

BOARD OF HEALTH



Public Health
Prevent. Promote. Protect.

Canton City Health District

**Monday, September 24, 2018
@ 12:00pm**



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Monday, September 24, 2018 @ 12:00pm – Board Room

Agenda

1. Call to Order and Roll Call
2. Approve August 27, 2018 Board of Health Meeting Minutes
3. Approve List of Bills: \$146,459.36
4. Executive Session to Discuss the Employment of a Public Employee
5. Approve Personnel:
 - a. Position Description Full-Time Health Services Coordinator / DIS and LTC Supervisor (R6)
 - b. Position Description Part-Time Linkage to Care Specialist (PT5)
 - c. Position Description Full-Time WIC Dietitian (R5)
 - d. Position Description Full-Time WIC Dietitian III (R6)
 - e. Position Description Part-Time WIC Dietitian (PT5)
 - f. Position Description Full-Time Staff Nurse II (R5)
 - g. Position Description Part-time Neighborhood Navigator (PT2)
 - h. Approve Updated Position Classification Schedule for Nursing
 - i. Probationary Period Ending for Thea Bartlett, WIC Peer Helper (PT13), Retroactive to September 10, 2018
 - j. Probationary Period Ending for Nathan Sobczak, APC Engineering Technician (R5), Effective September 24, 2018
6. Approve Recommendations of the Hearing Officer for September 24, 2018
7. Approve Bus Wraps (On SARTA Buses) for the Stark County THRIVE Program in the Amount of \$100,000.00
8. Approve Contract with Coleman Services, LLC to Provide Attendants at the Canton Recycling Center for an Amount not to Exceed \$4,260.00 for the period of October 1, 2018 to December 31, 2018
9. Memorandum of Agreement with Canton City School District for Placement of Ambient Air Sampler at Youtz Leadership School for an Amount not to Exceed \$20 per Month of Operation for the period beginning Upon the Agreement of Both Parties Through September 6, 2019
10. Approve FY2019 STD Grant Application and Initial Budget in the Amount of \$35,550.53 for Grant Period from 01/01/2019 to 12/31/2019
11. Approve FY2019 HIV Grant Application and Initial Budget in the Amount of \$226,193.09 for Grant Period from 01/01/2019 to 12/31/2019 with the Following Sub-grantees for this Grant Cycle:
 - a. Alliance City Health Department in the Amount of \$5,500.00
 - b. New Philadelphia City Health Department in the Amount of \$10,990.00
 - c. Planned Parenthood of Greater Stark County in the Amount of \$19,500.00
 - d. Sandra Guist in the Amount of \$450
12. Approve Travel Authorization

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- a. Pamela Gibbs, Health Service Coordinator, for Travel from 11/27/2018 to 11/28/2018, Ohio Department of Health Fall Summit in Columbus, OH at a Cost not to Exceed \$91.00 (2318)
- b. Molly Malloy, Staff Nurse II, for Travel from 10/09/2018 to 10/11/2018, PREP Statewide Strategic Planning Meeting/Training in Columbus, OH at a Cost not to Exceed \$150.00 (2323)
- c. Frank Catrone, Staff Nurse II, for Travel from 10/09/2018 to 10/11/2018, PREP Statewide Strategic Planning Meeting/Training in Columbus, OH at a Cost not to Exceed \$119.50 (2323)

13. 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
- m. Organization Performance Update

14. Other Business

15. Next Meeting: Monday, October 22, 2018 at 12:00pm

16. Adjournment



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, August 27, 2018 @ 12:00 PM – Board Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, August 27, 2018 at 12:10 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Lakritz and Mayor Bernabei were present. Also present were James Adams and Robert Knight.

Approve July 23, 2018 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the July 23, 2018 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$104,969.80

Dr. Lakritz discussed the charges for a dedicated internet line for the nursing division and asked that the department look in to less expensive alternatives. Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$104,969.80. Motion passed unanimously.

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

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

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

Motion passed unanimously. The Board entered executive session at 12:19 PM. The Board returned from executive session at 12:48 PM.

Approve Personnel

a. Extend Matthew Margaritakis, Public Health Technician (PT11), Employment to October 19, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to extend Matthew Margaritakis', Public Health Technician (PT11), employment to work additional weeks to October 19, 2018. Motion passed unanimously.

b. Resignation of Kaelyn Boyd, Public Health Technician (PT11) Effective August 10, 2018

Dr. Lakritz moved and Mr. Wyatt seconded a motion to accept the resignation of Kaelyn Boyd, Public Health Technician (PT11), effective August 10, 2018. Motion passed unanimously.

c. Resignation of Dennis Miller, Public Health Technician (PT11) Effective July 27, 2018

Dr. Lakritz moved and Mr. Wyatt seconded a motion to accept the resignation of Dennis Miller, Public Health Technician (PT11), effective July 27, 2018. Motion passed unanimously.

d. Appointment of Epidemiologist I (R5)

Dr. Lakritz moved and Mr. Wyatt seconded a motion to appoint Jessica Boley as Epidemiologist I (R5) at her current rate of pay of \$51,318.00 with a ½ step pay increase to \$52,340.00 after a 90-day

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satisfactory probationary period with a start date of October 1, 2018. Salary to come out of the THRIVE fund (2314). Motion passed unanimously.

e. Appointment of Two Recycling Public Health Technicians (PT11)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to table the appointment of two recycling center technicians. Motion passed unanimously.

f. Retirement of Marsha Miller, Staff Nurse II (R5), Effective November 2, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to accept the retirement of Marsha Miller, Staff Nurse II (R5), effective November 2, 2018. Motion passed unanimously.

Patient Write off of \$237.39

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve a patient write off amount of \$237.39, MRN #34879. Motion passed unanimously.

Approve Recommendations of the Hearing Officer for August 27, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for the August 27, 2018 hearings. Motion passed unanimously.

Mayor Bernabei directed the department to consult with legal about the possibility of taking direct action against the landlord, Steve Filliez, due to his frequent inclusion on the list of recommendations of the hearing officer.

Authorize a Contract with the YWCA of Canton for the Purpose of Receiving Grant Funding for Performing on Site Clinic Services (Early Headstart Outreach) for a Period of September 1, 2018 through August 31, 2019 with the Following Sub-grantee for this Grant Cycle:

a. Dr. Meredith Robeson Contract

Mr. Wyatt moved and Dr. Lakritz seconded a motion to authorize a contract with YWCA of Canton for the purpose of receiving grant funding for performing on site clinic services (Early Headstart outreach) in the amount of \$22,500.00 for a period of September 1, 2018 through August 31, 2018 with Dr. Meredith Robeson as a sub-grantee for an amount not to exceed \$1,400.00. Motion passed unanimously.

Approve an Addendum Agreement with Alliance Family Health Center for the Community Health Worker THRIVE Program for \$3,000.00 (new total of \$160,758.00) and Extending the grant to December 31, 2018 (Originally Approved at \$157,785.00 through October 1, 2018)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with Alliance Family Health Center for the Community Health Worker THRIVE program for \$3,000.00 (new total of \$160,758.00) and extend the grant to December 31, 2018 (originally approved at \$157,785.00 through October 1, 2018). Motion passed unanimously.

Approve an Addendum Agreement with CommQuest Services, Inc. for the Community Health Worker THRIVE Program for \$1,500.00 (new total of \$80,393.00) and Extending the grant to December 31, 2018 (Originally Approved at \$78,893.00 through October 1, 2018)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with CommQuest Services, Inc. for the Community Health Worker THRIVE program for \$1,500.00 (new total of \$80,393.00) and extend the grant to December 31, 2018 (originally approved at \$78,893.00 through October 1, 2018). Motion passed unanimously.

Approve an Addendum Agreement with My Community Health Services for the Community Health Worker THRIVE Program for \$1,500.00 (new total of \$80,393.00) (Originally Approved at \$78,893.00 through October 1, 2019)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with My Community Health Services for the Community Health Worker THRIVE program for \$1,500.00 (new total of \$80,393.00) and extend the grant to December 31, 2018 (originally approved at \$78,893.00 through October 1, 2018). Motion passed unanimously.

Approve an Addendum Agreement with Stark County Health Department for the Community Health Worker THRIVE Program for \$3,000.00 (new total of \$160,785.00) and Extending the grant to December 31, 2018 (Originally Approved at \$157,785.00 through October 1, 2018)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with Stark County Health Department for the Community Health Worker THRIVE program for \$3,000.00 (new total of \$160,758.00) and extend the grant to December 31, 2018 (originally approved at \$157,785.00 through October 1, 2018). Motion passed unanimously.

Approve an Addendum Agreement with YWCA Canton for the Community Health Worker THRIVE Program for \$1,500.00 (new total of \$80,393.00) and Extending the grant to December 31, 2018 (Originally Approved at \$78,893.00 through October 1, 2018)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with YWCA Canton for the Community Health Worker THRIVE program for \$1,500.00 (new total of \$80,393.00) and extend the grant to December 31, 2018 (originally approved at \$78,893.00 through October 1, 2018). Motion passed unanimously.

Approve an Addendum Agreement with Stark Social Workers Network for the Community Health Worker THRIVE Program for \$1,000.00 (new total of \$26,000.00) (Originally Approved at \$25,000.00)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with Stark Social Workers Network for the Community Health Worker THRIVE program for \$1,000.00 (new total of \$26,000.00, originally approved at \$25,000.00). Motion passed unanimously.

Approve an Addendum Agreement with Stark Metropolitan Housing Authority for the Community Health Worker THRIVE Program for \$2,000.00 (new total of \$62,503.00.00) (Originally Approved at \$60,503.00)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with Stark Metropolitan Housing Authority for the Community Health Worker THRIVE program for \$2,000.00 (new total of \$62,503.00, originally approved at \$60,503.00). Motion passed unanimously.

Approve an Addendum Agreement with Stark County Department of Job and Family Services for the Community Health Worker - Fatherhood Coalition THRIVE Program for \$2,000.00 (new total of \$62,503.00.00) (Originally Approved at \$60,503.00)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an addendum agreement with Stark County Job and Family Services for the Community Health Worker – Fatherhood Coalition THRIVE program for \$2,000.00 (new total of \$62,503.00, originally approved at \$60,503.00). Motion passed unanimously.

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Authorize Care Coordination Agency Agreement with the Stark Social Workers Networks Effective as of July 1, 2018 to Perform Care Coordination Services for Pregnant Women, Women of Childbearing Age and Adults with Chronic Disease using the Care Coordination Systems Pathways HUB Connect

Dr. Lakritz moved and Mr. Wyatt seconded a motion to table this authorization. Motion passed unanimously.

Authorize Agreement with Stark Social Workers Network for Community Health Worker(s) Stark THRIVE Program at an Amount not to Exceed \$25,000.00 for a Period of July 1, 2018 to December 31, 2019

Dr. Lakritz moved and Mr. Wyatt seconded a motion to table this authorization. Motion passed unanimously.

James Adams provided an update to the board regarding THRIVE's application for certification as a Pathways HUB. Mr. Adams is meeting with Stark Community Action Agency (SCAA) today, regarding the conflict, but has made no progress toward reaching an agreement. THRIVE's application is complete and they are ready for certification now, but the certifying agency won't consider their application until we've reached an agreement with SCAA. THRIVE has received over 600 referrals, has provided direct services to over 350 clients and those clients have given birth to 80 babies. SCAA currently has 3 clients. THRIVE has offered to bring SCAA in to their program as a Care Coordination agency, but they have declined.

Authorize a Data Use and Services Agreement with the University of Pittsburg of the Commonwealth System of Higher Education for a Period of July 1, 2008 to June 30, 2019 at No Cost

Dr. Lakritz moved and Mr. Wyatt seconded a motion to authorize a data use and services agreement with the University of Pittsburg of the Commonwealth System of Higher Education for a Period of July 1, 2008 to June 30, 2019 at no cost. Motion passed unanimously.

Accepting a Grant from CareSource for Stark County THRIVE

Dr. Lakritz moved and Mr. Wyatt seconded a motion to accept a grant, at an amount to be determined, from CareSource for the Stark County THRIVE program. Motion passed unanimously.

Approve Travel Authorization

- a. Jim Adams, Health Commissioner, for Travel from 09/26/2018 to 09/28/2018, AOHC Fall Educational Conference in Dublin, OH at a Cost not to Exceed \$102.75 (1001 301001)

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

Acceptance of Division Reports

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that SWAP is partnering with OhioCAN for the SWAP clinic. OhioCAN would like to distribute fentanyl test strips at the clinic. The strips are in use in other countries but are not currently approved by the FDA for use in the United States. The legal department and Dr. Elias both have indicated that they approve allowing OhioCAN to do this.

Dr. Lakritz and Dr. Hickman discussed their concerns over possible liability for the department. Mr. Adams suggested that this might be an issue that could be resolved by the Ethics Committee. After some additional deliberation, the board agreed to approve the distribution.

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Laura Roach invited the board member to attend the department's All-staff Meeting that is scheduled for October 24, 2018.

- c. Laboratory – Nothing additional to report.
- d. OPHI/Surveillance – Nothing additional to report.
- e. THRIVE – Dawn Miller reported that there were no infant deaths in June and that the overall rate for the first half of the year is well under the Healthy People 2020 goal. She also reported that the black/white disparity rate is currently at 1.45 to 1.
- f. Environmental Health – Mr. Adams congratulated Annmarie Butusov on starting as Environmental Health Director today.
- g. Air Pollution Control – Terri Dzienis reported that there was a flaring event at the refinery this weekend. This was due to the refinery starting up after a long shutdown.
- h. Vital Statistics – Nothing additional to report.
- i. Fiscal Officer – Mr. Adams reported that Christi Allen will be working on the budget request in September. This will include a request for merit increases.
- j. Health Commissioner – Mr. Adams reminded the board that each member is responsible for completing 2 hours of continuing education by December.
- k. Accreditation – Rob Knight reviewed the department's progress toward completing document submission.
- l. Quality Improvement – Terri Dzienis reported that there will be new QI goals reported next month.

