



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

Canton City Public Health

**Board of Health Meeting**  
Monday, September 24, 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 Canton City Public Health on Monday, September 24, 2018 at 12:01 PM with a quorum present.

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

Mr. Adams informed the board that he would be adding another item to the list of considerations for approval – a memorandum of agreement for mutual aid with Summit County Health Department.

**Approve August 27, 2018 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the August 27, 2018 Board of Health meeting minutes. Motion passed unanimously.

**Approve List of Bills - \$146,459.36**

In response to the board's request at the previous meeting that the department look for less expensive alternatives to the existing backup internet service, Mr. Adams informed the board that the department researched this and did not find a better alternative. He also discussed planned upgrades to the city's network and how this might affect the need for a dedicated line but said that the department will maintain the current line until the network upgrades are proven to be effective.

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$146,459.36. Motion passed unanimously.

**Executive Session to Discuss the Compensation of a Public Employee**

No executive session was held.

**Approve Personnel**

- a. **Position Description Full-Time Health Services Coordinator / DIS and LTC Supervisor (R6)**  
Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve position description for full-time Health Services Coordinator/DIS and LTC Supervisor (R6). Motion passed unanimously.
- b. **Position Description Part-Time Linkage to Care Specialist (PT5)**  
Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve position description for part-time Linkage to Care Specialist (PT5). Motion passed unanimously.
- c. **Position Description Full-Time WIC Dietitian (R5)**  
Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve position description for full-time WIC Dietitian (R5). Motion passed unanimously.
- d. **Position Description Full-Time WIC Dietitian III (R6)**  
Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve position description for full-time WIC Dietitian III (R6). Motion passed unanimously.
- e. **Position Description Part-Time WIC Dietitian (PT5)**  
Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve position description for part-time WIC Dietitian (PT5). Motion passed unanimously.
- f. **Position Description Full-Time Staff Nurse II (R5)**

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Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the position description for Full-time Staff Nurse II (R5) with a change to the working title. Motion passed unanimously.

**g. Position Description Part-time Neighborhood Navigator (PT2)**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the position description for Part-time Neighborhood Navigator (PT2) with minor revisions. Motion passed unanimously.

**h. Approve Updated Position Classification Schedule for Nursing**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the updated position classification schedule for the Nursing division. Motion passed unanimously.

Dr. Hickman requested that a position classification schedule be created for the THRIVE project.

**i. Probationary Period Ending for Thea Bartlett, WIC Peer Helper (PT13), Retroactive to September 10, 2018**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the probationary period ending for Thea Bartlett, WIC Peer Helper (PT13), with half a step increase of \$0.22 to a salary of \$10.86 an hour retroactive to September 10, 2018. Motion passed unanimously.

**j. Probationary Period Ending for Nathan Sobczak, APC Engineering Technician (R5), Effective September 24, 2018**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Nathan Sobczak, APC Engineering Technician (R5), with half a step increase of \$1,022.00 to a salary of \$44,441.00 effective September 24, 2018. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for September 24, 2018**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the recommendations of the hearing officer for the September 24, 2018 hearings. Motion passed unanimously.

**Approve Bus Wraps (On SARTA Buses) for the Stark County THRIVE Program in the Amount of \$100,000.00**

Dr. Lakritz requested that the department provide some data showing that bus wraps are an effective form of advertising and that other, less expensive, forms of advertisement would not be more effective. Mr. Wyatt moved and Dr. Lakritz seconded a motion to table this approval until the following meeting. Motion passed unanimously.

**Approve Contract with Coleman Professional 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**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve a contract with Coleman Professional 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. Motion passed unanimously.

**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**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a memorandum of agreement with Canton City School District for placement of an 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. Motion passed unanimously.

**Approve Memorandum of Agreement with Summit County Health Department for Regional Mutual Aid Agreement for the Period from July 1, 2017 Through June 30, 2022**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve a memorandum of agreement with Summit County Health Department for a regional mutual aid agreement for the period from July 1, 2017 through June 30, 2022. Motion passed unanimously.

**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**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY2019 STD grant application and initial budget in the amount of \$35,550.35 for the grant period from January 1, 2019 to December 31, 2019. Motion passed unanimously.

