper, as needed in 2020	Edit		02/14/2020	02/18/2020	02/18/2020			(265.88)
52602 - DEANS FUNERAL HOME LIMITED	W.Miller Indigen	Indigent Cremation: William Miller, DOD: 01/19/2020	Edit		01/27/2020	02/18/2020	02/18/2020			(495.00)
41842 - DUTCH GIRL CLEANERS	A069088	Cleaning Services for Nursing Lab Coats	Edit		01/20/2020	02/18/2020	02/18/2020			(23.00)
50919 - HERITAGE CREMATION SOCIETY	R.Langford, Indi	Indigent Cremation: Ronald Langford, DOD: 02/05/2020	Edit		02/12/2020	02/18/2020	02/18/2020			(495.00)
51852 - IPRINT TECHNOLOGIES	656909	Printer Cartridges, as needed in 2020	Edit		01/13/2020	02/18/2020	02/18/2020			(84.00)
50276 - MARK VRABEL FUNERAL HOME	R.McNemar Indig	Indigent Cremation: Ronald McNemar, DOD: 01/31/2020	Edit		02/06/2020	02/18/2020	02/18/2020			(495.00)
34284 - REAM & HAAGER LABORATORY	4341521, 4341839	4342052, 4341395	Edit		01/27/2020	02/18/2020	02/18/2020			(132.00)
1598 - RED WING SHOE STORE	524-1-85831	Safety Boots for: Smith, Schen, Nettey, Recycle Center Manager	Edit		01/16/2020	02/18/2020	02/18/2020			(150.00)
51821 - USA QUICKPRINT	315666	Business Cards for Various Employees	Edit		01/21/2020	02/18/2020	02/18/2020			(300.60)



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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										
Account 201 - Accounts Payable										
51821 - USA QUICKPRINT	315826	Return Address Envelopes, as needed in 2020	Edit		02/14/2020	02/18/2020	02/18/2020			(146.87)
39066 - WALTNER - SIMCHAK FUNERAL HOME	K.Dickson Indige	Indigent Cremation: Kenneth Dickson, DOD: 01/25/2020	Edit		01/31/2020	02/18/2020	02/18/2020			(495.00)
39066 - WALTNER - SIMCHAK FUNERAL HOME	R.Davis, Indigen	Indigent Cremation: Robert Davis, DOD: 01/27/2020	Edit		02/12/2020	02/18/2020	02/18/2020			(495.00)
							Account 201 - Accounts Payable Totals	Invoice Transactions 29		<u>(\$7,453.24)</u>
Department 301001 - Health - Administration										
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	9847194785	Monthly Hot Spot Fee for CCPH, 2020	Paid by Check # 659923		01/26/2020	02/18/2020	02/13/2020		02/13/2020	40.18
							Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1		<u>\$40.18</u>
Account 705.06 - Professional Services Other Professional Services										
52602 - DEANS FUNERAL HOME LIMITED	W.Miller Indigen	Indigent Cremation: William Miller, DOD: 01/19/2020	Edit		01/27/2020	02/18/2020	02/18/2020			495.00
50919 - HERITAGE CREMATION SOCIETY	R.Langford, Indi	Indigent Cremation: Ronald Langford, DOD: 02/05/2020	Edit		02/12/2020	02/18/2020	02/18/2020			495.00
50276 - MARK VRABEL FUNERAL HOME	R.McNemar Indig	Indigent Cremation: Ronald McNemar, DOD: 01/31/2020	Edit		02/06/2020	02/18/2020	02/18/2020			495.00
39066 - WALTNER - SIMCHAK FUNERAL HOME	K.Dickson Indige	Indigent Cremation: Kenneth Dickson, DOD: 01/25/2020	Edit		01/31/2020	02/18/2020	02/18/2020			495.00
39066 - WALTNER - SIMCHAK FUNERAL HOME	R.Davis, Indigen	Indigent Cremation: Robert Davis, DOD: 01/27/2020	Edit		02/12/2020	02/18/2020	02/18/2020			495.00
							Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 5		<u>\$2,475.00</u>
Account 705.14 - Professional Services Maintenance Contracts										
493 - COPECO INC	21AR943635	Copier Maintenance on 6 Copiers	Paid by Check # 659858		02/03/2020	02/03/2020	02/13/2020		02/13/2020	2,085.02
27986 - R & G JANITORIAL, INC.	3189	Cleaning of Health Department Offices	Paid by Check # 659890		01/31/2020	02/03/2020	02/13/2020		02/13/2020	2,000.00
							Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 2		<u>\$4,085.02</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
51852 - IPRINT TECHNOLOGIES	638988	Printer cartridges as needed	Paid by Check # 659875		10/14/2019	02/07/2020	* 02/13/2020		02/13/2020	42.00



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 734.11 - Supplies Miscellaneous Office Supplies											
51852 - IPRINT TECHNOLOGIES	656909	Printer Cartridges, as needed in 2020	Edit		01/13/2020	02/18/2020	02/18/2020			84.00	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 2	<u>\$126.00</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	315826	Return Address Envelopes, as needed in 2020	Edit		02/14/2020	02/18/2020	02/18/2020			146.87	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$146.87</u>
Account 734.13 - Supplies Freight											
18580 - CANTON HOTEL & RESTAURANT SUPPLY	373497	Paper Towels and Toilet Paper, as needed in 2020	Edit		02/14/2020	02/18/2020	02/18/2020			4.00	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$4.00</u>
Account 734.52 - Supplies Uniform Supplies											
1598 - RED WING SHOE STORE	524-1-85831	Safety Boots for: Smith, Schen, Nettey, Recycle Center Manager	Edit		01/16/2020	02/18/2020	* 02/18/2020			150.00	
									Account 734.52 - Supplies Uniform Supplies Totals	Invoice Transactions 1	<u>\$150.00</u>
Account 734.58 - Supplies Miscellaneous Supplies											
52815 - JIL NEUMAN	Notary Stamp	Reimbursement for Notary Fee, Notary Stamp	Paid by Check # 659772		02/04/2020	02/04/2020	02/11/2020		02/11/2020	35.20	
18580 - CANTON HOTEL & RESTAURANT SUPPLY	373497	Paper Towels and Toilet Paper, as needed in 2020	Edit		02/14/2020	02/18/2020	02/18/2020			261.88	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$297.08</u>
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
1364 - OHIO DIVISION OF REAL ESTATE	Jan20 Bur. Perm.	Burial Permits - Reimbursement to the State for 2020	Paid by Check # 659887		02/03/2020	02/03/2020	02/13/2020		02/13/2020	425.00	
									Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals	Invoice Transactions 1	<u>\$425.00</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
7335 - HUNTINGTON NATIONAL BANK	OABH Membership	OABH Membership Dues for 2020	Edit		02/14/2020	02/14/2020	02/14/2020			225.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>\$225.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 17	<u>\$7,974.15</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 705.06 - Professional Services Other Professional Services											
52629 - LATOYA DICKENS-JONES	1-2020	Nurse Practitioner Services, as needed in 2020	Paid by Check # 660018		02/03/2020	02/07/2020	02/18/2020		02/18/2020	141.92	
51158 - JON ELIAS M.D.	Jan-20	Medical Director Services for 2020	Edit		02/01/2020	02/13/2020	02/13/2020			1,000.00	
41842 - DUTCH GIRL CLEANERS	A069088	Cleaning Services for Nursing Lab Coats	Edit		01/20/2020	02/18/2020	02/18/2020			23.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 3	<u>\$1,164.92</u>
Account 713.13 - Utilities Telephone											
177 - AT&T	1/16-2/15 Serv.	Invoice #330454766401	Paid by Check # 659146		01/16/2020	02/04/2020	01/29/2020		01/29/2020	41.60	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$41.60</u>
									Department 303001 - Nurses Totals	Invoice Transactions 4	<u>\$1,206.52</u>
Department 304001 - Lab											
Account 705.06 - Professional Services Other Professional Services											
51563 - STERICYCLE	1009683415	Infectious Waste Disposal, as needed in the Lab in 2020	Edit		01/31/2020	03/01/2020	02/14/2020			91.50	
52448 - ADVANCED ANALYTICAL SOLUTIONS, LLC.	26286	2020 EPA Water Proficiency Testing, Total Coliform/E Coli Count	Edit		02/03/2020	02/18/2020	02/18/2020			97.00	
52448 - ADVANCED ANALYTICAL SOLUTIONS, LLC.	26155	2020 EPA Water Proficiency Testing	Edit		02/03/2020	03/04/2020	02/18/2020			495.00	
34284 - REAM & HAAGER LABORATORY	4341521, 4341839	4342052, 4341395	Edit		01/27/2020	02/18/2020	02/18/2020			132.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 4	<u>\$815.50</u>
Account 734.13 - Supplies Freight											
7335 - HUNTINGTON NATIONAL BANK	Lab Part	Market Forge 95-0149 Roller - part for lab equipment	Edit		02/14/2020	02/14/2020	02/14/2020			12.98	
52448 - ADVANCED ANALYTICAL SOLUTIONS, LLC.	26286	2020 EPA Water Proficiency Testing, Total Coliform/E Coli Count	Edit		02/03/2020	02/18/2020	02/18/2020			40.00	
52448 - ADVANCED ANALYTICAL SOLUTIONS, LLC.	26155	2020 EPA Water Proficiency Testing	Edit		02/03/2020	03/04/2020	02/18/2020			60.00	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 3	<u>\$112.98</u>
Account 734.58 - Supplies Miscellaneous Supplies											
50645 - HOLOGIC	35487981,	35493053 - Credit	Edit		02/13/2020	02/13/2020	* 02/13/2020			1,477.79	



Accounts Payable by G/L Distribution Report

G/L Date Range 01/23/20 - 02/18/20

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 734.58 - Supplies Miscellaneous Supplies										
7335 - HUNTINGTON NATIONAL BANK	Lab Part	Market Forge 95-0149 Roller - part for lab equipment	Edit		02/14/2020	02/14/2020	02/14/2020			26.12
							Account 734.58 - Supplies Miscellaneous Supplies Totals		Invoice Transactions 2	<u>\$1,503.91</u>
							Department 304001 - Lab Totals		Invoice Transactions 9	<u>\$2,432.39</u>
Department 307001 - Environmental Health Administration										
Account 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS	9847028422	Cell Phone Service for EH Director, 2020	Paid by Check # 659666		01/23/2020	02/15/2020	02/07/2020		02/07/2020	50.72
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>\$50.72</u>
Account 734.12 - Supplies Outside Printing										
51821 - USA QUICKPRINT	315666	Business Cards for Various Employees	Edit		01/21/2020	02/18/2020	02/18/2020			200.40
							Account 734.12 - Supplies Outside Printing Totals		Invoice Transactions 1	<u>\$200.40</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees										
7335 - HUNTINGTON NATIONAL BANK	EH Licenses	2020 Licenses for Environmental Health	Edit		02/14/2020	02/14/2020	02/14/2020			350.50
							Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals		Invoice Transactions 1	<u>\$350.50</u>
							Department 307001 - Environmental Health Administration Totals		Invoice Transactions 3	<u>\$601.62</u>
Department 308001 - OPHI										
Account 734.12 - Supplies Outside Printing										
51821 - USA QUICKPRINT	315666	Business Cards for Various Employees	Edit		01/21/2020	02/18/2020	02/18/2020			100.20
							Account 734.12 - Supplies Outside Printing Totals		Invoice Transactions 1	<u>\$100.20</u>
							Department 308001 - OPHI Totals		Invoice Transactions 1	<u>\$100.20</u>
							Fund 7601 - Health Fund Totals		Invoice Transactions 72	<u>\$0.00</u>
							Grand Totals		Invoice Transactions 158	<u>\$131,903.50</u>

* = Prior Fiscal Year Activity



Public Health
Prevent. Promote. Protect.

Canton City Public Health

February 18, 2020

To: Canton City Public Health Board of Directors

From: Jim Adams, Health Commissioner

Re: Stark County THRIVE Pathways HUB Manager Position Description

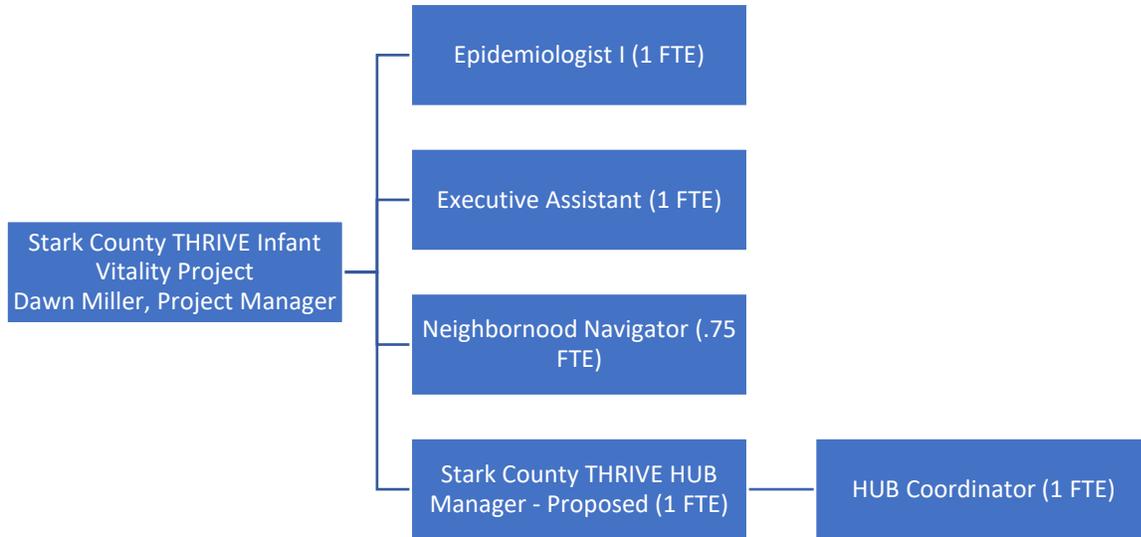
The proposed organizational structure of the Stark County THRIVE Infant Vitality Project with respect to the THRIVE Pathways HUB is consistent the operational needs of the HUB and consistent with other similar organizations in Ohio and across the U.S. The responsibilities of the Stark County THRIVE Pathways HUB Manager outlined in the attached position description are consistent with existing approved R5 staff positions as they relate minimum qualifications including education, previous experience, supervisory responsibility, contract oversight, and budgetary controls. The HUB Manager's minimum qualifications include an associate degree AND four years relevant work experience, AND responsibilities for supervision and budgetary control.