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

Other Business

No other business was discussed.

Announcement of Next Meeting: Monday, September 24, 2018 at 12:00 PM

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, September 24, 2018 at 12:00 PM.

Adjourn

The meeting adjourned at 1:33 PM.

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August 27, 2018

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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 08/22/18 - 09/20/18

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	9813585084	Monthly Hot Spot Fee for CCHD, 2018	Paid by Check # 638803		08/26/2018	09/18/2018	09/13/2018		09/13/2018	40.17	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.17</u>
Account 705.14 - Professional Services Maintenance Contracts											
27986 - R & G JANITORIAL, INC.	3022	Cleaning of CCHD Office Building, 2018	Paid by Check # 638857		08/31/2018	09/07/2018	09/14/2018		09/14/2018	1,900.00	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>1,900.00</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Aug18 Car Washes	Cleaning of CCHD Vehicles, as needed in 2018	Edit		08/31/2018	09/20/2018	09/20/2018			4.25	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>4.25</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	All Staff Mtg	Office Supplies for October 2018 All Staff Meeting	Edit		09/10/2018	09/20/2018	09/20/2018			81.92	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>81.92</u>
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
1364 - OHIO DIVISION OF REAL ESTATE	Jul/Aug18 Reimb	Burial Permits Reimbursements for 2018	Paid by Check # 639073		09/11/2018	09/11/2018	09/20/2018		09/20/2018	610.00	
									Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals	Invoice Transactions 1	<u>610.00</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
35226 - KATHRYN PITCHER	Reimb. License	Pro Licensure Fee (2018-2019) & Dietitian License (2018)	Paid by Check # 639011		09/11/2018	09/11/2018	09/19/2018		09/19/2018	60.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>60.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 6	<u>\$2,696.34</u>
Department 303001 - Nurses											
Account 705.06 - Professional Services Other Professional Services											
43371 - LATOYA DICKENS	1 - 2018	Nurse Practioner Conract Services, as needed in 2018	Paid by Check # 638991		09/04/2018	09/11/2018	09/19/2018		09/19/2018	452.37	
51158 - JON ELIAS M D	Aug-18	Medical Director Services - 2018	Paid by Check # 638995		09/01/2018	09/11/2018	09/19/2018		09/19/2018	1,000.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$1,452.37</u>
Account 705.14 - Professional Services Maintenance Contracts											
39134 - RICOH USA INC	5054353924	Maintenance for MCP3503 Machine - Nursing	Edit		09/01/2018	10/01/2018	09/17/2018			175.52	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>175.52</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 08/22/18 - 09/20/18

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 303001 - Nurses										
Account 713.13 - Utilities Telephone										
177 - AT&T	3304547664 08	Service for 2nd Fax Line in Nursing	Paid by Check # 638339		08/16/2018	09/04/2018	08/30/2018		08/30/2018	40.12
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>40.12</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
7964 - KELLI TRENGER	Reimb. Travel	Get Vaccinated Deliverable 11 Training, 8/27/18, Columbus	Paid by Check # 638802		09/06/2018	09/06/2018	09/13/2018		09/13/2018	11.00
							Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals		Invoice Transactions 1	<u>11.00</u>
							Department 303001 - Nurses Totals		Invoice Transactions 5	<u>\$1,679.01</u>
Department 304001 - Lab										
Account 705.06 - Professional Services Other Professional Services										
34284 - REAM & HAAGER LABORATORY	4311823, 4311487	4311488, 4312823	Edit		09/19/2018	09/19/2018	09/19/2018			141.00
35693 - CANTON PATHOLOGY ASSOCIATES	July 2018	2018 Laboratory Director Services	Edit		08/15/2018	09/20/2018	09/20/2018			1,000.00
35693 - CANTON PATHOLOGY ASSOCIATES	May/June 2018	Laboratory Director services (Jan-June 2018)	Edit		08/15/2018	09/20/2018	09/20/2018			2,000.00
51563 - STERICYCLE	1008556391	Infectious Waste Disposal - lab	Edit		08/31/2018	09/20/2018	09/20/2018			87.16
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 4	<u>\$3,228.16</u>
Account 734.13 - Supplies Freight										
7835 - FISHER HEALTH CARE	2522345 (1)	Laboratory supplies, as needed in 2018	Edit		09/11/2018	10/11/2018	09/20/2018			16.95
							Account 734.13 - Supplies Freight Totals		Invoice Transactions 1	<u>16.95</u>
Account 734.58 - Supplies Miscellaneous Supplies										
7835 - FISHER HEALTH CARE	2522345 (2)	Laboratory Supplies, as needed in 2018	Edit		09/11/2018	09/20/2018	09/20/2018			262.37
							Account 734.58 - Supplies Miscellaneous Supplies Totals		Invoice Transactions 1	<u>\$262.37</u>
							Department 304001 - Lab Totals		Invoice Transactions 6	<u>\$3,507.48</u>
Department 307001 - Environmental Health Administration										
Account 734.14 - Supplies Computer Supplies										
43051 - SYNCB/AMAZON	EH Supplies	60457 8781 027661 4	Edit		09/10/2018	09/20/2018	09/20/2018			351.92
							Account 734.14 - Supplies Computer Supplies Totals		Invoice Transactions 1	<u>\$351.92</u>
							Department 307001 - Environmental Health Administration Totals		Invoice Transactions 1	<u>\$351.92</u>
							Fund 1001 - General Operating Totals		Invoice Transactions 18	<u>\$8,234.75</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 08/22/18 - 09/20/18

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 Gonorrhea (VD)											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
186 - AULTMAN HOSPITAL	2018-009/10	099915682-9683 N	Open		08/31/2018	09/17/2018	09/17/2018			29.50	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	\$29.50
Account 706.36 - Contract Service Health Contract Grant Expend											
1109 - MAHONING CO.HEALTH DEPT.	Aug18 STD Grant	FY18 STD Prevention Grant	Edit		09/06/2018	09/17/2018	09/17/2018			811.27	
									Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions 1	\$811.27
									Department 301001 - Health - Administration Totals	Invoice Transactions 2	\$840.77
									Fund 2312 - V.D. - I03 Gonorrhea (VD) Totals	Invoice Transactions 2	\$840.77



Accounts Payable by G/L Distribution Report

G/L Date Range 08/22/18 - 09/20/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2313 - Local Health Dept Prev Support											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	954475	Cust ID 50474, EMR system maintenance fees	Paid by Check # 638829		09/01/2018	10/01/2018	09/14/2018		09/14/2018	94.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$94.00</u>
Account 734.13 - Supplies Freight											
50645 - HOLOGIC	35370489 (2)	Supplies for STI Testing, as needed in 2018	Edit		08/30/2018	09/19/2018	09/19/2018			84.55	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$84.55</u>
Account 734.58 - Supplies Miscellaneous Supplies											
50645 - HOLOGIC	35370489 (1)	Supplies for STI Testing, as Needed in Lab	Edit		08/30/2018	09/19/2018	09/19/2018			6,323.16	
50645 - HOLOGIC	35370489 (2)	Supplies for STI Testing, as needed in 2018	Edit		08/30/2018	09/19/2018	09/19/2018			45.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$6,368.16</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$6,546.71</u>
									Fund 2313 - Local Health Dept Prev Support Totals	Invoice Transactions 4	<u>\$6,546.71</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 08/22/18 - 09/20/18

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											
51468 - SPECTRUM BUSINESS	312559704090518	Telephone and internet services for THRIVE program	Paid by Check # 638794		09/05/2018	09/24/2018	09/13/2018		09/13/2018	74.97	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>\$74.97</u>
Account 705.06 - Professional Services Other Professional Services											
50540 - CLEO LUCAS	Aug18 THRIVE	Community Outreach Coordinator Contract (FY18) - THRIVE	Paid by Check # 638770		09/07/2018	09/07/2018	* 09/13/2018		09/13/2018	156.00	
4168 - KENT STATE UNIVERSITY	416371-18	Comprehensive Evaluation of the Stark/THRIVE Project	Paid by Check # 639063		09/10/2018	09/11/2018	* 09/20/2018		09/20/2018	5,627.03	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	THRIVE CHW	Community Health Worker THRIVE Program	Edit		09/18/2018	09/19/2018	09/19/2018			3,000.00	
51644 - MY COMMUNITY HEALTH CENTER	THRIVE CHW	Community Health Worker THRIVE Program	Edit		09/17/2018	09/19/2018	09/19/2018			1,500.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	THRIVE CHW's	Community Health Worker THRIVE Program	Edit		09/14/2018	09/19/2018	09/19/2018			3,000.00	
2762 - STARK METRO HOUSING AUTHORITY	THRIVE CHW'S	Community Health Worker THRIVE Program	Edit		09/07/2018	09/19/2018	09/19/2018			2,000.00	
25530 - STARK SOCIAL WORKERS NETWORK	THRIVE CHW's	Community Health Worker THRIVE Program	Edit		09/14/2018	09/19/2018	09/19/2018			1,000.00	
38982 - YWCA OF CANTON	THRIVE CHW'S	Community Health Worker THRIVE Program	Edit		09/14/2018	09/19/2018	09/19/2018			1,500.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 8	<u>\$17,783.03</u>
Account 705.14 - Professional Services Maintenance Contracts											
22899 - GRAPHIC ENTERPRISES	AR810847	Additional Contract Services on Copier, THRIVE Program	Edit		09/12/2018	09/19/2018	09/19/2018			95.00	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>\$95.00</u>
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
51325 - ACCESS HEALTH STARK COUNTY	March/April 2018	MCO Outcome Payments	Paid by Check # 638578		08/23/2018	08/24/2018	09/07/2018		09/07/2018	1,805.00	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	March/April 2018	MCO Outcome Payments	Paid by Check # 638579		08/23/2018	08/24/2018	09/07/2018		09/07/2018	1,655.00	
51120 - COMMQUEST SERVICES INC	April 2018	MCO Outcome Payments	Paid by Check # 638587		08/23/2018	08/24/2018	09/07/2018		09/07/2018	320.00	



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Fund 2314 - Family Health (476)											
Department 301001 - Health - Administration											
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
1800 - STARK COUNTY HEALTH DEPARTMENT	March/April 2018	MCO Outcome Payments	Paid by Check # 638609		08/23/2018	08/24/2018	09/07/2018		09/07/2018	1,260.00	
38982 - YWCA OF CANTON	Mar18 Pay Points	Care Coordinating Services, MCO Outcome Payment	Paid by Check # 638611		08/23/2018	08/24/2018	09/07/2018		09/07/2018	155.00	
									Account 706.01 - Contract Service Contract Service - 2314 THRIVE Totals	Invoice Transactions 5	<u>\$5,195.00</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9813963421	Telephone Line Service for THRIVE Offices	Paid by Check # 639091		09/03/2018	09/25/2018	09/20/2018		09/20/2018	133.05	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$133.05</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
43051 - SYNCB/AMAZON	THRIVE Supplies	60457 8781 027661 4	Edit		09/10/2018	09/20/2018	09/20/2018			598.62	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$598.62</u>
Account 734.17 - Supplies Equipment (\$0.00 - \$999.99)											
43051 - SYNCB/AMAZON	Refrg. THRIVE	60457 8781 027661 4	Edit		09/10/2018	09/20/2018	09/20/2018			449.99	
									Account 734.17 - Supplies Equipment (\$0.00 - \$999.99) Totals	Invoice Transactions 1	<u>\$449.99</u>
Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)											
43051 - SYNCB/AMAZON	THRIVE Chairs	60457 8781 027661 4	Edit		09/10/2018	09/20/2018	09/20/2018			284.97	
									Account 734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals	Invoice Transactions 1	<u>\$284.97</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
50407 - DAWN L. MILLER	Reimb. Travel	Pathway's HUB Supervisor's Mtg, 8/22/18, Toledo	Paid by Check # 639068		09/14/2018	09/14/2018	09/20/2018		09/20/2018	17.50	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 1	<u>\$17.50</u>
Account 772.60 - Travel Local Mtg/Display Accom/Supplies											
42459 - MARC'S	080957, 080962	Supplies and food for community events and meetings	Edit		09/04/2018	09/20/2018	09/20/2018			39.38	
									Account 772.60 - Travel Local Mtg/Display Accom/Supplies Totals	Invoice Transactions 1	<u>\$39.38</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 21	<u>\$24,671.51</u>
									Fund 2314 - Family Health (476) Totals	Invoice Transactions 21	<u>\$24,671.51</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2315 - HTLV Antibody (Aids)											
Department 301001 - Health - Administration											
Account 772.10 - Travel Mileage											
51750 - AMANDA MORNINGSTAR		Mileage Reimb. 18 National STD Prev. Conf. 8/26-8/30, Washington DC, Mileage	Paid by Check # 638892		09/11/2018	09/11/2018	09/17/2018		09/17/2018	261.56	
									Account 772.10 - Travel Mileage Totals	Invoice Transactions 1	<u>\$261.56</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
51750 - AMANDA MORNINGSTAR		Reimb. Travel 2018 National STD Prevention Conf, 8/26-8/30/18, Washington, DC	Paid by Check # 638775		09/07/2018	09/07/2018	09/13/2018		09/13/2018	410.07	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 1	<u>\$410.07</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 2	<u>\$671.63</u>
									Fund 2315 - HTLV Antibody (Aids) Totals	Invoice Transactions 2	<u>\$671.63</u>



