

BOARD OF HEALTH



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Monday, July 22, 2019
@ 12:00pm



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, July 22, 2019 @ 12:00pm – Board Room
Agenda

1. Call to Order and Roll Call
2. Unfinished Business
3. Approve June 24, 2019 Board of Health Meeting Minutes
4. Approve List of Bills for \$130,585.03
5. Executive Session
6. Personnel:
 - a. Approve Position Description for Preparedness Coordinator (R5)
 - b. Approve Position Description for Administrative Specialist (R4)
 - c. Appointment of Preparedness Coordinator (R5)
 - d. Resignation of Sara Kovacs, Public Health Technician (PT11), Effective July 26, 2019
 - e. Resignation of Aaron Butchelli, Recycling Center Manager (R3), Effective July 16, 2019
 - f. Update Position Classification Schedule Environmental Health
 - g. Update Position Classification Schedule Administration_Vital Statistics
7. Approve Recommendations of the Hearing Officer for July 22, 2019
8. Approve Resolutions:
 - a. 2019-14 Terminal Pay
 - b. 2019-15 Abatement of Public Nuisances
9. Approve Revised Strategic Plan 2020
10. Approve an Addendum Agreement with the YWCA of Canton for the Purpose of Receiving Grant Funding for Performing on Site Clinic Services (Early Headstart Outreach) for Additional Money of \$3,380.00 for the Period of September 1, 2018 through August 31, 2019 (*Initially Approved at \$22,500.00 at the August 27, 2018 Board Meeting*)
11. Approve a FY19 HIV Grant Agreement with the Jefferson County Health Department in the Amount of \$14,720.00 for the Period of 08/01/2019 to 12/31/2019
12. Accept Grant Funding from the Ohio Department of Health in the Amount of \$30,000.00 for the FY20 Integrated Naloxone Access and Infrastructure Grant for the Period of 07/01/2019 to 09/28/2019
13. Approve an Agreement with Asian Services in Action, Inc. to them to Provide Proof Translation of Documents at a Cost not to Exceed \$173.25
14. Approve Travel Authorization
 - a. Shameem Ahmad, Disease Intervention Specialist, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (STD Fund 2312)
 - b. David McCartney, Early Intervention Specialist, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (EIS Fund 2319)
 - c. Stacy Lorkowski, Linkage to Care Specialist, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (STD Fund 2312)

Board of Health Agenda

Monday, July 22, 2019

Page (2)

- d. Pamela Gibbs, Health Service Coordinator/DIS-LTC Supervisor, Transforming Care/HIV Conference, 10/17/2019 to 10/18/2019 in Columbus, Ohio at an Amount not to Exceed \$230.00 (HIV Fund 2318)
- e. Jaclyn Hupp, APC Monitoring & Inspections Technician, Quality Assurance for Air Pollution Measurement Systems, 08/12/2019 to 08/14/2019 in Columbus, Ohio at an Amount not to Exceed \$427.00 (APC Fund 2331)
- f. Linda Morckel, APC Monitoring & Inspections Supervisor, Quality Assurance for Air Pollution Measurement Systems, 08/12/2019 to 08/14/2019 in Columbus, Ohio at an Amount not to Exceed \$427.00 (APC Fund 2331)
- g. Jennifer Hayden, Breastfeeding Coordinator, Ohio WIC 2019 Breastfeeding Conference, 08/27/2019 to 08/28/2019 in Columbus, Ohio at an Amount not to Exceed \$223.00 (WIC Fund 2316)
- h. Thea Bartlett, WIC Peer Helper, Ohio WIC 2019 Breastfeeding Conference, 08/27/2019 to 08/28/2019 in Columbus, Ohio at an Amount not to Exceed \$223.00 (WIC Fund 2316)
- i. Shameem Ahmad, Disease Intervention Specialist, DIS Training, 10/27/2019 to 11/01/2019 in Columbus, Ohio at an Amount not to Exceed \$915.00 (HIV Fund 2318)

15. Acceptance of Reports

- a. Medical Director
- b. Nursing/WIC
- c. Laboratory
- d. OPHI/Surveillance
- e. THRIVE
- f. Environmental Health
- g. Air Pollution Control
- h. Vital Statistics
- i. Fiscal
- j. Health Commissioner
- k. Accreditation Team
- l. Quality Improvement and Performance Management

16. Other Business

17. Next Meeting: Monday, August 26, 2019 at 12:00pm

18. Adjournment



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, June 24, 2019 @ 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, June 24, 2019 at 12:00 PM with a quorum present.

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

Unfinished Business

There was no unfinished business.

Approve May 20, 2019 Board of Health Meeting Minutes

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the May 20, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills for \$127,756.89

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$127,756.89. Motion passed unanimously.

Election of Vice-President

Dr. Hickman moved and Dr. Lakritz seconded a motion to nominate Mr. Wyatt as the Vice-President of the Board of Health. A roll call to vote was taken:

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

Ms. Lucas – Yes

Motion passed with four votes for and one abstention.

Approve Executive Session to Discuss Matters to be Kept Confidential and Compensation of a Public Employee

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

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

Ms. Lucas – Yes

Motion passed unanimously.

Personnel:

Personnel item “Approve Probationary Period Ending for David McCartney, Early Intervention Specialist (R5), Retroactive to June 9, 2019” was added to the Board agenda.

a. Appointment of APC Engineer (R6)

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the appointment of Andrew Molnar as APC Engineer (R6) at \$46,758.00 a year with a half step increase after a satisfactory 90-day probationary period to \$47,858.00 a year with a start date of July 22, 2019 with a second choice

Board of Health Minutes

June 24, 2019

Page (2)

of Cody Pizzola. The salary to be paid from the APC fund (2331 301001 and/or 2332 301001). Motion passed unanimously.

b. Appointment of WIC Peer Helper (PT13)

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the appointment of Joni Mitzel as part-time WIC Peer Helper (PT13) at \$10.64 an hour with a half step increase after a satisfactory 90-day probationary period to \$10.86 an hour with a start date to be determined with a second choice of Natatia Peterson. The salary to be paid from the WIC fund (2316). Motion passed unanimously.

c. Appointment of Preparedness Coordinator (R5)

No vote was taken and this motion was tabled.

d. Approve Probationary Period Ending for Kim Campbell, APC Engineering Technician (R5), Retroactive to May 26, 2019

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Kim Campbell, APC Engineering Technician retroactive to May 26, 2019 with no pay increase. Motion passed unanimously.

e. Accept Resignation of Denny Tan, Sanitarian (R5) Effective July 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to accept the resignation of Denny Tan, Sanitarian II (R5), effective July 25, 2019. Motion passed unanimously.

f. Accept Resignation of Colton Masters, Sanitarian (R5)

Dr. Lakritz moved and Dr. Johns seconded a motion to accept the resignation of Colton Masters, Sanitarian II (R5) effective July 17, 2019. Motion passed unanimously.

Dr. Hickman congratulated Mr. Masters on completing his Master of Public Health degree.

g. Approve Amended Position Description for Director of Environmental Health (R7 or R8)

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the amended position description for Director of Environmental Health (R7 or R8). Motion passed unanimously.

h. Approve Position Description for Sanitarian I (R4)

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the position description for Sanitarian I (R4). Motion passed unanimously.

i. Approve Probationary Period Ending for David McCartney, Early Intervention Specialist (R5), Retroactive to June 9, 2019

Motion to approve the probationary period ending for David McCartney, Early Intervention Specialist (R5), with a half step increase to \$44,441.00 retroactive to June 9, 2019. Motion passed unanimously.

Approve Patient Write Off

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the patient write off for MRN 34289 for \$337.27. Motion passed unanimously.

Board of Health Minutes

June 24, 2019

Page (3)

2018 Moral Obligations

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the payment of the following 2018 moral obligations for a total of \$1,600.00:

- a. Access Health Stark County for \$885.00
- b. Alliance Family Health Center, Inc. for \$160.00
- c. My Community Health Center for \$220.00
- d. Stark County Health Department for \$25.00
- e. Stark Metropolitan Housing Authority for \$235.00
- f. Stark Social Workers Network for \$75.00

Motion passed unanimously.

Approve Recommendations of the Hearing Officer for June 24, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for June 24, 2019. Motion passed unanimously.

Approve Resolutions:

- a. **2019-12 Rescind Chapter 257 of the Canton City Health Code – Frozen Desserts (3rd Reading)**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve resolution 2019-12 rescinding chapter 257 of the Canton City Health Code – Frozen Desserts. A roll call to vote was taken:

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

Ms. Lucas – Yes

Motion passed unanimously.

Approve Revised Strategic Plan 2020

No vote was taken and this motion was tabled.

Authorize an Agreement with the Ohio Department of Health for the Medicaid Administrative Claiming (MAC) Local Health Department Process to Receive Funding for a Period of July 1, 2019 through June 30, 2021

Dr. Johns moved and Dr. Lakritz seconded a motion to authorize an agreement with the Ohio Department of Health for the Medicaid Administrative Claiming (MAC) local health department process to receive funding for a period of July 1, 2019 through June 30, 2021. Motion passed unanimously.

Authorize an Agreement with the Ohio Department of Health for Tobacco Enforcement Smoke Free Investigations to Receive an Amount Not to Exceed \$125.00 per Completed Investigation for a Period of July 1, 2019 through June 30, 2021

Dr. Johns moved and Dr. Lakritz seconded a motion to authorize an agreement with the Ohio Department of Health for Tobacco Enforcement Smoke Free investigations to receive an amount not to exceed \$125.00 per completed investigation for a period of July 1, 2019 through June 30, 2021. Motion passed unanimously.

Authorize an Agreement with the Ohio Department of Health for the Sexually Transmitted Infections (STI) Medication Agreement at no Cost for the Period of July 1, 2019 through June 30, 2023

Dr. Lakritz moved and Dr. Johns seconded a motion to authorize an agreement with the Ohio Department of Health for the Sexually Transmitted Infections (STI) Medication Agreement at no cost for the period of July 1, 2019 through June 30, 2019. Motion passed unanimously.

Authorize an Agreement with LexisNexis for Database and Search Services to be paid at \$180.00 a Month for a Period of July 1, 2019 through June 30, 2020

Dr. Lakritz moved and Ms. Lucas seconded a motion to authorize an agreement with LexisNexis for database and search services to be paid at \$180.00 per month for a period of July 1, 2019 through June 30, 2019. Motion passed unanimously.

Authorize a Memorandum of Understanding with the City of Canton for the Health Department to use The Johnson Center, Malone University in the Event of an Emergency effective June 24, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to authorize a memorandum of understanding with the City of Canton for the health department to use The Johnson Center, Malone University in the event of an emergency effective June 24, 2019. Motion passed unanimously.

Approve Contract Amendment and Renewal to the FFY 2018-2019 Ohio EPA Air Pollution Control Agreement to extend the existing contract term of 10/01/2017-06/30/2019 by 3 months to end on 09/30/2019 and to Provide Additional Funding of \$117,416 and Funding Adjustments for a Total Funding amount of \$1,585,608 (\$799,700 FFY18 and \$785,908 FFY19), Including an Obligation for the Provision of \$40,000 per year of City/Local Funds

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve a contract amendment and renewal to the FFY 2018-2019 Ohio EPA Air Pollution Control Agreement to extend the existing contract term of 10/01/2017-06/30/2019 by 3 months to end on 09/30/2019 and to provide additional funding of \$117,416 and funding adjustments for a total funding amount of \$1,585,608 (\$799,700 FFY18 and \$785,908 FFY19), including an obligation for the provision of \$40,000 per year of city/local funds. Motion passed unanimously.

Authorize an Agreement with the Stark County Health Department for the FY2020 Public Health Emergency Preparedness (PHEP) Grant to Receive an Amount not to Exceed \$90,000.00 for the Period of July 1, 2019 through June 30, 2020

Mr. Wyatt moved and Ms. Lucas seconded authorize an agreement with the Stark County Health Department for the FY2020 Public Health Emergency Preparedness (PHEP) Grant to receive an amount not to exceed \$90,000.00 for the period of July 1, 2019 through June 30, 2020. Motion passed unanimously.

Approve the FY20 Get Vaccinated Grant Application and Initial Budget to Receive an Amount not to Exceed \$108,946.00 for a Period of July 1, 2019 through June 30, 2020 with the Following Sub-grantees:

- a. Alliance City Health Department Contract in the Amount of \$21,248.00
- b. Stark County Health Department Contract in the Amount of \$44,450.00

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the FY20 Get Vaccinated grant application and initial budget to receive an amount not to exceed \$108,946.00 for a period of July 1, 2019 through June 30, 2020 with the above sun-grantees. Motion passed unanimously.

Board of Health Minutes

June 24, 2019

Page (5)

Approve the FY20 WIC Grant Application and Initial Budget to Receive an Amount not to Exceed \$1,301,966.00 for a Period of October 1, 2019 through September 30, 2020 with the Following Sub-grantees:

- a. Alliance City Health Department Contract in the Amount of \$120,536.00
- b. Massillon City Health Department Contract in the Amount of \$138,537.00
- c. Stark County Health Department Contract in the Amount of \$366,468.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY20 WIC grant application and initial budget to receive an amount not to exceed \$,301,966.00 for a period of October 1, 2019 through September 30, 2020 with the above sub-grantees. Motion passed unanimously.

Approve Addendum Agreements for the FY19 WIC Grant for a Period of October 1, 2018 through September 30, 2019 with the Following Sub-grantees:

- a. Alliance City Health Department - \$118,853.00 (originally approved at \$114,337.00 on 7/23/18)
- b. Massillon City Health Department - \$135,461.60 (originally approved at \$134,520.00 on 7/23/18)
- c. Stark County Health Department - \$395,093.00 (originally approved at \$366,468.00 on 7/23/18)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve addendum agreements for the FY19 WIC grant for a period of October 1, 2018 through September 30, 2019 with the above sub-grantees. Motion passed unanimously.

Authorize an Agreement with Sisters of Charity Foundation of Canton to Support the Stark County THRIVE Healthy Eating for Health Babies Project to Receive \$45,232.00 for the Period of June 1, 2019 through May 31, 2021

Mr. Wyatt moved and Dr. Johns seconded a motion to authorize an agreement with Sisters of Charity Foundation of Canton to support the Stark County THRIVE Healthy Eating for Healthy Babies project to receive \$45,232.00 for the period of June 1, 2019 through May 31, 2021. Motion passed unanimously.