Summary of HUB Structure and Supporting Documentation

The Pathways Community HUB Model provides a unique strategy to effectively supplement health care services with social services needed to overcome barriers for those most at risk of poor health outcomes. Pathways are standardized measurement tools used to define and track health and social issues from identification through to a measurable completion point. The HUB uses Pathways to coordinate agencies and service providers in the community to eliminate the inefficiencies and duplication that exist among them.

Pathways are associated with payments by Medicaid managed care plans, government programs, philanthropic foundations, and other payers for specific benchmarks along the Pathway. The highest payment is provided for successful outcomes at completion. In this way, Pathways provide the infrastructure to link payment to outcomes, thereby linking payments to performance. Outcomes are tracked at the level of the individual being served and each step of the Pathway addresses a clearly defined action toward problem resolution.

A HUB represents a network of agencies that provide evidence-focused care coordination and the professional work needed to identify and address risk factors for at-risk members of their community. The HUB, as the quality center of the network, assures that care coordinators and programs collaborate in their approach to identify and address risk, reduce service duplication and increase the effectiveness of systems of care. HUBs don't employ care coordinators – but serves as a central point of organization, quality measurement, tracking, and billing.



Stark County THRIVE Organizational Structure

The Stark County THRIVE Pathways HUB is one of nine countywide interventions under the oversight of the THRIVE Project Manager for addressing infant vitality in Stark County. At present, the HUB is staffed by a full-time employee who is performing the duties of both a HUB Manger **and** HUB Coordinator. As the number of CHWs increase to meet the increase in demand we too must increase the number of staff to continue the excellent work being that Stark County THRIVE Pathways HUB is conducting.

The responsibilities of a HUB Manager are significant and cannot be combined with other positions currently working on the THRIVE project. The Pathways Community HUB Institute (PCHI) has outlined that a HUB staff of at least 2.5 FTE's is needed to adequately maintain the quality and oversight of a HUB with eleven care coordination agencies and 26 community health workers that the Stark County THRIVE Pathways HUB is managing currently

According to the Association of Maternal and Child Health Programs (AMCHP), the Pathways Community HUB Model has been identified as an Innovation Station Best Practice. Guidance for establishing and implementing the HUBs Internal Capacity requirements is outlined below and was taken from <http://www.amchp.org/programsandtopics/BestPractices/InnovationStation/ISDocs/Pathways%20Community%20HUB.pdf>

- **Practice Implementation.** The HUB represents a network of contracted separate agencies within the community. The Pathways Community HUB (HUB) serves as the “care traffic control” or central resource for the network providing training, information technology support, quality improvement, network meetings, invoicing, and many other services. The care coordination agencies (CCAs) hire and support the CHWs. There may be 2 to more than 30 care coordination agencies across a HUB network.
- **Internal Capacity by Category.** The HUB model represents a network of agencies with a centrally coordinating HUB. Staffing support requirements for consideration include:

1. HUB – Typically 2 or more full time personnel

- The HUB Executive Director/Manager is responsible for the operation of the entire network.
- The Quality Improvement personnel (HUB Coordinator and HUB Assistant– One or more individuals responsible for tracking the specific clients, their Pathway based outcomes, the quality reports and related quality improvement tools, meetings, and policy development. They may also provide clinical supervision to the CCA agencies that do not have a supervisor. Referral tracking, data collection monitoring, invoice preparation, and related functions.

HUBs may hire or contract out for additional resources including invoice preparation, information technology, legal services, evaluation, and research.

2. CCAs – HUBs can have from 2 to 30 or more CCAs. These can represent a variety of agencies spanning local non-profits, housing resource providers, behavioral health centers, clinics, churches, and others. The CCAs may have many other employees working on projects separate from the HUB initiative. They may provide a separate service such as housing, food, or medical care. The hiring and support of CHWs providing HUB model care coordination through a contract with the HUB brings their agency into the HUB network. CCA HUB related staffing includes:

- CHWs (CHWs) – CHWs represent the most central intervention resource, reaching out to those most at risk to enroll them into the HUB and providing comprehensive risk assessments, and assigning Pathways to track risk mitigation success.
- CHW Supervisors – National certification standards require that each risk assessment and Pathway completed by the CHW must be signed off by their supervisor. As CHWs in the HUB model are serving the most medically and socially at-risk clients in the community, a teamwork approach to client management with

experienced supervisors as part of that team is critical. CCAs that do not employ enough CHWs to make having a supervisor practical can receive supervision from their local HUB.

Existing Ohio HUBs

All Ohio HUBs have a minimum staffing structure of at least a HUB Director/Manager and HUB Coordinator/Quality Assurance Coordinator.

Recommendation

I recommend that the Board of Health adopt the proposed organizational structure for the Stark County THRIVE Infant Vitality Project along with the proposed position description for the Stark County Pathways HUB Manager position description.



Position Description

Canton City Public Health
FINAL DRAFT 2142020DM

Position Title:	Pathways HUB Manager			Position #:	NEW
Working Title:	Stark County THRIVE Pathways HUB Manager			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 Stark County THRIVE Pathways HUB Manager is the principle staff person responsible for the day-to-day management and oversight of the Stark County THRIVE Pathways HUB (HUB), a coordinated system of care that is one of several strategies outlined in the Stark County/Canton City Health Improvement Plans. The HUB Manager will be responsible for administrative, programmatic, financial, and communication duties. The work will be guided by goals, objectives and priorities as described in Canton City Public Health’s organizational performance and strategic plan priorities. This is a grant funded position. The HUB Manager reports to Stark County THRIVE Project Manager.

Essential Duties and Responsibilities:

30% Administration 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.
- Build and maintain relationships with Ohio Department of Medicaid, Managed Care Plans, care coordinating organizations and care coordinators/Certified Community Health Workers to ensure high quality, compliant, and results oriented client services.
- Supervise HUB Coordinator and HUB Assistant.
- Administrative duties as designated by the THRIVE Project Manager.

30% Data Collection, Monitoring & Outcome Evaluation and Performance Improvement

- Analyze and report on program data in collaboration with Kent State University and other evaluators.
- Facilitate meetings with care coordinators for quality improvement, training, and program updates.
- Lead quality assurance and evaluation committee to ensure high quality, compliant, and results oriented client services.
- Monitor accuracy and standardization of CCS entries, and input verification and validation, ensuring data integrity and accuracy.

- Monitor CCS system to ensure secure interfaces are provided for claims processing, document transmission, and client referral to the Pathways Community HUB.
- Collaborate and communicate with existing and potential THRIVE partners on the maintenance of the HUB referral network.
- Assure HUB staff and contractors are aware of and complying with contract regulations and deadlines.
- Coordinate with THRIVE Project Manager to establish a quality improvement process focused on strategically evaluating health outcomes and addressing efficiencies on an ongoing basis.

30% **Policy Development and Financial Management**

- Provide day-to-day management of all contracts between the Stark County THRIVE Pathways HUB, subcontractors, and funders.
- Develop contracts with funders for the payment for Pathway outcomes and services for the HUB and its contracted care coordination agencies.
- Monitor CCS system to ensure secure interfaces are provided for claims processing, document transmission, and client referral to the Pathways Community HUB.
- Provide to the Stark County THRIVE Project Manager administrative and financial statements for HUB-related activities such as grant applications and reports.
- Reconcile and analyze partner documentation on a monthly basis to ensure invoices submitted for reimbursement from purchasers and payment to CCAs comply with contract agreements.
- Work directly with Canton City Public Health Fiscal Manager to track revenue, expenses, in-kind contributions and reimbursements.
- Develop expertise and understanding of health insurance payment systems.

10% **Partnerships and Communication**

- Conduct presentations for state and local partners.
- Represent Canton City Public Health at appropriate meetings.
- Regularly report project progress to Board of Canton City Public Health and stakeholders.
- 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.
- Disseminate information gathered by the Stark County THRIVE Pathways HUB to internal staff, and stakeholders to promote the Stark County THRIVE Pathways HUB.

Position Description

- Prepare timely reports on current project status for Stark County THRIVE Project Manager.

Other Duties and Responsibilities:

- Represent all program partners with integrity and respect.
- Be able to respond to public health emergencies as needed.
- All 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 four years of progressively responsible experience in human service leadership, administration, project management, and community engagement.
- Supervisory experience.
- Experience in the management of program budgets.

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.
- Experience working in the Care Coordination System (CCS).

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

Position Description

- 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

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 workflow 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 workflow obstacles to supervisor.

Position Description

- 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.
 - May participate in continuous improvement projects and/or committies.
- 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.



Position Description

Canton City Public Health
FINAL DRAFT 2142020DM

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

Amended 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: [Aultman Hospital](#), Ansell Healthcare Products, AT&T, Copeco, [Huntington Bank](#), 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 24th day of **February, 2020**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health

LEAN Six Sigma Certification

Benefits to Government Agencies

Government agencies are often understaffed and overloaded with work. Enrolling Government employees in Six Sigma Training will teach them the tools necessary to reduce defects or mistakes as well as maximize the resources (budget/employees) they are given to work with. Once Six Sigma is implemented in various agencies and offices, it will improve the processes used to deliver services to the public, which will in turn help the economy as well as satisfy the customers. When it comes to the government, the 'customers' include all the constituents of a given governmental office. The government essentially provides a service to its customers, or in this case, citizens.

Because governmental processes are put in place to help basically everyone and are usually on a large scale, it is imperative that these processes are 6-Sigma perfect, with as little waste as possible. Statistically, this translates to 99.9997% effective, or less than 3.4 defects per million opportunities. Realistically, this means efficient processes that take the least possible resources to make the biggest possible impact. When employees are trained in Six Sigma Methodologies, they are given the tools to make big improvements that create drastically better products or services that are both well-received and sustainable, leading to a state of continuous improvement. Six Sigma methodologies have been used and proven effective on the federal, state, and local levels of government.

Six Sigma is a methodology that utilizes statistical tools and concepts to identify variations or defects in a process. An [Accredited](#) Six Sigma Certification in Government indicates an individual has achieved a particular [level of knowledge](#) in the study and application of this methodology. This type of certification will make you a more valuable asset in any industry and [enhance your career](#) greatly.

The government does not always look for profits but is still in need of a system that both cuts costs and reduces waste and inefficiency. The ultimate goal of the Six Sigma Methodology is to reduce the number of defects and variables within day to day governmental processes.

In this way, the government can use Six Sigma to successfully improve overall productivity. It is the responsibility of the government to use its resources efficiently and effectively to best serve the public, who can be considered the customers of these processes.

Our Six Sigma in Government programs are the same exceptional courses you will find in our standard Six Sigma programs while featuring customized videos that have been specially developed for the Government industry.

Top 5 reasons to choose a Six Sigma Certification in Government:

Cut Cost by Eliminating Errors

Six Sigma in Government focuses on identifying and eliminating any unnecessary waste in a particular system. This is one aspect of the Six Sigma methodology that creates great demand for Six Sigma Certified Professionals, especially true when it comes to government jobs that are usually competitive and in high-demand. It is especially essential for governmental processes to be perfect at the federal, state, and local level, which makes it a perfect match for the Six Sigma Methodology.

Improve Quality

The process of eliminating errors in products and services naturally leads to improved quality. The government has many opportunities for increased quality at all levels. A specialized Six Sigma Certification in Government will give your resume the edge it needs to compete for a government job. This is a skill set that all of the leading employers of the world know to invest in when it comes time to hire their employees.

Increase Customer Loyalty

When it comes to the government, the 'customers' include all the constituents of a given governmental office. The government essentially provides a service to its customers, or in this case, citizens. When the constituents of a given office are happy with the services of their government, everyone benefits.

Increased Employability and Salary Potential

On top of all these benefits is an obvious one... money. The best way to increase your earning potential is to stand out from the crowd. Nothing does that quicker and for as little cost as a Six Sigma Certification. Employers, or in this case, the Government, knows that your knowledge will very likely help make a significant impact on their productivity. It's no wonder they reward employees who are Six Sigma Certified with higher salaries.

Improve Culture

Six Sigma improves the overall corporate culture within a federal, state or local governmental office into one of continuous improvement. Because of the hierarchy of Six Sigma Certified individuals, everyone knows their role and expectations– and exactly how teams need to work together to bring about positive changes. As these teams reach both short term and long term goals, they form bonds that strengthen the overall government as a whole. Furthermore, as they start to see the results of their hard work, the drive to continue to reach goals is fostered and rewarded. Six Sigma Certified individuals can seamlessly join Six Sigma Teams already working on projects (or hop to a different team when necessary), especially when their certification is rooted in Government. This ease is all because of the culture of continuous improvement that is emphasized in Six Sigma Training.