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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											
51468 - SPECTRUM BUSINESS	327438801091018	Internet Fees for WIC	Paid by Check		09/10/2018	09/29/2018	* 09/20/2018		09/20/2018	124.99	
			# 639079								
Account 705.05 - Professional Services Computer Access Line Fees Totals										Invoice Transactions 1	<u>\$124.99</u>
Account 705.06 - Professional Services Other Professional Services											
35115 - JACKSON MEDICAL TECHNOLOGIES	339076	Annual WIC Scale Calibration	Edit		08/17/2018	09/20/2018	09/20/2018			180.00	
Account 705.06 - Professional Services Other Professional Services Totals										Invoice Transactions 1	<u>\$180.00</u>
Account 705.14 - Professional Services Maintenance Contracts											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT FY18 WIC #3	Office 365 E-mail Fees for WIC Program	Open		09/07/2018	09/17/2018	09/17/2018			324.54	
Account 705.14 - Professional Services Maintenance Contracts Totals										Invoice Transactions 1	<u>\$324.54</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT	Aug18 WIC Grant	FY18 WIC Grant Reimbursement	Paid by Check		09/11/2018	09/11/2018	09/20/2018		09/20/2018	11,672.72	
			# 639028								
1121 - MASSILLON CITY HEALTH DEPT	Aug18 WIC Grant	FY18 WIC Grant Reimbursement	Paid by Check		09/11/2018	09/11/2018	09/20/2018		09/20/2018	10,580.65	
			# 639065								
1800 - STARK COUNTY HEALTH DEPARTMENT	Aug18 WIC Grant	FY18 WIC Grant Reimbursement	Paid by Check		09/04/2018	09/11/2018	09/20/2018		09/20/2018	34,634.64	
			# 639082								
Account 706.36 - Contract Service Health Contract Grant Expend Totals										Invoice Transactions 3	<u>\$56,888.01</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9813385361	WIC Peer Helper Cell Phone, FY18	Paid by Check		08/23/2018	09/15/2018	* 09/13/2018		09/13/2018	54.78	
			# 638803								
Account 713.13 - Utilities Telephone Totals										Invoice Transactions 1	<u>\$54.78</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
50635 - JENNIFER HAYDEN	Reimb. Travel	State WIC Breastfeeding Conf, 8/29-8/30/18, Columbus, OH	Paid by Check		09/06/2018	09/06/2018	09/13/2018		09/13/2018	43.31	
			# 638762								
7335 - HUNTINGTON NATIONAL BANK	WIC Travel	Hotel 8/29/18 (Hayden, Milini, Imhoff), Columbus North Hotel	Paid by Check		09/03/2018	09/06/2018	09/11/2018		09/11/2018	327.00	
			# 638688								
52266 - JESSICA IMHOFF	Reimb. Travel	State WIC Breastfeeding Conf, 8/29-8/30/18, Columbus, OH	Paid by Check		09/06/2018	09/06/2018	09/13/2018		09/13/2018	43.76	
			# 638766								
40061 - SARAH MILINI	Reimb. Travel	State WIC Breastfeeding Conf, 8/29-8/30/18, Columbus, OH	Paid by Check		09/14/2018	09/14/2018	09/20/2018		09/20/2018	18.99	
			# 639067								
Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals										Invoice Transactions 4	<u>\$433.06</u>
Department 301001 - Health - Administration Totals										Invoice Transactions 11	<u>\$58,005.38</u>
Fund 2316 - WIC Supplemental Health - FY 77 Totals										Invoice Transactions 11	<u>\$58,005.38</u>



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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	9813418871	Service for HIV Equipment, Computer Access Line Fee	Paid by Check # 638803		08/23/2018	09/15/2018	09/13/2018		09/13/2018	80.34	
									Invoice Transactions 1	<u>80.34</u>	
Account 705.06 - Professional Services Other Professional Services											
52334 - LEXISNEXIS RISK DATA MANAGEMENT INC	Aug 2018	1672320-20180831	Edit		08/31/2018	10/01/2018	09/19/2018			180.00	
									Invoice Transactions 1	<u>180.00</u>	
Account 706.36 - Contract Service Health Contract Grant Expend											
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT	Aug18 HIV Grant	FY18 HIV Grant Reimbursement	Paid by Check # 638842		08/30/2018	09/07/2018	09/14/2018		09/14/2018	1,765.09	
1484 - PLANNED PARENTHOOD	Aug18 HIV Grant	FY18 HIV Prevention Grant	Paid by Check # 638851		09/04/2018	09/07/2018	09/14/2018		09/14/2018	1,880.25	
85 - ALLIANCE CITY HEALTH DEPT	Aug18 HIV Grant	FY18 HIV Prevention Grant	Open		09/05/2018	09/17/2018	09/17/2018			470.65	
1109 - MAHONING CO.HEALTH DEPT.	Aug18 HIV Grant	FY18 HIV Prevention Grant	Edit		09/06/2018	09/17/2018	09/17/2018			7,127.45	
51998 - THE URSULINE CENTER	Aug18 HIV Grant	FY18 HIV Prevention Grant	Edit		09/01/2018	09/17/2018	09/17/2018			672.00	
									Invoice Transactions 5	<u>\$11,915.44</u>	
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9813409920	Cell phone service for DIS	Paid by Check # 638875		08/23/2018	09/15/2018	09/14/2018		09/14/2018	28.65	
									Invoice Transactions 1	<u>\$28.65</u>	
Account 772.60 - Travel Local Mtg/Display Accom/Supplies											
42561 - JEANNIES CATERING	9/19/18 RAG Mtg	Meal Services for Regional Advisory Group (RAG)	Edit		09/19/2018	09/19/2018	09/19/2018			237.40	
									Invoice Transactions 1	<u>\$237.40</u>	
									Department 301001 - Health - Administration Totals	Invoice Transactions 9	<u>\$12,441.83</u>
									Fund 2318 - Local Aids Prevention Totals	Invoice Transactions 9	<u>\$12,441.83</u>



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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 734.10 - Supplies Postage											
34429 - US POSTAL SERVICE	8-18 N	Postage	Edit		09/05/2018	09/17/2018	09/17/2018			19.80	
								Account 734.10 - Supplies Postage Totals		Invoice Transactions 1	<u>\$19.80</u>
								Department 303001 - Nurses Totals		Invoice Transactions 1	<u>\$19.80</u>
Department 303002 - Travel Clinic											
Account 734.58 - Supplies Miscellaneous Supplies											
24836 - MCKESSON MEDICAL - SURGICAL	35602282	Clinic Supplies	Edit		09/11/2018	09/20/2018	09/20/2018			256.17	
								Account 734.58 - Supplies Miscellaneous Supplies Totals		Invoice Transactions 1	<u>\$256.17</u>
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements											
Aultcare	Reimbursement	Reimbursement of Payment from Aultcare	Open		09/17/2018	09/17/2018	09/17/2018			94.94	
								Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals		Invoice Transactions 1	<u>\$94.94</u>
								Department 303002 - Travel Clinic Totals		Invoice Transactions 2	<u>\$351.11</u>
								Fund 2320 - Nursing Clinic Activity Fund Totals		Invoice Transactions 3	<u>\$370.91</u>



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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	Aug18 IAP Grant	Get Vaccinated Grant Reimbursement	Paid by Check # 639028		09/05/2018	09/11/2018	09/20/2018		09/20/2018	743.00
1800 - STARK COUNTY HEALTH DEPARTMENT	Aug18 IAP Grant	Get Vaccinated FY19 Grant Reimbursement	Edit		09/13/2018	09/19/2018	09/19/2018			6,349.00
							Account 706.36 - Contract Service Health Contract Grant Expend Totals		Invoice Transactions 2	<u>\$7,092.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 2	<u>\$7,092.00</u>
							Fund 2321 - Immunization Action Grant Totals		Invoice Transactions 2	<u>\$7,092.00</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2322 - Dental Sealant 132T Grant											
Department 301001 - Health - Administration											
Account 734.13 - Supplies Freight											
9242 - HENRY SCHEIN INC.	56574568	Dental Supplies, as needed	Edit		08/23/2018	09/20/2018	09/20/2018			10.23	
5752 - PLAK SMACKER	CD60324619	Dental Supplies, as needed	Edit		08/27/2018	09/20/2018	09/20/2018			29.99	
29972 - PULPDENT CORPORATION	2027287	Dental Supplies, as needed	Edit		08/23/2018	09/20/2018	09/20/2018			8.19	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 3	<u>\$48.41</u>
Account 734.58 - Supplies Miscellaneous Supplies											
9242 - HENRY SCHEIN INC.	56574568	Dental Supplies, as needed	Edit		08/23/2018	09/20/2018	09/20/2018			1,003.94	
5752 - PLAK SMACKER	CD60324619	Dental Supplies, as needed	Edit		08/27/2018	09/20/2018	09/20/2018			1,295.58	
29972 - PULPDENT CORPORATION	2027287	Dental Supplies, as needed	Edit		08/23/2018	09/20/2018	09/20/2018			604.37	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 3	<u>\$2,903.89</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 6	<u>\$2,952.30</u>
									Fund 2322 - Dental Sealant 132T Grant Totals	Invoice Transactions 6	<u>\$2,952.30</u>



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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	9813339584	iPad Service	Paid by Check # 638804		08/23/2018	09/15/2018	09/13/2018		09/13/2018	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>



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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 705.11 - Professional Services EQ/Office Equipment Repair											
42568 - MESA LABS	INV-246830	Air monitoring repairs and service - 2018	Edit		08/29/2018	09/20/2018	09/20/2018			620.00	
									Account 705.11 - Professional Services EQ/Office Equipment Repair Totals	Invoice Transactions 1	<u>620.00</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Aug18 Car Wash	2018 Car Washes, as need in 2018 - APC	Edit		08/31/2018	09/20/2018	09/20/2018			4.25	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>4.25</u>
Account 713.12 - Utilities Electric											
1366 - OHIO EDISON CO.	8/7-9/4/18 APC	110 033 872 497	Paid by Check # 639074		09/06/2018	09/27/2018	09/20/2018		09/20/2018	69.90	
									Account 713.12 - Utilities Electric Totals	Invoice Transactions 1	<u>69.90</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9813419101	Cell phone service for 3 cell phones - APC 2018	Paid by Check # 639091		08/23/2018	09/15/2018	09/20/2018		09/20/2018	150.60	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>150.60</u>
Account 734.13 - Supplies Freight											
42568 - MESA LABS	INV-246830	Air monitoring repairs and service - 2018	Edit		08/29/2018	09/20/2018	09/20/2018			33.00	
18228 - MET ONE INSTRUMENTS, INC	168982	Parts and Supplies for Air Monitoring Equip., as needed in 2018	Edit		08/29/2018	09/20/2018	09/20/2018			68.00	
36075 - TISCH ENVIRONMENTAL INC	00023512	Lead monitoring equipment - Republic Site	Edit		09/11/2018	09/20/2018	09/20/2018			23.80	
39452 - UPS	E11A07338,	E11A07358, E11A07368	Edit		09/20/2018	09/20/2018	09/20/2018			98.09	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 4	<u>222.89</u>
Account 734.57 - Supplies Machine Parts and Supplies											
18228 - MET ONE INSTRUMENTS, INC	168982	Parts and Supplies for Air Monitoring Equip., as needed in 2018	Edit		08/29/2018	09/20/2018	09/20/2018			1,350.00	
36075 - TISCH ENVIRONMENTAL INC	00023512	Lead monitoring equipment - Republic Site	Edit		09/11/2018	09/20/2018	09/20/2018			1,430.00	
									Account 734.57 - Supplies Machine Parts and Supplies Totals	Invoice Transactions 2	<u>2,780.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
7335 - HUNTINGTON NATIONAL BANK	Hotel Stay	Sam Norman travel on 8/21/18, APC Training	Paid by Check # 638687		09/03/2018	09/06/2018	09/11/2018		09/11/2018	119.00	
39909 - LINDA MORCKEL	Reimb. Travel	National Air Monitoring Conference, 8/12 - 8/17/18, Portland, OR	Paid by Check # 638774		09/06/2018	09/06/2018	09/13/2018		09/13/2018	375.95	



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Fund 2331 - Air Pollution (134)										
Department 301001 - Health - Administration										
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
51304 - SAMUEL E NORMAN		Reimb. Travel Oil & Gas Emissions & Regulations, 8/21-8/22/18, Columbus, OH	Paid by Check # 638779		09/07/2018	09/07/2018	09/13/2018		09/13/2018	81.45
								Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 3	<u>\$576.40</u>
Account 773.41 - Lease and Rental Payments Building Rental										
35010 - BREWSTER-SUGARCREEK TWP HISTORICAL SOCIETY	305	2018 Rental Fees for Air Monitoring Site	Edit		09/01/2018	09/20/2018	09/20/2018			200.00
								Account 773.41 - Lease and Rental Payments Building Rental Totals	Invoice Transactions 1	<u>\$200.00</u>
Account 773.43 - Lease and Rental Payments Other Rentals										
51903 - AIRGAS, INC	9955662427	Gas Cylinder Rental for 2018	Edit		08/31/2018	09/30/2018	09/20/2018			27.36
								Account 773.43 - Lease and Rental Payments Other Rentals Totals	Invoice Transactions 1	<u>\$27.36</u>
								Department 301001 - Health - Administration Totals	Invoice Transactions 15	<u>\$4,651.40</u>
								Fund 2331 - Air Pollution (134) Totals	Invoice Transactions 15	<u>\$4,651.40</u>