Approve Travel Authorization

- a. Dawn Miller, Project Manager, 2019 NACCHO Conference, 07/09/2019 to 07/12/2019 in Orlando, Florida at an Amount not to Exceed \$2,224.13 (THRIVE 2314)
- b. Carl Safreed, APC Engineer, 29th Annual Environmental Permitting in Ohio, 07/24/2019 to 07/25/2019 in Columbus, Ohio at an Amount not to Exceed \$168.60 (APC 2331)
- c. Nathan Sobczak, APC Engineer, 29th Annual Environmental Permitting in Ohio, 07/24/2019 to 07/25/2019 in Columbus, Ohio at an Amount not to Exceed \$363.60 (APC 2331)
- d. Courtney Grossman, APC Monitoring & Inspection Technician, Inspector Training Academy Module 3 in Groveport, Ohio at an Amount no to Exceed \$252.00 (APC 2331)
- e. Kim Campbell, APC Engineering Technician, Inspector Training Academy Module 3 in Groveport, Ohio at an Amount no to Exceed \$252.00 (APC 2331)
- f. Ron Jones, APC Engineer, Inspector Training Academy Module 3 in Groveport, Ohio at an Amount no to Exceed \$252.00 (APC 2331)

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

Board of Health Minutes

June 24, 2019

Page (6)

Acceptance of Reports

- a. Medical Director – Nothing additional
- b. Nursing/WIC – Nothing additional
- c. Laboratory – Nothing additional
- d. OPHI/Surveillance – Amanda Archer reported that there was recently an outbreak of Scabies in two facilities
- e. THRIVE – James Adams reported that Jessica Boley recently returned from the Annual Summer Program in Population Health.
- f. Environmental Health – Annmarie Butusov reported that the division has a training with the Workers Compensation Bureau scheduled at the Recycle Center. She also reported that the division is soliciting applications from the community for the open recruiting at Civil Service for sanitarians.

Mr. Wyatt asked about mosquito spraying in Canton and Ms. Butusov reported that there have been no positive tests on mosquitos, so far, and that spraying hasn't started.

Mr. Adams reported to the board that Environmental Health will work closely with the Building Code Department to bridge the gap, left by recent resignations, until the division's open positions can be filled.

- g. Air Pollution Control – Nothing additional
- h. Vital Statistics – Ms. Lucas reviewed the Vital Statistics report and mentioned that she's concerned about a recent rise in the number of births to teenage mothers.
- i. Fiscal – Mr. Adams reported that he and Christi Allen recently met with the city to discuss opening an agency fund for health department funds rather than using the general fund.
- j. Health Commissioner – Nothing additional

Dr. Lakritz left at this time 1:32 PM

- k. Accreditation Team – Robert Knight reported to the board that the Public Health Accreditation Board site visit team recently reopened several of the submitted documents to request clarification or additional documents. He said that the department has until July 4, 2019 to respond and that this work has mostly been completed. Mr. Knight expects to receive a draft agenda for the site visit soon and is planning to prepare training for board members and department staff soon.
- 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.

Board of Health Minutes

June 24, 2019

Page (7)

Other Business

No other business was discussed.

Next Meeting: Monday, July 22, 2019 at 12:00pm

Ms. Lucas advised the other Board of Health members that she will not be present at the next meeting.

Adjournment

Ms. Lucas moved and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:40 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 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 1001 - General Operating											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9832963951	Monthly Hot Spot Fee, 2019	Paid by Check # 651139		06/26/2019	07/18/2019	07/15/2019		07/15/2019	40.17	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.17</u>
Account 705.06 - Professional Services Other Professional Services											
52602 - DEANS FUNERAL HOME LIMITED	Mitchell & Kuntz	Indigent Cremations: S. Mitchell DOD:06/21, S. Kuntz DOD:6/25/19	Edit		07/09/2019	07/16/2019	07/16/2019			990.00	
52602 - DEANS FUNERAL HOME LIMITED	E.Salchenberg	Indigent Cremation for Edward Salchenberg, DOD: 06/05/2019	Edit		07/02/2019	07/16/2019	07/16/2019			495.00	
50919 - HERITAGE CREMATION SOCIETY	J.Barton Indigen	Indigent cremation for Joshua Barton d.o.d. 6-27-19	Edit		07/03/2019	07/16/2019	07/16/2019			495.00	
39066 - WALTNER - SIMCHAK FUNERAL HOME	R.Nichols Indige	Indigent Cremation for Robert Nichols, DOD: 06/14/2019	Edit		06/21/2019	07/16/2019	07/16/2019			495.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 4	<u>\$2,475.00</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Jun19 Car Washes	Car Washes for CCHD Vehicles, as needed in 2019	Edit		06/30/2019	07/16/2019	07/16/2019			12.75	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>\$12.75</u>
Account 734.10 - Supplies Postage											
51769 - CANTON DATA PRINT, LLC	Jan-Apr19Postage	Postage for VS/Admin, As needed in 2019	Paid by Check # 650829		06/26/2019	06/26/2019	07/09/2019		07/09/2019	1,236.17	
									Account 734.10 - Supplies Postage Totals	Invoice Transactions 1	<u>\$1,236.17</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	GF Offc.Supplies	Acct Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			115.11	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$115.11</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	313781	Regular and Window Envelopes	Edit		06/25/2019	07/16/2019	07/16/2019			280.16	
									Account 734.12 - Supplies Outside Printing Totals	Invoice Transactions 1	<u>\$280.16</u>
Account 734.13 - Supplies Freight											
43051 - SYNCB/AMAZON	GF Offc.Supplies	Acct Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			5.99	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$5.99</u>
Account 734.58 - Supplies Miscellaneous Supplies											
7335 - HUNTINGTON NATIONAL BANK	GF - Keys Made	HON Filing Cabinet keys for C. Safreed File Cabinet	Edit		07/15/2019	07/15/2019	07/15/2019			14.00	



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 1001 - General Operating											
Department 301001 - Health - Administration											
Account 734.58 - Supplies Miscellaneous Supplies											
42611 - JENKINS LOCK & DOOR CONTROL	6868	Door handle/lock repairs, replacements, as needed in 2019	Edit		05/29/2019	07/16/2019	07/16/2019			60.00	
43051 - SYNCB/AMAZON	GF Misc. Sup.	Miscellaneous Supplies for office	Edit		07/10/2019	07/17/2019	07/17/2019			58.28	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 3	<u>\$132.28</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
40506 - KIMBERLY KOONS	2019 License	Ohio Licensure & Dietetics Professional Fee	Edit		07/15/2019	07/15/2019	07/15/2019			70.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>\$70.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 14	<u>\$4,367.63</u>
Department 303001 - Nurses											
Account 705.06 - Professional Services Other Professional Services											
43145 - TELELANGUAGE, INC.	TL107523	Interpretive Services, as needed in 2019	Edit		07/08/2019	08/08/2019	07/16/2019			108.15	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$108.15</u>
Account 713.13 - Utilities Telephone											
177 - AT&T	3304547664-06	Service for 2nd Fax Line in Nursing, 2019	Paid by Check # 650590		06/16/2019	07/05/2019	07/01/2019		07/01/2019	43.66	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$43.66</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
52641 - ALLISON BLACK	License Renewal	Ohio Board of Nursing License Renewal	Edit		07/15/2019	07/15/2019	07/15/2019			68.50	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>\$68.50</u>
									Department 303001 - Nurses Totals	Invoice Transactions 3	<u>\$220.31</u>
Department 304001 - Lab											
Account 705.06 - Professional Services Other Professional Services											
35693 - CANTON PATHOLOGY ASSOCIATES	Apr-Jun 2019	Laboratory Director Services	Edit		07/03/2019	07/15/2019	07/15/2019			1,500.00	
34284 - REAM & HAAGER LABORATORY	4328837, 4328620	4328590, 4329094, 4329195	Edit		06/26/2019	07/16/2019	07/16/2019			311.00	
51563 - STERICYCLE	1009224688	Infectious Waste Disposal - LAB	Edit		06/30/2019	07/30/2019	07/16/2019			91.50	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 3	<u>\$1,902.50</u>
Account 734.13 - Supplies Freight											
7835 - FISHER HEALTH CARE	9117123, 0320141	8640898	Edit		06/25/2019	07/25/2019	07/16/2019			88.40	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$88.40</u>
Account 734.58 - Supplies Miscellaneous Supplies											
7835 - FISHER HEALTH CARE	9117123,	8640898	Edit		06/25/2019	07/25/2019	07/16/2019			1,631.37	



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

0320141

Department **307001 - Environmental Health Administration**
 Account **734.58 - Supplies Miscellaneous Supplies**

52603 - CLARKE MOSQUITO CONTROL PRODUCTS, INC. 5087275, 5087276 Mosquito Control Program Supplies

Account **734.58 - Supplies Miscellaneous Supplies** Totals
 Department **304001 - Lab** Totals

Invoice Transactions 1
 Invoice Transactions 5

\$1,631.37
\$3,622.27

07/02/2019 07/17/2019 07/17/2019

1,836.40

Account **734.58 - Supplies Miscellaneous Supplies** Totals

Invoice Transactions 1

\$1,836.40

Account **772.20 - Travel Registration/Tuition**

1941 - TREASURER STATE OF OHIO 19201838 Annual Midwest Workshop in EH, 3/26 & 3/27/19, Columbus, OH

Edit 06/13/2019 06/27/2019 06/27/2019

40.00

Account **772.20 - Travel Registration/Tuition** Totals

Invoice Transactions 1

\$40.00

Department **307001 - Environmental Health Administration** Totals

Invoice Transactions 2

\$1,876.40

Fund **1001 - General Operating** Totals

Invoice Transactions 24

\$10,086.61



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2312 - V.D. - I03 Gonorhea (VD)											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
186 - AULTMAN HOSPITAL	2019-10 FTA's	099915682-9693	Edit		06/30/2019	07/16/2019	07/16/2019			14.75	
52334 - LEXISNEXIS RISK DATA MANAGEMENT INC	1672320-20190630	Database Services for 2019	Edit		06/30/2019	07/30/2019	07/16/2019			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	9832778980	Cell Phone Service for LTC, DIS and EIS	Paid by Check # 651139		06/23/2019	07/15/2019	07/15/2019		07/15/2019	50.34	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$50.34</u>
Account 772.20 - Travel Registration/Tuition											
51190 - EQUITAS HEALTH INSTITUTE	0705201901	Transforming Care Conf., 10/17/19-10/18/19, Columbus, OH	Edit		07/08/2019	07/16/2019	07/16/2019			200.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$200.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$445.09</u>
									Fund 2312 - V.D. - I03 Gonorhea (VD) Totals	Invoice Transactions 4	<u>\$445.09</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Family Health (476)											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE	312559704070519	321559704060519	Open		07/15/2019	07/21/2019	07/15/2019			267.42	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>\$267.42</u>
Account 705.06 - Professional Services Other Professional Services											
4168 - KENT STATE UNIVERSITY	416371-27	Comprehensive Evaluation of Stark County	Edit		07/08/2019	07/15/2019	07/15/2019			1,505.88	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$1,505.88</u>
Account 705.14 - Professional Services Maintenance Contracts											
22899 - GRAPHIC ENTERPRISES	21AR891360	Copier/Printer Maintenance Contract 2019, THRIVE	Edit		07/16/2019	07/26/2019	07/17/2019			109.25	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>\$109.25</u>
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
51326 - ALLIANCE FAMILY HEALTH CENTER INC	2018/2019 Pay	THRIVE Payment Points Outcome Payment	Paid by Check # 650820		06/24/2019	06/26/2019	07/09/2019		07/09/2019	1,700.00	
51120 - COMMQUEST SERVICES INC	Jan19 Payments	THRIVE Payment Points Outcome Payment	Paid by Check # 650833		06/20/2019	06/26/2019	07/09/2019		07/09/2019	1,650.00	
51644 - MY COMMUNITY HEALTH CENTER	2018/2019 Pay	THRIVE Payment Points Outcome Payments	Paid by Check # 650852		06/24/2019	06/26/2019	07/09/2019		07/09/2019	910.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	2018/2019 Pay	THRIVE Payment Points Outcome Payment	Paid by Check # 650870		06/24/2019	06/26/2019	07/09/2019		07/09/2019	920.00	
51328 - STARK COUNTY JOB AND FAMILY SERVICES	Jan-Mar19 Pay	THRIVE Payment Points Outcome Payment	Paid by Check # 650871		06/20/2019	06/26/2019	07/09/2019		07/09/2019	1,065.00	
2762 - STARK METRO HOUSING AUTHORITY	2018/2019 Paymen	THRIVE Payment Points Outcome Payments	Paid by Check # 650872		06/24/2019	06/26/2019	07/09/2019		07/09/2019	1,480.00	
25530 - STARK SOCIAL WORKERS NETWORK	Jan18/Dec18 Pay	THRIVE Payment Point Outcomes	Paid by Check # 650873		06/24/2019	06/26/2019	07/09/2019		07/09/2019	95.00	
38982 - YWCA OF CANTON	Jan_Mar Payments	THRIVE Payment Point Outcome	Paid by Check # 650881		06/20/2019	06/26/2019	07/09/2019		07/09/2019	2,400.00	
51325 - ACCESS HEALTH STARK COUNTY	2018/2019 Pay	THRIVE Payment Points Outcome Payment	Paid by Check # 650817		06/27/2019	06/27/2019	07/09/2019		07/09/2019	5,470.00	
51325 - ACCESS HEALTH STARK COUNTY	Apr19 Payments	THRIVE Payment Points Outcome Payment	Edit		07/12/2019	07/16/2019	07/16/2019			950.00	