**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

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the FY2019 HIV grant application and initial budget in the amount of \$226,193.09 for the grant period from January 1, 2019 to December 31, 2019 with the above sub-grantees. Motion passed unanimously.

**Approve Travel Authorization**

- 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)

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

**Acceptance of Division Reports**

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that the division is applying for a new grant to fund an HIV Navigator position. She also reported that this HIV prevention funds for this year have been opened to be available to support the SWAP program and that the SWAP clinic is seeing new clients each week.

Dr. Lakritz suggested that the division should try to arrange for another article in the local paper about the SWAP clinic and the need for supplies that cannot be purchased with federal grant funds.

Mr. Adams reported to the board that the WIC division had a staff retreat last week.

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- c. Laboratory – Christina Henning reminded the board that the department’s annual All-Staff meeting will be on October 24, 2018 and that they are invited to attend. There will be guest speakers before and after lunch speaking about work-place stress reduction techniques and de-escalation with upset community members. Mr. Adams informed the board that these topics are in response to a recent employee satisfaction survey.
- d. OPHI/Surveillance – Nothing additional to report.
- e. THRIVE – Dawn Miller reported that THRIVE is working with students at Walsh University to create marketing materials and to create continuity in the materials.
- f. Environmental Health – Annmarie Butusov reported to the board that the division is updating the mosquito program policies and considering a new vendor for mosquito spraying supplies. She thanked Gus Dria for installing fire and carbon monoxide sensors at the Canton Recycling Center.

Ms. Butusov also reported that new inspection forms are causing food service inspections to take much longer than they did previously. Mr. Adams informed the board that he recently received a letter from the state confirming that the food service program is now in compliance.

Mr. Adams responded to the board’s direction, at the previous meeting, that the department 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. Mr. Adams reported that the Law Department suggested that it might be possible to have an enhanced enforcement procedure for property owners who have violations at multiple addresses. A possible component of the enhanced enforcement procedure may be that the cost of the nuisance abatement could be placed on the property’s water utility bill.

Dr. Lakritz left at this time, 1:05 PM.

- g. Air Pollution Control – Terri Dzienis reported that the division will be starting a new air sampling monitor near Republic Steel next week. The division is operating the current sampler about once every other day and a recent, incomplete, sampling cycle indicated that the lead levels were far in exceedance of the permit limits. Republic is still negotiating with Ohio EPA regarding the recently revised Findings and Orders but they have recently approved the hiring of additional environmental and safety compliance personnel.
- h. Vital Statistics – Nothing additional to report.
- i. Fiscal Officer – Christi Allen reported that she will be working on next year’s budget in the next few weeks.
- j. Health Commissioner – Mr. Adams reported that the Tobacco 21 project meetings just started recently. This project will address concerns that the board previously had about the sale of nicotine products to minors and is also one of the department’s strategic priorities.

Dr. Hickman asked if Canton City Council can regulate vaping in public places the same as cigarettes. Mr. Adams said that he will check in to this.

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Mr. Adams told the board that the department will be adding an exclusivity addendum to its agreements with care providers for the Pathways HUB project.

Mr. Adams reminded the board that members are required to have two hours of training per year and recommended that annual ethics training should be a part of fulfilling this requirement. Mr. Adams also informed the board that the department will offer a 15 to 30-minute performance management training at next month's board meeting and also at the annual all-staff meeting.

- k. Accreditation – Rob Knight reviewed the department's progress toward completing document submission.
- l. Quality Improvement – Terri Dzienis reported that the Division Leadership Team recently approved revisions to the Quality Improvement Plan and that the revised plan was posted on the website today.
- m. Organization Performance update – Terri Dzienis distributed the 2<sup>nd</sup> quarter performance management dashboard to the board and explained it. Ms. Dzienis reviewed the status of each strategic priorities on the dashboard. She then told the board that she will offer a more in-depth performance management training at the next board meeting and distribute the 3<sup>rd</sup> quarter dashboard.

Dr. Fiorentino 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, October 22, 2018 at 12:00 PM**

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, October 22, 2018 at 12:00 PM.

**Adjourn**

The meeting adjourned at 1:31 PM.

  
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President of the Board of Health

  
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Secretary to the Board of Health

October 22, 2018  
Date of Approval