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Fund 2335 - EARLY HEAD START											
Department 301001 - Health - Administration											
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
1941 - TREASURER STATE OF OHIO		CLIA Fee			09/06/2018	09/06/2018	09/14/2018		09/14/2018	300.00	
		Clinical Lead Laboratory Testing License # 638871	Paid by Check								
		Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals								Invoice Transactions 1	<u>\$300.00</u>
		Department 301001 - Health - Administration Totals								Invoice Transactions 1	<u>\$300.00</u>
		Fund 2335 - EARLY HEAD START Totals								Invoice Transactions 1	<u>\$300.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 08/22/18 - 09/20/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2351 - Food Service (055)										
Department 301001 - Health - Administration										
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements										
1941 - TREASURER STATE OF OHIO	Aug18 FSO	August 2018 Food Service Operation Reimbursement	Paid by Check # 639085		09/11/2018	09/11/2018	09/20/2018		09/20/2018	84.00
1941 - TREASURER STATE OF OHIO	Aug18 RFE	August 2018 Retail Food Establishment Reimbursement	Paid by Check # 639086		09/11/2018	09/11/2018	09/20/2018		09/20/2018	56.00
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals							Invoice Transactions	2		<u>\$140.00</u>
Department 301001 - Health - Administration Totals							Invoice Transactions	2		<u>\$140.00</u>
Fund 2351 - Food Service (055) Totals							Invoice Transactions	2		<u>\$140.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 08/22/18 - 09/20/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 4502 - Motor Vehicle Purchase (502)										
Department 301001 - Health - Administration										
Account 758.06 - Capital Outlay Equipment(over \$5000)										
51789 - LIBERTY FORD INC	Cust #CIT0100D	2019 F-250 and 2018 Ford Fusion	Paid by Check # 638769		08/29/2018	09/06/2018	09/13/2018		09/13/2018	19,500.00
							Account 758.06 - Capital Outlay Equipment(over \$5000) Totals	Invoice Transactions	1	<u>\$19,500.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$19,500.00</u>
							Fund 4502 - Motor Vehicle Purchase (502) Totals	Invoice Transactions	1	<u>\$19,500.00</u>
							Grand Totals	Invoice Transactions	98	<u>\$146,459.36</u>

* = Prior Fiscal Year Activity



Public Health
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Canton City Health District

Board of Health Meeting
Monday, September 24, 2018 @ 12:00pm – Board Room
Miscellaneous Items

1. Full-time Health Services Coordinator / DIS and LTC Supervisor (R6) Job Description
2. Part-time Linkage to Care Specialist (PT5) Job Description
3. Full-time WIC Dietitian (R5) Job Description
4. Full-time WIC Dietitian III (R6) Job Description
5. Part-time WIC Dietitian (PT5) Job Description
6. Full-time Staff Nurse II (R5) Job Description
7. Part-time Neighborhood Navigator (PT2) Job Description
8. Nursing Position Classification Schedule



Position Description

Position Title:	Health Services Coordinator / DIS and LTC Supervisor	Position #:	DRAFT
Working Title:	HSC	CS Status:	Classified
Division or Unit:	Nursing	Reports to:	Director of Nursing
Employment Status:	Full-Time	Pay Grade:	6
Funding Source:	HIV (Fund 2318) and STD (Fund 2312) Prevention Grants		

Position Summary:

Under the general supervision of the Director of Nursing, an individual of this classification is responsible for the coordination and monitoring of the HIV/AIDS programming in which the Canton City Public Health is involved. The employee is responsible for grant writing, reviewing project invoices, submitting quarterly reports, overseeing compliance of contracting agencies to project goals and objectives, monitoring positivity rates and doing agency site visits and audits. The employee attends monthly Ohio Community Planning Group meetings held in Columbus. The employee supervises the disease intervention specialist (DIS) and linkage to care (LTC) specialist.

The employee receives periodic review and appraisal of performance plus functional and administrative supervision. The employee must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

Essential Duties & Responsibilities:

100% This employee will provide services to a multi-county region. The employee will be responsible to develop and maintain working relationships with all health departments, health care facilities, physicians and other appropriate resources in the region. This position may require out-of-state travel, in-state travel and work during non-traditional hours.

Job duties include:

- Serve as the staff support and co-chair for the HIV/AIDS Regional Advisory Group.
- Effectively manage the development, implementation, and execution of a HIV/AIDS prevention plan with the Ohio Department of Health, this department, and local agencies and groups.
- Effectively manage contracts and other agreements with outside agencies and groups.
- Effectively manage the disbursement of grant funds to area agencies and groups.
- Provide regular and accurate reports to the Ohio Department of Health and area groups as needed.
- Serve as the representative of the department at various planning groups and coordinating committees.
- Answer questions from the public in person or on the telephone regarding assigned programs or duties
- Work productively in groups
- Maintain complete and accurate records
- Make presentations to staff, other groups, and the public
- Provide technical supervision to other agencies and organizations for programs as

Position Description

- assigned
 - Respond to a public health emergency pursuant to disaster response plans
 - Provide supervision and guidance to DIS and LTC employees
 - Drive vehicles as needed
- 5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Responsibilities: Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to adapt to different home/work environments. Ability to be flexible to work on weekends and evenings if needed. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities.

Minimum Qualifications: Graduate of an accredited college or University with a Bachelor's degree with a major in Psychology, Sociology or related field. Must have a valid driver's license. Experience in supervision is preferred.

Preferred Qualifications: General awareness of public health level of care and Canton City Public Health services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding disease investigation.

Competencies: The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A2, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3)
- Public Health Sciences Skills (6A1, 6A2, 6A3)
- Financial Planning and Management Skills (7A2, 7A3)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A7)

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness



Position Description

Work Environment: Office and field work in a multicounty region as established by the Ohio Department of Health.

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



Position Description

Position Title:	Linkage to Care Specialist	Position #:	DRAFT
Working Title:	LTC	CS Status:	Classified
Division or Unit:	Nursing	By title:	Health Services Coordinator
Employment Status:	Part-Time	Pay Grade:	5
Funding Source:	HIV Prevention Grant – Fund 2318		

Position Summary:

Under the general supervision of the Health Services Coordinator, an individual of this classification is responsible for coordination of HIV care and supportive services for persons identified as HIV-positive under the HIV Prevention project. This person is responsible for linking both newly and previously diagnosed HIV-positive persons to medical care within 30 days of diagnosis through the utilization of the CDC evidence-based strategy ARTAS (Anti-Retroviral Treatment & Access to Services) and the provision of referrals to partner and essential support services. This position will also notify the Disease Intervention Specialist in their jurisdiction of all identified HIV-positive persons for partner notification. Services offered by the Linkage are designed to be short-term in nature (6 months). The Linkage Specialist may need to refer HIV-positive persons, with extended needs, to long-term medical case management.

The employee receives periodic review and appraisal of performance plus functional and administrative supervision. The employee must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

Essential Duties & Responsibilities:

- 95%
 - Conduct assessments on all preliminary HIV-positive persons from the project testing sites
 - Work non-traditional hours in response to HIV-positive persons identified by the project
 - Notify the Disease Intervention Specialist in their jurisdiction for partner notification
 - Implement and facilitate ARTAS (Anti-Retroviral Treatment & Access to Services) sessions with newly and previously diagnosed HIV-positive persons resistant to care
 - Develop a service plan of action for meeting client’s assessed needs
 - Make referrals to HIV medical care and appropriate supportive services as needed
 - Make referrals to medical case managers for clients with multiple, complex needs
 - Collaborate with the HIV team as one component of coordinated care for clients/participants
 - Provide a bridge between HIV-positive clients and medical care
 - Engage and refer HIV-positive persons to prevention services
 - Submit regular reports indicating ARTAS and linkage to care data to Manager
 - Maintain accurate and up-to-date documentation on HIV-positive clients
 - Participate in community health fairs and other community events as requested
- 5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic



Position Description

Responsibilities:

software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to adapt to different home/work environments. Ability to be flexible to work on weekends and evenings if needed. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities.

**Minimum
Qualifications:**

Graduate of an accredited college or University with a Bachelor's degree with a major in Psychology, Sociology or related field. Must have a valid driver's license.

**Preferred
Qualifications:**

General awareness of public health level of care and Canton City Public Health services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding disease investigation. HIV/AIDS knowledge and experience in prevention services

Competencies:

The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A2, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3)
- Public Health Sciences Skills (6A1, 6A2, 6A3)
- Financial Planning and Management Skills (7A2, 7A3)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A7)

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness



Position Description

Work Environment: Office and field work in a multicounty region. Office hours 8am – 430pm with the ability to be available on weekends and after hours. Serve clients that are at high risk of HIV/AIDS, mental illness and/or addiction. Travel necessary.

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



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Position Description

Canton City Public Health
DRAFT

Position Title:	WIC Dietitian		Position #:	890
Working Title:	Dietitian		CS Status:	Classified
Division or Unit:	WIC		Reports to:	WIC Director
Employment Status:	Full-time	Pay Grade:	5	FLSA Status: Exempt
Funding Source:	WIC Grant – Fund 2316			

Position Summary: Under the general supervision of the WIC Director, a person in this classification provides nutrition education and breastfeeding promotion that is responsive to the identified needs/interests of each program participant while adhering to WIC Policies and Procedures (PPM). WIC Dietitians engage in repetitive clinical work, assist with various functions to maintain optimal clinic flow, and make appropriate health and social service referrals. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgement in performance of duties. Multi-tasking is necessary on a regular basis.

Essential Duties and Responsibilities: 60% WIC Clinic Duties: Provides nutrition education counseling along with breastfeeding promotion and support to individuals & groups; completes nutrition and anthropometric assessments; determines program eligibility and supplemental food & formula packages; Develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; maintains confidentiality and adheres to policies & procedures; notifies supervisor immediately with any unusual incidents; adheres to mandated reporting laws per the Ohio Revised Code and State WIC PPM; cross-trained with WIC Assistant duties to assist with clinic flow when needed; assigns proper WIC risk codes and completes chart documentation accordingly; uses the WIC Certification System functions correctly; develops of nutrition education materials.

40% Non-Clinic Duties: Participates in WIC Program and Health Department outreach activities; involvement in Agency meetings and/or assigned committees; works in collaboration with groups and populations in the promotion of public health & improvement in community health status; participates in required public health team emergency preparedness training and exercises as assigned; maintains current dietetic and breastfeeding knowledge & skills for optimal service; stays current with state & local updates such as WIC Policies, State WIC All Policy Letter (APL) emails, Meeting Minutes, and other pertinent materials; maintains up-to-date computer skills. Other duties as determined by the supervisor.



Position Description

Other Duties and Responsibilities:

- Completion of anthropometric measurements, including blood screenings, while adhering to Blood Borne Pathogens policies related to specimen collection, storage, and handling.
- Assists with clinic management decisions as needed.
- Will work late clinic and complete outreach activities as assigned.
- May function as a preceptor/mentor for students/interns.
- Completion of WIC Program Nutrition Education Coordinator assignments.

Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree.
- Must be a Registered Dietitian (RDN or RD) and a Licensed Dietitian (LD) in the State of Ohio.

Preferred Qualifications:

- Previous work experience (WIC or healthcare service).
- Certified Lactation Counselor (CLC) or other certified breastfeeding training.
- Literacy, language, and communication skills appropriate to address the needs of a diverse population.
- Up-to-date computer system skills & social media knowledge.

Key Competencies:

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

- Analytical and Assessment Skills: 1A1 – 1A12
- Policy Development and Program Planning Skills: 2A1 - 2A2; 2A5 - 2A8; 2A10 - 2A11
- Communication Skills: 3A1, 3A2, 3A4, 3A6, 3A7
- Cultural Competency Skills: 4A1 - 4A3; 4A5
- Community Dimensions of Practice Skills: 5A1 - 5A5; 5A7- 5A8; 5A10
- Public Health Sciences Skills: 6A1, 6A2, 6A4, 6A6, 6A7, 6A9
- Financial Planning and Management Skills: 7A2, 7A3, 7A7, 7A10, 7A11
- Leadership and Systems Thinking Skills: 8A1 - 8A7; 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: 1A1 – 1A5
- Accountability: 2A1 – 2A8; 2B7
- Equity, Ethics and Fairness: 3A1 – 3A5
- Continuous Quality Improvement: 4A1 – 4A6
- Occupational Health and Safety: 5A1 – 5A6
- Emergency Preparedness: 6A1 – 6A3



Public Health
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Canton City Public Health

Position Description

Canton City Public Health
DRAFT

The Professional Competencies from the Commission on Dietetic Registration apply to this position:

- The Essential Practice Competencies for the Credentialed Nutrition and Dietetic Practitioners

Work Environment: • General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.

