



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

Canton City Health District

## Board of Health Meeting

Monday June 26, 2017 @ 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, June 26, 2017 at 12:01 PM with a quorum present.

Dr. Hickman, Mr. Wyatt and Dr. Fiorentino were present. Dr. Lakritz arrived at 12:16 PM. Also present were James Adams, Christi Allen, and Robert Knight.

#### **Approve May 22, 2017 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the May 22, 2017 Board of Health meeting minutes. Motion passed unanimously.

#### **Approve List of Bills - \$444,523.69**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$444,523.69. Motion passed unanimously.

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

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to enter executive session to discuss the compensation of a public employee and matters required to be kept confidential. 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 12:07 PM. The Board returned from executive session at 12:16 PM.

Dr. Lakritz arrived at this time.

#### **Write Off of a Patient Balance (MRN33243) for \$110.00**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve a patient write off for MRN #33243 for \$110.00. Motion passed unanimously.

#### **Approve Personnel**

##### **a. Resignation of LaToya Dickens, Project Coordinator (PT6), Effective June 16, 2017**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to accept the resignation of LaToya Dickens, Project Coordinator (PT6), effective June 16, 2017. Motion passed unanimously.

##### **b. Agreement with LaToya Dickens to Provide Nurse Practitioner Services on an As-Needed Basis from June 26, 2017 to December 31, 2017**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve an agreement with LaToya Dickens to provide Nurse Practitioner services on an as-needed basis, at a rate of \$35.48 per hour, from June 26, 2017 to December 31, 2017. Motion passed unanimously.

##### **c. Appointment of Environmental Health Technician (R3)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the appointment of Darl Walton as a full-time Environmental Health Technician (R3) at \$36,454.28 with a ½ step increase to \$37,168.28 after satisfactory completion of a 90-day probationary period with a start date of June

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27, 2017. Mr. Walton will receive 3.5 vacation days starting August 1, 2017 to be used by December 31, 2017, 10 vacation days starting January 1, 2018 and 1 day of personal holiday immediately. Motion Passed unanimously.

**d. Appointment of Public Health Nurse III (R6)**

This agenda item was removed. No action taken.

**e. Public Health Clerk I – Vital Statistics (R1) Job Description**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the Public Health Clerk I – Vital Statistics (R1) job description. Motion pass unanimously.

**f. Public Health Clerk II - Vital Statistics (R2) Job Description**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the Public Health Clerk II – Vital Statistics (R2) job description. Motion pass unanimously.

**Approve Resolutions**

**a. 2017-11: Approval of Strategic Plan 2020**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to table this agenda item until the next regular meeting of the Board of Health on July 24, 2017. Motion passed unanimously.

**b. 2017-12: Amendment of Canton Health Code 207.21**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve resolution 2017-12 amending section 207.21 of the health code. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for June 26, 2017**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for June 26, 2017. Motion passed unanimously.

**Approve FY2018 Women, Infants, and Children (WIC) Grant Application and Initial Budget in the Amount of \$1,398,997.00 (Grant period runs from 10/1/2017 to 09/30/2018) With the Following Sub-grantees for this Grant Cycle:**

- a. Alliance City Health Department Contract in the Amount of \$117,489.00
- b. Massillon City Health Department Contract in the Amount of \$138,229.00
- c. Stark County Health Department Contract in the Amount of \$386,891.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY2018 Women, Infants and Children (WIC) grant application and initial budget in the amount of \$1,398,997.00 with a grant period from 10/1/2017 to 9/30/2018 and with the above sub-grantees. Motion passed unanimously.

**Approve FY2018 Personal Responsibility Education Program (PREP) Grant Application and Initial Budget in the Amount of \$174,000.00 (Grant period runs from 8/1/2017 to 7/31/2018)**

This agenda item was removed.

**Authorize a Contract with the Stark County Health Department for the FY2018 Public Health Emergency Preparedness (PHEP) Grant in the Amount of \$96,915.00 (Grant period runs from 07/01/2017 to 06/30/2018)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to authorize a contract with the Stark County Health Department for the FY2018 Public Health Emergency Preparedness (PHEP) grant in the amount of \$96,915.00 with a grant period from 7/1/2017 to 6/30/2018. Motion passed unanimously.

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**Approve Agreement with Ohio Department of Health to Perform Tobacco Enforcement Smoke Free Investigations for a Fee not to Exceed \$125.00 per Completed Investigation from July 1, 2017 through June 30, 2019**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with Ohio Department of Health to perform tobacco enforcement smoke free investigations from July 1, 2017 through June 30, 2019. Motion passed unanimously.

**Approve the Following THRIVE Faith-based and Grass Roots Organization Grantees:**

- a. New Baltimore Community Church – Abide Ministries in the Amount of \$9,140.00 for the Period of July 1, 2017 to June 30, 2018
- b. Canton Calvary Mission in the Amount of \$24,652.00 for the Period of July 1, 2017 to June 30, 2019
- c. Sherrick Road Church of God – Family Lift Center in the Amount of \$16,298.00 for the Period of July 1, 2017 to June 30, 2019
- d. Hannah’s House 119 in the Amount of \$11,407.00 for the Period of July 1, 2017 to June 30, 2019
- e. Mary Church Terrell Federated Club in the Amount of \$18,980.00 for the Period of July 1, 2017 to June 30, 2019

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the above THRIVE faith-based and grass roots organization grantees. Motion passed unanimously.