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Family Health (476)											
Department 301001 - Health - Administration											
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
51326 - ALLIANCE FAMILY HEALTH CENTER INC	Apr19 Payments	THRIVE Payment Points Outcome Payment	Edit		07/12/2019	07/16/2019	07/16/2019			415.00	
51120 - COMMQUEST SERVICES INC	Apr19 Payments	THRIVE Payment Points Outcome Payments, 2019	Edit		07/12/2019	07/16/2019	07/16/2019			835.00	
51644 - MY COMMUNITY HEALTH CENTER	Apr19 Payments	THRIVE Payment Points Outcome Payments	Edit		07/12/2019	07/16/2019	07/16/2019			220.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	Apr19 Payments	THRIVE Payment Points Outcome Payment	Edit		07/12/2019	07/16/2019	07/16/2019			95.00	
51328 - STARK COUNTY JOB AND FAMILY SERVICES	Apr19 Payments	THRIVE Payment Points Outcome Payment	Edit		07/12/2019	07/16/2019	07/16/2019			225.00	
2762 - STARK METRO HOUSING AUTHORITY	Apr19 Payments	THRIVE Payment Points Outcome Payments	Edit		07/12/2019	07/16/2019	07/16/2019			675.00	
25530 - STARK SOCIAL WORKERS NETWORK	Apr19 Payments	THRIVE Payment Point Outcomes	Edit		07/12/2019	07/16/2019	07/16/2019			75.00	
38982 - YWCA OF CANTON	Apr19 Payments	THRIVE Payment Point Outcome	Edit		07/12/2019	07/16/2019	07/16/2019			615.00	
								Account 706.01 - Contract Service Contract Service - 2314 THRIVE Totals		Invoice Transactions 18	<u>\$19,795.00</u>
Account 713.13 - Utilities Telephone											
50073 - TIME WARNER CABLE	312559704060519	312559704070519	Open		07/05/2019	07/21/2019	07/15/2019			548.88	
51874 - VERIZON WIRELESS	9833370542	Monthly Account & Line Access for THRIVE Office Phones	Edit		07/03/2019	07/26/2019	07/16/2019			73.67	
								Account 713.13 - Utilities Telephone Totals		Invoice Transactions 2	<u>\$622.55</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	Jun19 THRIVE	Account Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			14.75	
								Account 734.11 - Supplies Miscellaneous Office Supplies Totals		Invoice Transactions 1	<u>\$14.75</u>
Account 734.12 - Supplies Outside Printing											
51821 - USA QUICKPRINT	313805	THRIVE Posters Printed	Edit		07/08/2019	07/16/2019	07/16/2019			112.44	
								Account 734.12 - Supplies Outside Printing Totals		Invoice Transactions 1	<u>\$112.44</u>
Account 734.13 - Supplies Freight											
43051 - SYNCB/AMAZON	Jun19 THRIVE	Account Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			5.99	
								Account 734.13 - Supplies Freight Totals		Invoice Transactions 1	<u>\$5.99</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Family Health (476)											
Department 301001 - Health - Administration											
Account 734.58 - Supplies Miscellaneous Supplies											
7335 - HUNTINGTON NATIONAL BANK	THRIVE - Keys	Replacement Keys for Filing Cabinet	Edit		07/15/2019	07/15/2019	07/15/2019			14.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$14.00</u>
Account 772.10 - Travel Mileage											
42453 - JESSICA BOLEY	6/16/19 Travel	Summer Program in Population Health, 6/16-6/21/19, Columbus, OH	Paid by Check # 650634		06/26/2019	06/26/2019	07/02/2019		07/02/2019	134.16	
									Account 772.10 - Travel Mileage Totals	Invoice Transactions 1	<u>\$134.16</u>
Account 772.20 - Travel Registration/Tuition											
7335 - HUNTINGTON NATIONAL BANK	D. Miller Jun19	2019 NACCHO Conf, 7/9/19-7/12/19, Orlando, FL	Edit		07/15/2019	07/15/2019	07/15/2019			680.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$680.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
42453 - JESSICA BOLEY	6/13/19 Travel	OEI Face to Face, 6/13/19-6/14/19, Pickerington, OH	Paid by Check # 650634		06/26/2019	06/26/2019	07/02/2019		07/02/2019	66.17	
42453 - JESSICA BOLEY	6/16/19 Travel	Summer Program in Population Health, 6/16-6/21/19, Columbus, OH	Paid by Check # 650634		06/26/2019	06/26/2019	07/02/2019		07/02/2019	196.19	
42850 - AMANDA ARCHER	6/13/19 Travel	OEI Meeting, 6/13/19-6/14/19, Pickerington, OH	Paid by Check # 650722		06/28/2019	06/28/2019	07/03/2019		07/03/2019	58.98	
7335 - HUNTINGTON NATIONAL BANK	D. Miller Jun19	2019 NACCHO Conf, 7/9/19-7/12/19, Orlando, FL	Edit		07/15/2019	07/15/2019	07/15/2019			691.74	
7335 - HUNTINGTON NATIONAL BANK	Boley Jun Travel	OEI Face to Face, 6/13/19-6/14/19, Pickerington, OH	Edit		07/15/2019	07/15/2019	07/15/2019			114.00	
7335 - HUNTINGTON NATIONAL BANK	BoleyJune Travel	Summer Program in Population Health, 6/16-6/21/19, Columbus, OH	Edit		07/15/2019	07/15/2019	07/15/2019			610.00	
7335 - HUNTINGTON NATIONAL BANK	Archer Travel	OEI Meeting, 6/13/19-6/14/19, Pickerington, OH	Edit		07/15/2019	07/15/2019	07/15/2019			114.00	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 7	<u>\$1,851.08</u>
Account 773.43 - Lease and Rental Payments Other Rentals											
51594 - SCF DEVELOPMENT LTD	4000719	Office Space Rental for THRIVE Offices	Paid by Check # 650868		06/19/2019	07/10/2019	07/09/2019		07/09/2019	12,780.00	
									Account 773.43 - Lease and Rental Payments Other Rentals Totals	Invoice Transactions 1	<u>\$12,780.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2314 - Family Health (476)										
				Department 301001 - Health - Administration	Totals			Invoice Transactions 37		<u>\$37,892.52</u>
				Fund 2314 - Family Health (476)	Totals			Invoice Transactions 37		<u>\$37,892.52</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2316 - WIC Supplemental Health - FY 77											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE	327438801071019	Internet fees for WIC Program	Open		07/03/2019	07/26/2019	* 07/15/2019			124.99	
Account 705.05 - Professional Services Computer Access Line Fees Totals										Invoice Transactions 1	\$124.99
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT	Jun19 WIC Grant	FY19 WIC Reimbursement	Edit		07/16/2019	07/16/2019	07/16/2019			10,364.74	
1121 - MASSILLON CITY HEALTH DEPT	Jun19 WIC Grant	FY19 WIC GRANT Reimbursement	Edit		07/16/2019	07/16/2019	07/16/2019			10,710.29	
1800 - STARK COUNTY HEALTH DEPARTMENT	Jun19 WIC Grant	FY19 WIC GRANT Reimbursement	Edit		07/02/2019	07/16/2019	07/16/2019			28,379.44	
Account 706.36 - Contract Service Health Contract Grant Expend Totals										Invoice Transactions 3	\$49,454.47
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9832753245	WIC Peer Helper Cell Phones	Paid by Check # 651139		06/23/2019	07/15/2019	* 07/15/2019		07/15/2019	54.89	
Account 713.13 - Utilities Telephone Totals										Invoice Transactions 1	\$54.89
Account 734.10 - Supplies Postage											
51769 - CANTON DATA PRINT, LLC	Jan-Apr19 WIC	Postage Costs for WIC Program, as needed	Paid by Check # 650829		06/26/2019	06/26/2019	* 07/09/2019		07/09/2019	306.43	
Account 734.10 - Supplies Postage Totals										Invoice Transactions 1	\$306.43
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
7335 - HUNTINGTON NATIONAL BANK	Laura - Hotel	New Cert. System Training, 6/4/19-6/5/19, Columbus, OH	Edit		07/15/2019	07/15/2019	07/15/2019			122.00	
Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals										Invoice Transactions 1	\$122.00
Department 301001 - Health - Administration Totals										Invoice Transactions 7	\$50,062.78
Fund 2316 - WIC Supplemental Health - FY 77 Totals										Invoice Transactions 7	\$50,062.78



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2318 - Local Aids Prevention										
Department 301001 - Health - Administration										
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	9832787198	Surface 3 Service for DIS and HIV Coordinator	Paid by Check # 651139		06/23/2019	07/15/2019	07/15/2019		07/15/2019	80.34
							Account 705.05 - Professional Services Computer Access Line Fees Totals		Invoice Transactions 1	<u>\$80.34</u>
Account 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS	9832778980	Cell Phone Service for LTC, DIS and EIS	Paid by Check # 651139		06/23/2019	07/15/2019	07/15/2019		07/15/2019	50.34
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>\$50.34</u>
Account 772.20 - Travel Registration/Tuition										
51190 - EQUITAS HEALTH INSTITUTE	0705201901	Transforming Care Conf., 10/17/19-10/18/19, Columbus, OH	Edit		07/08/2019	07/16/2019	07/16/2019			195.00
							Account 772.20 - Travel Registration/Tuition Totals		Invoice Transactions 1	<u>\$195.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 3	<u>\$325.68</u>
							Fund 2318 - Local Aids Prevention Totals		Invoice Transactions 3	<u>\$325.68</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS	9832778980	Cell Phone Service for LTC, DIS and EIS	Paid by Check # 651139		06/23/2019	07/15/2019	07/15/2019		07/15/2019	50.34
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	\$50.34
Account 772.20 - Travel Registration/Tuition										
51190 - EQUITAS HEALTH INSTITUTE	0705201901	Transforming Care Conf., 10/17/19-10/18/19, Columbus, OH	Edit		07/08/2019	07/16/2019	07/16/2019			125.00
							Account 772.20 - Travel Registration/Tuition Totals		Invoice Transactions 1	\$125.00
							Department 301001 - Health - Administration Totals		Invoice Transactions 2	\$175.34
							Fund 2319 - Early Intervention Services Totals		Invoice Transactions 2	\$175.34



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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 303001 - Nurses										
Account 734.58 - Supplies Miscellaneous Supplies										
24836 - MCKESSON MEDICAL - SURGICAL	58222912,	57579966, 57608842	Edit		06/26/2019	07/26/2019	07/16/2019			461.76
15188 - SMD WYNNE CORPORATION	116847	Clinic Supplies	Edit		06/26/2019	07/19/2019	07/16/2019			321.00
							Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions	2	<u>\$782.76</u>
							Department 303001 - Nurses Totals	Invoice Transactions	2	<u>\$782.76</u>
							Fund 2320 - Nursing Clinic Activity Fund Totals	Invoice Transactions	2	<u>\$782.76</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2321 - Immunization Action Grant										
Department 301001 - Health - Administration										
Account 706.36 - Contract Service Health Contract Grant Expend										
85 - ALLIANCE CITY HEALTH DEPT	June19 GV Grant	Get Vaccinated Grant, Remaining FY19 Budget	Edit		07/01/2019	07/15/2019	07/15/2019			875.00
1800 - STARK COUNTY HEALTH DEPARTMENT	Jun19 GV Grant	Get Vaccinated Grant, Remaining FY19 Budget	Edit		07/05/2019	07/15/2019	07/15/2019			1,750.00
							Account 706.36 - Contract Service Health Contract Grant Expend Totals		Invoice Transactions 2	<u>\$2,625.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 2	<u>\$2,625.00</u>
							Fund 2321 - Immunization Action Grant Totals		Invoice Transactions 2	<u>\$2,625.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2323 - Personal Responsibility Ed Pr Fd										
Department 301001 - Health - Administration										
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	9832705921	iPad Service	Paid by Check # 651139		06/23/2019	07/15/2019	* 07/15/2019		07/15/2019	40.17
							Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions	1	<u>\$40.17</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$40.17</u>
							Fund 2323 - Personal Responsibility Ed Pr Fd Totals	Invoice Transactions	1	<u>\$40.17</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2327 - Lead Assessment Fund										
Department 301001 - Health - Administration										
Account 705.06 - Professional Services Other Professional Services										
50260 - ACCURATE ANALYTICAL TESTING	L136860	Dust/Soil Sample Analysis for Lead Based Paint Testing	Edit		06/27/2019	07/27/2019	07/16/2019			60.00
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 1	<u>\$60.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 1	<u>\$60.00</u>
							Fund 2327 - Lead Assessment Fund Totals		Invoice Transactions 1	<u>\$60.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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 705.06 - Professional Services Other Professional Services										
10277 - PROTECH SECURITY INC.	317743	Monthly monitoring services for panic button	Edit		07/01/2019	07/31/2019	07/16/2019			65.85
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 1	<u>\$65.85</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 1	<u>\$65.85</u>
							Fund 2328 - Public Health Infrastructure Totals		Invoice Transactions 1	<u>\$65.85</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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											
52018 - DWYER INSTRUMENTS INC	04729322	NIST - certification of manometer, APC	Edit		06/17/2019	07/17/2019	06/27/2019			109.00	
9239 - TREASURER OF HAMILTON COUNTY	2ndQtr PM2.5	Weighing and Analysis of PM2.5 Filters, 2019	Edit		07/10/2019	07/17/2019	07/17/2019			1,296.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$1,405.00</u>
Account 713.12 - Utilities Electric											
1366 - OHIO EDISON CO.	Jun19 APC Elctr	110 033 872 497	Edit		07/09/2019	07/30/2019	07/17/2019			71.96	
									Account 713.12 - Utilities Electric Totals	Invoice Transactions 1	<u>\$71.96</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9832787395	APC Cell Phone Service, Staff Field Work	Paid by Check # 651139		06/23/2019	07/15/2019	07/15/2019		07/15/2019	71.78	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$71.78</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	Jun19 APC	Account Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			10.58	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$10.58</u>
Account 734.13 - Supplies Freight											
52018 - DWYER INSTRUMENTS INC	04729322	NIST - certification of manometer, APC	Edit		06/17/2019	07/17/2019	06/27/2019			8.77	
42568 - MESA LABS	INV-315779	PQ200 Ambient Air Sampler with VSCC for PM2.5	Edit		05/17/2019	07/16/2019	07/16/2019			164.00	
51504 - THERMO ENVIRONMENTAL INSTRUMENTS, LLC	451928	Monitoring Equipment parts and supplies, as needed	Edit		06/21/2019	07/21/2019	07/16/2019			1.05	
42568 - MESA LABS	INV-320170	Machine parts and supplies, as needed in 2019	Edit		07/08/2019	08/07/2019	07/17/2019			34.00	
43051 - SYNCB/AMAZON	Jun19 APC	Account Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			4.06	
39452 - UPS	E11A07239,	E11A07249, E11A07259, E11A07269, E11A07279	Edit		06/01/2019	07/17/2019	07/17/2019			165.97	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 6	<u>\$377.85</u>
Account 734.52 - Supplies Uniform Supplies											
1598 - RED WING SHOE STORE	20190710070584	Air Pollution Control Safety Equipment	Edit		07/10/2019	08/09/2019	07/17/2019			195.49	
									Account 734.52 - Supplies Uniform Supplies Totals	Invoice Transactions 1	<u>\$195.49</u>
Account 734.57 - Supplies Machine Parts and Supplies											
41996 - W. A. HAMMOND DRIERITE CO	218561	APC Laboratory Supplies	Edit		06/17/2019	06/27/2019	06/27/2019			393.82	



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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 734.57 - Supplies Machine Parts and Supplies											
51504 - THERMO ENVIRONMENTAL INSTRUMENTS, LLC	451928	Monitoring Equipment parts and supplies, as needed	Edit		06/21/2019	07/21/2019	07/16/2019			504.00	
42568 - MESA LABS	INV-320170	Machine parts and supplies, as needed in 2019	Edit		07/08/2019	08/07/2019	07/17/2019			1,549.00	
									Account 734.57 - Supplies Machine Parts and Supplies Totals	Invoice Transactions 3	<u>\$2,446.82</u>
Account 734.58 - Supplies Miscellaneous Supplies											
43051 - SYNCB/AMAZON	Jun19 APC	Account Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			119.56	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$119.56</u>
Account 734.71 - Supplies Computer Equip (\$0-\$999.99)											
9789 - DELL MARKETING L.P.	10323915102	10318320060	Edit		05/29/2019	07/17/2019	07/17/2019			7,321.52	
									Account 734.71 - Supplies Computer Equip (\$0-\$999.99) Totals	Invoice Transactions 1	<u>\$7,321.52</u>
Account 758.06 - Capital Outlay Equipment(over \$5000)											
42568 - MESA LABS	INV-315779	PQ200 Ambient Air Sampler with VSCC for PM2.5	Edit		05/17/2019	07/16/2019	07/16/2019			10,100.00	
									Account 758.06 - Capital Outlay Equipment(over \$5000) Totals	Invoice Transactions 1	<u>\$10,100.00</u>
Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000											
9789 - DELL MARKETING L.P.	10323915102	10318320060	Edit		05/29/2019	07/17/2019	07/17/2019			1,865.62	
									Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000 Totals	Invoice Transactions 1	<u>\$1,865.62</u>
Account 772.20 - Travel Registration/Tuition											
7335 - HUNTINGTON NATIONAL BANK	Reg. Costs	29th Annual Env. Permitting, 7/24/19-7/25/19, Columbus, OH	Edit		07/15/2019	07/15/2019	07/15/2019			195.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$195.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
30416 - KIMBERLY M CAMPBELL	Jul19 Travel	Inspector Training Academy, 7/9/19-7/10/19, Groveport, OH	Edit		07/17/2019	07/17/2019	07/17/2019			45.25	
51235 - COURTNEY GROSSMAN	Jul19 Travel	Inspector Training Academy, 7/9/19-7/10/19, Groveport, OH	Edit		07/17/2019	07/17/2019	07/17/2019			50.72	
50357 - RONALD C JONES	Jul19 Travel	Inspector Training Academy, 7/9/19-7/10/19, Groveport, OH	Edit		07/17/2019	07/17/2019	07/17/2019			24.75	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 3	<u>\$120.72</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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 773.43 - Lease and Rental Payments Other Rentals										
51903 - AIRGAS, INC	9962855198	Gas Cylinder Rental for 2019	Edit		06/30/2019	07/30/2019	07/17/2019			29.65
							Account 773.43 - Lease and Rental Payments Other Rentals Totals		Invoice Transactions 1	<u>\$29.65</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 24	<u>\$24,331.55</u>
							Fund 2331 - Air Pollution (134) Totals		Invoice Transactions 24	<u>\$24,331.55</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2354 - Solid Waste Disposal License										
Department 307001 - Environmental Health Administration										
Account 734.21 - Supplies Fuels										
38997 - MATHESON TRI-GAS INC	19851162,	19924903	Edit		06/10/2019	07/10/2019	06/27/2019			175.80
								Account 734.21 - Supplies Fuels Totals	Invoice Transactions 1	<u>\$175.80</u>
Account 734.52 - Supplies Uniform Supplies										
1598 - RED WING SHOE STORE	524-1-58379	524-1-58373	Edit		06/07/2019	07/17/2019	07/17/2019			331.48
								Account 734.52 - Supplies Uniform Supplies Totals	Invoice Transactions 1	<u>\$331.48</u>
								Department 307001 - Environmental Health Administration Totals	Invoice Transactions 2	<u>\$507.28</u>
								Fund 2354 - Solid Waste Disposal License Totals	Invoice Transactions 2	<u>\$507.28</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 06/20/19 - 07/17/19