Public Health
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Canton City Public Health

Board of Health Meeting
Monday, February 24, 2020 @ 12:00pm – Board Room
Division Reports

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

Canton City Public Health

January 2020 Report (Meeting 2/24/20)

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	4	20	20
Tuberculosis (TB) Mantoux	7	24	24
Travel	5	20	20
S.T.I.	9	82	82
C.T.R. Clinic	6	0	0
C.T.R. – # Qualified & Tested		0	0
C.T.R. – Appointments		1	1
Field/Outreach Testing		1	1
SWAP	5	404	404
SWAP Testing		2	2
SWAP Vaccination Clinic	5	0	0
Hepatitis A Outbreak Clinic	0	0	0

DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	332	332	192	192

HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD	Discordant	Discordant YTD
Tests Performed	13	13	0	0	0	0
Results Given	13	13	0	0	0	0

HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	0	0	0	0
Stark County*	0	0	0	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			1	1
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	3	3	30	30
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	4	4		
Get Vaccinated (GV) Ohio Grant – Immunization Quality Improvement for Providers (IQIP) – Goal of 7 per grant year July 1 st – June 30 th	0	0		
DIS Interviews and/or Visits	16	16		
Linkage to Care visits	2	2		
PAPI (Prevention Assistance Program Interventions) referrals	6	6		
PAPI (Prevention Assistance Program Interventions) enrollment	1	1		
Bureau for Children with Medical Handicaps (BCMH) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1st- June 30 th]	4	4		

**WIC Division
Monthly Caseload Report**

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
January 2020	2,029	5,212

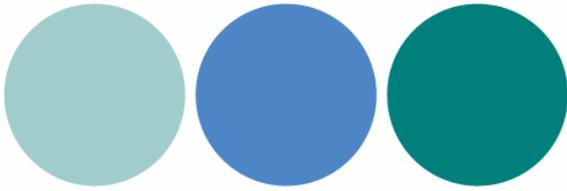


Public Health
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Canton City Public Health

LGBTQ+ Access to Care Focus Group Series

CCPH hired consultants (HIV Prevention funding dollars) to conduct 2 focus groups in an effort to identify access to care issues in the LGBTQ+ (Lesbian, gay, bisexual, transgender, questioning/queer and intersex). And, more specifically, access issues related to CCPH services. Two separate focus groups were conducted at the Stark County District Library which lasted approximately 75 minutes each. Recruitment occurred via social media outlets (Facebook, etc.) and incentives were offered to participants. Attached is a summary of the outcomes of those events.



LGBTQ+ Access to Care Focus Group Series

Prepared for: Canton City Public Health

PREPARED BY:





Key Findings

CMOR conducted two focus groups on behalf of Canton City Public Health (CCPH) in December 2019. The purpose of the focus groups was to collect information from the LGBTQ+ community on access to care issues. The focus groups consisted of young (most were under the age of 40) Stark County residents from the LGBTQ+ community and was moderated by CMOR staff.

OVERALL KEY FINDINGS AND RECOMMENDATIONS

- Then general consensus in both groups was that people in the Stark County LGBTQ+ community do not know about healthcare services and options that are available to them. Familiarity of CCPH's free, confidential and anonymous HIV testing and the sexual health walk-in clinic that provides free testing, diagnosis, and treatment for sexually transmitted infections was also scarce.
- Location, government affiliation and misconceptions about the health department are main barriers that prevent members of the LGBTQ+ community from using services at Canton City Public Health. Participants were able to give multiple ideas for "pop-up" locations for CCPH to discreetly provide services within the community.
- Planned Parenthood is perceived as a safe, affirming and welcoming place for the LGBTQ+ community while CCPH has a negative stigma associated with the agency and a low level of service awareness in the LGBTQ+ community.
- Community agencies, including CCPH, could benefit from additional training on working with members of the LGBTQ+ community such as the proper use of pronouns and ways to make people in the community feel more comfortable (approach, intake, communications).
- There is a need for a one-stop shop for resources the LGBTQ+ community might need. This could be an opportunity for Canton City Public Health to partner with other Stark County agencies to make a comprehensive resource guide that would be available in multiple locations and on-line.
- Consider increasing marketing efforts via social media. Canton City Public Health would benefit from Instagram and Twitter accounts which are the best way to reach Millennial and Generation Z populations. Even accounts just for the health center and not for the Public Health Department as a whole, would help spread the word about healthcare services offered. Social media content should focus on services provided, when, and where.
- Currently, the Canton City Public Health website is difficult to navigate and there is no information about STI testing or LGBTQ+ services offered. The site would benefit from a section in the main menu for sexual health or STI testing, letting people know what testing they offer and when.
- As you move through this process, consider putting together a LGBTQ+ taskforce that includes members of the Stark County LGBTQ+ community (there were several focus group participants that would be good in this role) that can continue to assist the department reach the community effectively.

Research Methodology

The Center for Marketing and Opinion Research (CMOR) conducted two focus groups in December 2019 on behalf of Canton City Public Health. Both groups consisted of Stark County residents from the LGBTQ+ community. More information about the participant characteristics can be found at the end of this report. Both focus groups were conducted at the main branch (downtown Canton) of the Stark County District Library and lasted 75 minutes each.





ACCESS TO HEALTHCARE AND PERSONAL EXPERIENCES

- ✓ When asked where they usually go for their healthcare needs, the hospital was mentioned most often. Other places mentioned include their Primary Care Doctor, a Specialist, Stat Care, and Portage Path in Akron.
- ✓ The majority of participants were not comfortable talking about sexual health with their provider. There were several reasons mentioned for not being comfortable including:
 - Not being comfortable talking with doctors with strong religious beliefs.
 - Some doctors are always saying the wrong thing and are very heteronormative even when they know their patient is gay or they ask questions that don't align with their sexual identity (for example, asking if they could be pregnant until they have to come out as gay).
 - There are some things that a doctor of the opposite sex or differing sexual identity does not understand.
- ✓ In terms of whether or not their provider is generally knowledgeable of the healthcare needs in the LGBTQ+ community, feelings were mixed. One participant reported that their OBGYN was knowledgeable because she is very understanding and doesn't pass judgement. Another mentioned that they could be more informed; that it's usually very generalized and not specific to LGBTQ+ issues. Yet another indicated that they never talk to their PCP about LGBTQ+ issues.
- ✓ Many participants had not heard of PrEP (Pre-exposure Prophylaxis). The men in the groups were more likely than the women to have heard of PrEP. One participant had to bring it up to their doctor after seeing an advertisement on TV and ask for a prescription.
- ✓ Most participants do not find it difficult to get health care services. However, several found it difficult to keep a doctor as once they start talking about certain topics, they aren't always friendly or affirming. Some barriers to finding health care services include:
 - Insurance network is pretty narrow
 - There are no doctors that are specifically LGBTQ+ friendly
 - One participant mentioned that after coming out as non-binary, they had no interest in trying to find a trans-affirming or body-positive doctor, especially when they have to pay a co-pay for an appointment and risk it not working out.
- ✓ When asked what other groups of individuals may have difficulty finding health care services, the following were mentioned:
 - People with Low-income
 - Minors
 - Transgender or non-binary individuals, especially if they are looking for doctors willing to do surgeries or hormone therapies.
- ✓ Several participants mentioned that it is difficult to be honest with healthcare providers. More specifically:
 - Doctors can have passive biases
 - Even if the doctors are affirming, the forms, other staff or the offices might not be affirming.



"Canton Ohio isn't the friendliest place for the LGBTQ+ community."



Participant on comfort talking to their provider about sexual health





- ✓ The general sentiment in both groups was that people in the Stark County LGBTQ+ community do not know about healthcare services and options that are available to them.

- ✓ When asked if they are aware of any LGBTQ+ friendly doctors, primary care physicians or clinics in the area, the following were mentioned:
 - Dr. Marcantonio Fiorentino (and wife) – communicable disease and primary care doctor
 - Dr. Danielle Kiko – OBGYN – does a lot for couples going through fertilization
 - Planned Parenthood
 - Phoenix Rising
 - Relationship Center
 - Coleman Services
 - CommQuest
 - Portage Path
 - One participant mentioned not being aware of any in Stark County.
 - Another mentioned if they are researching doctors, most don't have anything on their website to let you know they are inclusive.

• • •
“There’s a risk of doctors not being openly affirming because of the conservative nature of the community”

• • •
Focus Group Participant

- ✓ Participants offered the following suggestions to improve access to healthcare in the LGBTQ+ community:
 - Columbus Pride gave out a bunch of information and helped people feel more comfortable in their area
 - Increased communication and awareness
 - A 411 number you could call to get information, one point of reference
 - Facebook Group or other social media
 - One on one, individualized surveys at doctors' offices that get you resources based on your responses
 - Bulletin Boards aren't as helpful because it's not personalized or confidential
 - Outreach at Health Fairs (one at Jackson High School), doctors can set up there and people can meet them before they commit to an appointment
 - Better training and education for healthcare providers
 - Cleveland has Plexus (chamber of commerce for LGBTQ business owners) would be great to have something similar in Stark County to help affirming providers connect with other affirming providers

• • •
“I’m out there as a queer therapist but I don’t know who else is out there and I’m in the healthcare community”

• • •
Focus Group Participant



✓ Participants also offered the following suggestions to make people in the LGBTQ+ community more comfortable when getting healthcare:

- More personalized intake forms
- Safe Space Sticker or a physical marker at the office to show the space is safe for LGBTQ+ folks and they're open and knowledgeable about the community
- Better approach to care by doctors and their staff. For instance, many participants agreed that the first question always asked is "are you pregnant?" They ask how you know you can't be pregnant until you tell them you're gay; feel discriminated against because of that question.
- Better knowledge of how to respond to things outside of the norm; be more open minded
- Better bedside manner
- Required cultural diversity training.
- Doctors and nurses be aware of shared resources so they can give out information specific to LGBTQ+ healthcare in Stark County
- Be honest on the website whether you are affirming or not so people know if they are safe there or not
- Having trauma informed medical care; some people need to be asked before they are touched
- Suggestions specific to pronoun use: (1) the use of pronouns by doctors and doctors' offices and not assuming someone's pronouns, (2) have employee bios on the website include their pronouns, (3) have the person answering the phone and at the reception desk introduce themselves with pronouns, (4) Include pronoun preferences on intake forms

• • •

"You are instantly going to feel safer and more open if you can talk about real life issues instead of having to hide whatever because of judgement, whether that be judgement from doctors or from people sitting in the waiting room."

• • •

Focus Group Participant on what can be done to make LGBTQ+ community feel more comfortable.

✓ Next, the moderator said, "Sometimes we hear that people in the LGBTQ+ community don't always participate in regular testing for HIV or STIs" and were asked why that might be. Participant responses included:

- Stigma
- Fear or not wanting to know the results
- Judgement for lifestyle, for having multiple sexual partners or frequent testing.
- Worried about who you are going to run into when getting tested
- If they are uncomfortable with their doctors
- If the doctor doesn't bring it up
- Even if the doctor isn't judgmental, they might not be making themselves visible at a safe person.

✓ Participants offered the following suggestions on what might encourage more people to participate in testing:

- Make it free or affordable because not everyone has insurance
- Education and normalization – if people were more educated about it, they wouldn't be as judgmental. Also need to increase awareness of prevention and why you should want to get tested
- Make testing more discrete
- People should lead by example by getting themselves tested and encouraging partners to get tested
- Bringing awareness to STIs going around the area and talking about STIs more in general.
- Educating people at an early age





- ✓ The hospital, primary care physician, health department, OBGYN, Planned parenthood and HIV testing at gay bars were some places that participants have used in the past for HIV or STI testing. Reasons for testing at these specific locations was that they were comfortable there, it was recommended by others, covered by their insurance and that they read reviews and did research to find places that are gay-friendly.
- ✓ For most, the HIV or STI testing was not a comfortable experience; they experienced a poor bedside manner or felt they were being judged. The one exception that was brought up was Planned Parenthood because they are more outwardly affirming.
- ✓ In terms of what could be done to make them more comfortable with HIV or STI testing, the following were suggested:
 - More knowledgeable staff
 - Better bedside manner, empathy and relatability
 - A sign that says it’s safe here for members of the LBGTQ+ community.
 - To be asked what your partners identify as, what your gender is, and what your pronouns are
 - To have doctors educated about the LBGTQ+ community and their needs; patients don’t want to educate their healthcare professionals
 - Need better social etiquette and basic respect
 - Doctors need more continuing education

CANTON CITY PUBLIC HEALTH

- ✓ When asked what they think of when they hear “Canton City Public Health,” the following were mentioned:
 - **POSITIVE COMMENTS**
 - Nice and friendly people
 - **NEUTRAL COMMENTS**
 - A health place
 - Inspecting restaurants
 - It’s just generalized health
 - **NEGATIVE COMMENTS**
 - They treat you like trash (*mentioned 2 times*)
 - Haven’t thought of them as somewhere to see a doctor
 - See them as a large-scale organization, not for the individual person
 - Long wait times
 - Not very good
 - Not a great name or reputation



“The experience I had at the health department was awful and I have never gone back, ever. They (practitioners) make you feel so uncomfortable. You can see it in their face that they’re judging you. It’s just awful. It gives you anxiety on top of having to be exposed to someone who’s looking at you like that. Usually the nurses aren’t there when the doctors come in to do the testing. It feels invasive.”



Focus Group Participant on experience at health department





- ✓ Most participants were unaware of where Canton City Public Health is located (only three were aware).
- ✓ Familiarity was also scarce with CCPH's free, confidential and anonymous HIV testing (*about half of the first group and none of the second group were aware*) and the sexual health walk-in clinic that provides free testing, diagnosis, and treatment for sexually transmitted infections (*a couple were aware in the first group, none were aware in the second*). Services that participants mentioned being aware of included vaccinations, testing (in general), inspections, and data about community demographics.
- ✓ When it was mentioned that there has been some talk that members of the LGBTQ+ community have felt more comfortable going to Planned Parenthood or other places rather than Canton City Public Health, participants were asked if they had heard this before and why they think community members may go to places other than Canton City Public Health. Many participants confirmed hearing this before and one even mentioned that this sentiment is also felt with people who aren't members of the LGBTQ+ community.
- ✓ Reasons for preferring Planned Parenthood include:
 - They have normalized themselves to the LGBTQ+ community (as well as other communities) as a safe place.
 - When you walk in, you see a friendly face even though you might not be excited to be there.
 - They ask for contact preferences and will use your name or an anonymous name on the phone.
 - They have a better reputation in the community.
 - They are accepting and openly affirming.
 - They are always out in the community (specific examples include Akron Pride and protests against Trump).
 - They are an organization always under attack which makes the LGBTQ+ community feel like they understand their struggle.
 - They are not only a health group, but are also an activist group.
- ✓ Specific comments about Canton City Public Health include:
 - Have never seen anything about their services
 - Public health has a negative stigma around it; that is only for broke and homeless individuals.
- ✓ The following are some things that **keep members of the LGBTQ+ community from going to the Canton City Public Health** for their services:
 - No one knows where it is; needs better locations such as in Belden as opposed to downtown Canton (*mentioned by 3 participants*).
 - Government affiliation is a big barrier for LGBTQ+ people (*mentioned by 3 participants*). Specifically, the affiliation makes it impossible to feel safe there, especially during this current Presidential administration. Another participant added that it makes them think of people who hate their jobs and who aren't comfortable there and they don't care for their clients as much.
 - Just the name of Canton City Public Health feels dirty because it sounds like the people that shut down restaurants.
 - Doctors are the last thing that come to mind
 - It is thought of as being a dingy old brick building, even if you have no idea where it is.
 - There is a perceived record keeping component (collecting data to receive grants) rather than a reputation of confidentiality that Planned Parenthood has
 - The Public Health department is painfully neutral.