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



Public Health
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Canton City Public Health

Position Description

Canton City Public Health
DRAFT

Position Title:	WIC Dietitian III		Position #:	876
Working Title:	WIC Clinic Supervisor		CS Status:	Classified
Division or Unit:	WIC		Reports to:	WIC Director
Employment Status:	Full-time	Pay Grade:	6	FLSA Status: Exempt
Funding Source:	WIC Grant – Fund 2316			

Position Summary: Under the general supervision of the WIC Director, a person in this classification will serve as a clinic supervisor and nutrition educator. The WIC Dietitian (RD) III oversees all WIC Assistant Staff and may provide guidance to other WIC Staff to maintain optimal clinic flow. She/he manages daily WIC clinic activities, creates the annual master clinic schedule, and coordinates outreach activities & communications with various agencies/organizations. In the dual role as a staff Dietitian, the RD III provides nutrition education and breastfeeding promotion that is responsive to the identified needs/interests of each program participant while adhering to WIC Policies and Procedures (PPM). Duties consist of repetitive clinical work, overseeing & assisting with clinical functions to maintain optimal clinic flow, and making appropriate health and social service referrals. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgement in performance of duties. Multi-tasking is necessary on a regular basis.

Essential Duties and Responsibilities:

- 60% Nutrition Education/Counseling & Direct Client Services: Provides nutrition education counseling along with breastfeeding promotion and support to individuals & groups; completes nutrition and anthropometric assessments; determines program eligibility and supplemental food & formula packages; develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; maintains confidentiality and adheres to policies & procedures; notifies supervisor immediately with any unusual incidents; adheres to mandated reporting laws per the Ohio Revised Code and State WIC PPM; cross-trained with WIC Assistant duties to assist with clinic flow when needed; assigns proper WIC risk codes and completes chart documentation accordingly; uses the WIC Certification System functions correctly; develops of nutrition education materials.
- 30% WIC Clinic Supervisory Duties: Direct supervisor to all WIC Assistant Staff including the completion of regular performance reviews; she/he oversees daily WIC clinic activities such as: creating master clinic schedules based on staffing analysis & clinic/agency activities; facilitates scheduling for program transfers/requests for services; maintains program confidentiality and responds to record requests; provides or facilitates staff trainings. Cross-training is required of this position if gaps in service need addressed due to decreased staffing; function in the capacity of full supervision in the absence of WIC Director.
- 10% Non-Clinic Duties: Participates in WIC Program and Health Department outreach activities; involvement in Agency meetings and/or assigned committees; works in collaboration with groups and populations in the promotion of public health & improvement in community health status; participates in required public health team emergency preparedness training and exercises as assigned; maintains current dietetic and breastfeeding knowledge & skills for optimal service; stays current with



Position Description

state & local updates such as WIC Policies, State WIC All Policy Letter (APL) emails, Meeting Minutes, and other pertinent materials; maintains up-to-date computer skills. Other duties as determined by the WIC Director.

Other Duties and Responsibilities:

- Completion of WIC Assistant and/or Breastfeeding Support Staff duties as needed.
- Completion of anthropometric measurements, including blood screenings, while adhering to Blood Borne Pathogens policies related to specimen collection, storage, and handling.
- Work late clinic and complete outreach activities as assigned.
- May function as a preceptor/mentor for students/interns.
- Completion of WIC Program Nutrition Education Coordinator assignments.

Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree.
- Must be a Registered Dietitian (RDN or RD) and a Licensed Dietitian (LD) in the State of Ohio.

Preferred Qualifications:

- Previous work experience (WIC or healthcare service).
- Certified Lactation Counselor (CLC) or other certified breastfeeding training.
- Literacy, language, and communication skills appropriate to address the needs of a diverse population.
- Up-to-date computer system skills & social media knowledge.

Key Competencies:

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

- Analytical and Assessment Skills: 1B1 – 1B15
- Policy Development and Program Planning Skills: 2B1 – 2B13
- Communication Skills: 3B1 – 3B8
- Cultural Competency Skills: 4B1 – 4B8
- Community Dimensions of Practice Skills: 5B1 – 5B11
- Public Health Sciences Skills: 6B1 – 6B10
- Financial Planning and Management Skills: 7B1 – 7B4; 7B12-7B16
- Leadership and Systems Thinking Skills: 8B1 – 8B10

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: Tier 1 – Tier 2&3
- Accountability: Tier 1 – Tier 2&3
- Equity, Ethics and Fairness: Tier 1 – Tier 2&3
- Continuous Quality Improvement: Tier 1 – Tier 2&3
- Occupational Health and Safety: Tier 1 – Tier 2&3
- Emergency Preparedness: Tier 1 – Tier 2&3



Position Description

The Professional Competencies from the Commission on Dietetic Registration apply to this position:

- The Essential Practice Competencies for the Credentialed Nutrition and Dietetic Practitioners

Work Environment:

- General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.

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



Public Health
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Canton City Public Health

Position Description

Canton City Public Health
DRAFT

Position Title:	WIC Part-Time Dietitian		Position #:	889
Working Title:	Floating Dietitian		CS Status:	Classified
Division or Unit:	WIC		Reports to:	WIC Director
Employment Status:	Part-time	Pay Grade:	PT5	FLSA Status: Non-Exempt
Funding Source:	WIC Grant – Fund 2316			

Position Summary: Under the general supervision of the WIC Director, a person in this classification provides nutrition education and breastfeeding promotion that is responsive to the identified needs/interests of each program participant while adhering to WIC Policies and Procedures (PPM). WIC Dietitians engage in repetitive clinical work, assist with various functions to maintain optimal clinic flow, and make appropriate health and social service referrals. This position is scheduled throughout the Stark WIC Project. Clinic duties are the primary focus of WIC “Floating Staff”. Monthly work schedules and clinic locations are generated by the Project Director; work days will vary based on clinic need. Individuals must adapt to varying clinic procedures and scheduling processes. She/he must exercise a good deal of independent judgement in performance of duties; cross-training to complete WIC Assistant and Breastfeeding Support Staff duties is necessary. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise a good deal of independent judgement in performance of duties. Multi-tasking is necessary on a regular basis.

Essential Duties and Responsibilities: 75% WIC Clinic Duties: Provides nutrition education counseling along with breastfeeding promotion and support to individuals & groups; completes nutrition and anthropometric assessments; determines program eligibility and supplemental food & formula packages; Develops behavioral objectives and nutrition care plans; initiates health and social service agency referrals; maintains confidentiality and adheres to policies & procedures; notifies supervisor immediately with any unusual incidents; adheres to mandated reporting laws per the Ohio Revised Code and State WIC PPM; cross-trained with WIC Assistant duties to assist with clinic flow when needed; assigns proper WIC risk codes and completes chart documentation accordingly; uses the WIC Certification System functions correctly; develops of nutrition education materials.

25% Non-Clinic Duties: Floating staff often work off-site from their direct supervisor and must submit correct attendance reports/forms by each deadline. Participates in WIC Program and Health Department outreach activities and meetings/committees as needed; works in collaboration with groups and populations in the promotion of public health & improvement in community health status; participates in required public health team emergency preparedness training and exercises as assigned; maintains current dietetic and breastfeeding knowledge & skills for optimal service; stays current with state & local updates such as WIC Policies, State WIC All Policy Letter (APL) emails, Meeting Minutes, and other pertinent materials; maintains up-to-date computer skills. Other duties as determined by the supervisor.



Position Description

Other Duties and Responsibilities:

- Completion of anthropometric measurements, including blood screenings, while adhering to Blood Borne Pathogens policies related to specimen collection, storage, and handling.
- Assists with clinic management decisions as needed.
- Will work late clinic and complete outreach activities as assigned.

Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree.
- Must be a Registered Dietitian (RDN or RD) and a Licensed Dietitian (LD) in the State of Ohio.

Preferred Qualifications:

- Previous work experience (WIC or healthcare service).
- Certified Lactation Counselor (CLC) or other certified breastfeeding training.
- Literacy, language, and communication skills appropriate to address the needs of a diverse population.
- Up-to-date computer system skills & social media knowledge.

Key Competencies:

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

- Analytical and Assessment Skills: 1A1 – 1A12
- Policy Development and Program Planning Skills: 2A1 - 2A2; 2A5 - 2A8; 2A10 - 2A11
- Communication Skills: 3A1, 3A2, 3A4, 3A6, 3A7
- Cultural Competency Skills: 4A1 - 4A3; 4A5
- Community Dimensions of Practice Skills: 5A1 - 5A5; 5A7- 5A8; 5A10
- Public Health Sciences Skills: 6A1, 6A2, 6A4, 6A6, 6A7, 6A9
- Financial Planning and Management Skills: 7A2, 7A3, 7A7, 7A10, 7A11
- Leadership and Systems Thinking Skills: 8A1 - 8A7; 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: 1A1 – 1A5
- Accountability: 2A1 – 2A8; 2B7
- Equity, Ethics and Fairness: 3A1 – 3A5
- Continuous Quality Improvement: 4A1 – 4A6
- Occupational Health and Safety: 5A1 – 5A6
- Emergency Preparedness: 6A1 – 6A3



Position Description

The Professional Competencies from the Commission on Dietetic Registration apply to this position:

- The Essential Practice Competencies for the Credentialed Nutrition and Dietetic Practitioners

Work Environment:

- General office setting in a health department facility. Work performed in this position may be subject to challenging interactions with community members. WIC clinic is fast-paced and typically noisy due to high volume of clients. Some in-state travel required.

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

Position Description

Position Title:	Neighborhood Navigator		Position #:	
Working Title:	Stark County THRIVE Neighborhood Navigator		CS Status:	Exempt
Division or Unit:	Office of Public Health Information		Reports to:	THRIVE Project Manager
Employment Status:	Part-time	Pay Grade:	PT-2	FLSA Status: Non-Exempt
Funding Source:	MCH Contract Funding -- Stark County THRIVE			

Position Summary:

Incumbent serves as the Stark County THRIVE Neighborhood Navigator responsible for outreach and engagement of eligible pregnant at-risk women. The Incumbent is responsible for connecting the women to comprehensive clinical care and other needed services. Incumbent facilitates access to services by acting as the liaison between health, social service providers and the community. Responsible for developing and maintaining a portfolio of resources. The goal is to improve birth outcomes among women served. Incumbent works as a team or project member, participating in community health fairs, conducting presentations to community and neighborhood groups and working one-on-one with pregnant women.

Essential Duties and Responsibilities:

- 90% The purpose of this position is to
- Use Ohio Department of Health (ODH) defined criteria to identify at-risk pregnant women residing in a hot spot zip code, conduct screenings using ODH-defined criteria and make connection/referral to needed services.
 - Responsible for establishing trusting relations with women and families while providing general support and encouragement.
 - Conduct intake interviews using ODH screening tool.
 - Submit forms to THRIVE for assignment to appropriate care coordinator/Certified Community Health Worker/home visitor e.g. Moms and Babies First, Help Me Grow and Stark County THRIVE Pathways HUB and other service providers as indicated based on client responses during screening per the THRIVE prenatal referral flow chart.
 - Complete referral pursuant to established program guidelines.
 - Provide follow up to women via phone calls to monitor connection to services.
 - Document referral and risk status via the ODH platform.
 - Obtain information outlining status of client referrals and outcomes from service provider.
 - Meet with Project Manager to review and outline next steps to address barriers to meeting project goals.
 - Meet quarterly and annual productivity goals.
 - Submit periodic reports to the Project Manager including a narrative on activities that will be included in the Progress Report submitted to ODH.

Other Duties and Responsibilities:

Incumbent will work with the Social Determinants of Health Team, Community Advisory Committee, and providers of services to develop a strategic outreach plan that is integrated into existing community assets, implemented seamlessly, and ongoing. The focus will be about advancing the mission, advancing support for the infant vitality work, and increasing awareness in the community.

**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 and program overview with accuracy, thoroughness and attention to detail.
- Demonstrate interpersonal skills that support patience, resourcefulness, enthusiasm, flexibility and empathy.
- Ability to work independently and conduct outreach to community members efficiently and effectively
- Ability to communicate professionally, clearly, and concisely, both orally and in writing.
- Ability to interpret and apply Federal and State regulations, procedures, policies into all aspects of the work.
- Must be able to provide exceptional customer service to the staff and public.
- Proficiency in computer operation including email, Internet, Microsoft Office suite and other web-based programs.
- Experience working in a multi-cultural setting
- Experience working in a community-based setting. Minimum of 2 years is preferred.

**Preferred
Qualifications:**

None

**Minimum
Credentials:**

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

- Valid Ohio driver's license with good driving record.
- Minimum of high school education
- Must be able to pass a background check.

**Key
Competencies:**

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

- Analytical and Assessment Skills:
- Policy Development and Program Planning Skills:
- Communication Skills:
- Cultural Competency Skills:
- Community Dimensions of Practice Skills:
- Public Health Sciences Skills:
- Financial Planning and Management Skills:
- Leadership and Systems Thinking Skills:

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:

Position Description

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

Work

Environment:

Incumbent will be required to travel throughout Stark County with a focus in the following zip codes 44702, 44703, 44704, 44705, 44706, 44707, 44708, 44709, 44710, 44714, 44718, 44646, 44647, and 44601 to conduct presentations, attend neighborhood events and meet with community members. At least 30% of the time will be spent in the office.

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 September 24, 2018**

NURSING DIVISION				
Classification	Code	Allowed # of Employees	Employed by CCHD	Pay Range
Director of Nursing	880	1	1	8
Staff Nurse II	881	7	6	5
Staff Nurse III	892		0	6
Disease Intervention Specialist			1	6
Linkage to Care Specialist (Part-Time Hourly)		1	0	PT5
Health Services Coordinator	882	1	1	5
Office Manager	875	1	1	4
Public Health Clerk I	831	2	2	1
Public Health Clerk II	830			2
Advanced Nurse Practitioner- PT (Part-time hourly)	874	1		PT10
Family Nurse Practitioner/Nursing Supervisor (Staff Nurse III)	900	1	1	7
Medical Services Director (Part-time Salary)	829	1		9
Clinic Physician (Part-time Hourly)	883	2		PT12
Public Health Nurse (Part-time Hourly)	893	3		PT5
Public Health Clerk I (Part-time Hourly)	834	1		PT1
Interpreter (Part-time Hourly)	878	1		PT4 (Clinic Assistant)
Public Health Intervention Specialist	879	2		
Dental Program Manager (Part-time Hourly)	877	1	1	PT4 (Clinic Assistant)

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14

*It is permissible to substitute a part-time position for a full time position provided the total number of positions does not exceed eight (8).