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	2264	Painting at the Health Department	Paid by Check # 651104		07/08/2019	07/10/2019	07/15/2019		07/15/2019	2,534.40
							Account 705.13 - Professional Services Building Maintenance Totals		Invoice Transactions 1	<u>2,534.40</u>
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)										
43051 - SYNCB/AMAZON	APC Desk	Account Ending in 6614	Edit		07/10/2019	07/17/2019	07/17/2019			650.00
							Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals		Invoice Transactions 1	<u>650.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 2	<u>\$3,184.40</u>
							Fund 4501 - Capital Projects Totals		Invoice Transactions 2	<u>\$3,184.40</u>
							Grand Totals		Invoice Transactions 112	<u>\$130,585.03</u>

* = Prior Fiscal Year Activity



Public Health
Prevent, Promote, Protect.

Canton City Public Health

Board of Health Meeting
Monday, July 22, 2019 @ 12:00pm – Board Room
Miscellaneous Items

1. Preparedness Coordinator (R5) Position Description
2. Administrative Specialist (R4) Position Description
3. Position Classification Schedule for Environmental Health
4. Position Classification Schedule for Administration
5. Strategic Plan 2020 – Revised



Position Description

Canton City Public Health
DRAFT

Position Title:	Preparedness Coordinator		Position #:	
Working Title:	Preparedness Coordinator		CS Status:	Classified
Division or Unit:	Administration		Reports to:	Health Commissioner
Employment Status:	Full Time	Pay Grade:	R5	FLSA Status: Exempt
Funding Source:	General Fund, PHEP			
This position description was last approved by the Board of Health on:			DRAFT	

Position Summary: Supports the daily operations for public health emergency response, planning, and preparedness for the agency. Assist program planning for preparedness and response related to public health emergencies. Serves as the agency Public Information Officer. Assists in communication efforts related to interoperable communications between agencies, social media, and other means. Responsible for maintaining agency emergency response plans, training staff on the same. Responsible for assuring various grant deliverables are met for the Public Health Emergency Preparedness grant (PHEP) and other funding sources as well as compliance with standards related to public health emergency response capabilities.

Essential Duties and Responsibilities:

- 70% Maintain Public Health Emergency Response plans. Provide staff training. Assuring compliance with public health emergency response capabilities. Working with other local, state, and federal partners to assure public health response readiness. Attend planning meetings and maintain documentation of activities and plans. Maintain Health Alert Network database.
- 10% Maintain capability for interoperable communications via phone, radio, text message, and other means with agency staff, local partners, state partners, and federal partners to support emergency response operations.
- 15% Maintain agency Facebook and Twitter accounts. Develop and post approved messages on social media sites. Serve as department Public Information Officer.
- 5% Perform other duties as assigned to support the operations of the agency.

Other Duties and Responsibilities:

- Serve on various agency workgroups and committees as assigned. Responsible for leading the agency Safety Committee.

Minimum Qualifications:

- Must possess a bachelor’s degree in public health, science, or emergency management.
- Minimum of two years working for a governmental public health agency or similar experience in emergency management.
- Valid Ohio driver’s license.

Preferred Qualifications:

- Possess certificates in National Incident Management System (NIMS) in the following emergency planning courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800.

Minimum Credentials:

- The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired after hiring within 9 months. Certificates in National Incident Management System (NIMS) in the following emergency planning courses: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800.

Key Competencies: The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

Analytical and Assessment Skills:

- Applies ethical principles in assessing, collecting, analyzing, using, maintaining, and disseminating data and information (1A3).
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information (1A4).

Policy Development and Program Planning Skills:

- Contributes to the development of program goals and objectives (2A2).
- Contributes to the implementation of organizational strategic plan (2A4).
- Implements policies, programs, and services (2A8).
- Write and maintain Emergency Operation Plan (EOP) and corresponding Annexes, Appendices, Standard Operating Guides (SOGs), and Job Action Sheets (JAS) to ensure National Incident Management System (NIMS) compliance.
- Develop protocols to assure a coordinated agency response for public health emergencies. Work closely with Leadership and all Health Department staff to assure they are trained to respond to emergencies.
- Identify points of dispensing/PODs (open and closed) in Stark County and conduct necessary site assessments and associated planning.
- Maintain appropriate records, inventory, and oversight of all public health preparedness equipment, supplies, and plans.
- Applies strategies for continuous quality improvement (2A11).
- Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems) (2A12).

Communication Skills:

- Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images) (3A2).
- Facilitates communication among individuals, groups, and organizations (3A7).
- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy) (3A1).

Cultural Competency Skills:

- Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) (4A1).
- Describes the diversity of individuals and populations in a community (4A2).
- Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community (4A5).
- Support public health actions that are relevant to the affected community.

Community Dimensions of Practice Skills:

- Maintains awareness of the programs and services provided by government and non-governmental organizations to improve the health of a community (5A1).

- Provides input for developing, implementing, evaluating, and improving policies, programs, and services (5A7).
- Develop and implement annual training and exercise plan, track drills, and create After Action Reports and Corrective Action Plans.
- Plan, control, and evaluate exercises using HSEEP.
- Work with Leadership to maintain the agency Continuity of Operations Plan (COOP).
- Maintain systems (e.g., OPHAN, OPHCS) as determined by the state or grant deliverables.
- Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources) (5A5).
- Provide epidemiologic input into epidemiologic studies, public health programs, and community public health planning processes.

Public Health Sciences Skills:

- Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities) (6A2).
- Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of the 10 Essential Public Health Services (6A3).
- Retrieves evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report) to support decision making (6A4).
- Know how causes of disease affect epidemiologic practice.
- Identify the role of laboratory resources in epidemiologic activities.
- Prepare written and oral reports and presentations that communicate necessary information to agency staff.
- Knowledge of National Incident Management System (NIMS), Incident Command System (ICS), and of Federal, State and Local laws, codes, and regulations as they relate to preparedness and public health.
- Knowledge of county-wide, and state emergency response structures.

Financial Planning and Management Skills:

- Adheres to organizational policies and procedures (7A3).
- Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) (7A11).
- Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline) (7A10).

Leadership and Systems Thinking Skills:

- Incorporates ethical standards of practice into all interactions with individuals, organizations, and communities (8A1).
- Describes needs for professional development (e.g., training, mentoring, peer advising, coaching) (8A6) and participates in professional development opportunities (8A7).

- Describes ways to improve individual and program performance (8A9).
- Ability to work independently and as part of a team.
- Ability to get along well with others in stressful situations and provide leadership.

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
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

The following additional competencies skills apply to this position:

- Plans, trains, and responds to public health emergencies using principals of the Incident Command System (ICS). Participates in public health emergency response exercises. Completes appropriate training to ensure NIMS compliance as required. Ability to work irregular work schedule to include, but not limited to nights, weekends, and Holidays during such emergencies.
- Keeps current with technological advances and workplace innovations that support job functions.
- Performs responsibilities in a timely, thorough, and consistent manner.
- Maintains a good attendance record; be prompt and punctual to the work site.
- Adheres to all Canton City Public Health policies and procedures.
- Ability to work in a dynamic environment that is subject to frequent changes in priorities and goals.

Work Environment:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. This job requires occasional lifting of 25 to 40 pounds.
- The noise level in the work environment is usually moderate.
- There may be:
 - Occasional exposure to blood, bodily fluids, and tissue.
 - Occasional exposure to unruly children and/or adults.
 - Occasional operation of a vehicle in inclement weather.

NOTE: The above lists are not ranked in order of importance.

Approval:

This position description was approved by the Board of Health on:

Revision History:

Dates of prior approved versions: April 29, 2019



Position Description

Canton City Public Health
DRAFT

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name



Position Description

Canton City Public Health
DRAFT

Position Title:	Administrative Specialist 3		Position #:	
Working Title:	Admin Specialist 3		CS Status:	Classified/Non-Bargaining
Division or Unit:	Various		Reports to:	Various
Employment Status:	Full Time	Pay Grade:	R-4	FLSA Status: Non-Exempt
Funding Source:	Various			
This position description was last approved by the Board of Health on:			DRAFT	

Position Summary: The incumbent in this position functions at the professional and technical level in various operating units of the health department. An incumbent in this position performs various data analysis, technical support, office management duties, and other tasks. Incumbent will be responsible for research, data analysis, preparation of technical reports and data visualization dashboards. This individual is a dependable, highly detailed, and motivated person. Repetitious work is expected to be performed independently.

Essential Duties and Responsibilities: The following list of duties and responsibilities is illustrative of the duties that may be assigned to a person in this position. Incumbent may not perform all duties listed depending on the assigned operating unit.

- 60% Compile technical data from staff field activities, reports, surveys, and other data sources. Prepare reports. Summarize and present data in various formats including tables, charts, graphics. Maintain data used in tracking performance metrics for environmental health programs. Maintain data systems used to track inspections and activities, time tracking, attendance, medical records, birth and death records, and other activities. Develop and utilize various software tools to track and utilize data for decision making. Includes the use of Microsoft Office 365 (Word, Excel, PowerPoint, SharePoint, and others, both desktop and online (in the “cloud”). Review documents such as applications, plans, applications for birth and death records for completeness. Approve certain documents within established written procedures.
- 15% Provide various administrative duties including tracking mailings, licensing of facilities, purchase ordering and tracking of expenses, processing requests for certified records. Prepare letters, notices, and various templates. Maintain meeting documentation and track assigned tasks and workplans. Enter and track work orders. Provide logistical support for onsite and offsite meetings. File and retrieve documents. Maintain file systems, both physical and online. Operate phone system, maintain email correspondence. May supervise other staff as assigned.
- 20% Provide customer support to public and others. Use telephone, email, and other electronic means to support customer requests. Communicate clearly and effectively verbally and in writing.
- 5% Assist other operating divisions in the department as needed. Respond and support emergency operations in the event of a public health emergency.

Other Duties and Responsibilities:

- Perform other administrative duties as assigned by the supervisor.

Minimum Qualifications:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include:

- Ability to record, organize, analyze and present data with accuracy, thoroughness, and attention to detail.
- Ability to accurately perform arithmetic and algebraic calculations. Ability to use basic and advanced formulas in Microsoft Excel.
- Ability to use electronic tools, tables, charts, and other aids for data manipulation and display.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret and apply Federal & State regulations, procedures, policies and into all aspects of the work.
- Able to provide exceptional customer service to the staff and the public.
- Proficiency in computer technology operation and the use of email, Internet browsers, spreadsheets, databases, and word processing software and other web- based collaboration tools.

Preferred Qualifications:

- Additional training or certification in Microsoft SharePoint or other office automation technologies.
- Additional training in data analysis, quality improvement, performance evaluation, or performance management systems.

Minimum Credentials:

The following credentials must be acquired and maintained prior to initial hire:

- Driver's license with a good driving record.

The following credentials must be acquired and maintained. These credentials are not required upon initial hire but are required to be acquired after hiring within 9 months. Training will be provided for the all these credentials.

- Certificates in National Incident Management System (NIMS) in the following emergency planning courses: ICS 100, ICS 200, ICS 700, ICS 800

Key Competencies:

This position is aligned with the Core Competencies for Public Health Professionals (June 2014) as published by the Council on Linkages. Core Competencies identified for this position include:

- Analytic & Assessment Skills: 1C1, 1B2, 1B3, 1C4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1B12, 1B13, 1A14.
- Policy Development & Program Planning Skills: 2A1, 2A2, 2B3, 2B4, 2B5, 2A6, 2B9, 2B10, 1S10, 2A11, 2B13.



Position Description

Canton City Public Health
DRAFT

- Communication Skills: 3A1, 3B2, 3B3, 3A4, 3B5, 3B6, 3B7, 3A8.
- Cultural Competency Skills: 4B1, 4B2, 4A3, 4B4, 4A5, 4B6, 4B7.
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A3, 5A4, 5A5, 5B6, 5C6, 5A7, 5A9, 5B11.
- Public Health Sciences Skills: 6A1, 6A2, 6A3, 6B4, 6B5, 6A5, 6A8, 6A9.
- Financial Planning & Management Skills: 7A1, 7B2, 7A3, 7A4, 7A5, 7A6, 7A7, 7A8, 7A9, 7A10, 7A11, 7A12, 7B15, 7B16
- Leadership and Systems Thinking Skills: 8B1, 8B4, 8B2, 8A5, 8A6, 8A7, 8A8, 8A9.

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: 1B1, 1B2, 1B3, 1B4, 1A5
- Accountability: All Tier 1 and Tier 2 competencies.
- Equity, Ethics and Fairness: All Tier 1 and Tier 2 competencies.
- Continuous Quality Improvement: All Tier 1 and Tier 2 competencies.
- Occupational Health and Safety: All Tier 1 competencies.
- Emergency Preparedness: 6A1, 6A2, 6A3, 6B1

Work Environment: • This position works primarily in a climate-controlled office. Must be able to sit for long periods of time. Be able to stand, bend, and stretch to access various physical filing systems. Able to type on keyboard with accuracy and speed. A person in this position will be expected to respond to public health emergencies and perform similar administrative duties.

