



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

Canton City Health District

## Board of Health Meeting

Monday, April 23, 2018 @ 12:00 PM – Board Room

### Minutes

#### **Call to Order and Roll Call**

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, April 23, 2018 at 12:02 PM with a quorum present.

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

At this time, Diane Thompson, Director of Nursing, introduced Brianna Parker, Disease Intervention Specialist, to the Board. Terri Dzienis, Air Pollution Control Administrator, then introduced Nathan Sobczak, Part-Time APC Technical Assistant.

#### **Approve March 26, 2018 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the March 26, 2018 Board of Health meeting minutes. Motion passed unanimously.

#### **Approve List of Bills - \$179,846.42**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$179,846.42. Motion passed unanimously.

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

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

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Fiorentino – Yes

Motion passed unanimously. The Board entered executive session at 12:04 PM. The Board returned from executive session at 12:40 PM.

Dr. Lakritz arrived during executive session at 12:07 PM.

#### **Approve Personnel**

##### **a. Probationary Period Ending for Jessica Imhoff, WIC Peer Helper (PT13), Retroactive to April 8, 2018**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the probationary period ending for Jessica Imhoff, WIC Peer Helper (PT13), with a half a step increase of \$0.22 to a pay rate of \$10.86 an hour retroactive to April 8, 2018. Motion passed unanimously.

##### **b. Probationary Period Ending for Brianna Parker, Disease Intervention Specialist (R5), Effective April 29, 2018**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the probationary period ending for Brianna Parker, Disease Intervention Specialist (R5) with a half a step increase of \$1,022.00 to a salary of \$44,441.00 effective April 29, 2018. Motion passed unanimously.

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**c. Vacation Credit for Calsandra Marinchick, Pathways Community HUB Coordinator**

Dr. Fiorentino moved and Mr. Wyatt seconded a Motion to approve Calsandra Marinchick, Pathways Community HUB Coordinator, two (2) years vacation service credit, in accordance with Health Code 207.18 9(h) so that her adjusted start date will be March 28, 2016 for vacation purposes only and to approve five (5) days of vacation for 2018 starting June 27, 2018 (after her 90 day probationary period) to be used by December 31, 2018 and to approve ten (10) days of vacation as of January 1, 2019. Motion passed unanimously.

**d. Part-Time Public Health Technician – EH/OPHI (PT11) Job Description**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the job description for the Part-time Public Health Technician – EH/OPHI (PT11). Motion passed unanimously.

**e. Appointment of 3 Part-Time Public Health Technicians – EH/OPHI (PT11)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the appointment of the following:

Matthew Margaritakis as a part-time Public Health Technician (PT11) at \$9.52 an hour with no 90 day probationary period with a start date of May 21, 2018 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of Environmental Health general fund (1001 307001).

Destiny Ware as a part-time Public Health Technician (PT11) at \$9.52 an hour with no 90 day probationary period with a start date of May 13, 2018 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of Environmental Health general fund (1001 307001).

Kaelyn Boyd as a part-time Public Health Technician (PT11) at \$9.52 an hour with no 90 day probationary period with a start date of May 14, 2018 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of PHEP fund (2328).

Motion passed unanimously.

**f. Resignation of Mark Adams, Director of Environmental Health, Effective May 4, 2018**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to regretfully accept the resignation of Mark Adams, Director of Environmental Health, effective May 4, 2018. Motion passed unanimously. The Board thanked Mr. Adams for his years of service.

**g. Appointment of Environmental Health Technician (R3)**

This motion was removed from consideration.

**Approve Patient Write Offs**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the following patient write offs:

MRN 34933 for \$131.25

MRN 34553 for \$235.00

MRN 34086 for \$245.50

For a total write off amount of \$511.75. Motion passed unanimously.

**Approve Resolutions**

**a. 2018-05: Abatement of Public Nuisances**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve Resolution 2018-05 authorizing the abatement of public nuisances. Motion passed unanimously.

Dr. Fiorentino left at this time, 12:48 PM

**Approve Recommendations of the Hearing Officer for April 23, 2018**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for the April 23, 2018 hearings. Motion passed unanimously.

**Approve United Way of Greater Stark County for THRIVE Infant Mortality Funding Allocation in the Amount of \$75,491.00 for the Period of April 1, 2018 to March 31, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve a United Way of Greater Stark County for THRIVE infant mortality funding allocation in the amount of \$75,491.00 for the period of April 1, 2018 to March 31, 2019. Motion passed unanimously.