9/2009 - Board of Health approves revised classifications.

10/2010 - Board of Health approves revised classifications.

7/25/2011 - Added Dental Program Manager.

4/2012 - Added Officer Manager and reduced Staff Nurse II to eight (8).

9/28/2015 - Added Advanced Nurse Practitioner - PT position.

5/23/2016 - Added Family Nurse Practitioner/Nursing Supervisor (Staff Nurse III)

1/22/2018 - Added Disease Intervention Specialist

9/24/18 - Added Linkage to Care Specialists (PT5)



Public Health
Prevent. Promote. Protect.

Canton City Health District

Board of Health Meeting
Monday, September 24, 2018 @ 12:00pm – Board Room
Division Reports

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

Canton City Public Health

August 2018 Report (Meeting 9/24/18)

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	54	245
Tuberculosis (TB) Mantoux	9	48	135
Travel	3	14	158
S.T.I.	9	91	618
C.T.S.	6	5	37
Field/Outreach Testing		2	25
SWAP	5	191	1079
SWAP Testing		3	10

DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	0	1598	0	909

HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD
Tests Performed	48	455	4	6
Results Given	47	448	4	6

HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	4	0	10	2
Stark County*	3	0	11	1

* 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	20
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	3	18	33	572
Immunization Action Plan – Maximizing Office Based Immunization Programs (MOBI) – Goal 11 per year	1	4		
Immunization Action Plan – Teen Immunization Education Sessions (TIES) – Goal 11 per year	1	9		
DIS Interviews and/or Visits	24	92		
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 30th]	8	41		

**WIC Division
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY17: 2,285

Assigned Stark Project Caseload FY16: 6,163

WIC Fiscal Year 2018 <i>October 2017 – September 2018</i>		
	Canton City	Total for Stark Project
October 2017	2,208	5,883
November 2017	2,196	5,775
December 2017	2,119	5,603
January 2018	2,147	5,596
February 2018	2,156	5,631
March 2018	2,164	5,574
April 2018	2,140	5,515
May 2018	2,152	5,560
June 2018	2,156	5,612
July 2018	2,148	5,613
August 2018	2,164	5,686

Canton City Public Health

August 2018 (Meeting 9/24/2018)

LABORATORY

Program	Tests	Tests Positive	Proficiency Testing	YTD Samples Tested	YTD Samples Positive	YTD Proficiency Testing
WATER:						
Private	147	56	0	954	309	0
Public	41	5	0	348	42	21
Commercial	12	0	0	91	0	0
Other	1	1	0	1	1	0
FOOD SERVICES:						
Frozen Desserts	74	19	0	430	57	0
Other Exams	0	0	0	0	0	0
CLINICAL:						
Gonorrhea-smear	18	2	0	113	8	10
N.G.U.	18	6	0	113	69	5
Gonorrhea-culture	53	3	0	365	7	10
Oxidase Reflex	42	3	0	217	9	3
Culture Gram Stain Reflex	3	3	0	9	9	2
Sugar Confirmation Reflex	3	3	0	8	8	2
Gonorrhea-Gene amp.	64	2	0	452	9	10
Chlamydia-Gene amp.	64	6	0	452	39	10
Syphilis Serology Qualitativ	60	8	5	476	24	10
Syphilis Serology Quantitat	10	10	3	26	26	6
Candida	31	10	0	180	33	4
Gardnerella	31	16	0	180	80	4
Trichomonas	31	7	0	180	30	4
Pregnancy-urine	3	0	0	22	1	2
HIV screen	48	4	2	456	6	63
Insti HIV	4	4	0	8	4	4
Blood Lead	0	0	0			
MISCELLANEOUS:						
Pollen counts	23	23	0	97	97	0
Other Exams	0	0	0	1	1	6
Misc. (insects, etc.)	0	0	0	0	0	0

Canton City Public Health

August Report (Meeting 9/24/2018)

ENVIRONMENTAL HEALTH (EH)

Environmental Summary Numbers (Performance Management)

Summary Statistics	Cases Opened M / YTD	Cases Acknowledged M / YTD	Cases Closed M / YTD	Days taken to Acknowledge M / YTD	Days taken to Close M / YTD
Environmental Investigations	204 / 1584	200 / 1462	166 / 1520	0.13 / 0.40	3.43 / 11.80
Animal Bite Investigations	40 / 229	40 / 165*	27 / 208	0.10 / 1.20	5.80 / 12.60

Summary Statistics	Tires, lbs M / YTD	# of Tires (estimated) M / YTD	HHW, lbs M / YTD	# HHW Customers M / YTD	E-Waste & Misc Metals, lbs M / YTD	Scrap Steel, lbs (Sanitation Bin) M / YTD	Commodity Sales M / YTD
Recycling Center	38,100 / 214,560	1,905 / 10,728	10,952.11 / 67,606.11	** / 688	10,960 / 74,900.40	4,740 / 67,690.00	\$ 526.79 / \$22,347.45

Summary Statistics	Plan Reviews Received M / YTD	Plan Reviews Approved M / YTD	Annual Inspection Goal	Monthly Inspection Goal	Inspections Completed M / YTD
Food Service Activities	1 / 11	2 / 11	980	82	60+ / 270
Swimming Pools / Spas	-	-	34	-	0 / 14
Schools	-	-	77	-	0 / 38
Body Art (Tattoos)	-	-	18	-	0 / 0

NOTES:

1. M / YTD = Monthly / Year To Date
2. * Cases were being entered but not acknowledged originally because sanitarian entering the case was also the sanitarian handling the case.
3. **At this time, Household Hazardous Waste (HHW) customer usage data is collected quarterly. This is customers for 1st and 2nd quarter.
4. "Cases Opened" is a number from SeeClickFix.com complaint system for complaints logged and "Cases Acknowledged" indicates that we recognized that a complaint was assigned to EH or someone in EH.
5. + 39 Temporary Food Service Inspections were performed in August.

Canton City Public Health

August 2018 Report (Meeting 09/24/18)

AIR POLLUTION CONTROL

AIR MONITORING:

Summary of Air Monitoring Network

MONITORING TYPE	ATTAINMENT STATUS	# OF REQUIRED MONITORS	# OF OPERATING MONITORS	MONITORING LOCATION
Ozone	Attainment	3	3	Malone College; Brewster; Alliance
Carbon Monoxide	Attainment	1	1	Canton Health Department
PM2.5	Attainment	4	4	Canton Fire Station #8; Canton Health Department
PM2.5 Speciation	n/a	2	2	Canton Fire Station #8
PM10 / Manganese	n/a	0	1	Republic Steel
Lead	Undetermined	1	2	Republic Steel

Air Pollution Laboratory Report

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	July 2014	July 2015	July 2016	July 2017	July 2018
#1 Health Department	12.6	14.8	9.3	10.4	9.6
#15 Fire Station #8	14.1	15.2	10.5	10.7	12.8

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	August 2014	August 2015	August 2016	August 2017	August 2018
# of AQI Reporting Days	21	21	23	23	23
Highest AQI Value	68	88	79	74	71
# of Days in Good Category	17	19	15	9	11
# of Days in Moderate Category	4	2	8	14	12
# of Days in Unhealthy For Sensitive Groups Category	0	0	0	0	0
# of Days in Unhealthy Category	0	0	0	0	0

APC Compliance Monitoring Activities

August 2018

Activity	Month Totals						CYTD Totals					
	OB	Asb	HPF	NPF	Ot	Total	OB	Asb	HPF	NPF	Ot	Total
INSPECTIONS												
1. Full Compliance Evaluation (FCE) inspections			3	0		3			8	0		8
2. Site Visits conducted (non-complaint)	0		1	2	0	3	4		16	11	2	33
3. Performance tests observed			1	0		1			11	0		11
4. Opacity observations conducted			2	1	0	3			16	2	1	19
5. Anti-tampering inspections					1	1					1	1
COMPLAINTS												
6. Complaints received	27	2	5	2	4	40	142	9	34	18	19	222
7. Complaints investigated	29	2	3	1	1	36	137	9	32	14	14	206
ENFORCEMENT												
8. Warning actions taken	4	0	0	0	0	4	23	1	2	0	0	26
9. General NC enforcement actions taken	17	0	0	2	0	19	51	3	1	6	0	61
10. Significant NC enforcement actions taken	1	0	1	0	0	2	5	2	5	1	0	13
11. GNC Resolved without further action – Local	17	0	0	1	0	18	51	3	1	2	0	57
12. SNC Resolved without further action – Local	0	0	0	0	0	0	0	0	0	0	0	0
13. Enforcement Action Referral to OEPA for SNC	1	0	0	0	0	1	4	2	6	0	0	12
14. Final Enforcement Action Issued by OEPA/AGO	1	0	0	0	0	1	2	6	2	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	
ASBESTOS				
15. Demo/Renovation notifications received	12		109	
16. Demo/Renovation inspections performed	6		34	
17. Non-Notifier inspections performed	0		6	
18. Asbestos Landfill inspection performed	0		0	
OPEN BURNING ISSUANCE	Received	Issued	Received	Issued
19. Open Burning Notifications	1	1	4	4
20. Open Burning Permissions	1	1	7	7

SIGNIFICANT COMPLIANCE MONITORING DETAILS:

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

- 08/01/18: Courtney Grossman sent a significant non-compliance Notice of Violation (NOV) letter to Eric Pugh for allowing open burning to occur at his property, 8000 Georgetown St NE, Osnaburg Township. Eric Pugh allowed open burning to occur three times on this property resulting in the Osnaburg Township Fire Department responding at each event. The fire department notified Canton APC of the open burning. Eric Pugh had a worker at the property that was burning a fiberglass boat, fence posts, building materials, metal barbed wire, large pieces of plastic pipe, large limbs from trees, fabrics, and large pieces of metal debris. The burn area was approximately 2,655 cubic feet in size. Due to the repeat open burning events, the size, and the materials burned, this case was referred to Ohio EPA for further enforcement action on 08/15/18.
- 08/02/18: Linda Morckel and Ed Pabin observed a performance test at Title V facility, Greif Packaging, located at 787 Warmington Rd SW, Massillon. The test was performed on their new power turbine-generator system emission unit P005 to demonstrate initial compliance with their permit emissions limits for NOx and CO as required by their recently issued permit. The test report is due 09/02/18.
- 08/23/18: Sam Norman sent a significant non-compliance NOV letter to Title V Facility, Marathon Refinery, located at 2408 Gambrinus Ave SW, for their flare exceeding their permit allowable opacity (visible emission) limit on two days in July 2018, as discussed in the July 2018 Board Report. The facility has until 09/06/18 to provide a response.
- 08/25/18: In response to several complaints of excessive smoke coming from the flare at Title V Facility, Marathon Refinery, located at 2408 Gambrinus Ave SW, Linda Morckel visited the area and performed a Method 22 opacity observation. Although the incident had been occurring for several minutes before her arrival, Morckel documented 11 minutes of continuous visible emissions, which is in violation of the permit allowable limit, so a NOV will be issued to the facility in the near future.
- 08/27/18: Ohio EPA issued their final enforcement action of no further action for the open burning violations by Luthi's Towing, as discussed in the June 2018 Board Report. This case is no considered resolved and closed.
- 08/30/18: While in the field performing other duties, Linda Morckel observed visible emissions coming from the CBCF Building at Title V facility, Republic Steel, located at 2633 8th St NE, Canton. A Method 9 opacity observation was performed and the highest 3-minute average was 60%, which exceeds the 20% opacity limit in their permit. A NOV will be issued to the facility in the near future.

SIGNIFICANT OTHER EVENTS:

- 08/03/18: Jaclyn Hupp presented on the Gary Rivers radio show on WHBC to share information with the public on the asbestos regulations program, as part of the APC community outreach effort.

PERMITTING:

Facility Universe in Stark County (APC Jurisdiction)

	July 2018 End Balance	Facilities shutdown in August 2018	New Facilities in August 2018	Facilities changed type in August 2018	August 2018 End Balance
# of Title V Facilities	21	0	0	0	21
# of FEPTIO Facilities	20	0	0	0	20
# of NTV Facilities	183	0	0	0	183
# of PBR Facilities	283	0	+1	0	284

Summary of Permit Activity for August 2018

	Incoming	Outgoing	
	Applications Received	Draft Issued Permits	Final Issued* Permits
TVPTI-Initial Installation	0	0	0
TVPTI-Ch31 Modification	0	0	0
FEPTIO-Initial Installation	0	0	0
FEPTIO-Ch31 Modification	0	0	0
NTVPTIO-Initial Installation	0	0	2
NTVPTIO-Ch31 Modification	0	0	0
Total Installation Permits	0	0	2
TVPTO-renewal	0	3	1
FEPTIO-renewal	0	0	0
PTIO-renewal	1	0	0
Total-Renewals	1	3	1
TVPTI - Admin Modification	0	0	1
TVPTO-APA/MPM/SPM	0	0	0
TVPTO-Initial	0	0	0
FEPTIO-Admin Modification	0	0	1
NTVPTIO-Admin Modification	0	0	0
Total other permits	0	0	2
PBR-Initial Installation	2	n/a	2
PBR-Replace Renewal	0	n/a	0
PBR-Other	0	n/a	0
Total PBRs	2	n/a	2
GRAND TOTAL	3	3	7

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

Summary of Permit Goals and Status for CYTD 2018

Includes progress toward Strategic Plan goal

	CYTD Final Issued* Permits	DAPC Yearly Issuance Goals
FEPTIO-Renewal (backlogged)~	1	6
NTVPTIO-Renewal (backlogged)~	3	12

*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	4	4	5	3	11
TVPTO-Initial~	0	0	0	0	1	1

*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	11	11	100%	100%
% of Admin Mod Permits issued final within 180 days	8	8	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 01/01/2018.