- ✓ In terms of what Canton City Public Health could do to make members of the LGBTQ+ community more comfortable going to them for services, participants offered the following:
 - Be present and visible in the community. *(mentioned by 2 participants)*.
 - Need messaging that's affirming that their healthcare is private and confidential *(mentioned by 2 participants)*.
 - Waiting room needs to be more private- it's too small and people can see what you are filling out on your forms
 - Don't limit HIV testing to just one day- CCPH used to do HIV testing on Wednesdays and if you went in that day, people knew why you were there. Canton is a small community and words get around.
 - Go to a neutral location to give information about what they offer
 - Partner with community agencies who have a fair amount of LGBTQ+ clients
 - Openly affirming messaging: "we are LGBTQ+ friendly and affirming" on the website and a sign in the building
 - Training on serving the LGBTQ+ community for doctors and all employees
 - Connect trans people with trans-affirming providers and providers that will prescribe hormones and that are W-Path standard following
 - Have cheat-sheets, cards, and/or magnets with information on what they offer and how to find them
 - Make intake forms more specific to ask what you want to be tested for - HIV, full panel, individual tests, etc.
- ✓ The general consensus was that participants would feel more comfortable utilizing HIV testing from Canton City Public Health if it were offered offsite. Suggestions for places that HIV testing could be offered include:
 - At the mall, libraries, YMCAs, gyms, or other public places *(mentioned by multiple participants)*.
 - Two open and affirming LGBTQ+ churches in Canton (one is New Vision). Both churches have private parking lots that are closed off from public view (discreet locations like this are preferred). *(mentioned by two participants)*.
 - Bars (but not limited to gay bars)
 - Pride festivals or Pride events
 - One participant mentioned that it would be helpful if the testing were labeled STI Testing and not HIV testing because HIV scares people and puts stigma on the people being tested.
 - Places that get a lot of traffic like festivals, First Friday, tree festival, 720 Market.
 - At the colleges and high schools in the county.
 - Grocery Stores: Beuhler's, Giant Eagle, Acme, etc.

GETTING THE WORD OUT

- ✓ When asked where they currently get information related to health care including sexual health care, the following sources were mentioned:
 - Social media, Facebook groups, Instagram *(mentioned by four participants)*
 - Google *(mentioned by two participants)*
 - Doctor's websites
 - Yelp and other review sites
 - Parents
 - Newspaper
 - WebMD or other medical websites
 - LGBTQIA therapist group
 - W-Path Organization
 - TRANScend (trans support group of Stark County)





- ✓ In terms of how they would like to get information in the future, several participants mentioned interest in physical resources such as pamphlets or information you can take home from their doctor’s office. Another mentioned social media because it is easy to share information.
- ✓ Specific to Canton City Public Health and how they can better get the word out about the services that they offer, participants offered the following suggestions:
 - Partner with schools and school counselors. More specific suggestions for school was for CCPH to visit sex-education classes and let the students know what resources CCPH has available, give resources to the parents of students, and offer STI testing at high schools like they offer physicals or blood drives *(schools were mentioned by five participants)*
 - Social Media, Facebook. Specific comments about social media included it is the fastest way to spread information, you can see reviews and ratings, can do campaigns such as 12 things you didn’t know the Canton City Public Health did and infographics *(mentioned by four participants)*
 - Participate in Pride month and events such as sponsoring events or having a booth at the Pride Festival *(mentioned by three participants)*
 - Radio
 - Work with other organizations and resources people are already using to house their information there
 - Partner with George’s, Buzzbin, Fiddlesticks (put pamphlets there)
 - Get information into North Canton, Jackson, Perry, Hoover, etc. where it’s not as gay friendly
 - Hospital and stat care paperwork when you’re discharged
 - Provide more detailed information, not just their phone number such as what services they offer, especially what free services.
 - Churches
 - Libraries
 - Make it part of physical to normalize it and keeps everyone safe
 - Be active in the queer community (Planned Parenthood shows up and hands out information)
 - Partner with mental health organizations in the community - do testing or hand out resources there
 - Set up a booth at First Friday
- ✓ In addition, participants were asked to name LBTGQ+ friendly spaces in the community or just “safe spaces” in general. It was mentioned several times that there are no longer any gay bars in Stark County, but there are some gay friendly spaces. The following safe places were mentioned:

• Arts District in Canton	• Library
<i>(mentioned by two participants)</i>	• Muggswigz
• Square in Akron	• Downtown Canton
• Fiddlesticks in Jackson	• First Friday
• New Vision Church	• Planned Parenthood

• • •

“If I would have heard about their (Canton City Public Health) services earlier, I probably wouldn’t have gone to Planned Parenthood.”

• • •

Focus Group Participant





FINAL ADVICE

When asked if there was any last piece of advice for Canton City Public Health, participants said the following:

- They need to get the word out, be visible
- They need to start reaching out to younger people in schools
- Pamphlets
- Better manners. When it comes to more sensitive subjects, you have to have better manners. If you are judged, you will never go back .
- Mandatory diversity training
- Give a questionnaire before you see someone in a doctor's office so that they can plan accordingly and ask you questions accordingly to your responses.
- Having preferred names and pronouns on a form is very important.
- Please practice education – the most common error is because people don't feel welcome
- Public health could be instrumental in educating schools and other healthcare providers. Teaching about pronouns and preferred names and sexual identities shouldn't be the LGBTQ+ community's responsibility



*“If you want us to feel comfortable
going there, then show us. Get out into
the community and show us.”*



Focus Group Participant

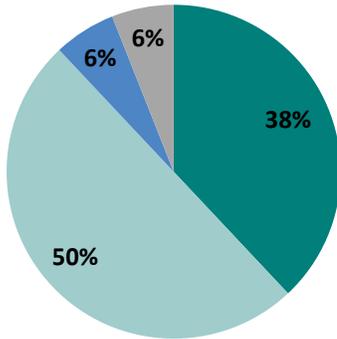




APPENDIX: Participant Characteristics

Gender Identity

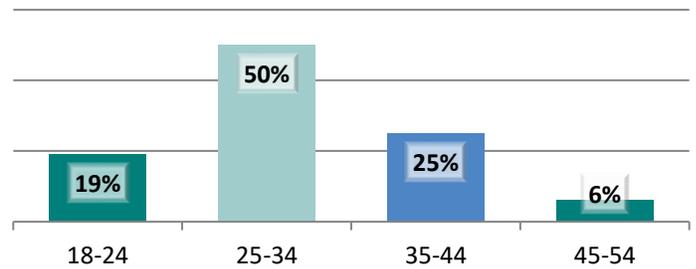
■ Gay male ■ Lesbian ■ Transgender ■ Non-binary



Gender Identity		
	#	%
Gay male	6	37.5%
Lesbian	8	50.0%
Transgender	1	6.3%
Non-binary	1	6.3%
Total	N= 16	100.0%

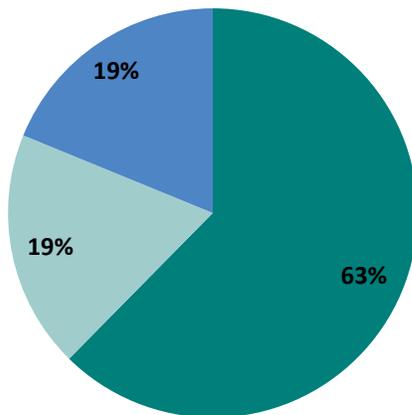
Age		
	#	%
18-24	3	18.8%
25-34	8	50.0%
35-44	4	25.0%
45-54	1	6.3%
Total	N=16	100.0%

Age



Employment Status

■ Full-time ■ Part-time ■ Unemployed



Employment Status		
	#	%
Employed Fulltime	10	62.5%
Employed Part-time	3	18.8%
Unemployed	3	18.8%
Total	N=16	100.0%

City/Township		
	#	%
Canton	8	50.0%
North Canton	3	18.8%
Massillon	3	18.8%
East Canton	2	12.5%
Total	N=16	100.0%





APPENDIX: Discussion Guide



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

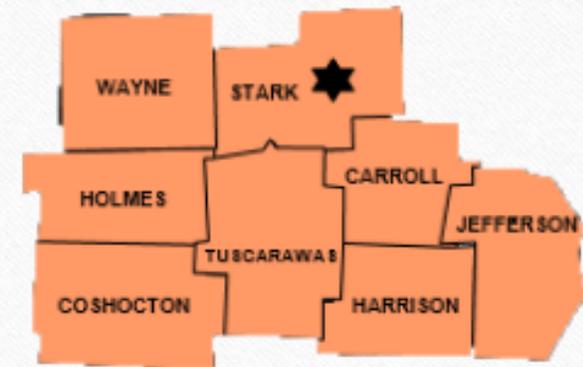
David McCartney- EIS

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
 - MMWR Jan 24,2020
 - <https://www.thebody.com/article/hiv-misinformation-among-young-adults>

Canton City Public Health

January 2020 (Meeting 2/24/2020)

LABORATORY

Program	Tests	Tests Positive	Proficiency Testing	YTD Samples Tested	YTD Samples Positive	YTD Proficiency Testing
WATER:						
Private	107	31	0	107	31	0
Public	31	0	20	31	0	20
Commercial	37	0	0	37	0	0
Other	0	0	0	0	0	0
FOOD SERVICES:						
Frozen Desserts	0	0	0	0	0	0
Other Exams	0	0	0	0	0	0
CLINICAL:						
Gonorrhea-smear	18	1	0	18	1	0
N.G.U.	18	11	0	18	11	0
Gonorrhea-culture	41	1	0	41	1	0
Oxidase	20	3	0	20	3	0
Culture Gram Stain	3	2	0	3	2	0
Sugar Confirmation	2	1	0	2	1	0
Gonorrhea-Gene amp.	67	3	0	67	3	0
Chlamydia-Gene amp.	67	8	0	67	8	0
Syphilis Serology Qualitative	59	7	0	59	7	0
Syphilis Serology Quantitative	7	7	0	7	7	0
Candida	18	3	0	18	3	0
Gardnerella	18	11	0	18	11	0
Trichomonas	18	1	0	18	1	0
Pregnancy-urine	0	0	0	0	0	0
HIV screen	13	0	0	13	0	0
HIV Insti Confirmatory	0	0	0	0	0	0
Lead	0	0	2	0	0	2
HCV Antibody screening	0	0	0	0	0	0
MISCELLANEOUS:						
Pollen counts	0	0	0	0	0	0
Other Exams	0	0	0	0	0	0
Misc. (insects, etc.)	0	0	0	0	0	0

Canton City Health Department

January 2020 (Meeting 2/24/2020)

Environmental Health

NUISANCE/RECYCLE CENTER UPDATES: City IT Dept. has contacted ProTech to set up a new camera system and automatic gates at the Recycle Center. We are waiting on approval from John Highman, City Service Director, for installation. The recycle center completed our SOP and received our temporary Certificate of Occupancy extension from the Building/Code Dept.

We are continuing our monthly meetings regarding due process and speed of Board enforcement with Mayor Bernabei, Jim Adams, Myself, Board of Health Member Pat Wyatt, Council President Bill Sherer, JR Rinaldi of Bldg & Code, Kelly Parker and Kristen Aylward Bates of City Law Dept. EH Policies in Nuisance will be re-written to reflect our change in process. We may need to update Canton City Health Code Chapters:

- 209. Enforcement, Inspection, and Penalty
- 221. Health Hazards.
- 223. Private Water Systems
- 225. Household Sewage Disposal Systems
- 227. Swimming Pools
- 230. Tattoo and Body Piercing Establishments
- 235. Schools

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

FOOD UPDATES: I will run a new cost methodology/cost analysis on the food licensing program in a few months. Expect an upcoming vote to increase some of our food license fees.

Canton City Health Department

January 2019 (Meeting February 24, 2020)

Environmental Health

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Nuisance Cases Opened	95												95
Nuisance Cases Acknowledged	91												91
Nuisance Cases Closed	85												85
Days to Acknowledge	0.33												0.55
Days to Close	4.38												4.38
Animal Bites	25												25
*Food Inspections	79												79
Mobiles	0												0
Vending	0												0
Temporary Event	3												3
Swimming Pools / Spas	1												1
Schools	unk												0
Body Art (Tattoos)	0												0

*Food Inspections includes standard, follow up, complaint, consultations, prelicensing, 30-day, critical control point, process review, consultations and complaint inspections.

Canton City Public Health

December & Year-end 2019 (Meeting 2/24/2020)

AIR POLLUTION CONTROL

BOARD REPORT FORMAT:

This report represents data from December 2019 and the year-end 2019 for the APC Division. This is the last report that will be provided to the Board of Health in this format. Starting in 2020, the APC report will be provided quarterly to the Board of Health and include information on the performance metrics developed for the APC program.

AIR MONITORING:

Summary of Air Monitoring Network

MONITORING TYPE	ATTAINMENT STATUS	MONITORING FREQUENCY	# OF OPERATING MONITORS	MONITORING LOCATION
Ozone	Attainment	Continuous	0 (see details)	Malone College; Brewster; Alliance
PM2.5	Attainment	3 Intermittent (1 in 3 days) & 1 Continuous	4	Canton Fire Station #8; Canton Health Department
PM2.5 Speciation	n/a (not NAAQS)	Intermittent (1 in 6 days)	2	Canton Fire Station #8
Lead	Undetermined & n/a (special study)	1 Intermittent (1 in 6 days) & 1 special study days	2	Republic Steel
Lead	Undetermined	Intermittent (1 in 6 days)	1	Youtz Leadership School

- *Monitoring Network Details:*

- Ozone maintenance and calibrations are occurring in order to deploy the monitors in the field in February for the March 1, 2020 ozone season start.
- The sampler at Youtz Leadership School was vandalized over the Thanksgiving and Christmas holiday breaks. As of 12/31/2019, the sampler was still operable.

Air Pollution Laboratory Report

Air Quality Index (AQI) - Comparison of Monthly Data

AQI Value Ranges Per Category of Air Quality Conditions:

Good = 0-50; Moderate = 51-100; Unhealthy for Sensitive Groups = 101-150; Unhealthy = 151-200

Data Type	December 2015	December 2016	December 2017	December 2018	December 2019
# of AQI Reporting Days	22	22	20	19	21
Highest AQI Value	60	58	72	89	73
# of Days in Good Category	21	19	13	10	16
# of Days in Moderate Category	1	3	7	9	5
# of Days in Unhealthy For Sensitive Groups Category	0	0	0	0	0
# of Days in Unhealthy Category	0	0	0	0	0

Suspended Particulates PM2.5- Comparison of Monthly Averages*

(in micrograms per cubic meter of air)

Primary Standard Limits: Annual Arithmetic Mean = 12; Daily 24-hr Average = 35

**Note: Due to data availability averages are reported for previous month*

Location	November 2015	November 2016	November 2017	November 2018	November 2019
#1 Health Department	8.7	10.5	8.8	8.1	8.7
#15 Fire Station #8	10.1	13.0	10.6	8.5	9.7

Data Capture Rate Report

Quality assured data is to be collected per the frequency indicated in the table no less than 75% of the time

Comparison of annual data capture rates

**Note: Due to data availability, this is the expected data capture rate once December data is submitted.*

Pollutant	Sample Frequency	2015	2016	2017	2018	2019*
PM2.5 Intermittent (Fire Station #8)	1 every 3 days	99%	98%	100%	98%	99%
PM2.5 Intermittent (Health Dept.)	1 every 3 days	98%	99%	96%	98%	99%
PM2.5 Continuous	Continuous, hourly averages	99%	86%	86%	92%	92%
PM2.5 Speciation	1 every 6 days	99%	98%	99%	95%	99%
Carbon Monoxide	Continuous, hourly averages	98%	99%	99%	92%	96%
Ozone (Alliance)	Continuous, hourly averages	98%	98%	99%	100%	98%
Ozone (Malone)	Continuous, hourly averages	98%	99%	99%	100%	94%
Ozone (Brewster)	Continuous, hourly averages	98%	99%	99%	98%	92%
PM10 / Manganese (Republic) (12/9/17-5/27/19)	1 every 6 days	N/A	N/A	100%	100%	96%
Lead (Republic) (6/6/2017-present) *does not include special study samples	1 every 3 days (until May 2019) 1 every 6 days (since June 2019)	N/A	N/A	97%	100%	100%
Lead (Youtz) (9/29/18-present)	1 every 6 days	N/A	N/A	N/A	100%	100%

SIGNIFICANT COMPLIANCE MONITORING DETAILS:

Please see the APC Compliance Monitoring Activities tables on the next page for the quantities of conducted activities. Below are details of any compliance monitoring activities with significant importance or impact.

- 12/04/19: A significant non-compliance notice of violation (NOV) letter was sent to FEPTIO facility, Massillon Asphalt, located at 1833 Riverside Dr NW, Massillon, for exceeding their permitted emission limitations for particulate and sulfur dioxide for their drum mix asphalt plant. The emission exceedances were discovered when the results of the 09/24/19 stack test were reviewed. This case will be referred to Ohio EPA for further enforcement action.
- 12/29/19: Ohio EPA sent a DAPC Chief Warning Letter to Mr. William Marino of Dover Capital Enterprise for the asbestos violations that occurred at 6721 Wise Ave, North Canton. A NOV letter was sent to Dover Capital Enterprise on 9/25/19 (then resent 11/19/19) for failure to conduct an asbestos survey prior to demolition of the buildings and failure to notify. Dover Capital Enterprise did cease demolition activity after the compliance inspection by Jaclyn Hupp and had an asbestos survey conducted, which showed some of the materials were asbestos. The remaining buildings and materials were handled in an appropriate manner. This case is now considered resolved.

Summary of Inspection Goal Status for 4th Quarter 2019

Activity	Quarter Totals	Quarter Goal
1a. Full Compliance Evaluation (FCE) inspections at HPF	3	3
5. Anti-tampering inspections	0	0
18. Asbestos Landfill inspection performed	0	0
<i>ASBESTOS NOTIFICATION INSPECTIONS</i>		
15. Demo/Renovation notifications received	25	n/a
16. Demo/Renovation inspections performed	1	n/a
Asbestos notification inspection rate:	4%	15%

- *Quarterly Inspection Goals Status (Oct-Dec):* We achieved 100% of the quarterly goal for high priority facility inspections. There was no goal for anti-tampering inspections and asbestos landfill inspections this quarter. We achieved 4% quarterly asbestos inspection rate, which is lower than the goal of 15%, but since this is the 1st quarter of the FFY, we anticipate we will have higher inspection rates for the other quarters to achieve the yearly goal.

APC Compliance Monitoring Activities

December 2019 and Year End

Activity	Month Totals						CY2019 Totals						CY2018 Totals					
	OB	Asb	HPF	NPF	Ot	Total	OB	Asb	HPF	NPF	Ot	Total	OB	Asb	HPF	NPF	Ot	Total
<i>INSPECTIONS</i>																		
1. Full Compliance Evaluation (FCE) inspections			1	0		1			13	3		16			13	0		13
2. Site Visits conducted (non-complaint)	0		0	1	0	1	2		12	23	0	37	6		20	17	3	46
3. Performance tests observed			0	0		0			8	12		20			17	1		18
4. Opacity observations conducted			0	1	0	1			12	6	3	21			20	3	2	25
5. Anti-tampering inspections					0	0					2	2					2	2
<i>COMPLAINTS</i>																		
6. Complaints received	8	0	1	1	2	12	186	8	22	15	23	254	182	12	39	21	23	277
7. Complaints investigated	3	0	1	1	1	6	154	8	16	12	19	209	174	12	37	17	18	258
<i>ENFORCEMENT</i>																		
8. Warning actions taken	1	0	0	0	0	1	43	0	0	1	1	45	28	1	2	0	0	31
9. General NC enforcement actions taken	5	1	1	0	0	7	88	7	10	8	1	114	77	5	1	6	0	89
10. Significant NC enforcement actions taken	0	0	1	0	0	1	3	4	2	0	1	10	5	2	8	1	0	16
11. GNC Resolved without further action – Local	5	1	1	0	0	7	88	7	6	2	0	103	77	5	3	2	0	87
12. SNC Resolved without further action – Local	0	0	0	0	0	0	0	0	1	0	0	1	3	0	0	1	0	4
13. Enforcement Action Referral to OEPA for SNC	0	1	0	0	0	1	3	2	1	0	1	7	4	2	7	0	0	13
14. Final Enforcement Action Issued by OEPA/AGO	0	1	0	0	0	1	3	2	9	0	1	15	4	7	2	0	0	13

Abbreviations: OB = open burning; Asb = asbestos; HPF = High Priority facility; NPF = Non-high Priority Facility; Ot = Other; NC = Non-compliance, S = Significant, G = General

Activity	Month Totals		CY2019 Totals		CY2018 Totals	
<i>ASBESTOS</i>						
15. Demo/Renovation notifications received	12		110		156	
16. Demo/Renovation inspections performed	1		18		57	
17. Non-Notifier inspections performed	0		3		4	
18. Asbestos Landfill inspection performed	0		2		3	
<i>OPEN BURNING ISSUANCE</i>						
	Recd	Issued	Recd	Issued	Recd	Issued
19. Open Burning Notifications	0	0	11	12	8	7
20. Open Burning Permissions	0	0	7	7	15	11

- *Yearly Activity Comparison CY2019 to CY2018:* The two tables above include both the CY2019 compliance monitoring activity totals and the previous CY2018 totals for comparison.
 - The overall facility inspection (items 1-5) rate for CY2019 was about the same as CY2018. There was more FCE inspections in 2019 due to inspection frequency requirements. There was less inspections in 2019 for facilities for permit processing needs (i.e. site visits). There was about the same performance tests, opacity observations, and anti-tampering inspections.
 - The overall asbestos inspection (items 16-18) rate for CY2019 was slightly lower than CY2018, mostly due to less asbestos notifications received. The overall asbestos notification inspection percentage decreased in CY2019 to 16.4% as compared to CY2018 of 36.5% due to more monitoring workload for the asbestos inspector causing the asbestos workload to be reduced to the Ohio EPA minimum inspection rates.
 - The amount of complaints received (item 6) was lower in CY2019 than CY2018 overall, though some complaint categories were higher, and the investigated (item 7) to received (Item 6) ratio decreased in CY2019 to 82.3% as compared to CY2018 of 93.1%. This is mostly due to receiving several complaints that weren't investigated due to change in policy or since they were referred to other agencies.
 - The enforcement (items 8-14) rate was higher for CY2019 than CY2018, which is likely the result of more violations being discovered during inspections. The table above shows the different categories of non-compliance, which shows an increase in all categories (i.e. asbestos, open burning, facility). The overall ratio of non-compliances resolved versus taken stayed about the same in CY2019 of 96.0% as compared to CY2018 of 99.0%; however, these ratios vary per category.
 - Open burning issuance rate (items 19-20) was higher in CY2019 than CY2018 for notifications but lower for permissions, which is a result of which requests were received.

PERMITTING:

Facility Universe in Stark County (APC Jurisdiction)

	November 2019 End Balance	Facilities shutdown in December 2019	New Facilities in December 2019	Facilities changed type in December 2019	December 2019 End Balance
# of Title V Facilities	19	0	0	0	19
# of FEPTIO Facilities	19	0	0	0	19
# of NTV Facilities	184	0	0	-1	183
# of PBR Facilities	293	0	+1	0	294

Summary of Permit Activity for December 2019

	Incoming	Outgoing	
	Applications Received	Draft Issued Permits	Final Issued*
Installation Permits	2	0	2
Renewal Permits	0	1	0
Other Permits	1	0	1
PBRs	0	0	0
TOTAL	3	1	3

*Value of both final issued permits and canceled permits (permits no longer needed) combined.

Summary of Permit Goals and Status for CYTD 2019

Includes progress toward Strategic Plan goal

	CYTD Final Issued* Permits	DAPC Yearly Issuance Goals	Year End % Goal Achieved
FEPTIO-Renewal (backlogged)~	3	6	50%
NTVPTIO-Renewal (backlogged)~	2	7	29%

*Value of both final issued permits and canceled permits (permits no longer needed) combined.

~Only includes Backlogged permits, which means older than 6 months for FEPTIO/NTVPTIO-Renewals

	Processing complete; waiting for CO to issue	CYTD TVPTO Issuance Details				DAPC Yearly Issuance Goal	Year End % Goal Achieved
		Draft	PPP	PP	Final*		
TVPTO-Renewal~	0	1	0	0	1	4	25%

*Value of both final issued permits and canceled permits (permits no longer needed) combined.

~Only includes Backlogged permits, which means older than 18 months for TVPTO-Renewals

	CYTD permits issued final*	CYTD permits issued on time	Year End % of permits issued on time	Goal
% of Installation Permits issued final within 180 days	14	13	92.9%	100%
% of Admin Mod Permits issued final within 180 days	5	4	80.0%	100%

*Value of both final issued permits and canceled permits (permits no longer needed) combined. This value does not include permits that were already older than 180 days as of 01/01/2019.

Canton Backlogged Permit Year-End Balance Trend								
Permit Type	2012	2013	2014	2015	2016	2017	2018	2019
TVPTO-Renewal	14	13	13	13	8	11	4	3
FEPTIO-Renewal	16	13	13	8	6	6	5	3
NTVPTIO-Renewal	47	32	26	23	15	12	6	5

- Permit Issuance Goals Year-End Status:* This is the eighth year that goals have been provided to Canton from Ohio EPA DAPC. Out of the 5 goals DAPC provided us for 2019, we achieved none of them as seen in the tables above. We put forth a concerted effort this year, maintaining good quality of the final issued permits. We spent a lot of time working on backlogged renewals. We were able to complete processing the Alliance Castings Title V permit renewal for Draft issuance in December, which will not be issued final until 2020. We did progress with issuing renewal permits, but we still have renewal permit backlog, which will carry forward as the goal for 2020 to complete. As seen in the backlogged permit trend table above, the backlogged has been consistently decreasing, which is the goal. The Installation permits continue to be the highest processing priority, which we had more of in 2019 to process, so this causes the renewal work to be delayed. See CY2019 versus CY2018 comparison for additional discussion on performance.

PERMITTING – QUARTERLY AND YEARLY STATISTICS:

Summary of Final Issued Permits for 4th Quarter 2019 Compared to Benchmarks

	Final Issued Permits*		
	Canton	Benchmark-High: Toledo	Benchmark-Low: Portsmouth
Installation Permits	3	3	2
Renewal Permits	0	7	0
Other Permits	2	3	0
PBRs	1	3	1
TOTAL	6	16	3

*Value of both final issued permits and canceled permits (permits no longer needed) combined.