Dr. Fiorentino returned at this time, 12:50 PM

**Approve the Health Improvement and Wellness, Health Services STD Prevention Program for the Period of July 1, 2018 through June 30, 2019 from the Ohio Department of Health (\$0 cost)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the Health Improvement and Wellness, Health Services STD Prevention Program for the period of July 1, 2018 through June 30, 2019 from the Ohio Department of Health at no cost. Motion passed unanimously.

**Approve Travel Authorization**

- a. James Adams, Health Commissioner, for Travel from 07/09/2018 to 07/12/2018, NACCHO Annual 2018 Conference in New Orleans, LA at a Cost Not to Exceed \$1,133.50 (1001 301001)
- b. Jessica Boley, WIC Dietitian, for Travel from 05/02/2018 to 05/04/2018, OPTION 2018 in Cincinnati, Ohio at a Cost Not to Exceed \$438.68 (2316) ***Approved \$277.00 at the February 26, 2018 Board meeting.***

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

**Acceptance of Division Reports**

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that she had recently met with Dr. Sutton and Dr. Lakritz to discuss wound care.

James Adams and Laura Roach reported that the recent WIC evaluation conducted by the state was very positive.

- c. Laboratory – Krys Henning reported that mold and pollen season has started. James Adams added that the recent CLIA site inspection was concluded with no comments from the inspector.

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- d. OPHI/Surveillance – Amanda Archer reported that data from the SWAP clinic is now on the web site as an interactive dashboard. She also reported that the department has a spot on a local radio show on the first Friday of each month from 10 AM to 12 PM.
- e. THRIVE – Dawn Miller reported that she submits reports to Ohio Department of Health (ODH) and Medicaid quarterly. She also reported that THRIVE will be holding a community meeting on Wednesday at 3 PM in Massillon.

Dr. Lakritz asked Dawn about the home visiting and well child care numbers from the report she provided. Dawn let Dr. Lakritz know that THRIVE is working to learn why these numbers are low and how to improve them.

James Adams reported that the Pathways HUB operations are proceeding well, and the application has been submitted for HUB certification to the Rockville Institute. He also reported that ODH has changed THRIVE's funding mechanism and that funds will now be paid through a direct grant from ODH (the OEI grant) rather than the current Maternal and Child Health grant through the Stark County Health Department.

- f. Environmental Health – Mark Adams reported to the Board that Rick Miller and Gus Dria produced the EH Division report this month.
- g. Air Pollution Control – Terri Dzienis reported that the division doesn't currently have any additional community meetings scheduled relative to the Georgeview Estates complaints. She also reported that data from the Republic Steel monitoring site is available on the web site.
- h. Vital Statistics – Nothing additional to report
- i. Fiscal Officer – Christi Allen and James Adams reported that capital fund requests were approved for new vehicles, computers and building improvements.
- j. Health Commissioner – James Adams reported that he will be revising the Environmental Health Director position description with the help of the Board's Personnel Committee (Dr. Hickman and Dr. Fiorentino) and then submitting a request for Civil Service to provide an open eligibility list. Mr. Adams will act as the EH Director in the interim period.

Mr. Adams also thanked the all of the Health Department staff for their involvement in the community.

- k. Accreditation – Rob Knight reported that he recently uploaded the department's first documents to the ePHAB web site and that he anticipates uploading more soon.
- l. Quality Improvement – Terri Dzienis reported that the Quality Improvement Plan expired recently. The QI committee is reviewing the plan for revisions now and expects to complete this in about a month. Diane Thompson reported that the QI changes implemented at the Childhood Immunization Clinic have largely improved the process.

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

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**Other Business**

Patty McConnell announced that a pot-luck lunch for Mark Adams will be held at the department on May 2, 2018 and invited the Board to attend.

Pam Gibbs announced that there will be an AIDS Vigil on May 20, 2018 at 4 PM at the New Vision United Church on Market Avenue in Canton. The theme will be "Reflecting on the Past."

**Announcement of Next Meeting: Monday, May 21, 2018 at 12:00 PM (3<sup>rd</sup> Monday due to Memorial Day)**

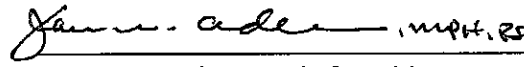
The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, May 21, 2018 at 12:00 PM. This will be on the third Monday of the month due to the Memorial Day holiday.

**Adjourn**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:22 PM.



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President of the Board of Health



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Secretary to the Board of Health

5/21/2018

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Date of Approval