- Permit Issuance Goals Status:** The Countywide Recycling and Disposal Facility (Landfill) Title V permit renewal was issued Final in August 2018! The A.R.E. Accessories Title V permit renewal 30-day public comment period for its Draft issuance ended mid-August 2018, in which comments were submitted, so we plan to process the PPP issuance in September 2018. The U.S. Fiberglass Title V permit renewal was issued PP in August 2018 which the 45-day USEPA comment period will end in mid-October 2018, so we plan to process the Final issuance in October 2018. The East Ohio Gas Robinson Station Title V permit renewal was issued PPP in early August 2018, which the 14-day facility comment period ended, so the permit was also issued PP in late August 2018, which the 45-day USEPA comment period will end in mid-October 2018, so we plan to process the Final issuance in October 2018. The Lehigh Cement Company PTIO 30-day public comment period for the Draft issuance ended in late August 2018, in which comments were submitted, so we plan to process the Final issuance in September 2018. There is one more Title V permit (Jewel Acquisition) which staff have processed nearly to completion which we hope to issue draft in the near future. Staff are 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 NTV and FEPTIO backlogged renewal permits, these were a lower priority for staff to complete but some progress has been made. Terri has 3 permit reviews on her to-do list for permits associated with the NTV/FEPTIO goals, which will need to be prioritized to get completed in the near future to maintain our performance.

Canton City Public Health

August Report 2018 (Meeting 09/24/2018)

VITAL STATISTICS

Certificates Issued	AUG 2018	2018 YTD	2017 YTD
Death Certificates Issued	502	4,656	4,445
Birth Certificates Issued	1,035	6,596	6,909

*Births Total Residents & Nonresidents	AUG 2018	2018 YTD	2018 YTD
Births	356	2,871	
Unmarried Parent Births	177	1,409	49%
Births to Mothers aged 14 and under	-	-	-
Births to Mothers aged 15 - 17	5	46	2%
Births to Mothers aged 18 - 19	17	162	6%
Births to Mothers aged 20 - 24	103	675	24%
Births to Mothers aged 25 - 29	100	944	33%
Births to Mothers aged 30 - 34	90	747	26%
Births to Mothers aged 35 - 39	33	244	8%
Births to Mothers aged 40 - 44	6	48	2%
Births to Mothers aged 45 and over	2	5	0

Deaths in Canton City	AUG 2018	2018 YTD	YTD Male	TYD Female
Total	139	1,246	52%	48%
Deaths aged 0 - 9	-	9	67%	33%
Deaths aged 10 - 19	-	6	83%	17%
Deaths aged 20 - 29	4	26	81%	19%
Deaths aged 30 - 39	3	29	59%	41%
Deaths aged 40 - 49	4	50	56%	44%
Deaths aged 50 - 59	19	127	48%	52%
Deaths aged 60 - 69	30	254	62%	38%
Deaths aged 70 -79	34	296	53%	47%
Deaths aged 80 and over	45	449	43%	57%

Based on the number of births and deaths registered for the month of August 2018.

City of Canton Statement Of Cash Position

Report Date: 08/31/2018

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)	\$150,153.12	\$1,233.15	\$15,256.91	\$3,173.96	\$13,982.94	\$151,427.09	\$4,657.62	\$146,769.47
2313 - Local Health Dept Prev Support	\$214,129.06	\$14,789.77	\$52,148.77	\$1,328.48	\$38,155.39	\$228,122.44	\$9,260.64	\$218,861.80
2314 - Family Health (476)	\$2,161,606.47	\$76,090.16	\$733,755.90	\$71,000.15	\$2,359,629.52	\$535,732.85	\$409,355.49	\$126,377.36
2315 - HTLV Antibody (Aids)	\$5,572.32	\$0.00	\$0.00	\$475.00	\$1,264.84	\$4,307.48	\$1,609.06	\$2,698.42
2316 - WIC Supplemental Health - FY 77	\$348,725.92	\$99,684.72	\$878,362.59	\$132,753.33	\$849,642.84	\$377,445.67	\$127,476.75	\$249,968.92
2317 - Local Health Assess & Accred Fnd	\$1,784.46	\$0.00	\$15,138.24	\$173.48	\$6,138.88	\$10,783.82	\$0.00	\$10,783.82
2318 - Local Aids Prevention	\$375,355.68	\$27,893.01	\$204,367.53	\$35,170.43	\$198,608.44	\$381,114.77	\$82,236.36	\$298,878.41
2319 - Aids Home Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2320 - Nursing Clinic Activity Fund	\$394,653.58	\$5,762.02	\$116,219.78	\$17,442.02	\$85,286.82	\$425,586.54	\$1,922.00	\$423,664.54
2321 - Immunization Action Grant	\$87,783.17	\$1,200.00	\$84,401.17	\$10,653.57	\$88,105.19	\$84,079.15	\$41,340.75	\$42,738.40
2322 - Dental Sealant 132T Grant	\$124,143.54	\$0.00	\$33,823.00	\$4,058.31	\$45,527.26	\$112,439.28	\$18,716.50	\$93,722.78
2323 - Personal Responsibility Ed Pr Fd	\$55,231.00	\$29,000.00	\$130,500.00	\$13,617.19	\$86,133.66	\$99,597.34	\$1,065.35	\$98,531.99
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	\$21,710.53	\$0.00	\$3,978.00	\$286.00	\$1,429.35	\$24,259.18	\$380.00	\$23,879.18
2328 - Public Health Infrastructure	\$42,547.38	\$901.48	\$88,587.44	\$10,825.71	\$61,111.35	\$70,023.47	\$65.85	\$69,957.62
2329 - Smoke Free Ohio	\$19,207.41	\$375.00	\$2,590.00	\$0.00	\$163.22	\$21,634.19	\$0.00	\$21,634.19
2331 - Air Pollution (134)	\$650,449.35	\$90,287.00	\$504,850.85	\$82,502.05	\$508,130.51	\$647,169.69	\$33,494.00	\$613,675.69
2332 - Air Pollution (135)	\$1,217.66	\$0.00	\$40,813.00	\$0.00	\$0.00	\$42,030.66	\$0.00	\$42,030.66
2335 - EARLY HEAD START	\$9,224.84	\$0.00	\$7,524.50	\$0.00	\$938.65	\$15,810.69	\$1,406.76	\$14,403.93
2351 - Food Service (055)	\$114,941.66	\$3,533.00	\$261,004.79	\$20,939.44	\$136,486.81	\$239,459.64	\$0.00	\$239,459.64
2352 - Private Water Supply	\$336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$336.50	\$0.00	\$336.50
2353 - Swimming Pool	\$34,819.90	\$0.00	\$5,715.00	\$458.79	\$3,965.91	\$36,568.99	\$0.00	\$36,568.99
2354 - Solid Waste Disposal License	\$148,293.49	\$526.79	\$92,057.12	\$8,720.83	\$55,882.97	\$184,467.64	\$788.56	\$183,679.08
2355 - Infectious Waste Registration	\$5,172.40	\$0.00	\$0.00	\$4,757.07	\$4,757.07	\$415.33	\$0.00	\$415.33

City of Canton
Statement Of Cash Position

Report Date: 08/31/2018

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
2356 - Tattoo Parlors	\$16,303.51	\$0.00	\$640.00	\$0.00	\$126.94	\$16,816.57	\$0.00	\$16,816.57
Fund Type 12 - Special Revenue Funds Subtotal:	\$4,989,597.26	\$351,276.10	\$3,271,734.59	\$418,335.81	\$4,545,468.56	\$3,715,863.29	\$733,775.69	\$2,982,087.60
Fund Category 1 - Governmental Funds Subtotal:	\$4,989,597.26	\$351,276.10	\$3,271,734.59	\$418,335.81	\$4,545,468.56	\$3,715,863.29	\$733,775.69	\$2,982,087.60
Grand Total:	\$4,989,597.26	\$351,276.10	\$3,271,734.59	\$418,335.81	\$4,545,468.56	\$3,715,863.29	\$733,775.69	\$2,982,087.60

City of Canton
Budget by Fund Category Report
 08/31/2018
 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	\$237,400.00	\$0.00	\$237,400.00	\$3,533.00	\$0.00	\$294,259.79	(\$56,859.79)	124%	\$326,873.25
53 - Intergovernmental revenue	\$3,417,336.00	\$0.00	\$3,417,336.00	\$332,769.29	\$0.00	\$2,781,707.58	\$635,628.42	81%	\$4,926,434.07
54 - Charges for services	\$261,700.00	\$1,323,512.00	\$1,585,212.00	\$9,973.81	\$0.00	\$188,119.42	\$1,397,092.58	12%	\$234,276.56
56 - Other misc revenue	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$7,647.80	(\$7,647.80)	+++	\$3,314.37
83 - Transfer in - from other fund	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$40,000.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,000.00
Revenue Totals	\$3,956,436.00	\$1,323,512.00	\$5,279,948.00	\$351,276.10	\$0.00	\$3,271,734.59	\$2,008,213.41	62%	\$5,545,898.25
Expense									
61 - Salary and benefits	\$1,891,435.00	\$10,444.00	\$1,901,879.00	\$210,619.36	\$0.00	\$1,238,276.07	\$663,602.93	65%	\$1,808,697.67
62 - Payroll fringes	\$861,623.00	\$7,841.00	\$869,464.00	\$48,148.50	\$0.00	\$370,905.33	\$498,558.67	43%	\$808,667.40
70 - Services	\$2,071,457.00	\$1,981,995.15	\$4,053,452.15	\$131,869.64	\$687,796.90	\$2,772,159.11	\$593,496.14	85%	\$1,628,280.67
71 - Utilities	\$6,220.00	\$3,266.42	\$9,486.42	\$409.11	\$3,915.50	\$4,043.92	\$1,527.00	84%	\$6,915.20
73 - Supplies	\$252,961.00	\$18,744.62	\$271,705.62	\$21,574.37	\$34,357.77	\$85,575.70	\$151,772.15	44%	\$194,171.01
74 - Refunds, claims and reimbursements	\$16,137.00	\$1,572.17	\$17,709.17	\$1,562.00	\$350.35	\$15,019.89	\$2,338.93	87%	\$14,640.27
75 - Capital Outlay	\$23,200.00	\$7,842.39	\$31,042.39	\$899.61	\$0.00	\$10,342.39	\$20,700.00	33%	\$26,528.15
77 - Other	\$65,850.00	\$12,208.65	\$78,058.65	\$3,253.22	\$7,355.17	\$49,146.15	\$21,557.33	72%	\$50,576.34
Revenue Totals:	\$3,956,436.00	\$1,323,512.00	\$5,279,948.00	\$351,276.10	\$0.00	\$3,271,734.59	\$2,008,213.41	62%	\$5,545,898.25
Expenditure Totals:	\$5,188,883.00	\$2,043,914.40	\$7,232,797.40	\$418,335.81	\$733,775.69	\$4,545,468.56	\$1,953,553.15	73%	\$4,538,476.71
1 - Governmental Funds Net Totals:	(\$1,232,447.00)	(\$720,402.40)	(\$1,952,849.40)	(\$67,059.71)	(\$733,775.69)	(\$1,273,733.97)	\$54,660.26		\$1,007,421.54
Revenue Grand Totals:	\$3,956,436.00	\$1,323,512.00	\$5,279,948.00	\$351,276.10	\$0.00	\$3,271,734.59	\$2,008,213.41	62%	\$5,545,898.25
Expenditure Grand Totals:	\$5,188,883.00	\$2,043,914.40	\$7,232,797.40	\$418,335.81	\$733,775.69	\$4,545,468.56	\$1,953,553.15	73%	\$4,538,476.71
Grand Totals:	(\$1,232,447.00)	(\$720,402.40)	(\$1,952,849.40)	(\$67,059.71)	(\$733,775.69)	(\$1,273,733.97)	\$54,660.26		\$1,007,421.54



