



Public Health
Prevent. Promote. Protect.

Canton City Public Health

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

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, February 24, 2020 at 12:00 PM with a quorum present.

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

Unfinished Business

No unfinished business was discussed.

Approve January 27, 2020 Board of Health Meeting Minutes

Dr. Johns moved and Ms. Lucas seconded a motion to approve the January 27, 2020 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$128,413.31

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$128,413.31. Motion passed unanimously.

Election of Board of Health Officers

Mr. Wyatt moved and Dr. Johns seconded a motion to appoint Dr. Hickman as President Pro-Tem of the Board of Health. Motion passed unanimously.

Dr. Hickman moved and Dr. Lakritz seconded a motion to appoint Mr. Wyatt as Vice-President of the Board of Health. Motion passed with four votes for and one abstention.

Executive Session to Discuss the Compensation of a Public Employee

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

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

Motion passed unanimously. The Board entered executive session at 12:07 PM. The Board returned from executive session at 1:07 PM.

Mayor Bernabei left at this time, 1:07 PM.

Approve Personnel:

a. Probationary Period Ending for Geli Ellsworth, Administrative Specialist (R4), Retroactive to February 2, 2020

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the probationary period ending for Geli Ellsworth, Administrative Specialist (R4), retroactive to February 2, 2020 with a pay increase of \$825.00 to a salary of \$40,872.00. Motion passed unanimously.

b. Appointment of APC Engineer (R6)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to offer the position of APC Engineer (R6) to Clayton Ralston at \$46,758.00 with a start date of April 13, 2020 with a 90-day probationary period with a second choice of Brook Cannon at \$46,758.00 with a start date of March 2, 2020 with a 90-day probationary period to come out of APC funds (2331). Motion passed unanimously.

c. Appointment of Deputy Registrar (R3)

Dr. Johns moved and Mr. Wyatt seconded a motion to offer the position of Deputy Registrar (R3) to Jil Neuman at \$36,002.19 with a 90-day probationary period with a start date of February 29, 2020 to come out of VS/Admin funds (7601-301001). Motion passed unanimously.

d. Amy Rehm, Staff Nurse II (R5), Vacation Credit

Dr. Lakritz moved and Ms. Lucas seconded a motion to approve Amy Rehm, Staff Nurse II (R5) four years of vacation credit from her prior employment. Motion passed unanimously.

e. Approve THRIVE Pathways HUB Manager (R5) Position Description

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the THRIVE Pathways HUB Manager (R5) position description as presented. Motion passed unanimously.

Dr. Lakritz moved and Mr. Wyatt seconded a motion that the board will not approve any further exceptions to position schedule until the department has completed a salary review and that the HUB Coordinator position description will need to be updated to reflect the new HUB Manager position. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for February 24, 2020

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for February 24, 2020. Motion passed unanimously.

Approve 2020 Resolutions:

a. Amend Resolution 2020-01 –Add additional vendors to list of approved vendors for early payment of invoices.

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the second reading of Resolution 2019-04 to Rescind Various Sections of the Health Code. Motion passed unanimously.

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 \$6,000.00 with Two Additional Contracted Years for the 2020 and 2021 Audit at \$4,100.00 each

Dr. Lakritz moved and Dr. Johns seconded a motion to approve an 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 \$6,000.00 with two additional contracted years for the 2020 and 2021 audit at \$4,100.00 each. Motion passed unanimously.

Reschedule September 28, 2020 Board of Health meeting to September 21, 2020 due to Holiday

Ms. Lucas moved and Dr. Lakritz seconded a motion to reschedule the September 28, 2020 Board of Health meeting to September 21, 2020 due to a holiday. Motion passed unanimously.

Approve Travel Authorization

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- 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)
- d. Kim Campbell, APC Engineering Technician, for Travel from 03/24/2020 to 03/25/2020, Tisch Environmental Training in Cleves, OH not to Exceed \$253.30 (Fund 2331, APC)
- e. Samantha Yost, APC Monitoring and Inspection Technician, for Travel from 03/24/2020 to 03/25/2020, Tisch Environmental Training in Cleves, OH not to Exceed \$253.30 (Fund 2331, APC)

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

Mr. Wyatt left at this time, 1:25 PM.

Acceptance of Division Reports

- a. Medical Director – Dr. Elias reported that he has been monitoring news about the Coronavirus and that, while there has been no activity in Ohio, he believes that it is potentially worrisome.
- b. Nursing/WIC – David McCartney, Early Intervention Specialist, presented information to the board regarding advances in HIV treatment and prevention.

Diane Thompson spoke to the board about the results from a recent focus group. She said that the department is planning a marketing campaign based on the results.

Laura Roach reported that the new WIC system was rolled out on February 5, 2020 and that WIC received new computers the same day. The new computers are connected to the department's network. She also reported that an on-site audit was recently completed and that it went well.

- c. Laboratory – Christina Henning reported that the laboratory is preparing for a bi-annual inspection.
- d. OPHII/Surveillance – Amanda Archer reported to the board that the Epigram was sent out and that Flu reports are sent weekly. She said that Robert Knight was appointed as the new backup Public Information Officer and that the department is working on a system to track Facebook posts. Ms. Archer also reported that the Workforce Development Team is presenting the results of the staff satisfaction survey to department personnel in the next few weeks. She said that new subcommittees are in the works. She then reported that the Naloxone grant program has implemented three of four strategies and the fourth will be in place soon.
- e. THRIVE – Dawn Miller reported that the annual Community Health Summit will take place on Thursday and there will be a Cost of Poverty Experience exercise in the morning. She said that HuB certification is moving quickly and that United Way recently asked to feature the THRIVE program on their website.

- f. Environmental Health – Annmarie Butusov reported that food inspections are on target to be finished early this year.
- g. Air Pollution Control – Terri Dzienis reported that the division’s annual report was included in the board packet and that the quarterly report will be presented in April. She also said that the asbestos abatement work on the second floor has been completed and that she is now waiting for final clearance.
- h. Vital Statistics – Christi Allen reported to the board that she is working to fill the division’s vacant supervisor position.
- i. Fiscal Officer – Christi Allen reported that the department will be moving to LexisNexis point-of-sale systems and she expects to save about \$6,000.00 per year in fees.
- j. Health Commissioner – James Adams reported that the department is participating in twice-weekly meetings to monitor COVID-19 activity in Ohio. He said that travelers arriving from selected countries are being monitored for symptoms. Mr. Adams said that salary structure review committee has started meeting and spoke to the board about arranging a work session for their input.
- k. Accreditation – Nothing additional.
- l. Quality Improvement and Performance Management – Terri Dzienis said this will be the last report that she prepares and the next reports will be prepared by Robert Knight. She said that the performance management data is good overall. She also reported that the data from Environmental Health was reexamined and it was found that the division had achieved its goals.

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

Other Business

No other business was discussed.

Announcement of Next Meeting: Monday, March 23, 2020 at 12:00 PM

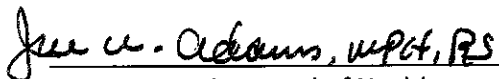
The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, March 23, 2020 at 12:00 PM.

Adjourn

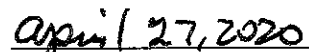
Ms. Lucas moved and Dr. Johns seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 2:16 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval