

# BOARD OF HEALTH



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

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**Canton City Public Health**

**Monday, September 27, 2021**  
**@ 12:00pm**



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

Canton City Public Health

**Board of Health Meeting**  
Monday, September 27, 2021 @ 12:00pm – Board Room

**Agenda**

Watch live on our Facebook page at <https://www.facebook.com/cantonhealth/>

1. Call to Order and Roll Call
2. Unfinished Business
3. Approve August 23, 2021 Board of Health Meeting Minutes
4. Approve September 3, 2021 Board of Health Special Meeting Minutes
5. Approve List of Bills for \$200,353.12
6. Personnel:
  - a. Accept Resignation of Nejla Shaheen, Sanitarian I (R4), Effective September 22, 2021
  - b. Accept Resignation of Madisyn Smith, Vector Control Technician (PT13), Effective September 10, 2021
  - c. Approve Pay Grade Change for Annmarie Butusov, Director of Environmental Health (R7), to an R8 Retroactive to August 21, 2021
  - d. Approve Probationary Period Ending for Juliana Welling, Public Health Clerk II (R2), Retroactive to September 5, 2021
  - e. Approve Probationary Period Ending for Justin Kuemerle, Public Health Clerk II (R2), Retroactive to September 5, 2021
  - f. Approve Probationary Period Ending for Christian Vissoc, EH Public Health Technician (PT1), Retroactive to August 30, 2021
  - g. Appointment of Full-Time APC Engineer (R6)
  - h. Appointment of Full-Time Staff Nurse II (R5)
  - i. Appointment of Full-Time Deputy Registrar (R3)
  - j. Approve Position Descriptions
    - 1) NEW Full-time Community Epidemiologist I (R5) for OPHII
    - 2) NEW Full-time Community Health Educator (R5) for OPHII
    - 3) NEW Full-time Workforce Development Specialist (R4) for OPHII
    - 4) NEW Part-Time Overdose Prevention Program Manager (PT4) for OPHII
    - 5) NEW Full-time Administrative Specialist I (R2) for Environmental Health
  - k. Approve UPDATED Position Classification Schedule for EH and OPHII Schedules
7. Approve Recommendations of the Hearing Officer for September 27, 2021
8. Approve Resolutions
  - a. 2021-07: Amending Health Code 207.30, Funeral Leave
  - b. 2021-08: Amending Health Code 207.18, Vacations and Authorizing a Vacation Payout for 2021
  - c. 2021-09: Amending Health Code 205.09, Public Records
9. Approve 800-017-P\_New Hire Recruiting Policy
10. Approve Travel Authorization
  - a. Samantha Yost, APC Monitoring and Inspection Technician, Tisch Environmental Training 08/31/2021 to 09/01/2021 in Cleves, Ohio at an Amount not to Exceed \$136.80 (APC Fund 2331) Retroactively

11. Approve Purchases/Services of the following items that are equal to or greater than \$5,000.00 (per resolution 2016-04):
  - a. Installation of Two Heaters at the Recycling Center from Standard Plumbing and Heating for an Amount not to Exceed \$18,589.00 (Paid from approved City Capital Funds)
  - b. Installation of Electronic Gate at the Recycling Center from Abbott Electric for an Amount not to Exceed \$11,150.00 (Paid from approved City Capital Funds)
12. Approve the FY22 STI Prevention Grant Application and Initial Budget in the Amount of \$232,000.00 with a Grant Period of January 1, 2022 to December 31, 2022
13. Approve the FY22 STI Prevention and Control for Health Departments (PCHD) Grant Application and Initial Budget in the Amount of \$47,000.00 with a Grant Period of January 1, 2022 to December 31, 2022
14. Approve FY22 HIV Grant Application and Initial Budget in the Amount of \$226,193.00 for Grant Period from January 1, 2022 to December 31, 2022 with the Following Sub-grantees for this Grant Cycle:
  - a. Alliance City Health Department in the Amount of \$7,000.00
  - b. New Philadelphia City Health Department in the Amount of \$12,490.00
  - c. Jefferson County Health Department in the Amount of \$13,777.60
  - d. Sandra Guist in the Amount of \$348.16
15. Approve an Agreement with the Cincinnati Children's Hospital Medical Center (which operates the Cradle Cincinnati) for the THRIVE Infant Mortality Program for an Amount not to Exceed \$20,000.00 with a Grant Period of September 27, 2021 to September 26, 2022
16. Approve Agreement with Mary Church Terrell for the Queens Village Replication Site for Start-up Funds for an Amount not to Exceed \$20,000.00 with a Grant Period of September 1, 2021 to December 31, 2021 (Paid from Medicaid Round 4 Money)
17. Approve the FFY 2022-2023 Ohio EPA Air Pollution Control Contract, for a Period of October 1, 2021 to June 30, 2023, to Receive a Total Funding Amount of \$1,320,066 (\$719,571 FFY22 and \$600,495 FFY23), Including an Obligation for the Provision of \$40,000 per Year of City/Local funds (Renewal with 16.5% overall decrease due to less Title V Fees and Enforcement Penalties).
18. Approve FY23 Integrated Naloxone Access and Infrastructure Grant Application and Initial Budget in the Amount of \$86,000.00 for the Period of September 30, 2021 to September 29, 2022 with the Following Sub-grantees for this Grant Cycle:
  - a. Ohio Can (Change Addiction Now) in the Amount of \$1,000.00
  - b. Family Empowerment Ministries in the Amount of \$1,000.00
  - c. Zion Community Church of God in the Amount of \$1,000.00
  - d. Community Drop In in the Amount of \$1,000.00
  - e. Emmanuel Tabernacle Family Worship in the Amount of \$1,000.00
  - f. Beacon Charitable Pharmacy in the Amount of \$1,000.00
  - g. I.M.P.A.C.T Evangelical Center COGIC in the Amount of \$1,000.00
  - h. Stark County's Treatment Accountability for Safer Communities Agency in the Amount of \$3,000.00

**Board of Health Agenda**

**Monday, September 27, 2021**

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19. Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective September 30, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with Beacon Charitable Pharmacy
20. Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective September 30, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with Phoenix Rising BHR, Inc.
21. Acceptance of Reports
  - a. Nursing/WIC
  - b. Laboratory
  - c. OPHI/Surveillance
  - d. Environmental Health
  - e. Vital Statistics
  - f. Health Commissioner
  - g. 2020 Annual Report
22. Other Business
23. Next Meeting: Monday, October 25, 2021 at 12:00pm
24. Adjournment

**Board of Health Minutes**

**August 23, 2021**



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

Canton City Public Health

**Board of Health Meeting**

Monday, August 23, 2021 @ 12:00 PM – Board Room

**Minutes**

**Call to Order and Roll Call**

Mayor Bernabei called to order the regular meeting of the Board of Health of Canton City Public Health (CCPH) on Monday, August 23, 2021 at 12:01 PM with a quorum present.

A roll call found the following Board members present: Dr. Stephen Hickman, Patrick Wyatt and Cleo Lucas.

Staff members present: James Adams, Sean Green, Christi Allen, Christina Henning, Lilli Boehm, Diane Thompson, Annie Butusov, Amanda Archer, Robert Knight and Gus Dria.

**Unfinished Business**

Jim Adams mentioned the \$3,745.00 Amazon expense from the July Board of Health meeting. Mr. Adams stated that this expense was from the purchase of eight standing desks and nine anti-fatigue floor mats for the Health Department.

**Approve July 26, 2021 Board of Health Meeting Minutes**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the July 26, 2021 Board of Health meeting minutes. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve List of Bills for \$116,569.16**

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$116,569.16. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve Personnel:**

**a. Approve Probationary Period Ending for Jennifer Guy, Family Nurse Practitioner (PT10) Retroactive to July 26, 2021**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve the probationary period ending for Jennifer Guy, Family Nurse Practitioner (PT10) retroactive to July 26, 2021 with a pay increase of \$0.93 to a new pay of \$40.93 an hour. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**b. Approve Probationary Period Ending for Sarah Thomas, Staff Nurse III (R6), Retroactive to August 22, 2021**

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the probationary period ending for Sarah Thomas, Staff Nurse III (R6), retroactive to August 22, 2021 with a pay increase of \$1,222.00 to a new salary of \$57,469.00. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**c. Approve Updated Deputy Registrar (R3) Position Description**

Dr. Hickman moved and Cleo Lucas seconded a motion to approve the updated Deputy Registrar (R3) position description. The only change to the job description is moving “Vital Statistics experience, minimum of 3 years” from “Minimum Qualifications” to “Preferred Qualifications.” A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**d. Accept Resignation of Clayton Ralston, APC Engineer (R6), Effective August 25, 2021**

Ms. Lucas moved and Dr. Hickman seconded a motion to accept the resignation of Clayton Ralston, APC Engineer (R6), effective August 25, 2021. Clayton has worked at the Health Department since April 13, 2020 (a year and a half). A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**e. Accept Involuntary Resignation of Dominique Ruffin, EH Public Health Technician (PT1), Effective August 10, 2021**

Ms. Lucas moved and Dr. Hickman seconded a motion to accept the involuntary resignation of Dominique Ruffin, EH Public Health Technician (PT1), effective August 10, 2021. Dominique has worked at the Health Department since July 7, 2021. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**f. Appointment of Two Part-Time EH Public Health Technicians (PT1)**

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the appointment of a part-time EH Public Health Technician (PT1) position to Deiego Robinson with a start date of September 7, 2021 at \$14.49 an hour with a 90-day probationary period. Salary to come out of the recycle fund 2354.307001.

This motion also includes the approval of the appointment of a second part-time EH Public Health Technician (PT1) to Christopher Brunner with a start date of September 14, 2021 at \$14.49 an hour with a 90-day probationary period. Salary to come out of the recycle fund 2354.307001. This will make three EH Public Health Technician’s at the Recycle Center and one Recycle Center Manager. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**g. Appointment of Full-Time Sanitarian I (R4)**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the appointment of a full-time Sanitarian I (R4) to Christina Berardinelli with a start date of September 14, 2021 at \$40,848.00 with a 90-day probationary period. Salary to come out of the food fund 2351.301001. This will make three total Sanitarian I’s. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**h. Appointment of Full-Time Staff Nurse II (R5)**

Ms. Lucas moved and Dr. Hickman seconded a motion to approve the appointment of a full-time Staff Nurse (R5) to Erin Milano with a start date to be determined at \$49,548.00 with a 90-day probationary period. Salary to come out of the Nursing general fund 7601.303001. This person will be hired to replace Barbra Butler who resigned in July 2021. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

i. **Approve Tuition Reimbursement for Annie Butusov, Director of Environmental Health (R7), for \$400.00 for the Summer 2021 Semester**

Mr. Wyatt moved and Dr. Hickman seconded a motion to approve a tuition reimbursement for Annmarie Butusov, Director of Environmental Health (R7) in the amount of \$400.00 for the Summer 2021 semester in accordance with the Canton City Health Code 207.13 to come out of the Environmental Health Fund (7601.307001). Annie received \$400.00 for the Spring 2021 semester. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**Approve Recommendations of the Hearing Officer for August 23, 2021**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the recommendations of the Hearing Officer for August 23, 2021. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**Approve Board of Health Statement Regarding Wearing Face Masks and COVID Vaccinations**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve the Board of Health statement regarding wearing face masks and COVID vaccinations. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**Grants in Response to COVID-19**

a. **Approve an Addendum with the Stark County Combined General Health District to Receive an Additional Amount of \$68,004.00 for the CO21 Coronavirus Response Supplemental Grant**

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve an addendum with the Stark County Combined General Health District to receive an additional amount of \$68,004.00 for the CO21 Coronavirus Response Supplemental Grant with a period of March 1, 2020 to December 31, 2021 for a total grant amount of \$391,062.00 (Originally approved \$74,678.00 on 09/21/2020, an additional amount of \$200,000.00 on 12/21/2020 and an additional amount on 07/26/21 for \$48,346.76). A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Ms. Lucas – Yes

Motion carried unanimously.

**Approve Travel Authorization**

a. James Adams, Health Commissioner, AOHC Annual Fall Conference 2021 09/13/2021 to 09/15/2021 in Dublin, Ohio at an Amount not to Exceed \$763.00 (VS/Admin General Fund 7601.301001)

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the above travel. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve Purchases/Services of the following items that are equal to or greater than \$5,000.00 (per resolution 2016-04):**

- a. Ozone Data Logger from Agilaire, LLC for an Amount not to Exceed \$7,370.00 (APC Fund 2331)
- b. Ozone Analyzer from Thermo Environmental Instruments LLC for an Amount not to Exceed \$15,418.00 (APC Fund 2331)
- c. Ozone Primary Standard from Thermo Environmental Instruments LLC for an Amount not to Exceed \$17,193.00 (APC Fund 2331)
- d. Toyota Prius from Ferris Chevrolet Inc. for an Amount not to Exceed \$30,00.00 (50% City Capital Improvement Fund and 50% APC Fund 2331)

Ms. Lucas moved and Dr. Hickman seconded a motion to approve the purchase/services of the above items which are equal to or greater than \$5,000.00. Terri Dzienis stated that the purchase of these items is an effort to upgrade to new technology and replace old equipment. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Authorize a Contract with the YWCA of Canton for the Purpose of Receiving Grant Funding for Performing On-Site Clinic Services**

Ms. Lucas moved and Mr. Wyatt seconded a motion to 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, 2021 through August 31, 2022 for an amount not to exceed \$11,000.00. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve FY22 Integrated Naloxone Access and Infrastructure Grant with I.M.P.A.C.T Evangelical Center COGIC**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve a FY22 Integrated Naloxone Access and Infrastructure Grant with I.M.P.A.C.T Evangelical Center COGIC in the amount of \$1,000.00 for the period of May 24, 2021 to September 29, 2021 to distribute Naloxone kits. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve a partnership agreement for Integrated Naloxone Access and Infrastructure Grant to distribute Naloxone under CCPH's protocol, effective July 28, 2021 with annual renewal periods that will automatically renew every year with I.M.P.A.C.T Evangelical Center COGIC. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve FY22 Dental Sealant Program Application and Initial Budget in the Amount of \$63,000.00 with a Grant Period of January 1, 2022 to December 31, 2022**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve the FY22 Dental Sealant Program application and initial budget in the amount of \$63,000.00 with a grant period of January 1, 2022 to December 31, 2022. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve the FY22 Dental Sealant Program Agreement with Dr. Meredith Robeson, Dentist, at an Amount not to Exceed \$1,800.00 (\$200.00 per month for Nine (9) Months in 2022) for the Period of January 1, 2022 through December 31, 2022**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve the FY22 Dental Sealant Program agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed \$1,800.00 (\$200.00 per month for nine (9) months in 2022) for the period of January 1, 2022 through December 31, 2022. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve FY22 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an Amount not to Exceed \$11,672.46 (\$27.29 per Hour for a Maximum of 374 hours [\$10,206.46] and Mileage Reimbursement [\$1,466.00]) for the Period of January 1, 2022 through December 31, 2022**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve FY21 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed \$11,672.46 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2022 through December 31, 2022. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve FY21 Dental Sealant Program Agreement with Alison Giammarco, Dental Hygienist, at an Amount not to Exceed \$11,672.46 (\$27.29 per Hour for a Maximum of 374 hours [\$10,206.46] and Mileage Reimbursement [\$1,466.00]) for the Period of January 1, 2022 through December 31, 2022**

Dr. Hickman moved and Ms. Lucas seconded a motion to approve a FY22 Dental Sealant Program agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed \$11,672.46 (\$27.29 per hour for a maximum of 374 hours [\$10,206.46] and mileage reimbursement [\$1,466.00]) for the period of January 1, 2022 through December 31, 2022. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve the FFY 2020-2021 Ohio EPA Air Pollution Control Agreement Amendment for contract term of 10/01/2019-09/30/2021**

Ms. Lucas moved and Dr. Hickman seconded a motion to approve the FFY 2020-2021 Ohio EPA Air Pollution Control Agreement amendment for contract term of 10/01/2019-09/30/2021 to provide funding adjustments to reflect the final FFY 2021 funding allocation for a total funding amount of \$1,649,869 (\$880,260 FFY20 and \$765,477 FFY21), including an obligation for the provision of \$40,000 per year of City/local Funds. (APC funds 2331/2332). A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve an Addendum with Stark County Job and Family Services to Distribute an Additional Amount of \$5,218.43 for the Stark County THRIVE Community Health Worker Program and Fatherhood Program**

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an addendum with Stark County Job and Family Services to distribute an additional amount of \$5,218.43 for the Stark County THRIVE Community Health Worker Program and Fatherhood Program with a period of January 1, 2020 to December 31, 2021 for a total grant amount of \$158,026.41 (originally approved \$152,807.98 on December 19, 2019). A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve an Addendum with the Stark County Educational Service Center – Help Me Grow Home Visiting Program to Distribute an Additional Amount of \$5,218.44**

Mr. Wyatt moved and Dr. Hickman seconded a motion to approve an addendum with the Stark County Educational Service Center – Help Me Grow Home Visiting Program to distribute an additional amount of \$5,218.44 with a period of January 1, 2020 to December 31, 2021 for a total grant amount of \$15,218.44 (originally approved \$10,000.00 on December 19, 2019). A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve Agreement with Groundwork Ohio Organization with a period of “The first date of signature on the agreement” to September 17, 2021**

Ms. Lucas moved and Dr. Hickman seconded a motion to approve an agreement with Groundwork Ohio organization with a period of “the first date of signature on the agreement” to September 17, 2021 to receive \$250.00 for all services performed by CCPH as long as one family participant attends the August 31, 2021 Infant Mortality Task Force Community Listening Session. Additionally, Groundwork Ohio will provide \$100.00 to CCPH for each family participant who registers and attends the session with the purpose of CCPH providing the \$100.00 per diem reimbursement to each family participant. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Approve Addendums for the Below Organizations to Extend the End Date of the Grant Period from August 31, 2021 to September 29, 2021 to Distribute Naloxone Kits**

- a. Zion Community Development Corp.

**Board of Health Minutes**

**August 23, 2021**

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- b. OhioCan (Change Addiction Now)
- c. Family Empowerment Ministries, Inc.
- d. Emmanuel Tabernacle Family Worship Center
- e. Community Drop-in Center
- f. Stark County’s Treatment Accountability for Safer Communities Agency

Dr. Hickman moved and Ms. Lucas seconded a motion to approve addendums for the above organizations to extend the end date of the grant period from August 31, 2021 to September 29, 2021 to distribute Naloxone kits (ODH extended the end date of the grant). A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Acceptance of Division Reports**

- a. **Nursing/WIC** – Nothing additional.
- b. **Laboratory** – Nothing additional.
- c. **Air Pollution Control** – Republic Steel has suspended leaded steel production until the source of elevated emissions is found.
- d. **Health Commissioner** – On August 14, 2021, CCPH participated in a community wellness and back to school fair held at Crenshaw Park in Canton, Ohio. Roughly 1,000 individuals participated in this event and over 136 individuals were vaccinated. SARTA provided a bus for the vaccination site.
- e. **OPHII** - Lilli Boehm provided a PowerPoint presentation on the “Vax on the Spot” campaign.

Mr. Wyatt moved and Dr. Johns seconded a motion to accept the division reports. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously.

**Other Business**

James Adams recommended that the Board enter into an executive session to consider the compensation of a public employee or official. Mr. Adams requested that the session include all present Board members, the Health Commissioner and Jessica Boley. Dr. Hickman moved and Mr. Wyatt seconded a motion to move the Board meeting into an executive session. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously. The Board entered into executive session at 1:25 PM.

Ms. Lucas moved and Mr. Wyatt seconded a motion to exit executive session at 1:57 PM. A roll call to vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Ms. Lucas – Yes

Motion carried unanimously. The Board returned to normal session at 1:57 PM.

**Announcement of Next Meeting: Monday, September 27, 2021 at 12:00 PM**

**Board of Health Minutes**

**August 23, 2021**

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The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, September 27, 2021 at 12:00 PM.

**Adjourn**

Dr. Hickman moved and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:59 PM.

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President of the Board of Health

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Secretary to the Board of Health

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Date of Approval



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

Canton City Public Health

**Special Meeting of the Board of Health**  
Friday, September 3, 2021 @ 10:00 AM – Board Room  
**Minutes**

**Call to Order and Roll Call**

Mayor Bernabei called to order the special meeting of the Board of Health of Canton City Public Health on Friday, September 3, 2021 at 10:02 AM with a quorum present.

A roll call found the following Board members present: Dr. Stephen Hickman, Patrick Wyatt, Dr. Amy Lakritz and Cleo Lucas.

Staff members present: James Adams, Annie Butusov and Sean Green.

**Approve Personnel:**

**a. Appointment of Sanitarian I (R4)**

Ms. Lucas moved and Dr. Hickman seconded a motion to approve the appointment of a full-time Sanitarian I (R4) to Valerie Fletcher with a start date of September 13, 2021 at \$40,848.00 with a 90-day probationary period. Salary to come out of the food fund 2351.301001.

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Ms. Lucas – Yes

Motion carried unanimously.

**Adjourn**

Ms. Lucas moved and Dr. Lakritz seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 10:10 AM.

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President of the Board of Health

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Secretary to the Board of Health

\_\_\_\_\_  
Date of Approval



# Accounts Payable by G/L Distribution Report

G/L Date Range 08/20/21 - 09/22/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2312 - STD Control Program</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9886988153 (2)	Tablet Data Service for DIS and LTC	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	40.11	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>40.11</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
186 - AULTMAN HOSPITAL	FTA 2021-12, 13	Acct #099915682-9613	Paid by Check # 684431		08/31/2021	09/13/2021	09/21/2021		09/21/2021	29.50	
52334 - LEXISNEXIS RISK DATA MANAGEMENT INC	1672320-20210831	Monthly Database Services for 2021	Paid by Check # 684458		08/31/2021	09/30/2021	09/21/2021		09/21/2021	180.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 2	<u>209.50</u>
Account <b>713.14 - Utilities Cell Phones</b>											
51874 - VERIZON WIRELESS	9886981718 (1)	Cell Phone Service for LTC and DIS, 2021	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	99.36	
									Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions 1	<u>99.36</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 4	<u>348.97</u>
									Fund <b>2312 - STD Control Program</b> Totals	Invoice Transactions 4	<u>348.97</u>



# Accounts Payable by G/L Distribution Report

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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 <b>2313 - Local Health Dept Prev Support</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	221933	Electronic Medical Record system maintenance fees for 2021	Open		09/01/2021	10/01/2021	09/15/2021			98.70	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>\$98.70</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
905 - INDEPENDENCE BUSINESS SUPPLY	1891504-0	Office Supplies for All Staff Meeting October 2021	Edit		09/17/2021	10/07/2021	09/20/2021			118.80	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 1	<u>\$118.80</u>
Account <b>773.43 - Lease and Rental Payments Other Rentals</b>											
2252 - CANTON CHAIR RENTAL	173839	Table Cloth Rental for CCPH All Staff Meeting	Edit		09/15/2021	09/21/2021	09/21/2021			213.84	
									Account <b>773.43 - Lease and Rental Payments Other Rentals</b> Totals	Invoice Transactions 1	<u>\$213.84</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 3	<u>\$431.34</u>
									Fund <b>2313 - Local Health Dept Prev Support</b> Totals	Invoice Transactions 3	<u>\$431.34</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	
<b>Fund 2314 - Infant Mortality Reduction</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
50073 - TIME WARNER CABLE-NORTHEAST	3125597040905	Monthly Internet Service for THRIVE	Paid by Check # 684270		09/05/2021	09/21/2021	09/15/2021		09/15/2021	222.97	
Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals										Invoice Transactions 1	<u>\$222.97</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
4168 - KENT STATE UNIVERSITY	416441-06	THRIVE Program Evaluation	Open		09/08/2021	09/14/2021	09/14/2021			5,092.30	
51328 - STARK COUNTY JOB AND FAMILY SERVICES	THRIVE Payment	CHW/Fatherhood Program, Additional Grant Money	Open		09/15/2021	09/15/2021	09/15/2021			5,218.43	
1795 - STARK COUNTY EDUCATION SVC.CTR	THRIVE Payment	Help Me Grow Program, Additional Grant Money	Edit		08/30/2021	09/21/2021	09/21/2021			5,218.44	
Account <b>705.06 - Professional Services Other Professional Services</b> Totals										Invoice Transactions 3	<u>\$15,529.17</u>
Account <b>705.40 - Professional Services Advertising/Sponsorship</b>											
38982 - YWCA OF CANTON	Sponsorship	Fundraiser Sponsorship for YWCA's Sip & Stroll 2021	Paid by Check # 684274		09/09/2021	09/10/2021	09/15/2021		09/15/2021	2,000.00	
Account <b>705.40 - Professional Services Advertising/Sponsorship</b> Totals										Invoice Transactions 1	<u>\$2,000.00</u>
Account <b>706.01 - Contract Service Contract Service - 2314 THRIVE</b>											
51325 - ACCESS HEALTH STARK COUNTY	Dec20 Buckeye	2020 THRIVE Payment Outcomes	Paid by Check # 683578		08/18/2021	08/23/2021	* 08/30/2021		08/30/2021	3,052.00	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	Dec20 Buckeye	2020 Payment Outcomes - THRIVE	Paid by Check # 683579		08/18/2021	08/23/2021	* 08/30/2021		08/30/2021	201.00	
51120 - COMMQUEST SERVICES INC	Dec20 Buckeye	2020 Payment Outcomes - THRIVE	Paid by Check # 683598		08/18/2021	08/23/2021	* 08/30/2021		08/30/2021	128.00	
52761 - MARGARET B. SHIPLEY CHILD HEALTH CLINIC, INC	Dec20 Buckeye	2020 Payment Outcomes - THRIVE	Paid by Check # 683614		08/18/2021	08/23/2021	* 08/30/2021		08/30/2021	255.00	
51644 - MY COMMUNITY HEALTH CENTER	Dec20 Buckeye	2020 Payment Outcomes - THRIVE	Paid by Check # 683619		08/18/2021	08/23/2021	* 08/30/2021		08/30/2021	1,576.00	
51328 - STARK COUNTY JOB AND FAMILY SERVICES	Dec20 Buckeye	2020 THRIVE Payment Outcomes	Paid by Check # 683627		08/18/2021	08/23/2021	* 08/30/2021		08/30/2021	432.00	
51325 - ACCESS HEALTH STARK COUNTY	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683776		08/19/2021	08/27/2021	09/02/2021		09/02/2021	6,052.00	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683778		08/19/2021	08/27/2021	09/02/2021		09/02/2021	588.00	
51120 - COMMQUEST SERVICES INC	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683790		08/19/2021	08/27/2021	09/02/2021		09/02/2021	850.00	
52761 - MARGARET B. SHIPLEY CHILD HEALTH CLINIC, INC	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683805		08/19/2021	08/27/2021	09/02/2021		09/02/2021	363.00	
51644 - MY COMMUNITY HEALTH CENTER	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683807		08/19/2021	08/27/2021	09/02/2021		09/02/2021	2,870.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683819		08/19/2021	08/27/2021	09/02/2021		09/02/2021	137.00	



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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
<b>Fund 2314 - Infant Mortality Reduction</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>706.01 - Contract Service Contract Service - 2314 THRIVE</b>										
51328 - STARK COUNTY JOB AND FAMILY SERVICES	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683820		08/19/2021	08/27/2021	09/02/2021		09/02/2021	711.00
38982 - YWCA OF CANTON	Mar/Apr21 Pay	2021 THRIVE Payment Outcomes	Paid by Check # 683875		08/19/2021	08/27/2021	09/03/2021		09/03/2021	513.00
								Account <b>706.01 - Contract Service Contract Service - 2314 THRIVE</b> Totals	Invoice Transactions 14	<u>\$17,728.00</u>
Account <b>713.14 - Utilities Cell Phones</b>										
41363 - T-MOBILE USA	Aug21 Charges	Acct #971893812	Open		08/29/2021	09/21/2021	09/15/2021			144.72
								Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions 1	<u>\$144.72</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>										
43051 - SYNCB/AMAZON	963357855986	Miscellaneous Office Supplies for THRIVE, as needed in 2021	Paid by Check # 683867		07/24/2021	09/24/2021	09/03/2021		09/03/2021	58.49
43051 - SYNCB/AMAZON	769967859756	Miscellaneous Office Supplies for THRIVE, as needed in 2021	Edit		08/25/2021	10/27/2021	09/21/2021			204.63
								Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 2	<u>\$263.12</u>
Account <b>734.12 - Supplies Outside Printing</b>										
51821 - USA QUICKPRINT	319451	Print Materials for THRIVE Program	Edit		09/09/2021	10/09/2021	09/20/2021			306.27
								Account <b>734.12 - Supplies Outside Printing</b> Totals	Invoice Transactions 1	<u>\$306.27</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>										
53298 - STARK COUNTY DIAPER RANK	THRIVE Payment	Distribution of Diapers to THRIVE Clients	Open		09/14/2021	09/15/2021	09/15/2021			8,743.50
								Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$8,743.50</u>
								Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 24	<u>\$44,937.75</u>
								Fund <b>2314 - Infant Mortality Reduction</b> Totals	Invoice Transactions 24	<u>\$44,937.75</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 <b>2316 - WIC</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9886954466	Hotspot and Cell Phone Service for WIC	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	60.18	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>60.18</u>
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
85 - ALLIANCE CITY HEALTH DEPT	Aug21 WIC Grant	FY21 WIC Grant - Subgrantee	Open		09/13/2021	09/13/2021	09/13/2021			9,973.45	
1121 - MASSILLON CITY HEALTH DEPT	Aug21 WIC Grant	FY21 WIC Grant - Subgrantee	Paid by Check # 684460		09/13/2021	09/13/2021	09/21/2021		09/21/2021	12,749.59	
1800 - STARK COUNTY HEALTH DEPARTMENT	Aug21 WIC Grant1	WIC Program Sub-grantee, FY21	Paid by Check # 684477		09/02/2021	09/13/2021	09/21/2021		09/21/2021	22,833.64	
1800 - STARK COUNTY HEALTH DEPARTMENT	Aug21 WIC Grant2	FY21 WIC Grant - Subgrantee	Paid by Check # 684477		09/02/2021	09/13/2021	09/21/2021		09/21/2021	33,486.08	
									Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals	Invoice Transactions 4	<u>\$79,042.76</u>
Account <b>713.14 - Utilities Cell Phones</b>											
51874 - VERIZON WIRELESS	9886954466	Hotspot and Cell Phone Service for WIC	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	347.76	
									Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions 1	<u>\$347.76</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
43051 - SYNCB/AMAZON	WIC Supply, FY21	Miscellaneous Office Supplies for WIC, as needed	Edit		08/30/2021	10/30/2021	09/21/2021			197.43	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 1	<u>\$197.43</u>
Account <b>734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)</b>											
43051 - SYNCB/AMAZON	WIC Supplies 21	Desk Storage Rack and Step Stool	Edit		08/30/2021	11/04/2021	09/21/2021			197.78	
									Account <b>734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)</b> Totals	Invoice Transactions 1	<u>\$197.78</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
43051 - SYNCB/AMAZON	466945897348	839973739577	Paid by Check # 683867		08/21/2021	10/23/2021	* 09/03/2021		09/03/2021	102.75	
43051 - SYNCB/AMAZON	WIC Clean. Suppl	Cleaning Supplies for WIC Clinic	Edit		08/30/2021	10/30/2021	* 09/21/2021			189.63	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 2	<u>\$292.38</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 10	<u>\$80,138.29</u>
									Fund <b>2316 - WIC</b> Totals	Invoice Transactions 10	<u>\$80,138.29</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	
<b>Fund 2318 - HIV Prevention</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9886988153 (2)	Tablet Data Service for DIS and LTC	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	40.11	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>40.11</u>
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
85 - ALLIANCE CITY HEALTH DEPT	Aug21 HIV Grant	2021 Contract Services for HIV Prevention Grant	Paid by Check # 684421		09/02/2021	09/14/2021	09/21/2021		09/21/2021	2,374.49	
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT	Aug21 HIV Grant	2021 Contract Services for HIV Prevention Grant	Paid by Check # 684461		08/31/2021	09/14/2021	09/21/2021		09/21/2021	1,441.17	
									Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals	Invoice Transactions 2	<u>\$3,815.66</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
43051 - SYNCB/AMAZON	649538539457	Toner Cartridges for HIV Grant	Paid by Check # 683867		08/17/2021	10/20/2021	09/03/2021		09/03/2021	729.67	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 1	<u>\$729.67</u>
Account <b>734.13 - Supplies Freight</b>											
43051 - SYNCB/AMAZON	EIS/HIV Supplies	Phone Covers for HIV and EIS grant employees	Edit		08/31/2021	12/01/2021	09/21/2021			13.23	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 1	<u>\$13.23</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
43051 - SYNCB/AMAZON	EIS/HIV Supplies	Phone Covers for HIV and EIS grant employees	Edit		08/31/2021	12/01/2021	09/21/2021			25.98	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$25.98</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
51190 - EQUITAS HEALTH	0908202101	Transforming Care Conference Registration for 10/14-10/15/21	Paid by Check # 684391		09/08/2021	09/15/2021	09/20/2021		09/20/2021	390.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>\$390.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 7	<u>\$5,014.65</u>
									Fund <b>2318 - HIV Prevention</b> Totals	Invoice Transactions 7	<u>\$5,014.65</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 <b>2319 - Early Intervention Services</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.05 - Professional Services Computer Access Line Fees</b>										
51874 - VERIZON WIRELESS	9886988153 (1)	Tablet Data Service for EIS	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	40.11
							Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions	1	<u>\$40.11</u>
Account <b>713.14 - Utilities Cell Phones</b>										
51874 - VERIZON WIRELESS	9886981718 (2)	Cell Phone for EIS	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	49.68
							Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions	1	<u>\$49.68</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>										
905 - INDEPENDENCE BUSINESS SUPPLY	1882459-0	Office Supplies for EIS Grant	Edit		08/18/2021	10/10/2021	09/20/2021			164.60
							Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions	1	<u>\$164.60</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>										
52628 - DAVE PURCHASE PROJECT/NASEN	45717	SWAP Program Supplies	Edit		08/13/2021	09/13/2021	09/21/2021			4,132.12
43051 - SYNCB/AMAZON	EIS/HIV Supplies	Phone Covers for HIV and EIS grant employees	Edit		08/31/2021	12/01/2021	09/21/2021			15.99
							Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions	2	<u>\$4,148.11</u>
Account <b>772.20 - Travel Registration/Tuition</b>										
7335 - HUNTINGTON NATIONAL BANK	J.Guy Training	Best Practice Wound Care Registration - Jennifer Guy	Paid by Check # 684539		09/13/2021	09/13/2021	09/22/2021		09/22/2021	149.99
51190 - EQUITAS HEALTH	0908202101	Transforming Care Conference Registration for 10/14-10/15/21	Paid by Check # 684391		09/08/2021	09/15/2021	09/20/2021		09/20/2021	150.00
							Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions	2	<u>\$299.99</u>
							Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions	7	<u>\$4,702.49</u>
							Fund <b>2319 - Early Intervention Services</b> Totals	Invoice Transactions	7	<u>\$4,702.49</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 <b>2320 - Nursing Clinic Activity Fund</b>										
Department <b>303004 - Dental Services</b>										
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>										
905 - INDEPENDENCE BUSINESS SUPPLY	1882142-0	Green Copy Paper for Dental Program	Edit		08/18/2021	08/23/2021	08/23/2021			114.40
							Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions	1	<u>\$114.40</u>
							Department <b>303004 - Dental Services</b> Totals	Invoice Transactions	1	<u>\$114.40</u>
							Fund <b>2320 - Nursing Clinic Activity Fund</b> Totals	Invoice Transactions	1	<u>\$114.40</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	
<b>Fund 2322 - Dental Sealant</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>734.13 - Supplies Freight</b>											
53350 - YOUNG INNOVATIONS	CD60581834	CD60585751	Edit		07/26/2021	08/25/2021	08/23/2021			24.99	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 1	\$24.99
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
53350 - YOUNG INNOVATIONS	CD60581834	CD60585751	Edit		07/26/2021	08/25/2021	08/23/2021			495.00	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	\$495.00
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 2	\$519.99
									Fund <b>2322 - Dental Sealant</b> Totals	Invoice Transactions 2	\$519.99



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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 <b>2323 - Personal Responsibility Ed Pr Fd</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
53015 - ZOOM VIDEO COMMUNICATIONS, INC.	INV104401944	1 Year Zoom Subscription for PREP Grant	Paid by Check # 683876		08/27/2021	09/26/2021	09/03/2021		09/03/2021	149.90	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>\$149.90</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
905 - INDEPENDENCE BUSINESS SUPPLY	1886702-0 & 1	PREP Supplies as needed	Edit		09/02/2021	09/22/2021	09/20/2021			136.44	
905 - INDEPENDENCE BUSINESS SUPPLY	1881765 (0 - 4)	PREP Supplies	Edit		08/17/2021	10/07/2021	09/20/2021			653.96	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 2	<u>\$790.40</u>
Account <b>734.17 - Supplies Equipment (\$0.00 - \$999.99)</b>											
905 - INDEPENDENCE BUSINESS SUPPLY	1881765 (0 - 4)	PREP Supplies	Edit		08/17/2021	10/07/2021	09/20/2021			262.08	
									Account <b>734.17 - Supplies Equipment (\$0.00 - \$999.99)</b> Totals	Invoice Transactions 1	<u>\$262.08</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 4	<u>\$1,202.38</u>
									Fund <b>2323 - Personal Responsibility Ed Pr Fd</b> Totals	Invoice Transactions 4	<u>\$1,202.38</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 <b>2324 - NALOXONE ACCESS GRANT FUND</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
52814 - SMILE MINDED SMARTWORKS, LLC	470	Outputs and Outcomes Evaluation, Mar - Aug 2021	Edit		09/02/2021	09/16/2021	09/20/2021			1,120.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>\$1,120.00</u>
Account <b>734.10 - Supplies Postage</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 7-21-NX	Postage for Naloxone Grant, as needed in 2021	Edit		08/05/2021	09/21/2021	09/21/2021			59.75	
									Account <b>734.10 - Supplies Postage</b> Totals	Invoice Transactions 1	<u>\$59.75</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
43051 - SYNCB/AMAZON	858956933487	Miscellaneous Supplies for Naloxone Grant, as needed in 2021	Paid by Check # 683867		08/18/2021	10/21/2021	09/03/2021		09/03/2021	79.98	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$79.98</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 3	<u>\$1,259.73</u>
									Fund <b>2324 - NALOXONE ACCESS GRANT FUND</b> Totals	Invoice Transactions 3	<u>\$1,259.73</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
<b>Fund 2328 - Public Health Infrastructure</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.22 - Professional Services MARCS Radio Service Fee</b>										
1938 - TREASURER OF STATE OF OHIO	21RC06483	MARC's Radios	Edit		08/09/2021	09/08/2021	09/20/2021			300.00
							Account <b>705.22 - Professional Services MARCS Radio Service Fee</b> Totals	Invoice Transactions	1	\$300.00
							Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions	1	\$300.00
Department <b>301019 - COVID-19 STIMULUS</b>										
Account <b>705.05 - Professional Services Computer Access Line Fees</b>										
51874 - VERIZON WIRELESS	9887186976	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 684415		08/26/2021	09/18/2021	09/20/2021		09/20/2021	30.09
							Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions	1	\$30.09
Account <b>705.06 - Professional Services Other Professional Services</b>										
53230 - WENDY MONAGHAN	3-2021	Interpretation Services, as needed for COVID Clinics	Paid by Check # 684399		08/01/2021	09/15/2021	09/20/2021		09/20/2021	322.00
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions	1	\$322.00
Account <b>713.14 - Utilities Cell Phones</b>										
51874 - VERIZON WIRELESS	9887186976	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 684415		08/26/2021	09/18/2021	09/20/2021		09/20/2021	393.16
							Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions	1	\$393.16
Account <b>734.58 - Supplies Miscellaneous Supplies</b>										
18671 - CANTON CITY TREASURER	Incent. Cards	Incentive Gift Cards for Vaccination Clinic	Paid by Check # 684440		09/13/2021	09/13/2021	09/21/2021		09/21/2021	8,800.00
7335 - HUNTINGTON NATIONAL BANK	Incentive Cards	Incentive Cards for 1st Dose COVID Vaccination	Paid by Check # 684540		09/13/2021	09/13/2021	09/22/2021		09/22/2021	3,000.00
7335 - HUNTINGTON NATIONAL BANK	Incent. Cards	Incentive Gift Cards for Vaccination Clinic	Paid by Check # 684541		09/13/2021	09/13/2021	09/22/2021		09/22/2021	1,767.75
53224 - ACME FRESH MARKET	6733	Acme Gift Cards for THRIVE Clients	Open		09/01/2021	09/11/2021	09/15/2021			27,573.75
							Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions	4	\$41,141.50
							Department <b>301019 - COVID-19 STIMULUS</b> Totals	Invoice Transactions	7	\$41,886.75
							Fund <b>2328 - Public Health Infrastructure</b> Totals	Invoice Transactions	8	\$42,186.75



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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 <b>2331 - Air Pollution (134)</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
9239 - TREASURER OF HAMILTON COUNTY	2ndQtr21 PM2.5	Weighing and Analysis of PM2.5 filters, as needed in 2021	Edit		08/12/2021	08/23/2021	08/23/2021			1,296.00
30760 - AULTWORKS	231108	Physicals/respirator fit test for asbestos inspections	Edit		09/02/2021	10/02/2021	09/20/2021			136.65
Account <b>705.06 - Professional Services Other Professional Services</b> Totals									Invoice Transactions 2	<u>\$1,432.65</u>
Account <b>713.12 - Utilities Electric</b>										
1366 - OHIO EDISON CO.	Sep21 APC Electr	Account #110 033 872 497	Paid by Check # 684401		09/02/2021	09/23/2021	09/20/2021		09/20/2021	99.22
Account <b>713.12 - Utilities Electric</b> Totals									Invoice Transactions 1	<u>\$99.22</u>
Account <b>713.14 - Utilities Cell Phones</b>										
51874 - VERIZON WIRELESS	9886988319	Cell Phone Service for APC Field Staff in 2021	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	198.72
Account <b>713.14 - Utilities Cell Phones</b> Totals									Invoice Transactions 1	<u>\$198.72</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>										
43051 - SYNCB/AMAZON	APC Office Sup	Various Office Supplies, as needed for 2021, APC	Edit		09/13/2021	11/13/2021	09/21/2021			32.87
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals									Invoice Transactions 1	<u>\$32.87</u>
Account <b>734.13 - Supplies Freight</b>										
39452 - UPS	E11A07341	E11A07361, E11A07371, E11A07381	Edit		08/21/2021	09/21/2021	09/21/2021			172.01
Account <b>734.13 - Supplies Freight</b> Totals									Invoice Transactions 1	<u>\$172.01</u>
Account <b>734.14 - Supplies Computer Supplies</b>										
43051 - SYNCB/AMAZON	958666586575	Various Office Supplies, as needed for 2021, APC	Paid by Check # 683867		07/25/2021	09/24/2021	09/03/2021		09/03/2021	24.99
Account <b>734.14 - Supplies Computer Supplies</b> Totals									Invoice Transactions 1	<u>\$24.99</u>
Account <b>734.57 - Supplies Machine Parts and Supplies</b>										
53341 - MET ONE INSTRUMENTS, INC.	188048	PM2.5 Monitoring Parts	Edit		08/31/2021	10/01/2021	09/20/2021			37.00
Account <b>734.57 - Supplies Machine Parts and Supplies</b> Totals									Invoice Transactions 1	<u>\$37.00</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>										
43051 - SYNCB/AMAZON	958666586575	Various Office Supplies, as needed for 2021, APC	Paid by Check # 683867		07/25/2021	09/24/2021	09/03/2021		09/03/2021	22.99
Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals									Invoice Transactions 1	<u>\$22.99</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>										
36379 - TERRI A DZIENIS	Parking Reimb.	Parking Costs for Travel to Columbus 08/24/2021	Paid by Check # 683796		08/27/2021	08/27/2021	09/02/2021		09/02/2021	7.00



# Accounts Payable by G/L Distribution Report

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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 <b>2331 - Air Pollution (134)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>											
7335 - HUNTINGTON NATIONAL BANK	C. Safreed Hotel	Travel: Hotel and Registration Costs for Safreed/Ralston	Paid by Check # 684538		09/13/2021	09/13/2021	09/22/2021		09/22/2021	106.00	
7335 - HUNTINGTON NATIONAL BANK	S.Yost Hotel	Tisch Environmental Training Hotel Costs, 8/31-9/1/21, S. Yost	Paid by Check # 684455		09/13/2021	09/13/2021	09/21/2021		09/21/2021	125.26	
35142 - CARL K SAFREED JR	8/25/16 Training	30th Annual Environmental Permitting in Ohio: 8/25/21 - 8/26/21	Open		09/14/2021	09/14/2021	09/14/2021			6.89	
52883 - SAMANTHA YOST	8/31/21 Training	Tisch Environmental Training, 8/31-9/1/21, Samantha Yost	Open		09/14/2021	09/14/2021	09/14/2021			33.70	
								Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals		Invoice Transactions 5	<u>\$278.85</u>
Account <b>773.41 - Lease and Rental Payments Building Rental</b>											
35010 - BREWSTER-SUGARCREEK TWP HISTORICAL SOCIETY	352	Rental Fees for Ozone Air Monitoring Site, 2021	Edit		09/04/2021	09/20/2021	09/20/2021			200.00	
								Account <b>773.41 - Lease and Rental Payments Building Rental</b> Totals		Invoice Transactions 1	<u>\$200.00</u>
								Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 15	<u>\$2,499.30</u>
								Fund <b>2331 - Air Pollution (134)</b> Totals		Invoice Transactions 15	<u>\$2,499.30</u>



# Accounts Payable by G/L Distribution Report

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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 <b>2335 - EARLY HEAD START PROGRAM</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>										
905 - INDEPENDENCE BUSINESS SUPPLY	1885799-0	Early Headstart Grant supplies	Edit		08/27/2021	09/16/2021	09/20/2021			12.50
							Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions	1	<u>\$12.50</u>
							Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions	1	<u>\$12.50</u>
							Fund <b>2335 - EARLY HEAD START PROGRAM</b> Totals	Invoice Transactions	1	<u>\$12.50</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 08/20/21 - 09/22/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2351 - Food Protection Program</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>										
1941 - TREASURER STATE OF OHIO	Aug21 FSO Reimb	2021 Food Service Operation Reimbursement	Paid by Check # 684480		09/13/2021	09/13/2021	09/21/2021		09/21/2021	84.00
							Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals		Invoice Transactions 1	<u>\$84.00</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 1	<u>\$84.00</u>
							Fund <b>2351 - Food Protection Program</b> Totals		Invoice Transactions 1	<u>\$84.00</u>



# Accounts Payable by G/L Distribution Report

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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
<b>Fund 2354 - Solid Waste Program</b>										
Department <b>307001 - Environmental Health Administration</b>										
Account <b>734.58 - Supplies Miscellaneous Supplies</b>										
43051 - SYNCB/AMAZON	698545778645	Miscellaneous Supplies for Recycle Center, as needed in 2021	Paid by Check # 683867		07/23/2021	09/24/2021	09/03/2021		09/03/2021	95.49
43051 - SYNCB/AMAZON	Recy. Center 21	Miscellaneous Supplies for Recycle Center, as needed in 2021	Edit		09/10/2021	11/14/2021	09/21/2021			111.76
							Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions	2	<u>\$207.25</u>
							Department <b>307001 - Environmental Health Administration</b> Totals	Invoice Transactions	2	<u>\$207.25</u>
							Fund <b>2354 - Solid Waste Program</b> Totals	Invoice Transactions	2	<u>\$207.25</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 08/20/21 - 09/22/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 7601 - Health Fund</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9887186976	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 684415		08/26/2021	09/18/2021	09/20/2021		09/20/2021	40.11	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>40.11</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
52602 - DEANS FUNERAL HOME LIMITED	L.Smith	Indigent Cremations, as needed in 2021	Edit		08/30/2021	09/20/2021	09/20/2021			495.00	
50919 - HERITAGE CREMATION SOCIETY	A.Nelson	Indigent Cremation, Anita Nelson DOD: 08/31/2021	Edit		09/17/2021	09/20/2021	09/20/2021			495.00	
50276 - MARK VRABEL FUNERAL HOME	P.Petz	Indigent Cremation: Paul Petz DOD: 08/31/2021	Edit		09/09/2021	09/20/2021	09/20/2021			495.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 3	<u>\$1,485.00</u>
Account <b>705.14 - Professional Services Maintenance Contracts</b>											
27986 - R & G JANITORIAL, INC.	3362	Cleaning of Health Department Offices, 2021	Paid by Check # 684469		08/31/2021	09/15/2021	09/21/2021		09/21/2021	2,150.00	
51146 - WELLS FARGO FINANCIAL LEASING INC	5016743606	Base Service Costs for Copeco Copiers - Maintenance Agreement	Edit		09/09/2021	10/05/2021	09/21/2021			779.52	
									Account <b>705.14 - Professional Services Maintenance Contracts</b> Totals	Invoice Transactions 2	<u>\$2,929.52</u>
Account <b>713.14 - Utilities Cell Phones</b>											
51874 - VERIZON WIRELESS	9887186976	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 684415		08/26/2021	09/18/2021	09/20/2021		09/20/2021	49.68	
									Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions 1	<u>\$49.68</u>
Account <b>734.10 - Supplies Postage</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 8-21 HL	Postage for Health Department, as needed in 2021	Edit		09/17/2021	09/21/2021	09/21/2021			455.80	
									Account <b>734.10 - Supplies Postage</b> Totals	Invoice Transactions 1	<u>\$455.80</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
493 - COPECO INC	21AR1092819	Toner Cartridges for Printers, as needed in 2021	Paid by Check # 683792		08/24/2021	10/08/2021	09/02/2021		09/02/2021	65.99	
43051 - SYNCB/AMAZON	878677833539	Office Supplies, as needed in 2021 for Health Department	Paid by Check # 683867		08/24/2021	10/24/2021	09/03/2021		09/03/2021	18.99	



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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	
<b>Fund 7601 - Health Fund</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
493 - COPECO INC	21AR1065355	Toner Cartridges for Printers, as needed in 2021	Paid by Check # 684251		06/30/2021	08/14/2021	09/15/2021		09/15/2021	95.99	
905 - INDEPENDENCE BUSINESS SUPPLY	188669,1888293	Office Supplies for COVID, as needed in 2021	Edit		09/08/2021	09/28/2021	09/20/2021			30.63	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 4	<u>\$211.60</u>
Account <b>734.13 - Supplies Freight</b>											
43051 - SYNCB/AMAZON	878677833539	Office Supplies, as needed in 2021 for Health Department	Paid by Check # 683867		08/24/2021	10/24/2021	09/03/2021		09/03/2021	5.99	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 1	<u>\$5.99</u>
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>											
1364 - OHIO DIVISION OF REAL ESTATE	Aug21 Burial Per	Burial Permits - Reimbursement to the State for 2021	Paid by Check # 684463		09/13/2021	09/13/2021	09/21/2021		09/21/2021	387.50	
									Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals	Invoice Transactions 1	<u>\$387.50</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
40392 - ASSOCIATION OF HEALTH COMMISSIONERS	6642	AOHC Annual Fall Conference Registration, J. Adams, 9/13-9/14/21	Paid by Check # 684426		09/13/2021	09/14/2021	09/21/2021		09/21/2021	330.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>\$330.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 15	<u>\$5,895.20</u>
Department <b>303001 - Nurses</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
41719 - MILLER'S REFRIGERATION	773082	Calibrate and maintenance for 2 refrigerators/1 freezer	Edit		08/18/2021	09/21/2021	09/21/2021			120.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>\$120.00</u>
Account <b>705.10 - Professional Services Medical/Dental Services</b>											
52629 - LATOYA DICKENS-JONES	6-2021	Nurse Practitioner Services, as needed in 2021	Paid by Check # 683521		08/02/2021	08/23/2021	08/26/2021		08/26/2021	283.84	
51158 - JON ELIAS M.D.	Aug-21	Medical Director Services for 2021	Open		09/01/2021	09/15/2021	09/15/2021			1,000.00	
									Account <b>705.10 - Professional Services Medical/Dental Services</b> Totals	Invoice Transactions 2	<u>\$1,283.84</u>
Account <b>713.13 - Utilities Telephone</b>											
177 - AT&T	7/17-8/16/2021	Invoice #: 330454766408	Paid by Check # 683551		08/16/2021	09/03/2021	08/27/2021		08/27/2021	46.30	
									Account <b>713.13 - Utilities Telephone</b> Totals	Invoice Transactions 1	<u>\$46.30</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	
<b>Fund 7601 - Health Fund</b>											
Department <b>303001 - Nurses</b>											
Account <b>734.12 - Supplies Outside Printing</b>											
51821 - USA QUICKPRINT	319331	Business Cards for Nursing Staff	Edit		08/25/2021	09/25/2021	09/20/2021			32.00	
									Account <b>734.12 - Supplies Outside Printing</b> Totals	Invoice Transactions 1	<u>\$32.00</u>
									Department <b>303001 - Nurses</b> Totals	Invoice Transactions 5	<u>\$1,482.14</u>
Department <b>304001 - Lab</b>											
Account <b>705.06 - Professional Services Other Professional Services</b>											
51563 - STERICYCLE	1010999043	Infectious Waste Disposal, as needed in the Lab in 2021	Open		08/31/2021	09/30/2021	09/14/2021			140.53	
34284 - REAM & HAAGER LABORATORY	Lab Services	Water Testing Services, as needed in 2021	Edit		08/18/2021	09/17/2021	09/21/2021			468.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 2	<u>\$608.53</u>
Account <b>734.13 - Supplies Freight</b>											
52799 - CEPHEID	9000848935	Inv #900867012	Edit		08/25/2021	09/24/2021	09/20/2021			67.71	
7835 - FISHER HEALTH CARE	0861367	Lab Supplies, as needed in 2021	Edit		09/01/2021	10/01/2021	09/20/2021			17.20	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 2	<u>\$84.91</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
52799 - CEPHEID	9000848935	Inv #900867012	Edit		08/25/2021	09/24/2021	09/20/2021			6,460.00	
7835 - FISHER HEALTH CARE	0861367	Lab Supplies, as needed in 2021	Edit		09/01/2021	10/01/2021	09/20/2021			437.46	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 2	<u>\$6,897.46</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
7335 - HUNTINGTON NATIONAL BANK	C. Henning Train	Engineering for Public Health: Bldg Water Essentials. C. Henning	Paid by Check # 684537		09/13/2021	09/13/2021	09/22/2021		09/22/2021	445.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>\$445.00</u>
Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b>											
1941 - TREASURER STATE OF OHIO	Rev. ID 1434392	Infectious Waste License, 06/01/2021 - 05/31/2024	Open		09/14/2021	09/14/2021	09/14/2021			140.00	
									Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b> Totals	Invoice Transactions 1	<u>\$140.00</u>
									Department <b>304001 - Lab</b> Totals	Invoice Transactions 8	<u>\$8,175.90</u>
Department <b>307001 - Environmental Health Administration</b>											
Account <b>713.14 - Utilities Cell Phones</b>											
51874 - VERIZON WIRELESS	9887186976	Cell Phone Service and Hot Spots for Health Staff	Paid by Check # 684415		08/26/2021	09/18/2021	09/20/2021		09/20/2021	49.68	



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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	
<b>Fund 7601 - Health Fund</b>											
Department <b>307001 - Environmental Health Administration</b>											
Account <b>713.14 - Utilities Cell Phones</b>											
51874 - VERIZON WIRELESS	9887007138	Cell Phone Service for EH Director, 2021	Paid by Check # 684415		08/23/2021	09/15/2021	09/20/2021		09/20/2021	49.68	
									Account <b>713.14 - Utilities Cell Phones</b> Totals	Invoice Transactions 2	<u>\$99.36</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
43051 - SYNCB/AMAZON	997697794694	Eh Miscellaneous Office Supplies, as needed in 2021	Paid by Check # 683867		08/11/2021	10/15/2021	09/03/2021		09/03/2021	26.95	
43051 - SYNCB/AMAZON	2021 EHSupplies	Eh Miscellaneous Office Supplies, as needed in 2021	Edit		09/12/2021	11/12/2021	09/21/2021			33.77	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 2	<u>\$60.72</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
41365 - ANNMARIE BUTUSOV	Summer21 Tuition	Summer 2021 Semester Tuition Reimbursement	Edit		09/21/2021	09/21/2021	09/21/2021			400.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>\$400.00</u>
									Department <b>307001 - Environmental Health Administration</b> Totals	Invoice Transactions 5	<u>\$560.08</u>
Department <b>308001 - OPHI</b>											
Account <b>734.13 - Supplies Freight</b>											
43051 - SYNCB/AMAZON	464374934849	Toolbook and lateral file cabinets with lock	Paid by Check # 683867		08/03/2021	10/04/2021	09/03/2021		09/03/2021	39.99	
43051 - SYNCB/AMAZON	OPHII Supplies	Miscellaneous Supplies for Overdose Awareness Day	Edit		09/01/2021	11/01/2021	09/21/2021			14.07	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 2	<u>\$54.06</u>
Account <b>734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)</b>											
43051 - SYNCB/AMAZON	464374934849	Toolbook and lateral file cabinets with lock	Paid by Check # 683867		08/03/2021	10/04/2021	09/03/2021		09/03/2021	279.99	
									Account <b>734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)</b> Totals	Invoice Transactions 1	<u>\$279.99</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
43051 - SYNCB/AMAZON	OPHII Supplies	Miscellaneous Supplies for Overdose Awareness Day	Edit		09/01/2021	11/01/2021	09/21/2021			245.96	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$245.96</u>
									Department <b>308001 - OPHI</b> Totals	Invoice Transactions 4	<u>\$580.01</u>
									Fund <b>7601 - Health Fund</b> Totals	Invoice Transactions 37	<u>\$16,693.33</u>
									Grand Totals	Invoice Transactions 129	<u>\$200,353.12</u>

\* = Prior Fiscal Year Activity



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

Canton City Public Health

**Board of Health Meeting**  
Monday, September 27, 2021 @ 12:00pm – Board Room  
**Resolutions for Approval**

- a. 2021-07: Amending Health Code 207.30, Funeral Leave
- b. 2021-08: Amending Health Code 207.18, Vacations and Authorizing a Vacation Payout for 2021
- c. 2021-09: Amending Health Code 205.09, Public Records

## Resolution 2021-07

*A resolution amending Chapter 207.30 of the Canton City Health Code – Funeral Leave*

**WHEREAS** the Board of Health desires to provide provisions for a leave of absence for staff under certain limited conditions, and

**WHEREAS** the current section 207.30 of the Canton City Health Code contains provisions that are conflicting and in need of revision.

**BE IT RESOLVED** that section 207.30 of the Canton City Health Code is amended as follows:

### **207.30 FUNERAL LEAVE.**

- (a) A full-time Board of Health employee may use up to ~~three consecutive twenty-four (24) hours of~~ scheduled work days, with pay, for the purpose of attending the funeral of an immediate family member as defined in Section 207.02(m). Employees may use other available compensatory time, sick leave or take time off without pay with the approval of the Health Commissioner.
- (b) The employee shall furnish proof of death and relationship of the deceased upon application for the foregoing leave authorization. (Res. 5-2001. Passed 9-24-01.)

**BE IT RESOLVED** that this resolution is necessary for the general operation of the Canton City Health District and that it becomes effective immediately upon passage.

**ADOPTED** by the Board of Health of the Canton City Health District this 27<sup>th</sup> day of **September, 2021**.

### **APPROVED**

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President, Canton City Board of Health

### **ATTEST**

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Secretary, Canton City Board of Health

## Resolution 2021-08

*A resolution amending Chapter 207.18 of the Canton City Health Code – Vacations; and Authorizing a Vacation Payout for 2021*

**WHEREAS** the Board of Health desires to provide provisions for a leave of absence for staff under certain limited conditions, and

**WHEREAS** the current section 207.18 of the Canton City Health Code contains provisions that are conflicting and in need of revision.

**WHEREAS** some staff have not been able to schedule or use their scheduled vacation due to the ongoing pandemic response.