Budget by Account Classification Report

Through 08/31/18
 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	25,000.00	.00	25,000.00	.00	.00	24,967.14	32.86	100	19,920.38
Charges for services	447,100.00	.00	447,100.00	41,339.50	.00	308,168.05	138,931.95	69	446,940.70
Fines and forfeitures	.00	.00	.00	.00	.00	50.00	(50.00)	+++	.00
Other misc revenue	6,200.00	.00	6,200.00	50.00	.00	1,239.33	4,960.67	20	11,500.63
REVENUE TOTALS	\$478,300.00	\$0.00	\$478,300.00	\$41,389.50	\$0.00	\$334,424.52	\$143,875.48	70%	\$478,361.71
EXPENSE									
Salary and benefits	1,008,739.00	(5,000.00)	1,003,739.00	109,093.66	.00	634,278.49	369,460.51	63	946,615.07
Payroll fringes	459,214.00	5,000.00	464,214.00	161,268.12	.00	348,673.90	115,540.10	75	424,876.96
Services	117,493.00	12,192.51	129,685.51	9,353.99	32,203.27	73,949.14	23,533.10	82	99,405.25
Utilities	42,900.00	4,179.96	47,079.96	3,519.72	19,265.97	26,408.63	1,405.36	97	35,119.81
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	2,009.00	.00	100	2,009.00
Supplies	68,100.00	7,627.54	75,727.54	11,917.63	11,285.34	41,104.90	23,337.30	69	56,512.29
Refunds, claims and reimbursements	274,050.00	(2,606.00)	271,444.00	.00	43,855.00	159,089.52	68,499.48	75	265,715.46
Capital Outlay	.00	6,295.44	6,295.44	.00	.00	6,295.44	.00	100	.00
Other	10,747.00	2,399.45	13,146.45	638.50	1,127.55	8,062.30	3,956.60	70	10,619.94
Advance out - due to other fund	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	15,000.00
EXPENSE TOTALS	\$2,033,252.00	\$30,088.90	\$2,063,340.90	\$295,791.62	\$107,737.13	\$1,299,871.32	\$655,732.45	68%	\$1,855,873.78
Fund 1001 - General Operating Totals									
REVENUE TOTALS	478,300.00	.00	478,300.00	41,389.50	.00	334,424.52	143,875.48	70%	478,361.71
EXPENSE TOTALS	2,033,252.00	30,088.90	2,063,340.90	295,791.62	107,737.13	1,299,871.32	655,732.45	68%	1,855,873.78
Fund 1001 - General Operating Totals	(\$1,554,952.00)	(\$30,088.90)	(\$1,585,040.90)	(\$254,402.12)	(\$107,737.13)	(\$965,446.80)	(\$511,856.97)		(\$1,377,512.07)
Grand Totals									
REVENUE TOTALS	478,300.00	.00	478,300.00	41,389.50	.00	334,424.52	143,875.48	70%	478,361.71
EXPENSE TOTALS	2,033,252.00	30,088.90	2,063,340.90	295,791.62	107,737.13	1,299,871.32	655,732.45	68%	1,855,873.78
Grand Totals	(\$1,554,952.00)	(\$30,088.90)	(\$1,585,040.90)	(\$254,402.12)	(\$107,737.13)	(\$965,446.80)	(\$511,856.97)		(\$1,377,512.07)

Tobacco – 21 Project

On September 21, 2018 we held the initial meeting for our Tobacco – 21 Project. This project seeks to reduce the availability of tobacco and nicotine products to individuals under the age of 21. Evidence shows that exposure of nicotine to youth results in many serious adverse health effects. This project will explore various evidence-based practices to reduce youth access to nicotine products. This effort is taken pursuant to the Medical Director's and Board of Health statement regarding vaping and nicotine exposure.

Stark County THRIVE Community Pathways HUB

In response to a competing Community Pathways HUB in the Stark County community, we have developed an addendum to our contracts. This addendum contains a "non-competition" clause that states that if a contracting agency has a contract for our HUB services, they may not enter into a contract for any other Pathways HUB in Stark County.

Board of Health Training

The Board is reminded that they are required to have at least two hours of continuing education training each year in the following program areas:

- Ethics
- Public Health Principles
- Member Responsibilities

The Board of Health tab on the department webpage has additional details.

Staffing Updates

- WIC Dietitian: We will be posting for this full-time position.
- Staff Nurse II: I have reviewed the need to replace a vacant staff nurse position with the Director of Nursing and am recommending that this position be posted.



OHIO DEPARTMENT OF HEALTH

246 North High Street
Columbus, Ohio 43215

614/466-3543
www.odh.ohio.gov

John R. Kasich/Governor

Lance Himes/Director of Health

SEP 6 2018

Canton City Board of Health
Attn.: Thomas Bernabei, President
420 Market Ave, North
Canton, OH 44702

Dear Mr. Bernabei:

The Ohio Department of Health re-evaluated Canton City Health Department's Food Service Operation program on August 24, 2018. The review was to determine if the major deficiency in the administrative aspect of the program identified in the March 2018 re-survey has been corrected. Lara Becker, RS of our staff conducted the re-evaluation and found that the Food Service Operation program has corrected the major deficiency identified in provisions 12 (Licensing) of the survey methodology.

Based upon these findings and further review by the Bureau of Environmental Health and Radiation Protection, we find Canton City Health Department's Food Service Operation program is meeting the minimum acceptable standards as specified by the survey methodology. Therefore, Canton City Health Department is hereby approved as the licensor of Food Service Operations for the district it serves.

We wish to thank you and your staff for your time and effort in helping us complete this re-evaluation. If you have any questions regarding the survey report, feel free to contact Jamie Higley, RS, Administrator, Food Safety Program, Bureau of Environmental Health and Radiation Protection, at (614) 644-8659.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance D. Himes".

Lance D. Himes
Director of Health

LDH/jh

cc: James Adams, RS, MPH, Health Commissioner, Canton City Health Department
Mark Adams, RS, MPH, Environmental Health Director, Canton City Health Department
Terri Gerhardt, Chief, Division of Food Safety, Ohio Dept. of Agriculture

Status of Compliance

Item No.	LICENSING - Provision	Meets	Needs Improvement	Comment	Action Plan?										
12	<p>Licensors collect correct state amount and certify the amount to the director of agriculture/ health within the stated timeframe. [ORC 3717.25(C)(2), ORC 3717.45(C)(2), OAC 901:3-4-02(E), OAC 3701-21-02(F)]</p> <table border="1" data-bbox="359 935 837 1120"> <thead> <tr> <th>Period</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>January 1st - March 31st</td> <td>May 15th</td> </tr> <tr> <td>April 1st - June 30th</td> <td>August 15th</td> </tr> <tr> <td>July 1st - September 30th</td> <td>November 15th</td> </tr> <tr> <td>October 1st - December 31st</td> <td>February 15th</td> </tr> </tbody> </table>	Period	Deadline	January 1st - March 31st	May 15th	April 1 st - June 30th	August 15th	July 1 st - September 30th	November 15th	October 1 st - December 31st	February 15th	✓		<p>The 2017 license audit numbers listed as missing in the March 2018 re-survey were remitted to the Ohio Department of Health after the March 2018 re-survey.</p> <p>The 2018 licensing year transmittals and license reports remitted to date were reviewed. The February 2018 transmittal lacked the license report for the following temporary Food Service Operation license audit numbers issued: 7450005, 7450006, 7450007, and 7450008. This was brought to Canton City Health Department's attention during preparation for this re-survey, and the license report with missing audit numbers was remitted to ODH by email.</p> <p>So far, 2018 State's amounts have been remitted timely.</p>	NO
Period	Deadline														
January 1st - March 31st	May 15th														
April 1 st - June 30th	August 15th														
July 1 st - September 30th	November 15th														
October 1 st - December 31st	February 15th														

Canton City Public Health

August 2018 (Meeting 9/24/2018)

ACCREDITATION

Domain	Total documents	Complete	Remaining	Complete	In review
1	48	46	2	96%	2
2	45	25	20	56%	13
3	34	25	9	74%	0
4	10	4	6	40%	2
5	26	21	5	81%	2
6	31	31	0	100%	0
7	17	17	0	100%	0
8	24	21	3	88%	1
9	26	1	25	4%	0
10	7	7	0	100%	0
11	45	45	0	100%	0
12	15	14	1	93%	0
	328	257	71	78%	20

Canton City Public Health

2nd Quarter 2018 Report (Meeting 09/24/18)

PERFORMANCE UPDATE

The Division Leadership Team (DLT) has finalized the structure of its performance of organization strategic priorities status summary dashboard. Each quarter, the DLT monitors and assesses the progress of select strategic priorities towards reaching their objectives, and decides next steps. The DLT selected at least one strategic priority from each category and division that best represented the organization's performance to include in the quarterly update and to be reported on the dashboard. The status summary dashboard shows the progress of these select strategic priorities to serve as a snapshot of the organization's performance improvement and status.

On a quarterly basis, the DLT will provide a written update to the Board of Health of the organization's performance, including a copy of the Performance of Organization Strategic Priorities Status Summary Dashboard. This is the first quarterly report, that represents 2nd quarter 2018 (as of June 30, 2018) status. Future quarterly reports will be provided the month following the end of the quarter.

PERFORMANCE UPDATE:

On the following page is a copy of the Performance of Organization Strategic Priorities Status Summary Dashboard for 2nd quarter 2018 (as of June 30, 2018). As can be seen, of the 11 strategic priority performance measures, 5 targets were achieved, 2 are close to the targets, 1 is below target, and 3 measures have not started yet.

The 5 strategic priority performance measures that achieved their targets demonstrate performance improvement was achieved for these activities.

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

For the 1 strategic priority performance measure that is below target, which is the "Successfully link new HIV cases to care in 90 days" measure, staff turnover is the cause for being below target. The DIS responsible for this work retired in December 2017. A new DIS was hired in the end of January 2018 and completed training in March 2018. The new DIS continues to grow in efficiency and is expected to grow closer to meeting the performance measure in the future. The DIS Supervisor will continue to support the new DIS's growth.

For the 3 strategic priority performance measures that have not started yet, one will start on September 1, 2018, so its performance update will be included in the 3rd quarter 2018 performance update; one will start November 1, 2018, so its performance update will be included in the 4th quarter 2018 performance update; and one will start March 1, 2019, so its performance update will be included in the 1st quarter 2019 performance update.



Canton City Public Health - Performance of Organization Strategic Priorities 2020

Status Summary Dashboard for 2nd Quarter 2018 (as of June 30, 2018)

of select strategic priorities performance measures

Strategic Priority Category	Division	Organizational Performance Measure	Unit of Measure	Where did we start? (Baseline)	Where do we want to go? (Goal)	Where should we be now? (Quarter Target)	Where are we now? (Quarter Metric/Status)
Communicable	Nursing	Successfully link new HIV cases to care in 90 days	% success	69	85	72	55 below target
Chronic	EH	Implement Tobacco 21 program in Canton (starts 09/01/18)	% of completion	0	100	n/a	n/a not started yet
Environmental	APC	Decrease the # of backlogged air operating permits	# backlog permits	29	0	23	23 target achieved
Environmental	EH	Decrease % of critical food safety violations	% of critical	11.1	10.0	10.9	10.3 target achieved
Environmental	Lab	Implement Legionella water testing plan	% of completion	0	100	67	65 close to target
Maternal	Thrive	Decrease infant mortality rate	# deaths per 1,000 live births	9.0	6.0	8.0	7.8 target achieved
Maternal	WIC	Decrease # of participants certified without current benefits	# of participants	309	278	302	265 target achieved
Maternal	WIC	Complete 25 WIC outreach activities per year	% of activities/yr completed	0	100	75	76 target achieved
Access	Nursing	Develop funding strategy for STI clinic services (starts 03/01/19)	% of completion	0	100	n/a	n/a not started yet
Foundational	Admin	Implement electronic leave reporting	% of completion	0	100	67	61 close to target
Staff	Admin	Implement strategy to address employee satisfaction survey results (starts 11/01/18)	% of completion	0	100	n/a	n/a not started yet

Status Key:

Target Achieved = status metric equal to or better than quarter target

Close to Target = status metric worse than quarter target, but within 10% of quarter target

Below Target = status metric more than 10% worse than quarter target

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

Date Reported: 9/24/2018



Public Health
Prevent. Promote. Protect.

Canton City Health District

August 2018 Travel

Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
Archer, Amanda	ODH & ODM to debut their new Ohio Pregnancy Assessment Survey	Columbus	08/30/2018
Catrone, Frank	Get Vaccinated Ohio-Public Health Initiative Impact Train the Train	Columbus	08/27/2018
Dria, Gus	Pools & Camps - Drowning Protection, HAB's & Survey Methodolo	Akron	08/28/2018
Gibbs, Pamela	OCPG	Columbus	08/08/2018
Masters, Colton	NE OEHA Planning Committee Meeting	Wilmot	08/14/2018
McConnell, Patty	NE OEHA Planning Committee Meeting	Wilmot	08/14/2018
Miller, Rick	OEHA Meeting - Legislative & EH Program Updates	Marysville	08/16/2018
Miller, Rick	Pools & Camps - Drowning Protection, HAB's & Survey Methodolo	Akron	08/28/2018

Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
Hayden, Jennifer	State WIC Breastfeeding Conference	Columbus	08/29-08/30/2018	2316 301001 77240
Imhoff, Jessica	State WIC Breastfeeding Conference	Columbus	08/29-08/30/2018	2316 301001 77240
Malloy, Molly	Foster Pathways to Success: Conference Foster Youth/Supporters	Columbus	08/05-08/06/2018	2323 301001 77240
Milini, Sarah	State WIC Breastfeeding Conference	Columbus	08/29-08/30/2018	2316 301001 77240
Miller, Dawn	Pathways HUB Mandatory Supervisors Meeting	Toledo	08/22/2018	2314 301001 77240
Morckel, Linda	National Ambient Air Monitoring Conference	Portland, OR	08/12-08/17/2018	2331 301001 77240
Morningstar, Amanda	2018 National STD Prevention Conference	Washington DC	08/26-08/30/2018	2315 301001 77210/77240
Norman, Samuel	Oil and Gas Emissions and Regulations	Columbus	08/21-08/22/2018	2331 301001 77240
Trenger, Kelli	Get Vaccinated Ohio-Public Health Initiative Impact Training	Columbus	08/27/2018	1001 301001 77240