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

Printed Name

**Canton City Public Health
Position Classification Schedule as of July 22, 2019**

ENVIRONMENTAL HEALTH DIVISION

Classification	Code	Allowed # of Employees	Employed by CCHD	Pay Range
Director of Environmental Health	845	1		R8
Director of Environmental Health - No MPH	800		1	R7
Staff Sanitarian I	885	10	1	R4
Staff Sanitarian II	855		5	R5
Staff Sanitarian III	856		2	R6
Administrative Specialist III	ADD	1		R4
Public Health Clerk I (Part-time hourly)	834	1	1	PT1
Recycling Center Manager	849	4	1	R3
Environmental Health Technician	854			R3
Public Health Technician II (Part-time hourly)	899			PT3
Recycling Public Health Technician (Part-time hourly)	853		2	PT11
Public Health Technician (Part-time hourly)	898			PT11
		17	13	

3/22/2010 - Board of Health approves revised classifications.

5/22/2017 - Add Environmental Health Technician (FT) and Recycling Public Health Technician (PT). Change allowed number of employees for Health Technicians from 3 to 4.

5/21/2018 - Add Recycling Center Manager (FT)

4/29/2019 - Added Preparedness Coordinator. No change in total amount of staff.

5/24/19 - Auditor's added Director of Environmental Health - No MPH (R7)

7/22/2019 - Delete Public Health Clerk I (831) and Public Health Clerk II (830) positions. Add Administrative Specialist. Move Preparedness Coordinator to Admin_VS.

**Canton City Public Health
Position Classification Schedule as of July 22, 2019**

ADMINISTRATION & VITAL STATISTICS DIVISION

Classification	Code	Allowed # of Employees	Employed by CCHD	Pay Range
Health Commissioner	825	1	1	10
Public Health Clerk II	830	4	1	2
Public Health Clerk I	831		2	1
Public Health Clerk I (Part-time hourly)	834			PT1
Public Health Technician (Part-time hourly)	898			PT11
Fiscal Officer	852	1	1	6
Executive Assistant	853	1	1	4
Preparedness Coordinator	ADD	1	0	R5
		8	6	

7/23/2012 - Added positions for Fiscal Officer and Executive Assistant.

4/22/2013 - Added Public Health Clerk positions to a combination of no more than 4 in positions 830, 831 and 834. Removed positions 826, 828, 824 and 833. Added Public Health Clerk Part-Time (Seasonal).

9/28/15 - Removed position 827, Public Health Clerk I, PT Seasonal, to be consistent on each sched

9/28/15 - Added position 898, Public Health Technician.

3/28/16 - Revised position 852 to range 6 and changed minimum qualifications.

4/28/16 - Revised position of Fiscal Officer from Pay Range 8 to Pay Range 6 to reflect changed education requirements.

7/22/2019 - Moved Preparedness Coordinator from EH to Admin.

Canton City Public Health

Strategic Plan 2020

UPDATE – June 24, 2019



Public Health
Prevent. Promote. Protect.

Canton City Public Health

ORIGINAL APPROVED BY THE BOARD OF HEALTH ON July 24, 2017

UPDATE APPROVED BY THE BOARD OF HEALTH ON June 24, 2019

Planning Process

This departmental strategic plan covers the period July 1, 2017 to June 30, 2020.

The scope of this plan is for internal departmental programming and is not intended to be a generalized community health improvement plan. The operating divisions will use this strategic plan as they develop their own work plans. This plan is intended to meet the Public Health Accreditation Board Standards and Measures 5.3 (PHAB Standards version 1.5).

This plan was developed using a series of internal planning meetings with the Strategic Planning Workgroup of Canton City Public Health. The department staff was consulted throughout the planning process. The meeting minutes as well as additional planning background information are documented in the project folder.

The original strategic plan 2020 was approved by the Board of Health of the Canton City Public Health by Resolution 2017-11 on July 24, 2017.

This strategic plan will be reviewed on an annual basis by July 1 of each year by the Division Leadership Team and the Board of Health. During the annual review, the goals and objectives may be changed depending on the needs of the department and the progress monitoring results. Contact James M. Adams, RS, MPH, Health Commissioner at (330) 489-3231 for questions and additional information regarding this plan.

Mission, Vision and Values

The Department's Mission is:

Working together to prevent the spread of disease, promote health, and protect the public from harm.

This mission was identified after a review of the past mission statement, input of the planning committee, staff survey, and review with the Board of Health.

The Department's Vision is:

The leader in advancing population health.

This vision statement identifies the role of the local health department in advancing population health in the community. It suggests the key role of the health department as the chief health strategist for the development of community strategies that will improve population health.

The Department's Values are:

- **Quality** - Excellence in all we do.
- **Service** – Ask, listen, and respond to the needs of the community.
- **Equity** – Assure access to opportunities for all to maximize health.
- **Trust** – Open and transparent in all our actions.

The department has identified these values to help guide its work in the community.

Risk Analysis

A Strengths, Weakness, Opportunities, and Threats (SWOT) analysis was completed by the planning team on January 13, 2017. The results of that analysis are listed below.

Strengths

- Dedicated, passionate, and good workforce
- Delivering quality patient care
- Meeting program and grant requirements (program and fiscal)
- Providing immunization clinics
- Educating and helping the public/customer service
- Having a good email and calendar system
- Managing a lot of regional grants well
- Having “All Staff” meetings
- Access to use department’s Facebook page
- A Staff that is proud to work at health department

Weaknesses

- Reporting to staff on Department activities, internal communication not consistent
- Siloed and categorical funding
- Building/Facility – Very out of date and in poor repair
- Lack of training money
- Professional development support/Succession Planning
- Gaps in training for all staff
- Low clerical and administrative support
- Staff holding on to some information
- Potential low morale
- Too much multitasking/no down time
- Potential language and cultural barriers

Opportunities

- Increase the use of community partnerships
- Seek additional grants and other funding sources
- Billing for other clinic services (STD)
- Adopt a local Air Pollution Control fee structure
- Regional collaboration for foundational services
- Stronger collaboration with city departments and programs
- Working with established network of neighborhood associations
- Work with business community (Chamber, Hall of Fame)
- Be part of community magazines and publications (Canton Connection, About)
- Use of social media – new ways of communication

Threats

- Reduction in staff
- Decreased Funding – Reliance on general tax dollars
- Changes in federal/state policy
- Not being identified as a reputable partner by the community
- Grant limitations and rules
- State wants to see fewer health departments
- Staff retirements
- Increased workload
- Language/cultural barriers

External Factors

- The Ohio Department of Health has set a target date of 2020 for all local health departments to be accredited with the Public Health Accreditation Board. Failure to be accredited by 2020 will result in the lack of eligibility for receiving state grants and public health subsidy payments.
- The City of Canton continues to experience a slight downward trend for general tax revenue receipts. This trend will have a negative impact on the amount of general tax revenue available for public health programming.

Strategic Priorities

Using information from 1) the State of Ohio Health Improvement Plan ([SHIP](#)), the 2) Stark County Community Health Needs Assessment ([link here](#)), the 3) Stark County Community Health Improvement Plan ([link here](#)), and input from our community partner group, the following strategic priorities were identified. Within each strategic priority several goals and objectives were developed. Every attempt was to make the objectives specific, measurable, achievable, relevant, and time based. Where possible, benchmarks for performance were identified as well as performance measurement recommendations. The Action Plan in Appendix A includes the majority of these details. Goals identified with a * were also identified in the SHIP. Goals identified with a + were identified in the Stark County Health Improvement Plan.

A more detailed Action Plan is included as part of the plan as Appendix A. The action plan further identifies specific actions (steps) and responsibilities for the implementation of this strategic plan.

A. Communicable Disease Control

1. Reduce the risk of bloodborne pathogen infection in the community
 - 1.1. 85% of newly identified HIV cases are linked to care within 90 days of diagnosis.
 - 1.2. Implement a risk reduction program to decrease the number of new Hepatitis C infections in the community by 5% by 2020.
2. Decrease the prevalence of STI infections in the community. *+
 - 2.1. Decrease the rate of Chlamydia infections in Canton City by 5% by 2020 by effectively treating CCPH cases within 60 days.
 - 2.2. Increase the amount of educational outreach programs in the community by 10% by 2020. Baseline is one program quarterly.

3. Increase the number of children immunized in Canton City. *
 - 3.1. Children between the ages of 0 and 35 months of age receiving vaccinations at the health department will have their vaccination record accessed, caregiver will receive education, and receive recommended vaccinations (as permitted by caregiver).

B. Chronic Disease and Injury Prevention

1. Increase access to healthier lifestyle choices in the community.
 - 1.1. Evaluate feasibility of Tobacco-21 program implementation in Canton by 12/31/2018 to decrease the incidence of youth initiation of smoking.
 - 1.2. Work with community partnerships to increase the number of tobacco free outdoor areas by 3 by the year 2020.
 - 1.3. Work with community partnerships to increase the access to fresh food choices in identified community food deserts by 2 by 2020.
2. Decrease the rate of unintentional injuries. *
 - 2.1. Decrease the rate of animal bites in Canton by 10% by 2020.

C. Environmental Health and Air Pollution Control

1. Increase compliance with environmental health laws and rules.
 - 1.1. Decrease the percentage of critical food safety violations divided by total violations (RFE/FSO) by a total of 10% by 2019 and another 10% (totaling 20%) by 2020.
 - 1.2. Decrease the number of open burning violations in Stark County by 10% by 2020.
2. Keep community informed of environmental laws and rules.
 - 2.1. Increase public access to APC/EH enforcement information including summaries of complaints and enforcement actions
 - 2.2. To keep APC permitted facilities informed, process 100% of APC renewal operating permits that are backlogged by 2020.
 - 2.3. Evaluate feasibility of Legionella water testing plan by 3/31/2019.
 - 2.4. Complete an update and revision of Canton City Health Code section 205.04 Laboratory Service Fees

D. Maternal, Child, and Infant Health

1. Decrease the rate of infant mortality and disparities in birth outcomes in Stark County. *+
 - 1.1. By 2020, the overall infant mortality rate in Stark County will decrease to less than 6 infant deaths per 1,000 live births. (Healthy People 2020 goal)
 - 1.2. By 2020, decrease by more than 50% the disparity between black and white infant mortality rates.
 - 1.3. By 2020, reduce the number of preterm births to less than 9.4% of all live births.
2. Promote WIC services throughout Stark County to increase total WIC caseload by 2%.
 - 2.1. Decrease the number of participants certified without current benefits by at least 5% for Canton WIC.
 - 2.2. Accomplish 25 outreach activities completed by staff each fiscal year for Canton WIC.

E. Access to Health Care and Clinic Services

1. Increase use of billable clinic services.
 - 1.1. By October 1, 2019 analyze funding for STI clinic and provide written recommendations to Health Commissioner.
2. Improve Access to transportation services. +
 - 2.1. Partner with at least one program providing transportation services to individuals needing transportation for preventative medical care.

F. Foundational Services

1. Increase marketing of the department and its services.
 - 1.1. Publish articles about the health department in print and online media of general circulation and/or conduct local radio show at least four times each year starting in 2018.
 - 1.2. Health department staff attend at least four neighborhood association meetings each calendar year.
 - 1.3. Implement a comprehensive department communication plan that includes a branding policy and use guidelines by 9/1/2018.
 - 1.4. Sponsor at least one community event (like a food collection day) for staff participation each calendar year starting by 12/31/2017.
2. Increase use of fiscal services and tools provided by the City of Canton.
 - 2.1. Implement paperless leave and reporting system by 4/30/2019.
 - 2.2. Implement time and activity reporting module in Kronos system to replace current T&E system within 90 days of Auditor making system available and after 2.1 is completed.
3. Improve information sharing for internal staff use on department's community partnerships
 - 3.1. Complete inventory of community partnerships that health department staff are participating in.
4. Foster a "Culture of Quality" in the department.
 - 4.1. Fully implement the department quality improvement plan by October 1, 2017.
 - 4.2. Highlight at least two quality improvement projects at annual all staff meeting.
5. Provide high quality and relevant internal staff communication
 - 5.1. Implement a department Intranet by December 31, 2018.
 - 5.2. Hold at least 1 all staff meeting each calendar year.
 - 5.3. Each division will hold at least one full or partial staff development day each calendar year starting on January 1, 2018.
 - 5.4. Health Commissioner will post at least 1 "all staff" communications each month starting on July 1, 2017.
6. Effectively utilize technology services within the department.
 - 6.1. Utilize Office 365 services by July 31, 2018.
 - 6.2. Fully catalog and document databases in use in department.
7. Provide excellent customer service.
 - 7.1. Staff training related to customer service will be provided to all staff at a minimum of once every 2 years with the first training occurring in 2018 and the second training occurring no later than 06/30/2020.

- 7.2. Convert all microfiche birth and death records to PDF so they are faster to retrieve for customer requests. Complete by 6/30/2020.
8. Provide a facility that can better serve the public and enhance work environment for staff.
 - 8.1. Implement a schedule for regular staff safety drills (for example fire, active shooter, severe weather) by June 30, 2020.
 - 8.2. Assure that all staff have basic situational awareness training by June 1, 2020.
 - 8.3. Improve the external and internal signage for the department, by August 31, 2018.
 - 8.4. Provide paint updates to most areas of department and update the floor carpet by June 30, 2020
 - 8.5. Remodel WIC and clinic areas to be more efficient and safe for clients by June 30, 2020

G. Staff Development

1. Streamline training and development programs for employees.
 - 1.1. Develop a new hire onboarding/training guide by December 31, 2020.
 - 1.2. Document a plan for staff training to include required and optional training modules by January 31, 2020.
 - 1.3. REMOVED IN 06/24/2019 REVISION AND REPLACED WITH 1.5.
 - 1.4. Revise policy/form to require a written individual development plan documented in annual performance evaluation's for all staff by January 31, 2020.
 - 1.5. Revise staff performance evaluation form to be simpler and more focused on necessary performance measures by 6/30/2020.
2. Promote staff morale.
 - 2.1 Complete a comprehensive staff satisfaction survey at least once every 3 years starting in 2017 and implement strategy to address results.
 - 2.2 Implement a policy to complete staff exit interviews by June 30, 2020.

Communication and Evaluation Plan

The strategic plan will be used to guide specific division work plans. Work plans will incorporate the specific objectives and goals as delineated in the Action Plan (see Appendix A). Copies of the strategic plan will be posted on the department website and made available to distribution to staff, Board of Health members, and the public as requested.

The objectives and goals in this strategic plan are incorporated into the department's performance management system. The performance management system is described in policy [800-034-P](#). See that document for further information on tracking, reporting, and updating of the strategic plan and associated action plan.

Appendix A – Action Plan

The strategic plan action plan is a spreadsheet document that lists all the above strategic priorities and details the action steps, goals and objectives. The action plan is a working document that is revised as the needs to the department require or based on progress monitoring data. The spreadsheet is accessible to all department staff, but its mainly reviewed and updated by Division Leadership Team members. Here is a [link](#) to access the original action plan document. Below is a screenshot to demonstrate the format of the original action plan document. The working action plan document is incorporated within the performance monitoring spreadsheet located at this [link](#).