**BE IT RESOLVED** that section 207.18 of the Canton City Health Code is amended as follows:

### **207.18 Vacations.**

(f) ~~There shall be no payments for vacations in lieu of time off.~~ An employee with 20 or more days of vacation credit may request to receive cash payment for unused vacation of not more than ten (10) days per year in minimum increments of five (5) days calculated at ninety percent (90%) of the current rate of pay. Employees must declare their desire to receive cash payment not later than July 31 of each year. Payment shall be made on the first regular pay day in November of each year. Approval of the cash payment option is within the sole discretion of the Board of Health and dependent on health department funding.

**BE IT RESOLVED** that an employee with 20 or more days of vacation credit in 2021 may request a one-time cash payment of used vacation of not more than twenty (20) days in minimum increments of five (5) days calculated at ninety percent (90%) of the current rate of pay. Employees must declare their desire to receive this one-time cash payment not later than October 29, 2021. This is a one-time offer for calendar year 2021 only.

**BE IT RESOLVED** that this resolution is necessary for the general operation of the Canton City Health District and that it becomes effective upon passage.

**ADOPTED** by the Board of Health of the Canton City Health District this 27<sup>th</sup> day of **September 2021**.

### **APPROVED**

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President, Canton City Board of Health

### **ATTEST**

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Secretary, Canton City Board of Health

## Resolution 2021-09

*A resolution rescinding and replacing section 205.09 of the Canton City Health Code, Public Records.*

**WHEREAS;** the Board of Health desires to articulate a clear policy regarding access to records that Canton City Public Health collects and maintains, and

**WHEREAS;** chapter 149 of the Ohio Revised Code sets forth various statutory requirements for the maintenance of public records in the State of Ohio, and

**WHEREAS;** the current records policy is not in compliance with current state law,

**BE IT RESOLVED** that section 205.09 of the Canton City Health Code be rescinded and replaced with the following:

### **205.09 - PUBLIC RECORDS**

The Board of Health hereby adopts policy 800-059-P Public Records Requests along with the referenced forms in in policy. (Resolution 2021-09; passed DATE)

- ~~a. **Purpose.** The purpose of this section is to establish procedures for compliance with Ohio Public Records Act, Chapter 149 of the Ohio Revised Code (ORC).~~
- ~~b. **Public Record.** Pursuant to the ORC, a public record is a record held by a public office that:
  - ~~• Is stored on a fixed medium (such as paper, computer, e-mail, film, etc.);~~
  - ~~• Is created, received or comes under the jurisdiction of the Canton City Health Department (Health Department);~~
  - ~~• Documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.~~~~
  - ~~1) All records of the Health Department are public unless they are specifically exempt from disclosure under Federal Law, the Ohio Revised Code or applicable court precedent.~~
  - ~~2) It is the policy of the Health Department that, as required by Ohio Law, records will, to the extent practical, be organized and maintained so that they are readily available for inspection and copying. When required, record retention schedules are to be updated regularly and posted prominently.~~
  - ~~3) Each division of the Health Department shall identify a Records Coordinator who shall have the responsibility of maintaining the specific division's records in compliance with the Canton City Health Code. The Records Coordinator may be the division supervisor or other person as determined by the division supervisor or Health Commissioner.~~
  - ~~4) Each division Records Coordinator shall identify in their record retention schedule those records that are considered public records and those that would not be considered public records. The record retention plan should be used as a guide to fulfilling requests for copies of public records.~~
  - ~~5) Where there is some question as to whether the record requested is public or if the record contains both public and confidential information, the Health Department shall immediately refer such request to the City Law Department or other appropriate entity as required by a specific program for review. Such request by the Health Department shall be made in writing and shall be dated and specify the documents, reports or records requested to be reviewed for~~

determination. After the final determination is received by the Health Department, the public record request will be fulfilled with appropriate redaction if applicable.

~~e. Response Timeframe. Public records are to be available for inspection during regular business hours, generally, Monday through Friday, 8:00 a.m. to 4:30 p.m., with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records request; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested. In processing a request for inspection of a public record, a Health Department employee must accompany the requester during inspection to make certain original records are not taken or altered.~~

~~1) It is the goal of the Health Department that all requests for public records should be acknowledged in writing or, if possible, satisfied within five (5) business days following the office's receipt of the request. If a request is deemed to be significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:~~

- ~~• An estimated number of business days it will take to satisfy the request.~~
- ~~• An estimated cost if copies are requested.~~
- ~~• Any items within the request that may be exempt from disclosure.~~

~~d. Evaluating the Requests. Each request for public records should be evaluated for a response using the following guidelines:~~

~~1) Although the Public Records Act does not require that specific language be required to make a public records request, the requester must identify the records requested with sufficient clarity to allow the Health Department to identify, retrieve and review those records. If a request is received by the Health Department, and it is not clear what records are being sought, the Health Department should contact the requester for clarification, and assist the requester in revising the request by informing the requester of the manner in which the office maintains its records.~~

~~2) Requesters are encouraged to make any and all public records requests to the Health Department in written form. While the requester does not have to put a records request in writing, a written request enables the Health Department to identify responsive records with greater speed and accuracy.~~

~~3) A requester does not have to provide his or her identity or the intended use of the requested public record(s). In many cases, however, such information could enhance the Health Department's ability to identify, locate and/or deliver responsive public records in response to the request. If the Health Department determines that additional information would enhance the Health Department's ability to identify, locate and/or deliver responsive records, he or she may ask the requester to: (1) put the request in writing, (2) provide his or her name and address, and/or (3) explain the purpose of the request or intended use of the information; provided that the requester is informed that the requester may decline to provide any of this information. The Health Department may require sufficient contact information to fulfill the request, either by US Mail, electronic delivery, or inspection.~~

- ~~4) In processing the request, the office does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering or querying. Although not required by law, the office may accommodate the requester by generating new records when it makes sense and is practical under the circumstances.~~
- ~~e. Electronic Records. Public records in the form of e-mail, text messaging and instant messaging, including those sent and received via a hand-held communications device are to be treated in the same fashion as records in other formats, such as paper or audio tape.~~
- ~~1) Records in Health Department provided e-mail accounts, private e-mail accounts and other electronic records used to conduct public business are subject to disclosure, and all employees or representatives of the Health Department are instructed to retain their e-mails that relate to public business.~~
  - ~~2) When an email's content pertains to the work of the Health Department, employees are to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available.~~
  - ~~3) All employees are discouraged from using private email for public business.~~
- ~~f. Denial or Redaction of Records. If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by information the requester of the manner in which records are maintained and accessed by the Health Department.~~
- ~~1) Any denial of public records requested must include an explanation, including legal authority. If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.~~
- ~~g. Copying and Mailing Costs. There shall be no cost associated with the inspection of a public record. The first one hundred and twenty five (125) pages of any public record request shall be provided to the requester at no cost. All other copies will be provided according to the following rates:~~
- ~~1) The charge for paper or computer printout copies (per side) is 5¢ per page.~~
  - ~~2) The charge for downloaded computer files to a compact disc is the actual cost of the media or disk.~~
  - ~~3) There is no charge for documents e-mailed or faxed.~~
  - ~~4) Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.~~
  - ~~5) Birth and death records shall be provided at a cost as required in Section 205.06 of the Canton City Health Code.~~

**BE IT RESOLVED** that this resolution is necessary for the operation of Canton City Public Health and that it becomes effective immediately upon passage.

**ADOPTED** by the Board of Health of the Canton City Health District this **27<sup>th</sup>** day of **September, 2021**.

**APPROVED**

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President, Canton City Board of Health

**ATTEST**

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Secretary, Canton City Board of Health



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Public Records Policy
APPLICABILITY:	All staff
CONTACT POSITION & DIVISION:	Fiscal Manager, Administration
ORIGINAL DATE ADOPTED:	09/09/2021
LATEST EFFECTIVE DATE:	09/09/2021
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	n/a
REFERENCE NUMBER:	800-014-P

**A. PURPOSE**

The purpose of this policy is to provide guidance for all Public Record Request at Canton City Public Health (CCPH).

**B. POLICY**

Canton City Public Health will comply with Ohio law in regard to provision of public records.

**C. BACKGROUND**

The Ohio Public Records Act (section [149.49 ORC](#)) provides the public with procedures to request records from any public office in Ohio, while protecting certain types of records from release. It also establishes a legal process to enforce compliance when a requester feels that a public office has failed to satisfy its public records obligations. The Public Records Act ensures that public documents belong to the people, not to the government body holding them.

**D. GLOSSARY OF TERMS**

**Public Record** – Pursuant to the Ohio Revised Code (ORC), a public record is a record held by a public office that:

- Is stored on a fixed medium (such as paper, computer, e-mail, film, etc.)
- Is created, received or comes under the jurisdiction of the Canton City Public Health
- Documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

1. PUBLIC RECORD
  - a) All records of CCPH are public unless they are specifically exempt from disclosure under law, the Ohio Revised Code or applicable court precedent.
  - b) It is the policy of CCPH that, as required by Ohio Law, records will, to the extent practical, be organized and maintained so that they are readily available for inspection and copying. When required, record retention schedules are to be updated regularly and posted prominently.
  - c) Where there is some question as to whether the record requested is public or if the record contains both public and confidential information, CCPH shall immediately refer such request to the City Law Department or other appropriate entity as required by a specific program for review. Such request by CCPH shall be made in writing and shall be dated and specify the documents, reports or records requested to be reviewed for determination. After the final determination is received to CCPH, the public record request will either be fulfilled with the appropriate redaction if applicable or not fulfilled.
2. RESPONSE TIMEFRAME
  - a) Public records are to be available for inspection during regular CCPH business hours, generally, Monday through Friday, 8:00am to 4:30pm, with the exception of published holidays or when CCPH is closed.
  - b) Public records must be made available for inspection promptly.
  - c) Copies of public records must be made available within a reasonable period of time.

- d) “Prompt” and “reasonable period of time” take into account the volume of records request; the proximity of the location where the records are stored and the necessity for any legal review and redaction of the records requested.
- e) In processing a request for inspection of a public record, a CCPH employee must accompany the requestor during inspection to make certain original records are not taken or altered.
- f) It is the goal of CCPH that all requests for public records should be acknowledged by telephone, e-mail or mail, or if possible, satisfied within five (5) business days following the office’s receipt of the request. If a request is deemed to be significantly beyond “routine” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment must include the following:
  - i. An estimated number of business days it will take to satisfy the request.
  - ii. An estimated cost, if copies are requested (if applicable).
  - iii. Any items within request that may be exempt from disclosure.

### 3. EVALUATION OF THE REQUESTS

Each request for public records should be evaluated for a response using the following guidelines.

- a) Although the Public Records Act does not require that specific language be required to make a public records request, the requester must identify the records requested with sufficient clarity to allow CCPH to identify, retrieve and review those records. If a request is received by CCPH and it is not clear what records are being sought, or is overly broad, CCPH should contact the requester for clarification, and assist the requester in revising the request by informing the requester of the manner in which the office maintains its records. CCPH may suggest the requestor inspect the records to better be informed of which records they are interested in.
- b) Requesters are encouraged to make any and all public records requests to CCPH in written form. While the requester does not have to put a records request in writing, a written request enables CCPH to identify responsive records with greater speed and accuracy.
- c) A requester does not have to provide his or her identity or the intended use of the requested public record(s). In many cases, however, such information could enhance CCPH’s ability to identify, locate and/or deliver responsive public records in response to the request. If CCPH determines that additional information would enhance CCPH’s ability to identify, locate and/or deliver responsive records, he or she may ask the requester to: (1) put the request in writing, (2) provide his or her name and address and/or (3) explain the purpose of the request or intended use of the information; provided that the requester is informed that the requester may decline to provide any of this information. CCPH may require sufficient contact information to fulfill the request, either by US Mail, electronic delivery or in person.
- d) In processing the request, CCPH does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering or querying. Although not required by law, CCPH may accommodate the requester by generating new records when it makes sense and is practical under the circumstances.

### 4. ELECTRONIC RECORDS

Public records in the form of e-mail, text messaging and instant messaging, including those sent and received via a hand-held communications device are to be treated in the same fashion as records in other formats, such as paper or audio tape.

- a) Records in CCPH provided e-mail accounts, private e-mail accounts and other electronic records used to conduct public business are subject to disclosure, and all employees or representatives of CCPH are instructed to retain their e-mails that relate to public business.
- b) When an email's content pertains to the work of CCPH, employees are to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available.
- c) All employees are discouraged from using private email for public business.

#### 5. DENIAL OR REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by information the requester of the manner in which records are maintained and accessed by CCPH.

- a) Any denial of public records requested must include an explanation, including legal authority.
- b) If the initial request was made in writing, the explanation must also be in writing.
- c) If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released.
- d) When making public records available for public inspection or copying, CCPH shall notify the requester of any redaction or make the redaction plainly visible.
- e) If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

#### 6. COPYING AND MAILING COSTS

There shall be no cost associated with the inspection of a public record. The first one hundred and twenty-five (125) pages of any public record request shall be provided to the requester at no cost, except per the rates below. All other copies will be provided according to the following rates:

- a) The charge for paper or computer printout copies (per side) is 5¢ per page, after the first 125 pages.
- b) The charge for downloaded computer files to a flash drive is the actual cost of the flash drive.
- c) There is no charge for documents e-mailed or faxed.
- d) Requesters may ask that documents be mailed to them. They will be charged the actual cost of postage and mailing supplies.
- e) Birth and death records shall be provided at a cost as required in Section 205.06 of the Canton City Health Code.

#### 7. PUBLIC RECORDS REQUEST FORM AND LOG

- a) Public Records Request can be made by the public by using the Public Records Request Form (800-014-02-F). This form is not required to make a public record requests, but would be recommended by CCPH.
- b) The form will be available on CCPH's main page of their website.
- c) The requestor should complete section one (1) of this form.
- d) If the request is made some other way than using CCPH's Public Records Request Form, the CCPH employee taking the request should complete section one of this form. If a request is made by e-mail or a written request, both of these requests should be kept with this form. . This form is needed to complete the documentation of the request per Auditor of State recommended practice.
- e) Once the request has been completed (either filled or denied), the CCPH employee fulfilling the request will complete section two (2) of this form.
- f) This completed form along with the public records request should be maintained together.

- g) These documents will be saved on SharePoint here:  
<https://cantonohiohealth.sharepoint.com/sites/DLTLeadership/SitePages/Public-Records-Resource-Page.aspx?from=SendByEmail&e=Vlgf-zFEZ0WBgwZ1lcbJfQ&at=9>
- h) There will be a place maintained on SharePoint for all CCPH public records requests to be filed. The files will be set up by 1) year, 2) then by division, 3) then by whether the public records request was filled, denied or redacted.
- i) A Public Records Request log must also be maintained for every public records request (800-014-03-F\_Public Records Requests Log). This Excel document will be saved in the same location on SharePoint as the public record requests. There will be a tab for each year and the following information must be completed for each request:
- Date received request
  - Form of request (i.e. written, e-mail, Facebook, etc.)
  - Name of requesting person (this is not required)
  - Division
  - Description of records request
  - Whether records were released or not
  - Whether there were any redactions on the request
  - If so, what is the legal authority for exemption redaction
  - Name of employee fulfilling request
  - Date request was fulfilled
  - Whether the information released was uploaded to SharePoint
- j) All information on the log must be completed by the person fulfilling the request.
- k) There is also a tracking number that will correspond with each request for each year. The tracking numbers will go as follows: the year, plus the number of the public records request (i.e. 2021-01, 2021-02, 2021-03, etc.)
8. PUBLIC RECORDS TRAINING
- a) The Sunshine Laws Certification Training, provided by the Ohio Attorney General's Office, can be completed online. As an alternative to the live three-hour certification training session, CCPH employees can take the online training anytime, anywhere.
- b) To begin your online training, register at here <https://sunshinelaw.ohioattorneygeneral.gov/Default.aspx>. Once you've completed the online training, a certificate of completion will be available that can be printed.
- c) This online version of the Ohio Sunshine Laws Certification Training has been approved by the Supreme Court of Ohio's Commission on Continuing Legal Education for 3.0 general self-study activity hours. The Ohio Attorney General's Office is the sponsor of this self-study activity. Please note that there is a twelve (12) hour limitation on self-study CLE credit (pursuant to Rule X, Section 5(E) and Regulation 409.2 of the 2014 Rules for the Government of the Bar of Ohio).
- d) The Ohio Sunshine Laws Certification Training must be completed annually between January 1 to December 31 by each member of the Division Leadership Team and each Records Coordinator. Other CCPH employees, who handle public records request, can also take the training or CCPH employees identified by a Division Leader or Health Commissioner.
- e) Once the training is complete, a copy of the Certificate must be given to the Fiscal Manager either by e-mail or a hard copy. The Fiscal Manager will file the certificate and record the training on a log created and kept with this policy.



9. PUBLIC NOTICE OF POLICY

- a) CCPH is required to create a poster that describes CCPH’s public records policy and post in a conspicuous place in all public locations (800-014-01-A\_Public Records Poster).
- b) The Public Records Policy poster must be posted in a public area of all CCPH locations where CCPH employees offices are located.
- c) This policy shall also be posted on CCPH’s website at [www.cantonhealth.org](http://www.cantonhealth.org).

10. RECORDS COORDINATOR/OFFICERS

- a) Each division of CCPH shall identify a Records Coordinator who shall have the responsibility of maintaining the specific divisions with this policy.
- b) Each division Records Coordinator shall identify in their record retention schedule those records that are considered public records and those that would not be considered public records. The Record Retention Schedule (in Policy 800-024-P) should be used as a guide to fulfilling requests for copies of public records.
- c) The following positions at CCPH are designated as “Public Records Officers”: Health Commissioner and Fiscal Manager. Public Records Officers are the main custodians of public records, CCPH’s Record Retention Schedule/Policy and this policy.

**F. CITATIONS & REFERENCES**

Ohio Sunshine Laws Manual - <https://www.ohioattorneygeneral.gov/legal/sunshine-laws>

Ohio Revised Code – Public Records Act - [Section 149.43 - Ohio Revised Code | Ohio Laws](#)

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

- 1. Christi Allen, Fiscal Manager

**H. APPENDICIES & ATTACHMENTS**

800-014-01-A\_Public Records Poster

**I. REFERENCE FORMS**

800-014-02-F\_Public Records Request Form

800-014-03-F\_Public Records Request Log

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.

# CANTON CITY PUBLIC HEALTH PUBLIC RECORDS POLICY POSTER

This poster is a summary of Canton City Public Health's Public Records Policy

A full copy of Canton City Public Health's Public Records Request Policy (800-014-P) is available for review by request or on CCPH's website at <http://www.cantonhealth.org/?pg=355>.

Canton City Public Health (CCPH) has adopted a Public Records Request Policy for responding to public records request and has created this poster that describes its public records policy and has posted the poster in a conspicuous place in CCPH's office in compliance with Ohio Revised Code Section 149. A copy of CCPH's current Record Retention Schedules are also readily available to the public for inspection. A copy of the Ohio Attorney General's current Ohio Sunshine Laws Update is readily available to the public for inspection by request.

"Public records" are defined by Ohio Revised Code Section 149.43(A)(1) as "records kept by any public office". Kept by a public office has been further defined as the type of item/record typically and actually retained by the office in the ordinary course of its business in order to carry out its duties and functions. This includes any document, device or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

CCPH employees are familiar with their duties under Ohio Revised Code Section 149.43. The vast majority of records generated and/or maintained by CCPH fit within the definition of "public records" as set forth in Ohio Revised Code and should be immediately available to the general public.

The following persons are designated as "Public Records Officers": 1) Health Commissioner and 2) Fiscal Manager

A person (person includes corporations, individuals, and other governmental agencies) requesting to inspect and/or copy the public records:

1. Does NOT have to provide their name
2. Does NOT have to provide a reason for inspecting and/or copying the public records
3. Does NOT have to make the request in writing – the request can be in writing or verbal
4. May designate another person to inspect or retrieve the copies.
5. Does NOT have to reveal a motive (motive is not relevant)
6. Is NOT required to be an Ohio resident

CCPH shall permit that person to choose to have the public record duplicated upon paper, upon the same medium upon which the public office or person responsible for the public record keeps it, or upon any other medium upon which the public office or person responsible for the public record determines that it reasonable can be duplicated as an integral part of the normal operations of the public office or person responsible for the public record. When the person seeking the copy makes a choice under this division, the public office or person responsible for the public record shall provide a copy of it in accordance with the choice made by the person seeking the copy. Nothing in this section requires a public office or person responsible for the public record to allow the person seeking a copy of the public record to make the copies of the public record.

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the public office or the person responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

If a request is ultimately denied, in part or in whole, CCPH shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing.



## Canton City Public Health Public Records Request Form

**Per the Ohio Sunshine Laws, anyone making a public records request is not required to identify him or herself or indicate why he or she is requesting the records, unless a specific law permits or requires it.**

**The below "Requestor Information" (name, telephone number, address and e-mail address) is NOT required by the requestor, but if the information is needed to help with request, please complete the appropriate questions.**

### **SECTION #1: Requestor Information**

Date of Request \_\_\_\_\_

Requestors name \_\_\_\_\_ Requestors telephone number \_\_\_\_\_

Requestors address \_\_\_\_\_

Requestors e-mail address \_\_\_\_\_

Records Requested (required)

\_\_\_\_\_  
\_\_\_\_\_

Which form is the record requested? (i.e. paper, electronic, recording, video, etc)? \_\_\_\_\_

### **SECTION #2: To be completed by a CCPH Employee**

How was the request made?  E-mail  Facebook  Voice Mail  Text Message

Division \_\_\_\_\_  Written  In Person  Telephone  Other \_\_\_\_\_

Was this request filled? \_\_\_\_\_

If no, explain why \_\_\_\_\_

Were any documents redacted? \_\_\_\_\_

If yes, explain why. \_\_\_\_\_

Request filled by \_\_\_\_\_ Date completed \_\_\_\_\_ # of pages \_\_\_\_\_

Which form is the record filled? (i.e. paper, electronic, recording, video, etc)? \_\_\_\_\_

Were there any charges for this request? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

*\*Please refer to policy 800-014-P\_Public Records Request for a list of possible charges.*

**Place a copy of this form with the requested information.**

2021 Canton City Public Health Public Records Request Log

800-014-03-F\_Public Records Request Log

Tracking #	Date Received Request	Form of Request (see drop down menu)	Name of Requesting Person or Entity **Not required	Division	Description of Records Requested	Were records released?	Were there any redactions?	Legal authority for Exemption Redaction	Name of Employee Fulfilling Request	Date request was fulfilled	Was information released uploaded to Sharepoint?
<i>Example</i>	February 11, 2021	Text Message	Jennifer Smith, ABC Restaurant	EH	Nuisance complaints against ABC Restaurant	Yes	No	N/A	Johnny Allen	February 12, 2021	Yes
2021-01											
2021-02											
2021-03											
2021-04											
2021-05											
2021-06											
2021-07											
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<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	New Hire Recruiting
APPLICABILITY:	All Staff
POSITION & DIVISION:	Fiscal Manager, Administration
DATE ADOPTED:	09/09/2021
LATEST EFFECTIVE DATE:	09/09/2021
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	
REFERENCE NUMBER:	800-017-P

**A. PURPOSE**

The intent of this document is to detail the process of recruiting employees for open positions.

**B. POLICY**

Canton City Public Health will carry out its recruiting and hiring processes in accordance with applicable federal, state and local laws and will provide equal employment opportunities to all applicants without regard to any protected status

All position openings that occur through resignation, retirement and/or newly approved positions will be posted for a minimum of fourteen days on designated agency bulletin boards and websites. During the job posting period, employees who wish to apply for an open position may do so. The application shall be submitted based on the City of Canton’s Civil Service Commission (hereafter referred to as Civil Service) guidelines as instructed within the job posting.

In the event a vacancy for a same job classification/position becomes available within a one-year period, Canton City Public Health (CCPH) may select from the previous civil service list of applicants (if applicable) and is not required to re-post.

**C. BACKGROUND**

This policy supports Public Health Accreditation Board (PHAB) standards and measures version 1.5 section 8.2.2 A for recruitment of individuals.

**D. GLOSSARY OF TERMS**

**Certified Eligibility Certificate:** The certificate sent over to Civil Service that lists the individual chosen to fill the position. The position, pay information and effective start date are also on this certificate.

**Certified Eligibility List:** A list of the applicants for full-time positions as certified by Civil Service.

**Closed Posting:** The job position is only available to current CCPH employees (also known as a closed examination).

**LexisNexis:** An electronic database for legal and public records information.

**Open Posting:** The job position is available to CCHD employees as well as the public (also known as an open examination).



## E. PROCEDURES

### 1. RECRUITING TO FILL A FULL-TIME POSITION

- a) Before the Personnel Request form (800-017-02-F\_Personnel Request) to recruit to fill a job position is completed, the Division Leader must review the position description for the position wanting to fill.
  - i) If the position description has not been approved within the last five (5) years, the position description must be updated. The Division Leader is responsible to update the position description and obtain Board of Health approval prior to submitting the CCPH Personnel Request form.
  - ii) If a new position description or an updated position description have been approved by the Board, the Civil Service Commission will have to approve the position description before the position can be posted. The Civil Service Commission generally meets once every month, but may be able to meet sooner as part of a Special Meeting if the posting is urgent (based on the Civil Service Commission's availability). The Commission's meeting dates will be posted on the Civil Service webpage.
- b) The Division Leader must fill out Section #1 of the Personnel Request Form (800-017-02-F\_Personnel Request) and e-mail the form to the Fiscal Manager.
- c) The Fiscal Manager completes section #2 of the Personnel Request Form and prints the form to give to the Health Commissioner. The Fiscal Manager attaches the most current position description.
- d) The Health Commissioner will approve or deny the form based on division need, budget availability and necessity. The completed form will be given to the Fiscal Manager.
  - i) If denied, the Health Commissioner will detail the reason for the denial on the Personnel Request Form. A copy of the form will be given to the Division Leader requesting the Personnel Request. The original form will be filed by the Fiscal Manager, to be maintained pursuant to the department Record Retention Schedule.
  - ii) If approved, the Fiscal Manager will complete the Job Posting Request Form (800-017-03-F\_Job Posting Request) and the Health Commissioner will sign off and date the form.
- e) The Fiscal Manager will e-mail the completed Job Posting Request form along with the most current approved position description to Civil Service, the requesting Division Leader and other city departments as requested.
  - i) Once Civil Service receives this form, a job posting will be created based on the position description that was provided to them. Civil Service will have the job posted within two (2) to five (5) business days. A draft job posting will be provided to the person listed on the Job Posting Request form for review to ensure it is accurate prior to finalizing. Once finalized, Civil Service will post the job posting on governmentjobs.com. All potential candidates must apply for all CCPH jobs on governmentjobs.com.
    - (A) Advertising: Once the job posting is published, it will be posted on the CCPH website by an Administrative Staff member until the submission deadline. The Fiscal Manager will authorize the CCPH Public Information Officer to post on the CCPH's Facebook page. Other desired routes of advertising may take place (i.e., college websites, community centers, free job posting websites, newspaper, etc.) at the discretion of the requesting Division Leader. Efforts shall be made to advertise the position to the population in

which the department serves in order to recruit from qualified individuals reflective of the population demographics (i.e. advertising at community centers, etc).

Depending on the skillset required, Civil Service will post the position in a variety of places that may include Facebook, Instagram, Indeed, Handshake (if it's a college student-level position) and any career fairs that the City is attending at that time. Civil Service also has 'contact cards' that they hand out at events, which provide a QR code to the City's job site. There may be other sites Civil Service posts jobs depending on the specific job.

If costs for advertisements have been previously approved, it is the Administrations' responsibility to have a means for payment (i.e. an open purchase order). It will be the general practice of CCPH to advertise in ways that have little to no cost. It will be the persons' who posted responsibility to ensure all avenues of advertising are removed once the job posting has expired. Civil Service is responsible for publishing and removing the job posting on governmentjobs.com.

- ii) All jobs must be posted for a minimum of 14 days per Civil Service, but can be posted up to 28 days.
- iii) Civil Service is responsible for tracking the minimum posting requirements.
- iv) Civil Service sets deadline dates for applications and the application instructions.
- f) Once the job posting is expired, Civil Service reviews and scores all applicants and then provides CCPH the result of the review on the Certified Eligibility Listing. Civil Service will move applicants to a list that the Division Leader can see in NEOgov.com with those corresponding to the Certified Eligibility Listing.
  - i) Civil Service uses several options to score/rate applications, which include but are not limited to: an oral examination, a written examination or other criteria.
  - ii) If CCPH does not agree with the scoring method Civil Service selected for the job posting, it is CCPH's responsibility to provide an alternative option, prior to the job posting. Alternatives that CCPH has selected and developed previously are: developed application scoring criteria based on education and work experience and developed written examination material to be administered by Civil Service.
  - iii) If Civil Service agrees with the alternative scoring method, CCPH is responsible to complete the scoring of the examination or application as selected. Civil Service will then use the scores and apply the applicable bonus points to determine the final rating of each applicant.
- g) CCPH will then begin the interview process from the Certified Eligibility Listing and corresponding applications on governmentjobs.com.
  - i) The requesting Division Leader reviews all applications. During review of the applications, the Division Leader shall verify if the applicants meet the minimum qualifications and credentials of the job position per the information provided. The following are guidelines to accomplish this. The minimum qualifications and credentials that are not verifiable with provided information, but instead by searches, oral interviews, tests, etc., shall be assumed as being met until such time the applicant is selected per item E.3. below.

- a. Education/degree requirements: These can be verified by review of a transcript (unofficial acceptable) or diploma that specifies the date and type of degree awarded that matches the requirements.
  - b. Licensure/Certification requirements: These can be verified by review of a copy of a Certificate/License that specifies the date awarded or by searching online licensing/certification board listings.
  - c. Work Experience requirements: These can be verified by contacting previous employers to confirm work history (work verifications) and/or by contacting work references.
  - d. Computer Skills requirements: These can be verified by conducting a test of the applicants' skills or by oral interview.
  - e. Driver's License with good driving record requirement: The good driving record can be verified by performing an online search at [www.starkcjis.org](http://www.starkcjis.org) or by conducting a LexisNexis search per item E.3.a.ii.b. below. Can also perform an online verification that the Driver's License is current if received a copy of the Driver's License with the application.
  - f. Physical/Mental requirements: These can be verified by oral interview.
  - g. Criminal record and background search: These can be verified by performing background check per item E.3.a.i.-iii. below.
- ii) The requesting Division Leader reviews and selects the applicants they wish to interview.
    - a. Only applicants that appear to meet the minimum qualifications should be considered for interviewing.
    - b. The Division Leader must select at least three applicants to interview if more than three applicants applied. If less than three applicants applied, the division must select 100% of the qualified applicants for interviews.
    - c. The Division Leader is responsible to schedule the interviews. Division Leaders are encouraged, but not required, to select the top-rated candidates on the eligibility list.
  - iii) The Division Leaders are responsible to determine if a written assessment is appropriate to be conducted to evaluate the skills and competencies of the eligible applicants.
    - a. If an assessment is preferred, the Division Leaders are responsible to create and document the assessment.
    - b. The results of the assessments shall be considered when selecting appropriate candidates.
  - iv) Oral interviews should be conducted by at least two interviewers, if possible. All candidates should be interviewed by the same interviewers. Consideration of which CCPH staff to be interviewers include, but are not limited to:
    - a. Immediate supervisor for the job opening.
    - b. Division Leader, if not the same as the immediate supervisor.
    - c. Peer performing the same job as the job opening.
    - d. Another staff person to provide an outside perspective.



- v) Interviews must be conducted in a manner that is consistent with all interviewees as to prevent bias. For example, using the same list of questions for each interviewee.
- vi) CCPH interviewers shall ask the applicant if they want details of the available job position and be prepared to discuss them. CCPH Summary of Benefits (800-017-01-A\_CCPH Summary of Benefits) may be provided to each applicant.
- vii) Interview questions, notes, assessments, etc. (i.e. interview documents) that are recorded must be saved with the applications.
- h) If the applicant was hired by CCPH, all applications and interview documents must be filed in their Employment File by the Fiscal Manager. If the applicant was not hired, all applications and interview documents will be maintained by the Fiscal Manager pursuant to the CCPH's Record Retention Schedule.

## 2. RECRUITING TO FILL A PART-TIME POSITION

- a) Before the Personnel Request form (800-017-02-F\_Personnel Request) to recruit to fill a job position is completed, the Division Leader must review the position description for the position wanting to fill.
  - i) If the position description has not been approved within the last five (5) years, the position description must be updated. The Division Leader is responsible to update the position description and obtain Board of Health approval prior to submitting the CCPH Personnel Request form.
- b) The Division Leader must fill out Section #1 of the Personnel Request Form (800-017-02-F\_Personnel Request) and e-mail the form to the Fiscal Manager.
- c) The Fiscal Manager completes section #2 of the Personnel Request Form and prints the form to give to the Health Commissioner. The Fiscal Manager attaches the most current position description.
- d) The Health Commissioner will approve or deny the form based on division need, budget availability and necessity. The completed form will be given to the Fiscal Manager.
  - i) If denied, the Health Commissioner will detail the reason for the denial on the Personnel Request Form. A copy of the form will be given to the Division Leader requesting the Personnel Request. The original form will be filed by the Fiscal Manager, to be maintained pursuant to the department Record Retention Schedule.
  - ii) If approved, the Fiscal Manager will complete the Job Posting Request Form (800-017-03-F\_Job Posting Request) and the Health Commissioner will sign off and date the form.
- e) The Fiscal Manager will e-mail the completed Job Posting Request Form along with the most current approved position description to HR, the requesting Division Leader and other city departments as requested.
  - i) Once HR receives this form, a job posting will be created based on the position description that was provided to them. HR will have the job posted within two (2) to five (5) business days. A draft job posting will be provided to the person listed on the Job Posting Request form for review to ensure it is accurate prior to finalizing. Once finalized, HR will post the job posting on governmentjobs.com. All potential candidates must apply for all CCPH jobs on governmentjobs.com.

- (A) Advertising: Once the job posting is published, it will be posted on the CCPH website by an Administrative Staff member until the submission deadline. The Fiscal Manager will authorize the CCPH Public Information Officer to post on the CCPH's Facebook page. Other desired routes of advertising may take place (i.e., college websites, community centers, free job posting websites, newspaper, etc.) at the discretion of the requesting Division Leader. Efforts shall be made to advertise the position to the population in which the department serves in order to recruit from qualified individuals reflective of the population demographics (i.e. advertising at community centers, etc). If costs for advertisements have been previously approved, it is the Administrations' responsibility to have a means for payment (i.e. an open purchase order). It will be the general practice of CCPH to advertise in ways that have little to no cost. It will be the Division Leaders' or persons' who posted responsibility to ensure all avenues of advertising are removed once the job posting has expired. HR is responsible for publishing and removing the job posting on governmentjobs.com.
- ii) All job postings are posted on governmentjobs.com for a minimum of fourteen (14) days, but can be posted up to 28 days.
  - iii) HR sets deadline dates for applications and application instructions.
- f) Once the job posting is expired, the requesting Division Leader will contact HR and ask them to move all applicants to a list in governmentjobs.com that the Division Leader can see.
- g) The requesting Division Leader reviews all applications in accordance with E.1.g.i. and selects the applicants they wish to interview.
- i) The Division Leader must select at least three applicants to interview if more than three applicants applied. If less than three applicants applied, the division must select 100% of the applicants for interviews. (Exception: The division does not have to interview applicants that do not meet minimum qualifications required for the posted position).
  - ii) The Division Leader is responsible to schedule the interviews
- h) CCPH will then begin the interview process from the applications received as described in E.1.g.iii. – vii of this policy.
- i) CCPH interviewers shall ask the applicant if they want details of the available job position and be prepared to discuss them. CCPH Summary of Benefits (800-017-01-A\_CCPH Summary of Benefits) may be provided to each applicant.
  - i) If the applicant was hired by CCPH, all applications and interview documents must be filed in their Employment File by the Fiscal Manager. If the applicant was not hired, all applications and interview documents will be maintained by the Fiscal Manager pursuant to the CCPH's Record Retention Schedule.

### 3. APPLICANT SELECTION AND BOARD OF HEALTH

- a) Once the interview process is complete, the Division Leader should select their top applicants (at least two). Of the top applicants, the Division Leader shall verify the qualifications of each applicant meet the minimum qualifications and credentials of the job position following the guidelines in E.1.g.i. If an applicant doesn't meet a qualification of the job position, but is still being considered for hire, the Division Leader needs to justify this decision. This will be documented on 800-017-05-F\_Employment Offer form.



- i) The requesting Division Leader must meet with the Health Commissioner to go over the selected applicant(s) for hire before an Employment Offer is completed.
  - ii) The Division Leader is responsible to conduct background checks on the selected applicants prior to making the final selection. Background checks used by CCPH include, but are not limited to:
    - a. Searches on civil and criminal court websites for counties and cities the applicant has lived or worked;
    - b. Use of LexisNexis;
      1. If using the LexisNexis search, must fill out the request form (800-017-04\_F LexisNexis Search Request) and provide to the Director of Nursing. The Director of Nursing will conduct the LexisNexis search.
    - c. A general internet search of name, a review of any Facebook postings and profile and a review of any LinkedIn profile.
    - d. A medical exam including a drug screen may be required.
  - iii) The background check shall assist in the determination of any discrepancies as to criminal background compared to the application information. It shall also assist in the determination of the job position qualification of a good driving record, if applicable.
  - iv) If the background check uncovers information that disqualifies the applicant, that applicant shall not be eligible for final selection.
- b) After verification of qualifications, the Division Leader should select at least two top applicants (one applicant they will offer the position to and one applicant for an alternate) to extend an employment proposal to. The Division Leader will contact the applicants to discuss items such as wages and benefits needed for the completion of the 800-017-05-F\_Employment Offer form, keeping in mind the negotiation requirements listed in E.3.c. below.
- c) Negotiation of starting wages and benefits.
- i) CCPH is not able to change the starting vacation days, sick days or insurance benefits, so they are non-negotiable.
  - ii) Vacation credit may be approved by the Board of Health per Health Code 207.18(h).
  - iii) Sick Leave balance transfers may be approved by the Board of Health per Health Code 207.17(b).
  - iv) Since vacation time is non-negotiable, applicants that have pre-scheduled/prepaid vacation/trips may be offered unpaid personal leave as approved by the Board of Health per Health Code 207.11(c) or other leave options as approved.
  - v) Any deviation in wages or salaries from the most current adopted wage and salary schedule, as approved by the Board of Health, must be approved by the Board of Health before an offer can be made to the employee.
    - a. In general, starting wages are set at the minimum of the pay range and are not negotiable. But special consideration may be made by the Board of Health.
- d) The Division Leader will work with the Fiscal Manager to create an employment offer for the recommended applicant and the alternate applicant, if applicable (see 800-017-05-F\_Employment Offer). The requesting Division Leader will complete as much as the Employment Offer as possible and then e-mail the form to the Fiscal Manager. The Fiscal Manager will complete any parts not completed by the Division Leader.



- i) Once the Employment Offer is completed, the Fiscal Manager will print the Employment Offer and attach the most current approved position description. The Health Commissioner, the Fiscal Manager and the Division Leader will sign and date the offer.
  - ii) The Fiscal Manager will place the hiring of the applicant on the next Board of Health meeting agenda.
  - iii) Once the Board of Health approves either the recommended applicant or the alternate applicant, the employment offer will be made to the applicant.
  - iv) The Division Leader will contact the hired applicant and make an employment offer. After the hired applicant accepts the offer, the Division Leader shall establish the start date and work schedule of the hired applicant. It is recommended the Division Leader send a confirmation email to the hired applicant with any first day instructions. The Division Leader will provide the Fiscal Manager any revisions to the employment offer.
  - v) On the applicant's start date, the applicant must sign the Employment Offer as provided by the Fiscal Manager. The fully signed employment offer will be placed in the employee's file.
- e) Determination of salary or hourly rate
- i) For new hires, the salary or hourly rate shall be set at the minimum of the pay range for the position unless specified differently by the Board of Health.
  - ii) For existing employee promotions or employees transferring to a higher pay range position, the salary or hourly rate shall be set at the minimum of the pay range for the position or at a 3% minimum increase over the current position, whichever is higher.
  - iii) For existing employees transferring to an equal to lesser pay range position, the salary or hourly rate shall be set at the same step in the new pay range.
  - iv) For current part-time employees being hired into a full-time position the following procedure will be used to determine the full-time rate of pay:
    - a. If the employee doing essentially the same job in new full-time position as in current part-time position:
      - i. Take the current rate of pay in the part-time position. If it is right on a step of the most current approved wage and salary schedule, then move from the part-time pay scale to the full-time pay scale at the same step. That is the new salary. No probationary period is required.
      - ii. If the part-time rate of pay is not on an established step in the most current approved wage and salary schedule, then the following will apply:
        1. Take the current hourly rate of pay times 1,950 hours. That is the new annual salary. (1,950 hours is equal to 7.5 hours of work per day for the year.  $7.5 \times 5 \times 52 = 1,950$ ).
    - b. If the employee will be doing a different full-time job then a part-time job and the position is a promotion, then the following principles apply:
      - i. Take the current hourly pay times 1,950 hours to get the current salary basis.
      - ii. Look at the new rate of pay on the new full-time position. Assure that there is a minimum of a 3% increase over the current rate of pay. The new rate of pay is the Step 1 in the new pay scale or 3% increase over the current rate of pay, whichever is greater.
      - iii. A 90-day probationary period applies for a promotional increase.
    - c. If the employee will be doing a different job of a lower classification, see E.3.c.v.a of this policy.

- d. To calculate vacation credit. Take the total hours the employee has worked part-time at the department and divide by the annual basis for part-time of 1,950 hours. This is the full-time equivalent service. This is then applied to the current vacation policy. The employee vacation is to be applied upon start date in full-time status. Note the prorating policy for the first year in full-time status. That is one day vacation credit for each full month left in the year. You do not have to wait one year to be eligible for vacation credit.
- f) Exceptional Appointments
  - i) Under certain circumstances, the Health Commissioner can request that the Civil Service Commissioner fill the position by making an exceptional appointment under Ohio Revised Code 124.30.
  - g) For full-time positions, the Fiscal Manager will submit the Certified Eligibility List back to Civil Service with the recommended new hire, to serve as the Certified Eligibility Certificate.

#### **F. CITATIONS AND REFERENCES**

Health Code 207.11(c), 207.17(b) and 207.18(h)

CCPH Record Retention Policy

#### **G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Manager
2. James Adams, Health Commissioner
3. Terri Dzienis, APC Administrator

#### **H. APPENDICES AND ATTACHMENTS**

800-017-01-A\_CCPH Summary of Employee Benefits

#### **I. REFERENCE FORMS**

800-017-02-F\_Personnel Request

800-017-03-F\_Posting Request Form

800-017-04-F\_LexisNexis Search Request

800-017-05-F\_Employment Offer

#### **J. REVISION AND REVIEW HISTORY**

Revision Date	Review Date	Author	Notes
07/18/2018		Terri Dzienis	Added content to C.; updated E.1.e.i.A. to specify advertising minimums and in community centers; Inserted new item E.1.h.i. for qualification verification which renumbered the later bullets in E.1.h.; Inserted new item E.1.h.ii.a. which renumbered the later bullets in E.1.h.ii; Added clarification to E.2.e.ii., E.2.f., E.2.g. E.3.e.v.a., E.3.d.iv., E.3.d.v., and E.3.g.; revised E.2.e.iv.; added bullet E.2.f.ii.; Added content for qualification



			verification to E.3.a.; and Inserted new item E.3.b. for clarification which renumbered the later bullets in E.3.
08/25/2021		Christi Allen	Overhaul of entire policy.

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.



## **Canton City Public Health Summary of Employee Benefits**

*Provided for informational purposes only and shall not supersede any official document.*

### **FULL TIME POSITIONS**

#### **1) Job classification**

- a) This is Civil Service employment subject to Civil Service laws and rules (Health Code 207.06 and Resolution 2014-15).
- b) This is either (check mark **only** one):
  - An exempt salaried position (Health Code 207.10 and Resolution 2014-01).
  - A non-exempt salaried position (Health Code 207.10 and Resolution 2014-01).
- c) Full time employment, paid for 8 hours per day: 7.5 hours of work time and 0.5 hours paid lunch time (Health Code 207.10 & 207.01 and Resolution 2014-01).
- d) Ninety-day probationary period (Health Code 207.06 and Resolution 2014-15).
  - An employee evaluation will be conducted every month to establish performance level during the probation period.

#### **2) Pay period and deductions (Health Code 207.08)**

- a) Pay is every two weeks.
- b) Mandatory payroll deductions: City of Canton taxes, state and federal taxes, and OPERS (OPERS is deducted in lieu of Social Security).

#### **3) OPERS (Ohio Public Employees Retirement System) – Pension**

- a) Total of 24% of salary is contributed to the employees OPERS account each pay.
  - 10% is employee contribution.
  - 14% is employer contribution.

#### **4) Salary Raises**

- a) Upon completion of a satisfactory 90-day probationary period, each employee shall receive a half step increase in salary upon the approval of the Board of Health, the value of which depends on salary pay range (Health Code 207.06 and Resolution 2014-15).
- b) Future raises based on merit (i.e. annual employee performance evaluation) and available funding (Health Code 207.09).

#### **5) Term Life Insurance (Health Code 207.21)**

- a) Effective after 90 days of work for new hires.
- b) Policy valued at \$20,000.00.
- c) Paid for by employer.