- Quarterly Benchmark Comparison:* We have two Benchmarks: Toledo, which is a slightly larger size jurisdiction with more permit writing staff; and Portsmouth which is a slightly smaller jurisdiction with less permit writing staff. Our goal is to achieve performance at the same level as our high benchmark, but to never fall below our low benchmark. This quarter our performance is the same as compared to the last quarter since we are still below our high benchmark, but we are still meeting the goal of being above our low benchmark. We are achieving 37% of our high benchmark's performance, which is slightly better than last quarter's 33%. Our goal next quarter is to maintain our performance levels (in between our low & high benchmarks).

Summary of Final Issued Permits for Calendar Year 2019 Compared to Benchmark

	Final Issued Permits*		
	Canton	Benchmark-High: Toledo	Benchmark-Low: Portsmouth
Installation Permits	19	11	4
Renewal Permits	9	33	1
Other Permits	9	18	2
PBRs	16	8	16
TOTAL	53	70	23

*Value of both final issued permits and canceled permits (permits no longer needed) combined.

- Yearly Benchmark Comparison:* As a yearly comparison to our two benchmark offices, we accomplished 76% of high benchmark and 230% of our low benchmark, which is maintaining a position between the two benchmarks. In comparison to last year 2018, Canton achieved 94% of what the high benchmark office achieved, so 2019 shows a slight decrease in performance. In comparison to last year 2018, Canton achieved 311% of what the low benchmark office achieved, which also shows a slight decrease in performance. In 2019 our performance has slightly decreased compared to 2018 since our total numbers of permits issued is slightly less and we are maintaining our position below our high benchmark, but we are still meeting the goal of being above our low benchmark. Both our benchmarks had slightly higher performance in 2019 compared to last year 2018, so Canton’s decline directly related to the slight decrease in permit issuance in 2019. See CY2019 versus CY2019 comparison for additional discussion on performance.

Summary of Final Issued Permits for CY2019 Compared to CY2018

	Final Issued Permits*		Comparison
	Canton CY2019	Canton CY2018	% difference from 2018-2019
Installation Permits	19	13	46%
Renewal Permits	9	14	-36%
Other Permits	9	15	-40%
PBRs	16	17	-6%
GRAND TOTAL	53	59	-10%

*Value of both final issued permits and canceled permits (permits no longer needed) combined.

Canton Total Final Issued Permits (past 9 years)									
CY2011	CY2012	CY2013	CY2014	CY2015	CY2016	CY2017	CY2018	CY2019	Average
72	72	53	69	86	112	54	59	53	70

- CY2019 versus CY2018 Comparison:* Our performance has declined by 10% in comparison to our 2018 level, which was among the lowest performing years since data has been tracked (see 9 year summary table above). This year is still among the lower performing years in the past 9 years, and also below our average performance of 70 issued permits. The lower performance is primarily due our focus being on difficult and time consuming renewal permits (Title V, FEPTIO). The lower performance can also be contributed to changes to Permitting and Compliance (P&C) group staffing levels in late 2019. In early 2019, APC Engineer David Hampton resigned, which caused his workload to go to new hire Nate

Sobczak, who required training. APC Engineer, Ed Pabin, retired in early 2020, but his workload was reassigned to new hire Andrew Molnar in July 2019, who required training. Due to staffing changes in 2018, the inspection workload is now the responsibility of the 5 APC Engineer permit writing staff (Carl Safreed, Ron Jones, Andrew Molnar, Sam Norman, and Andrew Molnar), causing them to spend less time on permit writing. Staffing changes will continue in 2020. Sam Norman, APC Engineer, who works in the P&C group as a permit writer, will resign in early 2020, which will cause his workload to go to new hires that require training. The two new hires in 2019 are still training, and will take another year before they are self-reliant permit writers. Despite the staffing changes in 2020, the goal is to complete all the backlog permits remaining and to improve our performance.

Canton City Public Health

January Report 2020 (Meeting 2/24/2020)

VITAL STATISTICS

Certificates Issued	JAN 2020	2020 YTD	2019 YTD
Death Certificates Issued	727	727	638
Birth Certificates Issued	938	938	830

*Births Total Residents & Nonresidents	JAN 2020	2020 YTD	2020 YTD
Births	330	330	
Unmarried Parent Births	166	166	50%
Births to Mothers aged 14 and under	-	-	-
Births to Mothers aged 15 - 17	2	2	1%
Births to Mothers aged 18 - 19	26	26	8%
Births to Mothers aged 20 - 24	89	89	27%
Births to Mothers aged 25 - 29	107	107	32%
Births to Mothers aged 30 - 34	66	66	20%
Births to Mothers aged 35 - 39	33	33	10%
Births to Mothers aged 40 - 44	7	7	2%
Births to Mothers aged 45 and over	-	-	-

Deaths in Canton City	JAN 2020	2020 YTD	YTD Male	YTD Female
Total	189	189	52%	48%
Deaths aged less than 1 day	3	3	33%	67%
Deaths aged less than 1 year	-	-	0%	0%
Deaths aged 1 - 3	-	-	0%	0%
Deaths aged 4 - 9	-	-	0%	0%
Deaths aged 10 - 19	-	-	0%	0%
Deaths aged 20 - 29	2	2	0%	100%
Deaths aged 30 - 39	4	4	50%	50%
Deaths aged 40 - 49	6	6	67%	33%
Deaths aged 50 - 59	17	17	59%	41%
Deaths aged 60 - 69	40	40	63%	38%
Deaths aged 70 - 79	62	62	53%	47%
Deaths aged 80 and over	55	55	44%	56%

Based on the number of births and deaths registered for the month of January 2020.

City of Canton, OH
Statement Of Cash Position

Report Date: 01/01/2020

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	\$150,844.17	\$0.00	\$0.00	\$0.00	\$0.00	\$150,844.17	\$347.82	\$150,496.35
2313 - Local Health Dept Prev Support	\$222,653.74	\$0.00	\$0.00	\$0.00	\$0.00	\$222,653.74	\$0.00	\$222,653.74
2314 - Infant Mortality Reduction	\$771,703.38	\$0.00	\$0.00	\$0.00	\$0.00	\$771,703.38	\$209,406.88	\$562,296.50
2315 - HTLV Antibody (Aids)	\$3,573.31	\$0.00	\$0.00	\$0.00	\$0.00	\$3,573.31	\$0.00	\$3,573.31
2316 - WIC	\$380,228.30	\$0.00	\$0.00	\$0.00	\$0.00	\$380,228.30	\$68,318.95	\$311,909.35
2317 - Local Health Assessment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2318 - HIV Prevention	\$373,979.12	\$0.00	\$0.00	\$0.00	\$0.00	\$373,979.12	\$21,192.20	\$352,786.92
2319 - Early Intervention Services	\$10,467.68	\$0.00	\$0.00	\$0.00	\$0.00	\$10,467.68	\$204.12	\$10,263.56
2320 - Nursing Clinic Activity Fund	\$465,667.71	\$0.00	\$0.00	\$0.00	\$0.00	\$465,667.71	\$8,100.99	\$457,566.72
2321 - Get Vaccinated Ohio (IAP)	\$78,466.89	\$0.00	\$0.00	\$0.00	\$0.00	\$78,466.89	\$29,129.00	\$49,337.89
2322 - Dental Sealant	\$54,475.20	\$0.00	\$0.00	\$0.00	\$0.00	\$54,475.20	\$515.79	\$53,959.41
2323 - Personal Responsibility Ed Pr Fd	\$98,898.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,898.00	\$0.00	\$98,898.00
2324 - NALOXONE ACCESS GRANT FUND	\$40,756.24	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2327 - Lead Assessment Fund	\$25,295.64	\$0.00	\$0.00	\$0.00	\$0.00	\$25,295.64	\$613.75	\$24,681.89
2328 - Public Health Infrastructure	\$56,336.38	\$0.00	\$0.00	\$0.00	\$0.00	\$56,336.38	\$1,062.00	\$55,274.38
2329 - Smoke Free Ohio	\$23,941.86	\$0.00	\$0.00	\$0.00	\$0.00	\$23,941.86	\$0.00	\$23,941.86
2331 - Air Pollution (134)	\$741,542.86	\$0.00	\$0.00	\$0.00	\$0.00	\$741,542.86	\$64,928.02	\$676,614.84
2332 - Air Pollution (I35)	\$56,277.17	\$0.00	\$0.00	\$0.00	\$0.00	\$56,277.17	\$0.00	\$56,277.17
2335 - EARLY HEAD START PROGRAM	\$24,514.21	\$0.00	\$0.00	\$0.00	\$0.00	\$24,514.21	\$512.60	\$24,001.61
2351 - Food Protection Program	\$228,140.72	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$37,707.76	\$0.00	\$0.00	\$0.00	\$0.00	\$37,707.76	\$35.00	\$37,672.76
2354 - Solid Waste Program	\$174,339.60	\$0.00	\$0.00	\$0.00	\$0.00	\$174,339.60	\$1,218.57	\$173,121.03
2355 - Infectious Waste Registration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Canton, OH
Statement Of Cash Position

Report Date: 01/01/2020

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	\$19,251.86	\$0.00	\$0.00	\$0.00	\$0.00	\$19,251.86	\$0.00	\$19,251.86
Fund Type 12 - Special Revenue Funds Subtotal:	\$4,039,398.30	\$0.00	\$0.00	\$0.00	\$0.00	\$4,039,398.30	\$407,046.22	\$3,632,352.08
Fund Category 1 - Governmental Funds Subtotal:	\$4,039,398.30	\$0.00	\$0.00	\$0.00	\$0.00	\$4,039,398.30	\$407,046.22	\$3,632,352.08
Grand Total:	\$4,039,398.30	\$0.00	\$0.00	\$0.00	\$0.00	\$4,039,398.30	\$407,046.22	\$3,632,352.08

City of Canton, OH
Budget by Fund Category Report
 01/31/2020
 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	\$264,250.00	\$0.00	\$264,250.00	\$3,255.75	\$0.00	\$3,255.75	\$260,994.25	1%	\$278,959.52
53 - Intergovernmental revenue	\$4,542,120.00	\$0.00	\$4,542,120.00	\$542,473.34	\$0.00	\$542,473.34	\$3,999,646.66	12%	\$4,506,856.72
54 - Charges for services	\$253,506.00	\$0.00	\$253,506.00	\$47,133.02	\$0.00	\$47,133.02	\$206,372.98	19%	\$397,090.30
56 - Other misc revenue	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	0%	\$50,087.82
83 - Transfer in - from other fund	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$70,000.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$5,101,176.00	\$0.00	\$5,101,176.00	\$592,862.11	\$0.00	\$592,862.11	\$4,508,313.89	12%	\$5,302,994.36
Expense									
61 - Salary and benefits	\$2,178,509.00	\$0.00	\$2,178,509.00	\$233,996.96	\$0.00	\$233,996.96	\$1,944,512.04	11%	\$1,864,199.41
62 - Payroll fringes	\$999,510.00	\$0.00	\$999,510.00	\$53,304.92	\$0.00	\$53,304.92	\$946,205.08	5%	\$776,214.73
70 - Services	\$2,025,088.00	\$317,896.58	\$2,342,984.58	\$127,958.80	\$1,190,384.60	\$127,958.80	\$1,024,641.18	56%	\$1,418,676.84
71 - Utilities	\$11,474.00	\$2,121.05	\$13,595.05	\$751.74	\$10,618.56	\$751.74	\$2,224.75	84%	\$8,583.48
73 - Supplies	\$296,044.00	\$15,835.76	\$311,879.76	\$21,499.96	\$35,670.33	\$21,499.96	\$254,709.47	18%	\$227,535.54
74 - Refunds, claims and reimbursements	\$17,650.00	\$287.00	\$17,937.00	\$98.00	\$14,535.00	\$98.00	\$3,304.00	82%	\$13,424.22
75 - Capital Outlay	\$55,300.00	\$37,649.50	\$92,949.50	\$0.00	\$37,649.50	\$0.00	\$55,300.00	41%	\$24,246.41
77 - Other	\$73,970.00	\$810.28	\$74,780.28	\$7,118.94	\$22,774.31	\$7,118.94	\$44,887.03	40%	\$57,188.50
81 - Transfer out - due to other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$10,115.94
Revenue Totals:	\$5,101,176.00	\$0.00	\$5,101,176.00	\$592,862.11	\$0.00	\$592,862.11	\$4,508,313.89	12%	\$5,302,994.36
Expenditure Totals:	\$5,657,545.00	\$374,600.17	\$6,032,145.17	\$444,729.32	\$1,311,632.30	\$444,729.32	\$4,275,783.55	29%	\$4,400,185.07
1 - Governmental Funds Net Totals:	(\$556,369.00)	(\$374,600.17)	(\$930,969.17)	\$148,132.79	(\$1,311,632.30)	\$148,132.79	\$232,530.34		\$902,809.29
Revenue Grand Totals:	\$5,101,176.00	\$0.00	\$5,101,176.00	\$592,862.11	\$0.00	\$592,862.11	\$4,508,313.89	12%	\$5,302,994.36
Expenditure Grand Totals:	\$5,657,545.00	\$374,600.17	\$6,032,145.17	\$444,729.32	\$1,311,632.30	\$444,729.32	\$4,275,783.55	29%	\$4,400,185.07
Grand Totals:	(\$556,369.00)	(\$374,600.17)	(\$930,969.17)	\$148,132.79	(\$1,311,632.30)	\$148,132.79	\$232,530.34		\$902,809.29