Canton City Public Health - Strategic Plan 2020				
Communicable Disease Control				
Goal	Action Steps	Complete By	Responsibility	Measure of Success
1. Reduce the risk of bloodborne pathogen infection in the community				
1.1. 85% of newly identified HIV cases are linked to care within 90 days of diagnosis.	Disease Intervention Specialist (DIS) will meet face-to-face with all newly diagnosed HIV cases in the counties assigned to the region	Ongoing	DIS Supervisor (Diane Thompson) DIS (Brianna Parker)	all newly dx cases have interview (ODRS)
	DIS will refer all HIV cases to care	Ongoing	DIS Supervisor (Diane Thompson) DIS (Brianna Parker)	all newly dx cases are referred to care (ODRS)
	DIS will reconnect with newly diagnosed cases of HIV who have not presented to care within 60 days to help identify and address barriers	Ongoing	DIS Supervisor (Diane Thompson) DIS (Brianna Parker)	Maintain tracking in ODRS of cases that haven't met 90 day deadline
Measure of Success for Goal 1.1.				Confirmation that they attended first appointment. Decrease in incidence of HIV infection.

Appendix B – Strategic Planning Workgroup Members and Meeting Schedule

The following is a list of the Strategic Planning Workgroup Members.

Member Name	Job Title	Division
Jim Adams	Health Commissioner	Vital Stats/Administration
Christi Allen	Fiscal Officer	Vital Stats/Administration
Julie Carmen	Laboratory Technician	Lab
Jennifer Hayden	WIC Breastfeeding Coordinator	WIC
Debbie Mazzocca	Public Health Clerk II	Vital Stats/Administration
Patty McConnell	HAN Coordinator/ Staff Sanitarian II	OPHI/EH
Dawn Miller	THRIVE Project Manager	OPHI/THRIVE
Marsha Miller	Staff Nurse II	Nursing
Linda Morckel	Monitoring and Inspections Supervisor	APC
Ed Pabin	APC Engineer	APC
Ashanti Parker	Public Health Clerk I	Nursing
Laura Roach	WIC Director	WIC

The workgroup conducted meetings on 11/17/2016, 1/13/2017, 2/23/2017, 3/15/2017, and 4/10/2017. The meeting minutes as well as additional planning background information are documented in the [project folder](#).



Public Health
Prevent, Promote, Protect.

Canton City Public Health

Board of Health Meeting
Monday, July 22, 2019 @ 12:00pm – Board Room
Resolutions for Approval

1. 2019-14 Terminal Pay
2. 2019-15 Abatement of Public Nuisances

Resolution 2019-14

A resolution by the Board of Health of the Canton City Health District, amending section 207.24 Terminal Pay of the Canton City Health Code

WHEREAS section 207.24 of the Canton City Health Code specifies the conditions for terminal pay for employees of the Board of Health when they retire; and,

WHEREAS the Board of Health wishes to be consistent in the provision of terminal pay options for both full time and part time employees of the Board; and,

WHEREAS the Board of Health wishes to correct this section retroactively to January 1, 2019;

NOW THEREFORE BE IT RESOLVED that section 207.24 of the Canton City Health Code amended as follows:

207.24 TERMINAL PAY

(a) The Board of Health shall pay to each employee, upon retirement a sum of money which shall be based on their unused sick leave, according to the schedule set forth in subsection (b) hereof, at the rate of their most recent classification.

(b) The schedule for terminal pay benefits shall be as follows:

<u>Percent (%) of Reimbursement</u>	<u>For Unused Sick Hours Between These Limits (Hrs.)</u>
50%	1 – 1200 Hours
75%	1201 – 1800 Hours
100%	1800 - 2400 Hours

All unused sick hours in excess of 2400 shall be forfeited.

(c) Only sick leave accumulated while employed by the Canton City Board of Health shall be used for calculating the terminal pay under subsection (b) hereof. (Res. 2-89. Passed 7-17-89.)

(d) Vacation Pay. At the time of separation from the Health Department, a full-time employee may choose to receive a one-time payment for any unused vacation to which they accrued in the year of separation. This pay-out will be calculated based upon the employee’s wage at the time of separation. To qualify for this vacation pay out benefit, the employee must have completed twenty (20) years of continuous service with the Health Department as determined by the Health Commissioner and the Board of Health. The pay-out shall be capped at the maximum allowable accrual of vacation of 240 hours. Approval of the cash pay-out is within the sole discretion of the Board of Health and subject to the availability of sufficient funds. (Resolution 2014-08; passed 04-28-14)

BE IT FURTHER RESOLVED that this resolution is necessary for the operation of the Canton City Health District and that it becomes effective retroactively to January 1, 2019 immediately upon passage.

ADOPTED by the Board of Health of the Canton City Health District this 22nd day of July 2019.

APPROVED:

President
Canton City Board of Health

Secretary
Canton City Board of Health

Resolution 2019-15

*A resolution by the Board of Health of the Canton City Health District,
State of Ohio authorizing the certification to the Auditor of Stark County of
costs and expenses for the purification and abatement of public nuisances.*

BE IT RESOLVED BY the Board of Health of the Canton City Health District that the President and Secretary of the Board on behalf of the Board of Health, be and are hereby authorized and directed to certify the attached list marked as exhibit A of costs and expenses for the purification and abatement of nuisances to the Stark County Auditor to be entered upon the tax duplicate for the subject properties to be a lien upon such land from the date of entry and to be collected as other taxes and assessments pursuant to sections 3707.01 and 3707.02 of the Ohio Revised Code.

ADOPTED by the Board of Health of the Canton City Health District this **22nd** day of **July 2019**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health

Exhibit A – Page 1

List of Properties for Certification to the Stark County Auditor
for expenses related to the purification of the properties
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code
April 1, 2019 – June 30, 2019

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
813 High Ave SW 205956 Marie DeBose	SCF5250572 02/25/2019 4/9/19	200.90
601 Reynolds Pl SW 236479 Christina Bour	SCF5326067 02/25/2019 4/9/19	200.90
817 High Ave NW 212653 Michelle Curtis	HDIS20150026 02/23/2015 4/9/19	200.90
1041 Walnut Ave NE 208537 Irene Filliez	HDIS20150269 04/27/2015 4/16/19	200.98
1725 – 3 rd St NE 235133 Stephen Filliez	HDIS20150220 03/23/2015 4/16/19	196.82
1804 Ohio Ave NE 228491 Melissa Dietrich	SCF4214549 04/23/2018 4/16/19	188.99
929 Struble Ave NE 233102 Clinton Miner Sr.	SCF5166484 01/28/2019 4/16/19	204.99
1408 Piper Ct NW 202763 Kathleen Noble	SCF4523240 07/23/2019 4/24/19	215.49
420 Collins Ct NW 232605 Mark Mills	HDIS20142305 01/26/2015 4/24/19	238.97
1217 – 17 th St NW 208139 Cynthia LeMaster	SCF5482234 03/25/2019 5/8/19	193.82
1825 Hammond Ave SW 201717 Shaneaqua McDew	SCF5446256 03/25/2019 5/8/19	193.82
806 Prospect Ave SW 203567 Yellowfin Properties LLC	SCF5385691 03/25/2019 5/9/19	202.49
Total		\$2,439.07

Exhibit A – Page 2

List of Properties for Certification to the Stark County Auditor
for expenses related to the purification of the properties
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code
April 1, 2019 – June 30, 2019

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
1214 – 12 th St NE 229079 Chris Knight	SCF5468683 04/29/2019 5/22/19	194.74
903 – 5 th St NE 218982 Roger Matz	SCF5669409 04/29/2019 5/22/19	194.74
1449 Gross Ave NE 205900 Brenda Case	SCF5472771 03/25/2019 5/22/19	194.74
1119 Sandal Pl NE 222407 Javon Torrence	HDIS20170070 02/27/2017 5/22/19	194.74
1501 Ferndale Rd NW 230956 OH Seven LLC	SCF5575534 04/29/2019 5/31/19	201.73
1223 Shorb Ave NW 206732 Joan Colmery	SCF5531378 04/29/2019 5/31/19	201.73
1518 Ohio Ave NE 218051 Kaja Holdings 2 LLC	SCF5468468 03/25/2019 6/4/19	199.57
1712 Grace Ave NE 204012 Johnnie and Esther Brown	SCF5337205 03/25/2019 6/4/19	199.57
1215 Gonder Ave SE 233157 Steve Filliez	SCF3729319 11/27/2017 6/6/19	202.30
2054 Harvey Pl SE 244050 Darianna Rollison	SCF5648503 04/29/2019 6/6/19	219.60
2400 – 8 th St NE 205400 Darise Bolden	SCF57037337 05/20/2019 6/7/19	193.93
1412 – 12 th St NE 216369 Steve Filliez	HDIS 20150940 08/24/2015 6/14/19	193.68
Total		\$2,391.07

Exhibit A – Page 3

List of Properties for Certification to the Stark County Auditor
for expenses related to the purification of the properties
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code
April 1, 2019 – June 30, 2019

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
1518 Ohio Ave NE 218051 Kaja Holdings 2 LLC	SCF5468468 03/25/2019 6/14/19	193.68
2629 Fletcher Ave NE 207279 Tiffany Wright and Ian Allan	SCF5642569 04/29/2019 6/14/19	193.68
1215 – 18 th St NE 240977 Jeffrey Burgess	HDIS20160030 02/22/2016 6/14/19	193.68
1725 – 3 rd St NE 235133 Stephen Filliez	HDIS20150220 03/23/2015 6/21/19	190.75
1408 Piper Ct NW 202763 Kathleen Noble	SCF4523240 07/23/2019 6/21/19	190.75
1725 – 3 rd St NE 235133 Stephen Filliez	HDIS20150220 03/23/2015 6/26/19	232.21
	Total	\$1,194.75
		Overall \$6,024.89



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, July 22, 2019 @ 12:00pm – Board Room
Division Reports

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

Canton City Public Health

June 2019 Report (Meeting 7/22/19)

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	5	21	162
Tuberculosis (TB) Mantoux	8	6	81
Travel	4	17	149
S.T.I.	8	52	400
C.T.S. Clinic	6	7	18
C.T.S. – # Qualified & Tested		6	13
Field/Outreach Testing		1	4
SWAP	4	205	1200
SWAP Testing		4	16
SWAP Vaccination Clinic	4	5	23
Hepatitis A Outbreak Clinic	0	0	30

DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	0	1,367	0	796

HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD	Discordant	Discordant YTD
Tests Performed	19	83	1	2	0	3
Results Given	19	83	1	2	0	3

HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	0	0	2	2
Stark County*	0	0	4	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			0	10
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	0	6	0	73
Immunization Action Plan – Maximizing Office Based Immunization Programs (MOBI) – Goal of 10 per grant year July 1 st – June 30 th	0	5		
Immunization Action Plan – Teen Immunization Education Sessions (TIES) – Goal of 8 per grant year July 1 st – June 30 th	0	3		
DIS Interviews and/or Visits	4	54		
Linkage to Care visits	3	10		
PAPI (Prevention Assistance Program Interventions) referrals	9	19**		
PAPI (Prevention Assistance Program Interventions) enrollment	2	3		
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]	7	29		

** corrected

**WIC Division
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY19: 2,167

Assigned Stark Project Caseload FY19: 5,711

WIC Fiscal Year 2019 October 2018 – September 2019		
	Canton City	Total for Stark Project
October 2018	2,164	5,636
November 2018	2,072	5,453
December 2018	2,014	5,346
January 2019	2,001	5,316
February 2019	1,966	5,229
March 2019	1,983	5,231
April 2019	Caseload Data not available- system error per State WIC	
May 2019	2,123	5,457

Canton City Health Department

June 2019 (Meeting 7/22/2019)

LABORATORY

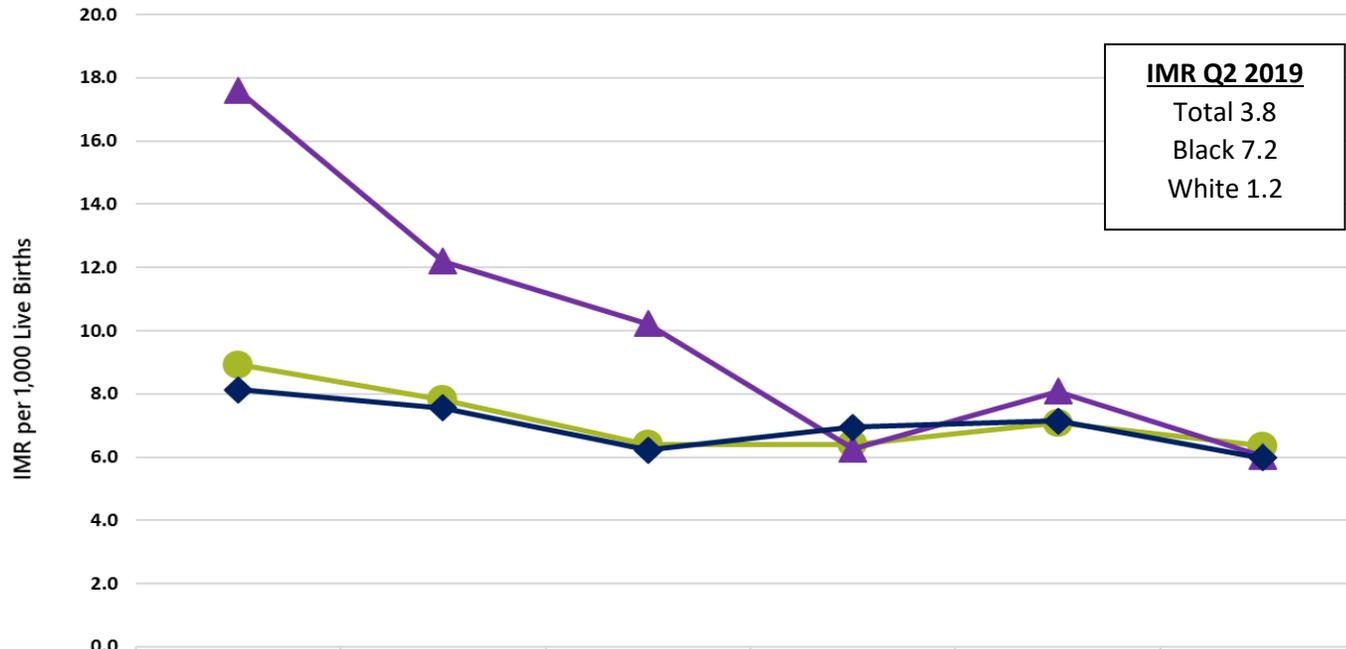
Program	Tests	Tests Positive	Proficiency Testing	YTD Samples Tested	YTD Samples Positive	YTD Proficiency Testing
WATER:						
Private	154	62	0	760	239	0
Public	37	1	0	219	8	21
Commercial	49	0	0	101	0	0
Other	16	4	0	121	7	0
FOOD SERVICES:						
Frozen Desserts	0	0	0	154	0	0
Other Exams	0	0	0	0	0	0
CLINICAL:						
Gonorrhea-smear	12	2	5	103	14	10
N.G.U.	12	9	0	103	62	0
Gonorrhea-culture	30	1	5	193	3	10
Oxidase Reflex	25	1	3	138	9	3
Culture Gram Stain Reflex	1	1	2	9	9	2
Sugar Confirmation Reflex	1	1	2	9	3	2
Gonorrhea-Gene amp.	40	2	5	331	23	10
Chlamydia-Gene amp.	40	3	5	331	30	10
Syphilis Serology Qualitativ	44	7	0	307	22	5
Syphilis Serology Quantitat	7	7	0	22	22	3
Candida	21	4	0	119	16	2
Gardnerella	21	11	0	119	63	2
Trichomonas	21	1	0	119	16	2
Pregnancy-urine	1	0	0	56	1	0
HIV screen	19	1	0	84	3	0
HIV Insti Confirmatory	2	1	0	4	2	0
Blood Lead	3	1	0	6	1	4
HCV Antibody screening	1	0	0	11	4	0
MISCELLANEOUS:						
Pollen counts	20	20	0	63	63	0
Other Exams	0	0	0	2	1	0
Misc. (insects, etc.)	1	1	0	3	3	0