**Approve Travel Authorization**

- a. Janet Frank, WIC Dietitian, for Travel from 6/26/17 to 6/28/17, Breastfeeding Champion Training for Outpatient Breastfeeding Supporters in Columbus, OH at a Cost not to Exceed \$520.26 (2316)
- b. Dawn Miller, THRIVE Project Manager, for Travel from 6/27/17 to 6/30/17, Ohio Institute for Equity in Birth Outcomes in Columbus, OH at a Cost not to Exceed \$794.89 (2314)
- c. Sharon Foster, WIC Clinic Assistant, for Travel from 7/12/17 to 7/13/17, WIC Counseling Course in Columbus, OH at a Cost not to Exceed \$131.00 (2316)
- d. Ashley Archer, WIC Clinic Assistant, for Travel from 7/12/17 to 7/13/17, WIC Counseling Course in Columbus, OH at a Cost not to Exceed \$91.00 (2316)
- e. Ron Jones, APC Engineer, for Travel from 7/19/17 to 7/20/17, Environmental Permitting in Ohio in Columbus, OH at a Cost not to Exceed \$367.70 (2331)
- f. Carl Safreed, APC Engineer, for Travel from 7/19/17 to 7/20/17, Environmental Permitting in Ohio in Columbus, OH at a Cost not to Exceed \$172.70 (2331)
- g. Sam Norman, APC Engineer, for Travel from 7/19/17 to 7/20/17, Environmental Permitting in Ohio in Columbus, OH at a Cost not to Exceed \$395.00 (2331)
- h. Jennifer Hayden, WIC Breastfeeding Coordinator, for Travel from 8/30/17 to 8/31/17, 2017 Ohio WIC Breastfeeding Conference in Columbus, OH at a Cost not to Exceed \$91.00 (2316)
- i. Sarah Mann, WIC Peer Helper, for Travel from 8/30/17 to 8/31/17, 2017 Ohio WIC Breastfeeding Conference in Columbus, OH at a Cost not to Exceed \$91.00 (2316)
- j. Sarah Milini, WIC Peer Helper, for Travel from 8/30/17 to 8/31/17, 2017 Ohio WIC Breastfeeding Conference in Columbus, OH at a Cost not to Exceed \$91.00 (2316)
- k. Marquetta Smith, WIC Peer Helper, for Travel from 8/30/17 to 8/31/17, 2017 Ohio WIC Breastfeeding Conference in Columbus, OH at a Cost not to Exceed \$91.00 (2316)
- l. AziaRae Smothers, WIC Peer Helper, for Travel from 8/30/17 to 8/31/17, 2017 Ohio WIC Breastfeeding Conference in Columbus, OH at a Cost not to Exceed \$91.00 (2316)

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Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the above out of district travel. Motion passed unanimously.

### Acceptance of Division Reports

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – National HIV testing day is tomorrow. The SWAP program started on Friday and was a huge success. There were 7 participants with a total of 26 syringes exchanged and three naloxone kits provided.

Dr. Hickman added that he has heard some community members' complaints in relation to the department providing naloxone kits to opioid drug users.

- c. Laboratory – Julie Carman transitioned from full-time to part-time beginning this week.
- d. OPHI/Surveillance – There was a small pertussis outbreak in a daycare facility, with 2 cases. There was also a hand, foot and mouth disease outbreak in the same facility.
- e. Environmental Health – Nothing additional to report.
- f. Air Pollution Control – The new lead(Pb) monitor is now operating at Republic Steel and the first samples have been sent to the lab.

Dust samples recently taken from the Georgetown Road area came back from the lab as very low for lead. Soil samples that were taken in the area also came back very low for lead and other tested metals. All samples were well below established EPA standards for residential contact. The cancer cluster study of the area did not identify any unusual patterns of cancer in the area.

- g. Vital Statistics – Debbie Mazzocca's last day at work, before retirement, will be Friday, July 28, 2017. There will be a retirement celebration that day and the board members are invited to attend.
- h. Fiscal – Nothing additional to report.
- i. Health Commissioner – The SWAP program is off to an impressive start. The department is still searching for Staff Nurse 3 candidates.

Ohio Department of Health has the authority to investigate reports of high blood lead levels and they have delegated that authority to the department. The department is investigating if we'd like to continue with this agreement.

- j. Accreditation Team – Most of the major pre-requirements for our accreditation application have been completed. The Strategic Plan will need to be reviewed and approved by the Board at the board meeting in July to make our application deadline.
- k. Quality Improvement – Nothing additional to report.

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

### Other Business

There was no other business.

### Announcement of Next Meeting: Monday, July 24, 2017 at 12:00 PM

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, July 24, 2017 at 12:00 PM.

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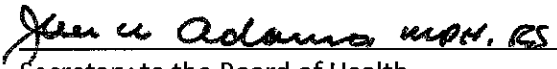
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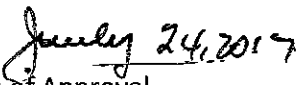
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**Adjourn**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:19 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

  
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Date of Approval

1. 1998

2. 1999