Budget by Account Classification Report

Through 01/31/20
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	.00	.00	.00	.00	.00	.00	.00	+++	20,130.52
Charges for services	.00	.00	.00	.00	.00	.00	.00	+++	367,286.20
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	24.00
Other misc revenue	.00	.00	.00	.00	.00	.00	.00	+++	28,413.65
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$415,854.37
EXPENSE									
Salary and benefits	.00	.00	.00	.00	.00	.00	.00	+++	799,104.75
Payroll fringes	.00	.00	.00	.00	.00	.00	.00	+++	371,890.80
Services	.00	552.44	552.44	.00	552.44	.00	.00	100	97,257.02
Utilities	.00	21,610.65	21,610.65	.00	21,610.65	.00	.00	100	25,860.39
Inter-departmental charges	.00	.00	.00	.00	.00	.00	.00	+++	2,009.00
Supplies	.00	1,617.16	1,617.16	.00	1,617.16	.00	.00	100	48,888.42
Refunds, claims and reimbursements	.00	.00	.00	.00	.00	.00	.00	+++	207,167.16
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other	.00	.00	.00	.00	.00	.00	.00	+++	8,377.20
Advance out - due to other fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$23,780.25	\$23,780.25	\$0.00	\$23,780.25	\$0.00	\$0.00	100%	\$1,560,554.74
Fund 1001 - General Operating Totals									
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	415,854.37
EXPENSE TOTALS	.00	23,780.25	23,780.25	.00	23,780.25	.00	.00	100%	1,560,554.74
Fund 1001 - General Operating Totals	\$0.00	(\$23,780.25)	(\$23,780.25)	\$0.00	(\$23,780.25)	\$0.00	\$0.00		(\$1,144,700.37)
Fund 7601 - Health Fund									
REVENUE									
Intergovernmental revenue	.00	.00	.00	13,696.48	.00	13,696.48	(13,696.48)	+++	.00
Charges for services	400,000.00	.00	400,000.00	44,100.41	.00	44,100.41	355,899.59	11	110,169.50
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other misc revenue	.00	.00	.00	125.00	.00	125.00	(125.00)	+++	1,039.49
Other financing sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$400,000.00	\$0.00	\$400,000.00	\$57,921.89	\$0.00	\$57,921.89	\$342,078.11	14%	\$111,208.99
EXPENSE									
Salary and benefits	1,072,954.00	.00	1,072,954.00	105,889.62	.00	105,889.62	967,064.38	10	150,963.82
Payroll fringes	490,769.00	.00	490,769.00	24,165.33	.00	24,165.33	466,603.67	5	34,560.75
Services	116,628.00	5,931.00	122,559.00	5,798.90	72,154.40	5,798.90	44,605.70	64	17,499.71
Utilities	46,380.00	20,741.79	67,121.79	3,263.06	61,398.73	3,263.06	2,460.00	96	3,131.86
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	.00	2,009.00	0	.00
Supplies	75,200.00	8,007.88	83,207.88	5,442.39	33,744.51	5,442.39	44,020.98	47	7,733.28
Refunds, claims and reimbursements	226,000.00	50,330.00	276,330.00	51,659.12	204,000.00	51,659.12	20,670.88	93	65,248.75



Budget by Account Classification Report

Through 01/31/20
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	2,500.00	2,235.00	4,735.00	2,235.00	.00	2,235.00	2,500.00	47	.00
Other	25,045.00	9,417.92	34,462.92	6,959.92	5,143.00	6,959.92	22,360.00	35	1,480.50
Advance out - due to other fund	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
EXPENSE TOTALS	\$2,072,485.00	\$96,663.59	\$2,169,148.59	\$205,413.34	\$376,440.64	\$205,413.34	\$1,587,294.61	27%	\$280,618.67
Fund 7601 - Health Fund Totals									
REVENUE TOTALS	400,000.00	.00	400,000.00	57,921.89	.00	57,921.89	342,078.11	14%	111,208.99
EXPENSE TOTALS	2,072,485.00	96,663.59	2,169,148.59	205,413.34	376,440.64	205,413.34	1,587,294.61	27%	280,618.67
Fund 7601 - Health Fund Totals	(\$1,672,485.00)	(\$96,663.59)	(\$1,769,148.59)	(\$147,491.45)	(\$376,440.64)	(\$147,491.45)	(\$1,245,216.50)		(\$169,409.68)
Grand Totals									
REVENUE TOTALS	400,000.00	.00	400,000.00	57,921.89	.00	57,921.89	342,078.11	14%	527,063.36
EXPENSE TOTALS	2,072,485.00	120,443.84	2,192,928.84	205,413.34	400,220.89	205,413.34	1,587,294.61	28%	1,841,173.41
Grand Totals	(\$1,672,485.00)	(\$120,443.84)	(\$1,792,928.84)	(\$147,491.45)	(\$400,220.89)	(\$147,491.45)	(\$1,245,216.50)		(\$1,314,110.05)

Switching to LexisNexis Credit Card Machines

We currently use credit card machines daily in Vital Statistics and periodically in Nursing . The employee will take the customer's credit card and process the card through the credit card machine. The Health Department is charged monthly for these credit card transactions at an average cost of \$6,000.00 per year.

The Treasurer's office has standardized LexisNexis as the provider for credit card point of sale transactions in the City of Canton and has requested that the health department use this vendor. Pursuant to this we will be switching to LexisNexis for our point of sale credit card machines. The costs per transaction would be charged directly to the customer and not the Health Department. The customer will swipe/insert their own credit card and the health department employee will not handle the credit card.

Current Costs for Health Department

	Vital Statistics Credit Card Machine			Nursing Credit Card Machine		
	Revenues	Fees Charged	% of Fees to Revenues	Revenues	Fees Charged	% of Fees to Revenues
2017	\$124,005	\$5,265	4.25%	\$25,739	\$1,695	6.59%
2018	\$120,552	\$4,096	3.40%	\$6,808	\$995	14.62%
2019	\$131,118	\$4,549	3.47%	\$12,494	\$1,344	10.76%
	\$375,675	\$13,910	3.70%	\$45,041	\$4,034	8.96%

Costs for Customers Using LN Credit Card Machines

These fees adhere to all credit card regulatory requirements. Fees are automatically calculated by the LexisNexis solution and be displayed to the consumer prior to processing the payment.

In-person Pin Debit Card	Flat \$2.00 per transaction
In-person Credit Card	Greater of \$2.00 or 3% of transaction

From Mike McEnaney (in income tax) in regard to LexisNexis

Well established relationship with LexisNexis and the City of Canton.

The Treasurer's office is confident in LexisNexis ability to facilitate the Merchant Services transaction using accounts, processing and practices already set and under contract with the Treasurer's office.

Integrated Health Department's online birth and death certificate application.

Used on the City's website for online merchandise. Also in process are the interfaces for Utilities and Income tax online.

Using Point of Sale (POS) transactions with Building & Code, Income Tax, Utilities, Ambulance, Parking & Impound and Police Records.

Recommends and encourages the Health Department to switch to LN Point of Sale transactions.

COVID-19

We have remained vigilant during the COVID-19 disease outbreak. There have been frequent conference calls with the Ohio Department of Health regarding the U.S. and Ohio response to this novel coronavirus disease. We have updated our response plans that were already in place. To date, we have had no cases of COVID-19 disease in Ohio. There have been a small number of persons that were under investigation for possible COVID-19 infection in Ohio (none in Stark County).

Current U.S. travel restrictions place travelers returning from Wuhan China (and others) under federal quarantine near arriving airports in the U.S. We are currently in close communication with ODH regarding notifications for persons that may be self-monitoring their health following travel to other parts of China and returning to our health jurisdiction. ODH is not reporting to the media the number of individuals self-monitoring in the interest of privacy and consistency with other reportable communicable disease investigation protocols.

We continue to monitor the situation closely. There have been very few calls to our department for information. We remain prepared should the situation change.

Salary Structure Review

I have directed a small ad-hoc staff committee to examine our current compensation plan and salary structure with the following goals:

- Review our current structure relative to changes in the City of Canton management non-bargaining unit salary structure changes made in 2019. We have access to the current structure and have discussed these changes with the City of Canton HR Director.
- Examine our starting pay ranges in comparison to similar positions in the City of Canton, similar public health departments in Ohio, and the private sector.
- Make recommendations for changes to our compensation plan.

We have met on 2/19/2020 and will meet frequently until the recommendations are provided to the Board of Health. It is my intention to review our work progress with the Board of Health personnel committee or at a work session early in March at a date and time to be determined.

Job Description Line Listing

Pursuant to a request from one of the members of the Board of Health I have attached a line listing of our current position descriptions. The listing summarized the position title, pay range, minimum educational requirements, minimum experience, and supervision requirements. It is sorted by pay range.

Also included, as requested, is an example listing of the total compensation provided to employees at Canton City Public Health. I have included my compensation along with several different compensation scenarios for different pay ranges. This is a very simple line listing. A better formatted report can be developed and distributed to each employee that reflects their total compensation package.

Position									
Number	Position Title	Division	Pay Range	Degree	Certification	Experience	Supervisor	Last Approved	Format
864	Outreach Specialist	OPHII	PT02	High School	None	0	N	8/26/2019	New
826	WIC Assistant Part Time	WIC	PT02	High School	None	0	N	1/22/2018	New
801	APC Technical Assistant	APC	PT03	Associate	Method 9	0	N	1/22/2018	New
877	Dental Program Manager (PT)	Nursing	PT04	High School	None	0	N	7/25/2011	Old
869	Lab Tech I Part Time	Lab	PT04	Associate	None	0	N		
	Lab Tech II PT	Lab	PT05	Bachelor	None	2	N	1/27/2020	New
902	Linkage to Care Specialist (PT)	Nursing	PT05	Bachelor	None	0	N	9/24/2018	New
889	WIC Dietitian Part Time	WIC	PT05	Bachelor	RD; LD	0	N	9/24/2018	New
874	Advance Nurse Practitioner (PT)	Nursing	PT10	Master Nursing	RN; CPR; CNP	0	N	4/24/2017	New
851	APC Tech	APC	PT11	Enrolled in College	None	0	N	4/24/2017	New
898	Public Health Tech	OPHII	PT11	High School	None	0	N	4/23/2018	New
853	Recycling Public Health Tech	EH	PT13	High School	None	0	N	10/28/2019	New
	Vector Control Tech	EH	PT13	High School	None	0	N	1/27/2020	New
887	WIC Peer Helper	WIC	PT13	High School	None	0	N	11/27/2017	New
831	Public Health Clerk I	Admin-VS	R01	High School	None	0	N	6/26/2017	New
863	Clinical Receptionist/Office Assistant	Nursing	R02	High School	None	0	N	3/25/2019	New
901	Network Navigator/HUB Assistant	THRIVE	R02	High School	CHW	0	N	3/25/2019	New
830	Public Health Clerk II	Admin-VS	R02	High School	None	2	N	6/26/2017	New
828	WIC Assistant	WIC	R02	High School	None	0	N	1/22/2018	New
	Deputy Registrar	Admin-VS	R03	High School	None	3	N	1/27/2020	New
854	EH Tech	EH	R03	High School	None	0	N	5/21/2018	New
849	Recycling Center Manager	EH	R03	High School	None	0	Y	8/26/2019	New
813	Administrative Specialist III	EH	R04	High School	None	0	N	7/22/2019	New
853	Executive Assistant	Admin-VS	R04	High School	None	2	N	3/28/2016	New
853	Executive Assistant	THRIVE	R04	High School+2 Years	None	2	N	9/15/2017	New
868	Lab Tech I	Lab	R04	Associate	None	0	N	1/27/2020	New
848	Pathways Community HUB Coordinator	THRIVE	R04	Bachelor	None	0	N	11/27/2017	New
885	Staff Sanitarian I	EH	R04	Bachelor	SIT	0	N	6/24/2019	New
	VS Administrative Supervisor	Admin-VS	R04	High School	None	4	Y	1/27/2020	New
839	APC Engineering Tech I	APC	R05	Bachelor	Method 9	0	N	5/21/2018	New
846	APC Monitoring & Inspection Tech	APC	R05	Bachelor	Method 9; Asbestos	0	N	8/26/2019	New
885	Disease Intervention Specialist	Nursing	R05	Bachelor	None	0	N	10/30/2017	New
903	Early Intervention Specialist/Navigator	Nursing	R05	Bachelor	None	0	N	10/22/2018	New
896	Epidemiologist I	THRIVE	R05	Bachelor	None	3	N	7/27/2018	New
870	Lab Tech II	Lab	R05	Bachelor	None	2	N	1/27/2020	New
875	Nursing Office Manager	Nursing	R05	High School	None	0	Y	10/28/2019	New

Position									
Number	Position Title	Division	Pay Range	Degree	Certification	Experience	Supervisor	Last Approved	Format
	Performance and Accrediation Coordinantor	OPHII	R05	HS+College	None	2	N	8/26/2019	New
824	Preparedness Coordinator	OPHII	R05	Bachelor	None	2	N	7/22/2019	New
881	Staff Nuse II	Nursing	R05	BSN	RN; CPR	0	N	10/30/2017	New
855	Staff Sanitarian II	EH	R05	Bachelor	RS	0	N	1/12/2004	Old
890	WIC Dietitian	WIC	R05	Bachelor	RD; LD	0	N	9/24/2018	New
836	APC Engineer	APC	R06	Bachelor, Eng.	Method 9	0	N	2/25/2019	New
847	APC Engineering Tech II	APC	R06	Bachelor	None		N	10/28/2013	Old
838	APC Monitoring & Inspection Supervisor	APC	R06	Bachelor	Method 9	2	Y	4/24/2017	New
882	Health Services Coordinator/DIS:LTC Supervisor	Nursing	R06	Bachelor	None	0	Y	9/24/2018	New
892	Staff Nurse III	Nursing	R06	BSN	RN; CPR	3	Y	4/24/2017	New
856	Staff Sanitarian III	EH	R06	Bachelor	RS	3	Y	1/12/2004	Old
886	WIC Breastfeeding Coordinator	WIC	R06	Bachelor	RN or LD; IBCLC or CLC	0	Y	8/23/2011	Old
876	WIC Dietitian III	WIC	R06	Bachelor	RD; LD	0	Y	9/24/2018	New
844	APC Permitting & Compliance Supervisor	APC	R07	Bachelor	Method 9	2	Y	4/24/2017	New
800	Director of Environmental Health	EH	R07	Bachelor	RS	5	Y	6/24/2019	New
900	Family Nurse Practitioner/Nursing Supervisor	Nursing	R07	Master Nursing	RN; CPR; CNP	1	Y	8/28/2017	New
852	Fiscal Manager	Admin-VS	R07	Associate	None	3	Y	10/28/2019	New
872	Lab Director	Lab	R07	Bachelor	Several suggested	2	Y	8/26/2013	Old
873	Project Manager - THRIVE	THRIVE	R07	Bachelor	None	0	Y	3/28/2016	New
888	WIC Community Dietitian (WIC Director)	WIC	R07	Bachelor	RD; LD	0	Y	11/19/2010	Old
835	APC Administrator	APC	R08	Bachelor, Eng.	None	5	Y	7/25/2011	Old
880	Director of Nursing	Nursing	R08	Bachelor	RN	3	Y	1/10/2004	Old
	Director OPHII	OPHII	R08	Master	None	5	Y	10/28/2019	New
825	Health Commissioner	Admin-VS	R10	MPH	None	10	Y	6/25/2007	Old