Stark County THRIVE

Quarterly Data Update April-June 2019 (Q2)*



4 Quarter Rolling Average for Infant Mortality Rate (IMR)-Data Starting 2017 Q2

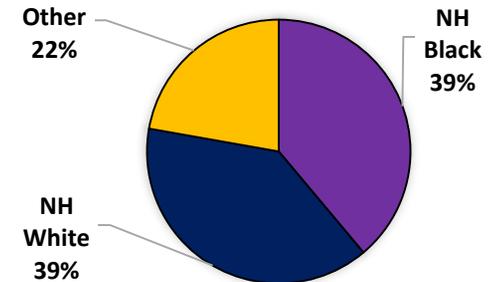


IMR Q2 2019
 Total 3.8
 Black 7.2
 White 1.2



Births in the Stark County THRIVE Pathways HUB this quarter

Race of mothers who gave birth in the HUB this quarter



	2017 Q2-2018 Q1	2017 Q3-2018 Q2	2017 Q4-2018 Q3	2018 Q1-2018 Q4	2018 Q2-2019 Q1	2018 Q3-2019 Q2
Total	8.9	7.8	6.4	6.4	7.1	6.4
NH Black	17.6	12.2	10.2	6.3	8.1	6.0
NH White	8.1	7.6	6.2	7.0	7.2	6.0

Indicators being monitored	2018	YTD 2019
Total preterm births <37 weeks	10.0%	9.2%
Very preterm <32 weeks gestation	1.7%	1.6%
Very low birth weight <1500grams	1.8%	1.3%
Low birth weight 1500-2499 grams	7.1%	6.2%
Healthy weight prior to pregnancy (BMI=Normal 18.5-24.9)	40.4%	40.7 %
Not smoking prior to pregnancy	81.4%	83.9%
Didn't smoke anytime during the pregnancy	84.1%	85.6%

61% of HUB mothers received adequate/adequate plus prenatal care**

89% of HUB mothers received WIC

This document is created to update stakeholders on current data regarding infant mortality. Information and *data contained is considered preliminary and is subject to change. "These data were provided by the Ohio Department of Health. The Department specifically disclaims responsibility for any analyses, interpretations or conclusions". "This work is funded either in whole or in part by a grant awarded by the Ohio Department of Health, Bureau of Maternal, Child and Family Health, Ohio Equity Institute 2.0 and as a sub-award of a grant issued by the Ohio Department of Health under the Ohio Equity Institute 2.0 grant, grant award # 7620011OE0119 and CFDA number 93.994." **Based on the Kotelchuck Index. Data as of 7/15/2019. For questions regarding this information, please contact Jessica Boley, RD, LD, THRIVE Epidemiologist jboley@cantonhealth.org ©Stark County THRIVE 2019

Canton City Health Department

June 2019 (Meeting 7/22/2019)

Environmental Health

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	Annual Inspection Goal
Nuisance Cases Opened	134	206	201	207	226	114							1088	N/A
Nuisance Cases Acknowledged	129	205	201	202	225	110							1072	N/A
Nuisance Cases Closed	111	165	130	152	162	73							793	N/A
Days to Acknowledge	0.45	5.2	0.45	0.95	0.4	0.2							0.55	N/A
Days to Close	0.45	4.45	5.7	6.36	5.8	5.9							12.45	N/A
Tires Recycled, lbs	7660	23580	37020	29480	77,280	27340							202360	N/A
# of Tires (estimated)	383	1179	1851	1474	3864	1367							10118	N/A
Household Hazardous Waste, lbs	8545	4841	6066	12337	14,819	20419							67026.51	N/A
Household Hazardous Waste Customers	0	0	308	0	0	0							308	N/A
E-Waste & Misc Metals, lbs	3140	9826	0	9310	11,244								33520	N/A

Scrap Steel, lbs (Sanitation Bin)	5370	8960	13400	11390	13,490	15051							67661	N/A
Commodity Sales	627.97	1691.2	892.86	1456.3	#####								5766.25	N/A
Animal Bites	17	23	24	27	35	42							168	N/A
Plan Reviews Received	1	2	3	2	2	0							10	N/A
Plan Reviews Approved	1	3	0	1	2	0							7	N/A
*Food Inspections	121	339	13	78	95	96							742	917
Mobile	1	0	1	9	1	3							15	
Vending Inspections	47	12	0	0	0	0							59	
Temporary Event Inspections	3	4	19	5	14	20							65	N/A
Swimming Pools / Spas	0	0	0	0	3	6							9	36
Schools	2	3	0	15	14	0							34	38
Body Art (Tattoos)	1		0	1	0	0							2	8

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

NUISANCE UPDATES: The recycling center was temporarily closed from July 16-19 due to personnel changes. The new hours will be Tues and Thurs from 9am-3pm, and the second Saturday of each month 9am-3pm. A new manager will be hired soon. In the meantime, Annie will be working closely with Sanitation and the Solid Waste District to clean out the center and get it running smoothly again.

FOOD UPDATES: Maria Hall and Nejla Shaheen have become ServSafe Food Safety Trainers. We will soon be offering food safety classes to our licensed facility owners. We are working with New Top China Buffet to get them up to code. Next inspection is July 1 with their business attorney and interpreter. If there are any critical food code violations (these have the potential to cause foodborne illness), I will bring them to the July Board Hearing to discuss next steps. The PHEP Position posting closed on June 17. We will be posting a position for a Registered Sanitarian very soon. This will be posted as an open position. Rick Miller is getting plans approved in less than 30 days. Rick Miller is working closely with HOF to ensure food safety during these events.

Plans Received: none

Plans Approved: none

UPCOMING EVENTS:

7/26/2019	First Friday
8/1/2019	HOF Funfest / Beer Fest
8/2/2019	First Friday
8/2/2019	HOF Fashion Show
8/2/2019	HOF Gold Jacket Dinner
8/3/2019	HOF Grand Parade
8/4/2019	HOF Roundtable Dinner
8/4/2019	HOF Concert
8/16/2019	HOF Appreciation Party
8/17/2019	Flea Market
8/27 - 9/2/2019	Stark County Fair
9/21/2019	Flea Market

Canton City Public Health

June 2019 Report (Meeting 07/22/19)

AIR POLLUTION CONTROL

AIR MONITORING:

Summary of Air Monitoring Network

MONITORING TYPE	ATTAINMENT STATUS	MONITORING FREQUENCY	# OF OPERATING MONITORS	MONITORING LOCATION
Ozone	Attainment	Continuous	3	Malone College; Brewster; Alliance
Carbon Monoxide	Attainment	Continuous	1	Canton Health Department
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

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	June 2015	June 2016	June 2017	June 2018	June 2019
# of AQI Reporting Days	22	22	22	21	21
Highest AQI Value	94	92	119	84	74
# of Days in Good Category	20	10	13	14	12
# of Days in Moderate Category	2	12	8	7	9
# of Days in Unhealthy For Sensitive Groups Category	0	0	1	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	May 2015	May 2016	May 2017	May 2018	May 2019
#1 Health Department	11.4	8.4	6.1	9.1	6.4
#15 Fire Station #8	12.8	9.2	6.9	10.0	7.5

APC Compliance Monitoring Activities

June 2019

Activity	Month Totals						CYTD Totals					
	OB	Asb	HPF	NPF	Ot	Total	OB	Asb	HPF	NPF	Ot	Total
<i>INSPECTIONS</i>												
1. Full Compliance Evaluation (FCE) inspections			0	1		1			1	2		3
2. Site Visits conducted (non-complaint)	0		3	13	0	16	2		7	15	0	24
3. Performance tests observed			1	0		1			4	0		4
4. Opacity observations conducted			1	1	0	2			4	3	0	7
5. Anti-tampering inspections					0	0					1	1
<i>COMPLAINTS</i>												
6. Complaints received	20	0	6	2	4	32	93	4	9	8	10	124
7. Complaints investigated	16	0	6	2	3	27	80	4	8	8	9	109
<i>ENFORCEMENT</i>												
8. Warning actions taken	9	0	0	1	0	10	16	0	0	1	0	17
9. General NC enforcement actions taken	15	0	0	3	0	18	41	6	3	6	0	56
10. Significant NC enforcement actions taken	0	0	0	0	0	0	2	0	1	0	1	4
11. GNC Resolved without further action – Local	15	0	0	0	0	15	41	6	3	2	0	52
12. SNC Resolved without further action – Local	0	0	0	0	0	0	0	0	1	0	0	1
13. Enforcement Action Referral to OEPA for SNC	1	0	0	0	0	1	2	0	1	0	1	4
14. Final Enforcement Action Issued by OEPA/AGO	0	0	0	0	0	0	0	1	9	0	0	10

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		CYTD Totals	
<i>ASBESTOS</i>				
15. Demo/Renovation notifications received	9		51	
16. Demo/Renovation inspections performed	5		14	
17. Non-Notifier inspections performed	0		1	
18. Asbestos Landfill inspection performed	0		0	
<i>OPEN BURNING ISSUANCE</i>				
	Received	Issued	Received	Issued
19. Open Burning Notifications	1	1	6	7
20. Open Burning Permissions	0	0	5	5

Summary of Inspection Goal Status for 2nd Quarter 2019

Activity	Quarter Totals	Quarter Goal
1a. Full Compliance Evaluation (FCE) inspections at HPF	0	5
1b. Full Compliance Evaluation (FCE) inspections at NPF	2	1
5. Anti-tampering inspections	1	1
18. Asbestos Landfill inspection performed	0	0
<i>ASBESTOS NOTIFICATION INSPECTIONS</i>		
15. Demo/Renovation notifications received	19	n/a
16. Demo/Renovation inspections performed	8	n/a
Asbestos notification inspection rate:	42.1%	15%

- *Quarterly Inspection Goals Status (Apr-Jun):* We achieved 100% of the quarterly goal for anti-tampering inspections due and asbestos landfill inspections. We did not achieve our goal for high priority facility inspections due to increased workload of other higher priority items; we have rescheduled these inspections to be completed by the end of the FFY (by 9/30/2019) in order to achieve the yearly goal. We achieved 42.1% quarterly asbestos inspection rate, which is higher than the goal of 15%, so we anticipate to achieve the yearly goal.

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.

- 06/13/19: Linda Morckel and Ron Jones were on site at Title V Facility, Republic Steel, located at 2633 Eight St NE, Canton, to observe a performance test conducted to measure the particulate matter and lead exhausted from the baghouse which controls emissions from their Mecana Shotblast. This emission unit is required to be tested approximately every 5 years per their Title V permit. The test results are expected to be received on 7/13/19.
- June 2019: There was 10 site visits conducted by Summer Technician, Cael Jones, to confirm the operating status of the gas stations at those locations, all of which are shutdown. Cael has also updated the records of the remaining gas stations to reflect the current information.

PERMITTING:

Facility Universe in Stark County (APC Jurisdiction)

	May 2019 End Balance	Facilities shutdown in June 2019	New Facilities in June 2019	Facilities changed type in June 2019	June 2019 End Balance
# of Title V Facilities	19	0	0	0	19
# of FEPTIO Facilities	19	0	0	0	19
# of NTV Facilities	182	0	0	0	182
# of PBR Facilities	286	0	+5	+1	292

Summary of Permit Activity for June 2019

	Incoming	Outgoing	
	Applications Received	Draft Issued Permits	Final Issued* Permits
Installation Permits	1	0	0
Renewal Permits	0	0	0
Other Permits	3	1	0
PBRs	0	n/a	0
TOTAL	4	1	0

*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
FEPTIO-Renewal (backlogged)~	1	6
NTVPTIO-Renewal (backlogged)~	2	7

*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
		Draft	PPP	PP	Final*	
TVPTO-Renewal~	0	0	0	0	1	4

*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	% of permits issued on time	Goal
% of Installation Permits issued final within 180 days	7	7	100%	100%
% of Admin Mod Permits issued final within 180 days	1	1	100%	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.

- Permit Issuance Goals Status:* No permits were issued final in June. Several installation and administrative modification permits, which are the highest priority for processing, are being worked on by staff, one of which was issued draft in June with an anticipated July final issuance. Staff are also working on the remaining 3 Title V renewal permits, which will take several more months before they are ready for draft issuance. As for the remaining NTV and FEPTIO backlogged renewal permits, 2 were sent to CO for issuance and the remaining are a lower priority for staff to complete but some progress has been made. Supervisor permit reviews will need to be prioritized for completion by the end of July to maintain our performance.

Summary of Final Issued Permits for 2nd Quarter 2019 Compared to Benchmarks

	Final Issued Permits*		
	Canton	Benchmark-High: Toledo	Benchmark-Low: Portsmouth
Installation Permits	7	4	1
Renewal Permits	4	6	0
Other Permits	3	6	0
PBRs	0	1	2
TOTAL	14	17	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 about the same size jurisdiction with more staff; and Portsmouth which is a slightly smaller jurisdiction with about the same staff. Our goal is to achieve performance at or near our high benchmark, but to never fall below our low benchmark. This quarter our performance is improved as compared to the last quarter since we are now near, but still below, our high benchmark, and we are still meeting the goal of being above our low benchmark. We are achieving 82% of our high benchmark's performance, which is an improvement over last quarter's 28%. Our goal next quarter is to maintain our performance levels (in between our low & high benchmarks).

Canton City Public Health

June Report 2019 (Meeting 7/22/2019)

VITAL STATISTICS

Certificates Issued	JUN 2019	2019 YTD	2018 YTD
Death Certificates Issued	465	3,272	3,705
Birth Certificates Issued	744	5,299	4,756

*Births Total Residents & Nonresidents	JUN 2019	2019 YTD	2019 YTD
Births	405	2,157	
Unmarried Parent Births	198	1,050	49%
Births to Mothers aged 14 and under	-	2	0%
Births to Mothers aged 15 - 17	6	46	2%
Births to Mothers aged 18 - 19	17	108	5%
Births to Mothers aged 20 - 24	118	530	25%
Births to Mothers aged 25 - 29	127	693	32%
Births to Mothers aged 30 - 34	96	526	24%
Births to Mothers aged 35 - 39	34	208	10%
Births to Mothers aged 40 - 44	7	43	2%
Births to Mothers aged 45 and over	-	1	0

Deaths in Canton City	JUN 2019	2019 YTD	YTD Male	YTD Female
Total	135	927	49%	51%
Deaths aged less than 1 day	-	4	100%	0%
Deaths aged less than 1 year	-	1	100%	0%
Deaths aged 1 - 3	1	2	50%	50%
Deaths aged 4 - 9	1	1	100%	0%
Deaths aged 10 - 19	-	4	75%	25%
Deaths aged 20 - 29	3	12	75%	25%
Deaths aged 30 - 39	5	28	64%	36%
Deaths aged 40 - 49	1	32	66%	34%
Deaths aged 50 - 59	20	96	53%	47%
Deaths aged 60 - 69	17	181	51%	49%
Deaths aged 70 - 79	27	209	49%	51%
Deaths aged 80 and over	60	356	42%	58%

Based on the number of births and deaths registered for the month of June 2019.