Canton City Public Health

Example line listing of total compensation provided to employees

2/27/2020

			Additional Salary Benefits (not in addition to current pay, but as a cost to Board of Health in paid time off)					Fringe Benefit Costs Paid by Board of Health							Total Value of Compensation Package	Rates based on Salary Paid	
Name	Health Coverage	Salary	Holiday	Vacation	Comp Absence	Bereavement	Total Additional Board Cost Included in Salary	PERS	Health Coverage	Workmen Comp	Medicare	Life	Prof. License	Total Fringe Paid by Board	Salary+Additional Cost+Fringe	Fringe Rate	Fringe + Additional Rate
R5 (Median)	Family	\$ 52,613	\$ 2,428	\$ 3,035	\$ 3,783	\$ 607	\$ 9,854	\$ 7,366	\$ 15,600	\$ 1,631	\$ 763	\$ 66		\$ 25,426	\$ 87,892	48%	67%
R6 (Median)	Single +	\$ 56,658	\$ 2,615	\$ 3,269	\$ 4,074	\$ 654	\$ 10,611	\$ 7,932	\$ 10,500	\$ 1,756	\$ 822	\$ 66		\$ 21,076	\$ 88,345	37%	56%
R2 (Median)	Single +	\$ 37,308	\$ 1,722	\$ 2,152	\$ 2,682	\$ 430	\$ 6,987	\$ 5,223	\$ 10,500	\$ 1,157	\$ 541	\$ 66		\$ 17,487	\$ 61,782	47%	66%

Note:

Vacation is assumed to be 10 days (80 hours).

Canton City Public Health

December 2019 Report (Meeting 02/24/20)

QUALITY IMPROVEMENT

On a quarterly basis, the Quality Improvement Committee provides a written update to the Board of Health as to the progress of QI Plan goals and objectives and completed QI project outcomes per the 2018-2020 QI Plan 800-015-P approved on 09/19/2018.

PROGRESS OF QI PLAN GOALS AND OBJECTIVES:

Status of QI Goals and Objectives as of 12/31/2019				
Maturity Category	Deadline:	Total #	# completed by deadline	# still in progress
Organizational Culture	By 12/31/2019	2	0	2
	After 12/31/2019 and by 12/31/2020	5	0	5
Capacity and Competency	By 12/31/2019	12	9	3
	After 12/31/2019 and by 12/31/2020	13	0	13
Alignment and Spread	By 12/31/2019	6	6	0
	After 12/31/2019 and by 12/31/2020	25	2	23
TOTAL:		63	17	46

- *Details of Organizational Culture QI Goals progress within 4th quarter 2019 (10/01/2019-12/31/2019):*
 - Research possibility of offering incentives for QI participation and propose options to DLT by 10/15/2019 to determine feasibility and approval by 03/31/2020:
 - This was started in March 2019. This was not able to be completed due to a change in the QIC Membership and staff on medical leave.
 - The QIC discussed the draft proposal on 09/18/2019. It was decided that criteria for each incentive needs to be detailed in the proposal. Revised draft proposal completed on 11/27/2019 and needs reviewed by the QIC again. The QIC will complete review during their February 2020 meeting.
 - Goal deadline extended to 02/28/2020, with DLT approval kept at 03/31/2020.
 - The remaining QI Goals in this category involve revising the QI Maturity survey by 06/30/2020 and then conducting the survey by 12/31/2020. Plans will be made to complete these goals.
- *Details of Capacity and Competency QI Goals progress within 4th quarter 2019 (10/01/2019-12/31/2019):*
 - Provide list of individual QI Tools training to all staff by 11/30/2019:
 - The list has been generated as of 06/27/2019. Several of the selected trainings are the presentations offered during the Lean Ohio Boot Camp Training. The training provider provided a clean copy of the presentations on 8/29/2019. These presentations need to be reformatted so they can be made available for staff training. This was assigned to a member that vacated the position in December 2019. It has since been reassigned to another member to

complete by March 2020. Once that is complete, the list and training material locations can be provided to staff. Goal Deadline extended to 03/31/2020.

- The remaining QI Goals in this category involve finding and providing Intermediate QI Training, providing the QI Tools Training, revising the QI Skills Assessment, and each Division developing performance metrics. Plans will be made to complete these goals.
- *Details of Alignment and Spread QI Goals progress within 4th quarter 2019 (10/01/2019-12/31/2019):*
 - The QIC to solicit all staff to consider submission of a QI project idea(s) by 10/30/2019:
 - During the 10/30/2019 all-staff meeting, all staff were asked to submit any QI project ideas during the QI presentation and having the forms by the poster boards. Goal Completed.
 - Each of the 7 Divisions complete one mini-QI project or Just-do-it solution by 12/31/2020:
 - Both EH and Lab Divisions completed just-do-it solutions in 2018 based on customer satisfaction data. Thrive Division completed a just-do-it solution on 1/7/2020. The remaining divisions APC, Nursing, WIC, and VS/Admin have until 12/31/2020 to complete their projects.
 - Complete two large QI projects by 06/30/2020:
 - The Kronos Attendance project, which implemented Kronos as the electronic attendance & time-card system for all staff, was completed on 10/29/2019. The data analysis of the improvement was presented as a poster board during the all-staff meeting on 10/30/2019. However, the remaining project documentation (worksheet, graphical display summary, narrative, website, etc.) still needs completed, which will be completed by 06/30/2020.
 - Complete the 2017 Immunization Clinics QI Project final steps and document by 12/31/2019:
 - The 2017 Immunization Clinic QI project was completed on 10/18/18. However, the remaining project documentation (worksheet, graphical display summary, narrative, website, etc.) still needs completed to complete this goal. Due to workload, this has not been able to be completed. It is expected to be prioritized so it can be completed by the extended deadline of 06/30/2020.
 - The remaining QI Goals in this category involve completing more QI projects (as detailed above), completing customer satisfaction surveys for each of the 7 divisions, and researching the use of an old Kiosk machine for delivering customer surveys. Plans will be made to complete these goals.

QI COMMITTEE MEMBERSHIP:

- The QI Committee was first formed in July 2016. Members serve a 3-year term. In July 2019, the members for EH, Nursing, and WIC were changed. Due to staff turnover, the EH member was changed again in September 2019, the Nursing member was vacant in December 2019, and the Lab member was vacant in February 2020. Due to the creation and filling of the new OPHII Division Performance Improvement and Accreditation Coordinator position, OPHII now has a member on the QIC to fill the Lab member slot. The OPHII position will be the QIC Chairperson starting in February 2020 to take over the role served by the APC Director/member previously. The Nursing member vacancy will be filled in the near future after the Nursing Division is back to full staff.

Canton City Public Health

4th Quarter 2019 Report (Meeting 02/24/20)

PERFORMANCE UPDATE

On a quarterly basis, the DLT will provide a written update to the Board of Health of the organization's performance, including a copy of the Performance of Organization Strategic Priorities Status Summary Dashboard, in accordance with policy 800-034-P Organizational Strategic and Performance Management System.

PERFORMANCE UPDATE:

On the following page is a copy of the Performance of Organization Strategic Priorities Status Summary Dashboard for 4th quarter 2019 (as of December 31, 2019). As can be seen, of the 11 strategic priority performance measures, 4 objectives have been completed, 3 targets were achieved, 2 are below target, and 2 were close to target. As the Dashboard shows, the trend in performance for the 11 strategic priority performance measures is 2 have improved performance compared to last quarter, 7 have maintained the same performance compared to last quarter, and 2 have declined performance compared to last quarter.

3 of the 4 strategic priority objectives with the "objective complete" status means they have been completed entirely and achieved the necessary progress planned for that strategic priority.

The 4th strategic priority with the "objective complete" is the Environmental measure 1.1 "Decrease % of critical food safety violations" priority. This priority denotes "2019 objective complete", which means the objective goal ending 12/31/2019 for that strategic priority has been achieved, but there is another goal to be achieved in 2020 in order to complete all planned progress for that strategic priority. This Environmental measure 1.1 priority has been historically below target or status unknown, but with the repairs made to their HDIS software, there is now reliable data which shows this 2019 objective has been achieved, which is a great accomplishment.

The 3 strategic priority objectives that achieved its target is on track to be completed as scheduled.

The 2 strategic priority objectives that are close to the targets are still considered on track and the DLT determined no additional actions were necessary.

For the 2 strategic priority performance measures that are below target:

- Environmental measure 2.2 "Decrease the # of backlogged air operating permits": The target is to have only 6 backlogged permits for this quarter, but there is 11, so APC is 5 permits behind. There are 4 backlogged air operating permits that are awaiting supervisor review, which hasn't been able to be completed due to workload. It is anticipated to get some of these done by the end of next quarter so will be close to target. One backlogged air operating permit has been issued draft, and it won't be issued final until May 2020 due to Ohio EPA policy.
- Communicable measure 1.1 "Successfully link new HIV cases to care in 90 days": There was a change in this staff position in early March 2019, with the DIS Supervisor filling in during the interim. This caused some reduction in efficiency to complete this work on time. There are challenges and barriers working with high risk populations and their readiness to enter care. The DIS received partner services training in October-November 2019. Additionally, there has been a significant rise in syphilis cases in the region which take a higher priority for the DIS. Nursing anticipates seeing an improvement in this measure next quarter.



Canton City Public Health - Performance of Organization Strategic Priorities 2020

Status Summary Dashboard for 4th Quarter 2019 (as of December 31, 2019) of select strategic priorities performance measures

Strategic Priority Category	Division	Organizational Performance Measure	Unit of Measure	Where did we start? (Baseline)	Where do we want to go? (Goal)	Where should we be now? (Quarter Target)	Where are we now? (Quarter Metric/Status)	Trend
Chronic	EH	1.1 Evaluate feasibility of Tobacco 21 program in Canton	% of completion	0	100	100	100 objective complete	↔
Communicable	Nursing	1.1 Successfully link new HIV cases to care in 90 days	% success	69	85	82	72 below target	↔
Environmental	APC	2.2 Decrease the # of backlogged air operating permits	# backlog permits	29	0	6	11 below target	↔
Environmental	EH	1.1 Decrease % of critical food safety violations	% of critical	39.4	35.5	35.5	33.2 2019 objective complete	↑
Environmental	Lab	2.4 Revise Laboratory service fees Health Code	% of completion	0	100	100	100 objective complete	↑
Maternal	THRIVE	1.1 Decrease infant mortality rate	# deaths per 1,000 live births	9.0	6.0	6.5	4.9 target achieved	↔
Maternal	WIC	2.1 Decrease # of participants certified without current benefits	# of participants	337	320	327	355 close to target	↓
Maternal	WIC	2.2 Complete 25 WIC outreach activities per year	% of activities/yr completed	0	76	25	40 target achieved	↔
Access	Nursing	1.1 Develop funding strategy for STI clinic services (starts 07/01/19)	% of completion	0	100	44	44 target achieved	↔
Foundational	Admin	2.1 Implement electronic leave reporting	% of completion	100	100	100	100 objective complete	↔
Staff	Admin	2.1 Implement strategy to address employee satisfaction survey results	% of completion	0	100	83	77 close to target	↓

Status Key:

Target Achieved = status metric equal to or better than quarter target (highlighted green);
 Close to Target = status metric worse than quarter target, but within 10% of quarter target (highlighted yellow);
 Objective Complete = Objective has been successfully completed (highlighted blue)

Not Started = The start date for the Objective has not occurred yet (highlighted gray)
 Below Target = status metric more than 10% worse than quarter target (highlighted red)
 Unknown = Data isn't available to determine status (highlighted gray)

Abbreviations: n/a = not applicable % = percent # = number

Trends (arrows): ↑ Improved performance compared to last quarter ↔ Same performance as last quarter ↓ Declined performance compared to last quarter



January 2020 Travel

Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
Adams, James	PCHI Hub Meeting	Columbus	1/21/2020
Malloy, Molly	District 2 PREP Meeting	Parma	1/13/2020
Malloy, Molly	District 2 PREP Meeting	Parma	1/21/2020
Morckel, Linda	Ozone Standardization Meeting	Groveport	1/8/2020
Roach, Laura	Bi-Annual NE Ohio Regional WIC Directors Meeting	Akron	1/23/2020
Yost, Samantha	TSO Meeting	Groveport	1/23/2020

Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
Boley, Jessica	OEI In-Person Meeting	Pickerington	01/23-01/24/2020	2314 301001 77240
Lorkowski, Stacy	ASIST	Akron	01/11-01/12/2020	2318 301001 77220/77210
Miller, Dawn	OEI In-Person Meeting	Pickerington	01/23-01/24/2020	2314 301001 77240