City of Canton
Statement Of Cash Position

Report Date: 06/30/2019

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 - V.D. - I03 Gonorrhea (VD)	\$145,411.52	\$2,099.37	\$21,222.93	\$2,205.63	\$15,446.72	\$151,187.73	\$1,992.00	\$149,195.73
2313 - Local Health Dept Prev Support	\$231,946.87	\$12,024.96	\$26,365.19	\$4,086.16	\$36,223.63	\$222,088.43	\$8,870.12	\$213,218.31
2314 - Family Health (476)	\$203,756.23	\$274,688.89	\$1,141,229.01	\$27,700.11	\$598,463.55	\$746,521.69	\$107,012.85	\$639,508.84
2315 - HTLV Antibody (Aids)	\$3,635.85	\$0.00	\$0.00	\$774.00	\$836.54	\$2,799.31	\$0.00	\$2,799.31
2316 - WIC Supplemental Health - FY 77	\$377,808.98	\$164,485.45	\$628,573.87	\$97,552.14	\$583,196.09	\$423,186.76	\$64,561.23	\$358,625.53
2317 - Local Health Assess & Accred Fnd	\$3,466.30	\$0.00	\$0.00	\$0.00	\$0.00	\$3,466.30	\$3,466.30	\$0.00
2318 - Local Aids Prevention	\$333,233.96	\$16,946.48	\$156,716.39	\$12,436.81	\$83,995.74	\$405,954.61	\$11,169.05	\$394,785.56
2319 - Early Intervention Services	\$0.00	\$8,298.43	\$31,587.25	\$4,299.36	\$17,128.99	\$14,458.26	\$730.00	\$13,728.26
2320 - Nursing Clinic Activity Fund	\$430,798.18	\$17,167.18	\$104,021.03	\$10,060.66	\$46,560.78	\$488,258.43	\$4,459.51	\$483,798.92
2321 - Immunization Action Grant	\$72,487.15	\$18,162.00	\$77,309.00	\$5,437.78	\$58,707.90	\$91,088.25	\$3,125.00	\$87,963.25
2322 - Dental Sealant 132T Grant	\$98,319.38	\$2,198.00	\$33,352.00	\$5,054.04	\$46,357.24	\$85,314.14	\$17,037.82	\$68,276.32
2323 - Personal Responsibility Ed Pr Fd	\$86,655.38	\$0.00	\$72,500.00	\$9,872.06	\$59,352.60	\$99,802.78	\$464.81	\$99,337.97
2324 - STD Seroprevalence Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2325 - Ohio Early Start	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2326 - Healthy Start	\$6,234.31	\$0.00	\$0.00	\$0.00	\$0.00	\$6,234.31	\$0.00	\$6,234.31
2327 - Lead Assessment Fund	\$24,295.75	\$189.00	\$994.25	\$0.00	\$128.00	\$25,162.00	\$866.00	\$24,296.00
2328 - Public Health Infrastructure	\$55,545.17	\$3,604.27	\$64,775.02	\$5,624.88	\$34,748.85	\$85,571.34	\$186.69	\$85,384.65
2329 - Smoke Free Ohio	\$22,146.25	\$0.00	\$1,125.00	\$0.00	\$0.00	\$23,271.25	\$0.00	\$23,271.25
2331 - Air Pollution (134)	\$580,267.30	\$29,658.00	\$481,328.47	\$56,312.09	\$350,551.57	\$711,044.20	\$62,524.69	\$648,519.51
2332 - Air Pollution (I35)	\$42,030.66	\$266.00	\$13,282.00	\$0.00	\$0.00	\$55,312.66	\$0.00	\$55,312.66
2335 - EARLY HEAD START	\$16,375.78	\$1,617.20	\$7,389.45	\$1,267.11	\$4,196.62	\$19,568.61	\$129.34	\$19,439.27
2351 - Food Service (055)	\$171,286.61	\$1,165.50	\$252,565.27	\$14,281.53	\$101,437.87	\$322,414.01	\$1,282.00	\$321,132.01
2352 - Private Water Supply	\$336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$336.50	\$0.00	\$336.50
2353 - Swimming Pool	\$34,819.74	\$0.00	\$5,305.00	\$277.88	\$2,212.55	\$37,912.19	\$72.12	\$37,840.07
2354 - Solid Waste Disposal License	\$178,086.53	\$5,619.31	\$66,073.51	\$9,337.82	\$47,274.07	\$196,885.97	\$2,679.63	\$194,206.34
2355 - Infectious Waste								

City of Canton
Statement Of Cash Position

Report Date: 06/30/2019

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
Registration	\$415.33	\$0.00	\$0.00	\$0.00	\$0.00	\$415.33	\$0.00	\$415.33
2356 - Tattoo Parlors	\$17,229.28	\$0.00	\$840.00	\$0.00	\$0.00	\$18,069.28	\$0.00	\$18,069.28
Fund Type 12 - Special Revenue Funds Subtotal:	\$3,136,589.01	\$558,190.04	\$3,186,554.64	\$266,580.06	\$2,086,819.31	\$4,236,324.34	\$290,629.16	\$3,945,695.18
Fund Category 1 - Governmental Funds Subtotal:	\$3,136,589.01	\$558,190.04	\$3,186,554.64	\$266,580.06	\$2,086,819.31	\$4,236,324.34	\$290,629.16	\$3,945,695.18
Grand Total:	\$3,136,589.01	\$558,190.04	\$3,186,554.64	\$266,580.06	\$2,086,819.31	\$4,236,324.34	\$290,629.16	\$3,945,695.18

City of Canton
Budget by Fund Category Report

06/30/2019

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	\$286,600.00	\$0.00	\$286,600.00	\$1,165.50	\$0.00	\$260,010.27	\$26,589.73	91%	\$306,292.96
53 - Intergovernmental revenue	\$3,751,670.00	\$0.00	\$3,751,670.00	\$519,322.05	\$0.00	\$2,598,639.61	\$1,153,030.39	69%	\$4,016,472.78
54 - Charges for services	\$354,500.00	\$0.00	\$354,500.00	\$37,277.62	\$0.00	\$272,130.10	\$82,369.90	77%	\$277,318.71
56 - Other misc revenue	\$1,300.00	\$0.00	\$1,300.00	\$424.87	\$0.00	\$40,774.66	(\$39,474.66)	3,137%	\$9,888.89
83 - Transfer in - from other fund	\$40,000.00	\$15,000.00	\$55,000.00	\$0.00	\$0.00	\$15,000.00	\$40,000.00	27%	\$0.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$4,434,070.00	\$15,000.00	\$4,449,070.00	\$558,190.04	\$0.00	\$3,186,554.64	\$1,262,515.36	72%	\$4,609,973.34
Expense									
61 - Salary and benefits	\$2,014,246.00	\$3,500.00	\$2,017,746.00	\$159,170.88	\$0.00	\$918,240.70	\$1,099,505.30	46%	\$1,780,560.48
62 - Payroll fringes	\$845,965.00	\$6,500.00	\$852,465.00	\$35,391.47	\$0.00	\$212,016.07	\$640,448.93	25%	\$820,940.13
70 - Services	\$1,456,294.00	\$110,069.98	\$1,566,363.98	\$65,371.45	\$213,646.01	\$816,403.15	\$536,314.82	66%	\$3,604,024.35
71 - Utilities	\$9,075.00	\$7,150.75	\$16,225.75	\$731.18	\$10,094.92	\$3,826.64	\$2,304.19	86%	\$6,112.10
73 - Supplies	\$243,666.00	\$60,239.17	\$303,905.17	\$4,708.94	\$45,124.10	\$94,169.37	\$164,611.70	46%	\$165,439.89
74 - Refunds, claims and reimbursements	\$17,787.00	\$172.46	\$17,959.46	\$268.15	\$1,451.28	\$12,467.18	\$4,041.00	77%	\$16,911.33
75 - Capital Outlay	\$21,200.00	(\$2,222.72)	\$18,977.28	\$0.00	\$11,965.65	\$5,327.28	\$1,684.35	91%	\$11,546.57
77 - Other	\$60,081.00	\$8,352.90	\$68,433.90	\$937.99	\$8,347.20	\$24,368.92	\$35,717.78	48%	\$57,446.74
81 - Transfer out - due to other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$4,434,070.00	\$15,000.00	\$4,449,070.00	\$558,190.04	\$0.00	\$3,186,554.64	\$1,262,515.36	72%	\$4,609,973.34
Expenditure Totals:	\$4,668,314.00	\$193,762.54	\$4,862,076.54	\$266,580.06	\$290,629.16	\$2,086,819.31	\$2,484,628.07	49%	\$6,462,981.59
1 - Governmental Funds Net Totals:	(\$234,244.00)	(\$178,762.54)	(\$413,006.54)	\$291,609.98	(\$290,629.16)	\$1,099,735.33	(\$1,222,112.71)		(\$1,853,008.25)
Revenue Grand Totals:	\$4,434,070.00	\$15,000.00	\$4,449,070.00	\$558,190.04	\$0.00	\$3,186,554.64	\$1,262,515.36	72%	\$4,609,973.34
Expenditure Grand Totals:	\$4,668,314.00	\$193,762.54	\$4,862,076.54	\$266,580.06	\$290,629.16	\$2,086,819.31	\$2,484,628.07	49%	\$6,462,981.59
Grand Totals:	(\$234,244.00)	(\$178,762.54)	(\$413,006.54)	\$291,609.98	(\$290,629.16)	\$1,099,735.33	(\$1,222,112.71)		(\$1,853,008.25)



Budget by Account Classification Report

Through 06/30/19
 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	19,400.00	.00	19,400.00	20,130.52	.00	20,130.52	(730.52)	104	24,967.14
Charges for services	447,100.00	.00	447,100.00	33,606.50	.00	231,887.05	215,212.95	52	445,594.70
Fines and forfeitures	.00	.00	.00	.00	.00	24.00	(24.00)	+++	50.00
Other misc revenue	500.00	.00	500.00	50.57	.00	214.64	285.36	43	6,565.51
REVENUE TOTALS	\$467,000.00	\$0.00	\$467,000.00	\$53,787.59	\$0.00	\$252,256.21	\$214,743.79	54%	\$477,177.35
EXPENSE									
Salary and benefits	1,027,309.00	.00	1,027,309.00	80,829.35	.00	481,085.94	546,223.06	47	933,007.96
Payroll fringes	435,616.00	.00	435,616.00	17,919.97	.00	109,651.63	325,964.37	25	442,859.75
Services	113,765.00	13,570.98	127,335.98	12,255.65	42,047.92	61,334.26	23,953.80	81	104,372.07
Utilities	44,714.00	3,199.81	47,913.81	1,861.83	31,206.03	16,227.05	480.73	99	38,086.37
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	2,009.00	.00	100	2,009.00
Supplies	68,590.00	4,253.75	72,843.75	1,228.72	21,032.87	14,216.57	37,594.31	48	60,781.60
Refunds, claims and reimbursements	266,000.00	(14,057.50)	251,942.50	697.50	2,167.50	150,780.68	98,994.32	61	214,291.02
Capital Outlay	5,000.00	(2,000.00)	3,000.00	.00	.00	.00	3,000.00	0	6,295.44
Other	13,268.00	453.33	13,721.33	538.99	1,341.00	4,992.24	7,388.09	46	9,475.43
Advance out - due to other fund	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
EXPENSE TOTALS	\$2,006,271.00	\$5,420.37	\$2,011,691.37	\$115,332.01	\$97,795.32	\$840,297.37	\$1,073,598.68	47%	\$1,811,178.64
Fund 1001 - General Operating Totals									
REVENUE TOTALS	467,000.00	.00	467,000.00	53,787.59	.00	252,256.21	214,743.79	54%	477,177.35
EXPENSE TOTALS	2,006,271.00	5,420.37	2,011,691.37	115,332.01	97,795.32	840,297.37	1,073,598.68	47%	1,811,178.64
Fund 1001 - General Operating Totals	(\$1,539,271.00)	(\$5,420.37)	(\$1,544,691.37)	(\$61,544.42)	(\$97,795.32)	(\$588,041.16)	(\$858,854.89)		(\$1,334,001.29)
Grand Totals									
REVENUE TOTALS	467,000.00	.00	467,000.00	53,787.59	.00	252,256.21	214,743.79	54%	477,177.35
EXPENSE TOTALS	2,006,271.00	5,420.37	2,011,691.37	115,332.01	97,795.32	840,297.37	1,073,598.68	47%	1,811,178.64
Grand Totals	(\$1,539,271.00)	(\$5,420.37)	(\$1,544,691.37)	(\$61,544.42)	(\$97,795.32)	(\$588,041.16)	(\$858,854.89)		(\$1,334,001.29)



June 2019 Travel

Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
Adams, James	ODH Sanitarian Registration Advisory Board	Columbus	06/27/2019
Archer, Amanda	PHEP Epi Quarterly Meeting	Columbus	06/07/2019
Campbell, Kim	Nasal Ranger Training	Cleveland	06/06/2019
Campbell, Kim	Pickup Ozone Standard from Ohio EPA Air Lab	Groveport	06/11/2019
Campbell, Kim	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Dzienis, Terri	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Gero, Brian	Environmental Health Quarterly Training Over Food Code Updates	Akron	06/20/2019
Hall, Maria	Environmental Health Quarterly Training Over Food Code Updates	Akron	06/20/2019
Jones, Ron	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Masters, Colton	NEOEHA Planning Meeting	Norton	06/04/2019
Masters, Colton	OEHA Meeting	Columbus	06/20/2019
McConnell, Patty	Social Media Engagement Strategies Training	Cuyahoga Heig	06/17/2019
Miller, Dawn	State Health Improvement Plan Advisory Committee Meeting	Columbus	06/04/2019
Miller, Rick	Quarterly Food Service Round Table - ODH / ODA	Medina	06/13/2019
Miller, Rick	2019 Spring Forum for Ohio Healthy Homes Network	Reynoldsburg	06/18/2019
Norman, Sam	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Pabin, Ed	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Safreed, Carl	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Shaheen, Nejla	Environmental Health Quarterly Training Over Food Code Updates	Akron	06/20/2019
Sobczak, Nathan	Ohio EPA FCE Inspector Training	Akron	06/17/2019
Thompson, Diane	NE DON Section Quarterly Meeting	Akron	06/21/2019

Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
Archer, Amanda	OEI Face to Face	Pickerington	06/13-06/14/2019	2314 301001 77240
Boley, Jessica	OEI Face to Face	Pickerington	06/13-06/14/2019	2314 301001 77240
Boley, Jessica	20th Annual Summer Program in Population Health	Columbus	06/16-06/21/2109	2314 301001 77210/77220/77240
Miller, Dawn	OEI Face to Face	Pickerington	06/13-06/14/2019	2314 301001 77240
Roach, Laura	WIC-New Certification System Training Overview	Columbus	06/04-06/05/2019	2316 301001 77240