#### **6) Health Insurance (Health Code 207.21)**

- a) Medical, prescriptions, eye and dental.
- b) Effective after 60 days (minimum) of work for new hires, on the first of the month
- c) Employee can pay for single or family plan.
  - Medical insurance subject to the City's plan.
- d) Go to <http://www.cantonhealth.org/?pg=463> for details of medical coverage and deductibles supplied by City of Canton Human Resources and updated periodically.

7) **Paid Leave**

- a) Paid sick leave (Health Code 207.17)
  - Earned at 4.6 hours every 2 week pay period (80 hours worked).
  - Accumulate without limit.
  - Sick hours can be used for all qualified sick time.
  - Sick leave balance transfers from previous government employment may be approved by the Board of Health per Health Code 207.17(b)
- b) Paid work holidays (Health Code 207.19)
  - Twelve work holidays per year.
  - One of the twelve days is a personal floating holiday.
  - New hires can use the personal holiday after 60 days.
- c) Paid jury duty leave (Health Code 207.16)
- d) Paid funeral leave (Health Code 207.30)
- e) Vacation (Health Code 207.18):
  - Vacation days will be available following the completion of the employee's 90-day probationary period.
    - ✓ One day for each full month following the completion of the probationary period until the end of the calendar year not to exceed a total of 5 days.
    - ✓ In January of the next year, the employee will receive ten vacation days.
  - During sixth, receive an additional five vacation days. Additional vacation available per schedule thereafter.
  - Up to five (5) vacation days (40 hours) may be carried over into the next calendar year subject to approval by the Board of Health for extenuating circumstances.
  - Vacation credit for previous employment may be approved by the Board of Health per Health Code 207.18(h).

**PART TIME POSITIONS**

**1) Job classification**

- a) This is not subject to Civil Service laws and rules.
- b) This is either (check mark **only** one):
  - An exempt salaried position (Health Code 207.10 and Resolution 2014-01).
  - A non-exempt salaried position (Health Code 207.10 and Resolution 2014-01).
- c) Part time employment paid up to 8 hours a day with no paid lunch and works an annual average less than 30 hours per week. (Health Code 207.10 & 207.01 and Resolution 2014-01).
- d) Ninety-day probationary period (Health Code 207.06 and Resolution 2014-15).
  - An employee evaluation will be conducted every month to establish performance level during the probation period.

**2) Pay period and deductions (Health Code 207.08)**

- a) Pay is every two weeks.
- b) Mandatory payroll deductions: City of Canton taxes, state and federal taxes, and OPERS (OPERS is deducted in lieu of Social Security).

**3) OPERS (Ohio Public Employees Retirement System) – Pension**

- a) Total of 24% of salary is contributed to the employees OPERS account each pay.
  - 10% is employee contribution.
  - 14% is employer contribution.

**4) Salary Raises**

- a) Upon completion of a satisfactory 90-day probationary period, each employee shall receive a half step increase in salary upon the approval of the Board of Health, the value of which depends on salary pay range (Health Code 207.06 and Resolution 2014-15).
- b) Future raises based on merit (i.e. annual employee performance evaluation) and available funding (Health Code 207.09).

**5) Paid Leave**

- a) Paid sick leave (Health Code 207.17)
  - Earned at .0575 of every hour worked.
  - Accumulate without limit.
  - Sick hours can be used for all qualified sick time.
  - Sick leave balance transfers from previous employment may be approved by the Board of Health per Health Code 207.17(b)

**Personnel Request**  
(Recruiting to fill a job position)



**SECTION #1: To be completed by Division Leader.**

Date Completed \_\_\_\_\_ Division \_\_\_\_\_

Request by who (name and title) \_\_\_\_\_

Job Title \_\_\_\_\_ Pay Range \_\_\_\_\_

How would you like this posted?  Open  Closed  Both

Open = available to all employees and the public. Closed = available to CCPH employees only.

Reason for posting \_\_\_\_\_

By what date would you like this position filled? \_\_\_\_\_

By marking this box, I approve the above personnel request as the Division Leader.

**\*\*Division Leader:** When Section #1 is completed, e-mail this form to the Fiscal Manager.

**SECTION #2: To be completed by the Fiscal Manager.**

Starting Salary Range \_\_\_\_\_ Ending Salary Range \_\_\_\_\_

Source of Funding \_\_\_\_\_

Is there sufficient funds? \_\_\_\_\_

**\*\*Fiscal Manager:** When Section #2 is complete, print this form and give to the Health Commissioner. Attach the most current job description with the request.

**SECTION #3: To be completed by the Health Commissioner.**

APPROVE Request  DENY Request

If request was denied, state the reason. \_\_\_\_\_

Health Commissioner \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Health Commissioner:** When Section #3 is complete, give completed form to the Fiscal Manager. If the request was approved, the Fiscal Manager will then complete 800-017-02-Posting Request Form and send that form to the appropriate city departments. If the request was denied, the Fiscal Manager will give a copy of this form to the Division Leader making this request.

# Job Posting Request



**Public Health**  
Prevent. Promote. Protect.  
Canton City Public Health

**To be completed by the Fiscal Manager or designee.**

**Date of Request** \_\_\_\_\_ **Department** \_\_\_\_\_

**Position Title** \_\_\_\_\_ **Pay Range** \_\_\_\_\_ **Position #** \_\_\_\_\_

Full-time     Part-time     Continuous

**Posting**     Open     Closed     Both

Open = available to all employees and the public. Closed = available to CCPH employees only.

**How many days we would like the position to be posted** \_\_\_\_\_

**Minimum and maximum salary for this position**

**Minimum** \_\_\_\_\_ **Maximum** \_\_\_\_\_

**Source of Funding** \_\_\_\_\_

**Reason for posting** \_\_\_\_\_

\_\_\_\_\_

**Please have the following person approve the draft posting before it is posted on NEOgov.com (include phone number and e-mail address):**

\_\_\_\_\_

**Hiring manager name and title:** \_\_\_\_\_

**Approved by Health Commissioner** \_\_\_\_\_

**Date** \_\_\_\_\_

***\*\*A copy of the approved position description must be included with this form.***

# LexisNexis Search Request for New Employees



**Public Health**  
Prevent. Promote. Protect.  
Canton City Public Health

**To be completed by the Division Leader or designee**

**Date of Request** \_\_\_\_\_ **Division** \_\_\_\_\_

**Requested by who (name and title)** \_\_\_\_\_

**New employee information**

**Last name** \_\_\_\_\_

**First name** \_\_\_\_\_

**Date of birth (if known) or approximate age** \_\_\_\_\_

Additional information if known (to verify correct individual)

\_\_\_\_\_  
\_\_\_\_\_

**Information needed (check mark all that apply)**

- Professional license
- Vehicle information
- Legal information
- Other (specify) \_\_\_\_\_

**What to do with the form and LexisNexis (LN) search:**

- 1) **Division Leader:** Once the form is completed, e-mail the form to the Director of Nursing.
- 2) **Director of Nursing:** Once the LN search is complete, give this form along with the LN search information to the Division Leader who requested this search.
- 3) **Division Leader:** After you receive the LN form and search information and you have time to review, give the LN form and search information to the Fiscal Manager with the Employment Offer.

**Employment Offer**  
(This is made to the prospective applicant)



Date Completed \_\_\_\_\_ Division \_\_\_\_\_

Request by who (name and title) \_\_\_\_\_

Name of prospective applicant \_\_\_\_\_ Job Title \_\_\_\_\_

Pay Range \_\_\_\_\_ Reports to (person approving payroll) \_\_\_\_\_

Proposed starting date \_\_\_\_\_ Proposed end of 90-day probation \_\_\_\_\_

Proposed starting salary \_\_\_\_\_ Salary after 90-day probation \_\_\_\_\_

Normal working hours \_\_\_\_\_

Is there any vacation credit from a previous employer? [See Health Code Section 207.18(h)] \_\_\_\_\_

Is there any sick time carry over balance from a previous employer? [See Health Code Section 207.16(b)] \_\_\_\_\_

*If yes to either question, submit a letter from the previous employer(s) stating as such within 30 days of hire date.*

**FULL-TIME Employees ONLY**

Date personal holiday available to use after 60 days \_\_\_\_\_

Date vacation time starts after 90-day probation \_\_\_\_\_ Number of days \_\_\_\_\_

Starting \_\_\_\_\_, you will receive ten (10) days of vacation.

Earliest date health insurance can start \_\_\_\_\_

List any other employee benefits: \_\_\_\_\_

**\*\*All employees receive .0575 of sick time per every hour worked.**

**1) Board of Health Approval On:** \_\_\_\_\_

**2) Approval by Health Commissioner, Division Leader and Fiscal Manager.**

Health Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Manager \_\_\_\_\_ Date \_\_\_\_\_

Division Leader \_\_\_\_\_ Date \_\_\_\_\_

**3) Approval by application - By signing this Employment Offer, I agree to the terms of this employment at Canton City Public Health.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Applicant Qualifications

\*Check "Yes" box for each qualification verified.

\*Check "No" box for each qualification not verified and provide explanation below.

\*Check "N/A" box for each qualifications not applicable to position.

<b>Qualifications</b>	<b>Verification Method</b>	
1) Education/Degree	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Transcripts <input type="checkbox"/> Diploma <input type="checkbox"/> Other _____
2) Licensure/Certification	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Copy of Licensure/Certification <input type="checkbox"/> Online Verification at: _____ <input type="checkbox"/> Other _____
3) Work Experience	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Work Verification <input type="checkbox"/> References <input type="checkbox"/> Other _____
4) Computer Skills	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Test (in-house) <input type="checkbox"/> Interview <input type="checkbox"/> Other _____
5) Driver's License with Good Driving Record	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> LexisNexis Search <input type="checkbox"/> Online at <a href="http://www.starckjis.org">www.starckjis.org</a> <input type="checkbox"/> Other _____
6) Physical/Mental Requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Interview <input type="checkbox"/> Other _____
7) Criminal Record and Background Search	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Citations/infractions <input type="checkbox"/> Misdemeanor(s) <input type="checkbox"/> Felony(s) <input type="checkbox"/> Other _____
8) Other	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____

**If "No" was checked in the qualifications table, explain why applicant is still qualified for hire to this position.**

---

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

**Division Leader:** When this form is complete, e-mail this form to the Fiscal Manager.



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

Canton City Public Health

**Board of Health Meeting**  
Monday, September 27, 2021 @ 12:00pm – Board Room  
**Division Reports**

- a. Nursing /WIC – Written report
- b. Laboratory – Written report
- c. OPHI/Surveillance – CCPH Vaccination Clinic Impact Report
- d. Environmental Health – Written report
- e. Vital Statistics – Written report
- f. Health Commissioner – Written report
- g. 2020 Annual Report – Written report

# Canton City Public Health

September 2021 Report (Meeting 9/27/21)

**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	6	60	108
Tuberculosis (TB) Mantoux	9	21	21
Travel	1	0	0
S.T.I.	9	40	162
C.T.R. Clinic	0	0	0
C.T.R. – # Qualified & Tested		0	0
C.T.R. – Appointments		1	17
Field/Outreach Testing		0	2
SWAP	4	313	1,594
SWAP Testing		0	12
SWAP Vaccination Clinic	0	0	0
Hepatitis A Outbreak Clinic	0	0	0
COVID-19 Clinics		140	18,573*

\* corrected

## DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	0	565	0	396

## HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD	Discordant	Discordant YTD
Tests Performed	4	51	0	3	0	0
Results Given	4	51	0	3	0	0

## HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	2	0	4	0
Stark County*	0	0	5	0

\* excludes Canton City Residents

**HIV Infection includes all persons infected with HIV and/or symptomatic of HIV related disease. AIDS reports include only those who meet the CDC AIDS definition.**

**SPECIAL PROGRAMS**

	SESSIONS/VISITS/ CONTACTS		# ATTENDING	
	Month	YTD	Month	YTD
Nursing School Students/Physician Affiliations			0	0
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	0	0	0	0
Get Vaccinated (GV) Ohio Grant – Maximizing Office Based Immunization Programs (MOBI) & Teen Immunization Education Sessions (TIES) – Goal of 31 per grant year July 1 <sup>st</sup> – June 30 <sup>th</sup>	0	4		
Get Vaccinated (GV) Ohio Grant – Immunization Quality Improvement for Providers (IQIP) – Goal of 10 per grant year July 1 <sup>st</sup> – June 30 <sup>th</sup>	0	3		
DIS Interviews and/or Visits	8	85		
Linkage to Care visits	0	0		
PAPI (Prevention Assistance Program Interventions) referrals	4	26		
PAPI (Prevention Assistance Program Interventions) enrollment	1	5		
Bureau for Children with Medical Handicaps (BCMh) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1 <sup>st</sup> - June 30 <sup>th</sup> ]	1	18		

**WIC Division  
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY21: 2,087

Assigned Stark Project Caseload FY21: 5,431

WIC Fiscal Year 2021 <i>October 2020 – September 2021</i>		
	Canton City	Total for Stark Project
October 2020	1,953	5,120
November 2020	1,928	5,062
December 2020	1,930	5,029
January 2021	1,885	4,973
February 2021	1,806	4,837
March 2021	1,797	4,878
April 2021	1,760	4,822
May 2021	1,751	4,776
June 2021	1,749	4,716
July 2021	1,786	4,722
August 2021	1,745	4,660

# Canton City Health Department

August 2021 (Meeting 9/27/2021)

**LABORATORY**

Water						
Sample Type	Number of Tests	Positive Tests	YTD Samples Tested	YTD Samples Positive	Prior 3 Yrs, YTD Avg	Prior 3 Yrs, YTD Positive Avg
Private	192	50	1078	223	1018	321
Public	39	0	301	2	314	25
Commercial	20	0	237	0	178	4
HPC	20	0	134	3	83	7
Other	0	1	110	6	17	1
Product Packaging	0	0	144	1	64	0
Beach Water	26	5	83	15	0	0

Clinic						
Test Name	Number of Tests	Positive Tests	YTD Samples Tested	YTD Samples Positive	Prior 3 Yrs, YTD Avg	Prior 3 Yrs, YTD Positive Avg
Gonorrhea-smear	12	1	44	5	110	12
N.G.U.	12	7	44	23	110	67
Gonorrhea-Gene amp.	60	1	209	11	405	21
Chlamydia-Gene amp.	60	8	209	15	405	35
Syphilis Serology Qualitative	33	3	130	15	367	25
Syphilis Serology Quantitative	3	3	15	14	26	26
Candida	12	3	33	5	138	21
Gardnerella	12	5	33	12	138	68
Trichomonas	12	1	33	5	138	19
Pregnancy-urine	2	0	3	0	13	1
HIV screen	4	2	52	3	219	5
HIV Confirmatory	0	0	0	0	5	5
Blood Lead	0	0	0	0	3	0
HCV Antibody screening	0	0	1	1	23	4

Syphilis proficiency testing was completed in August and we received a 100%.

Miscellaneous						
MISCELLANEOUS:	Number of Tests	Positive Tests	YTD Samples Tested	YTD Samples Positive	Prior 3 Yrs, YTD Avg	Prior 3 Yrs, YTD Positive Avg
Pollen counts	21	21	95	89	104	104
Other Exams	1	1	4	4	4	3

The "other exam" was an insect identification.

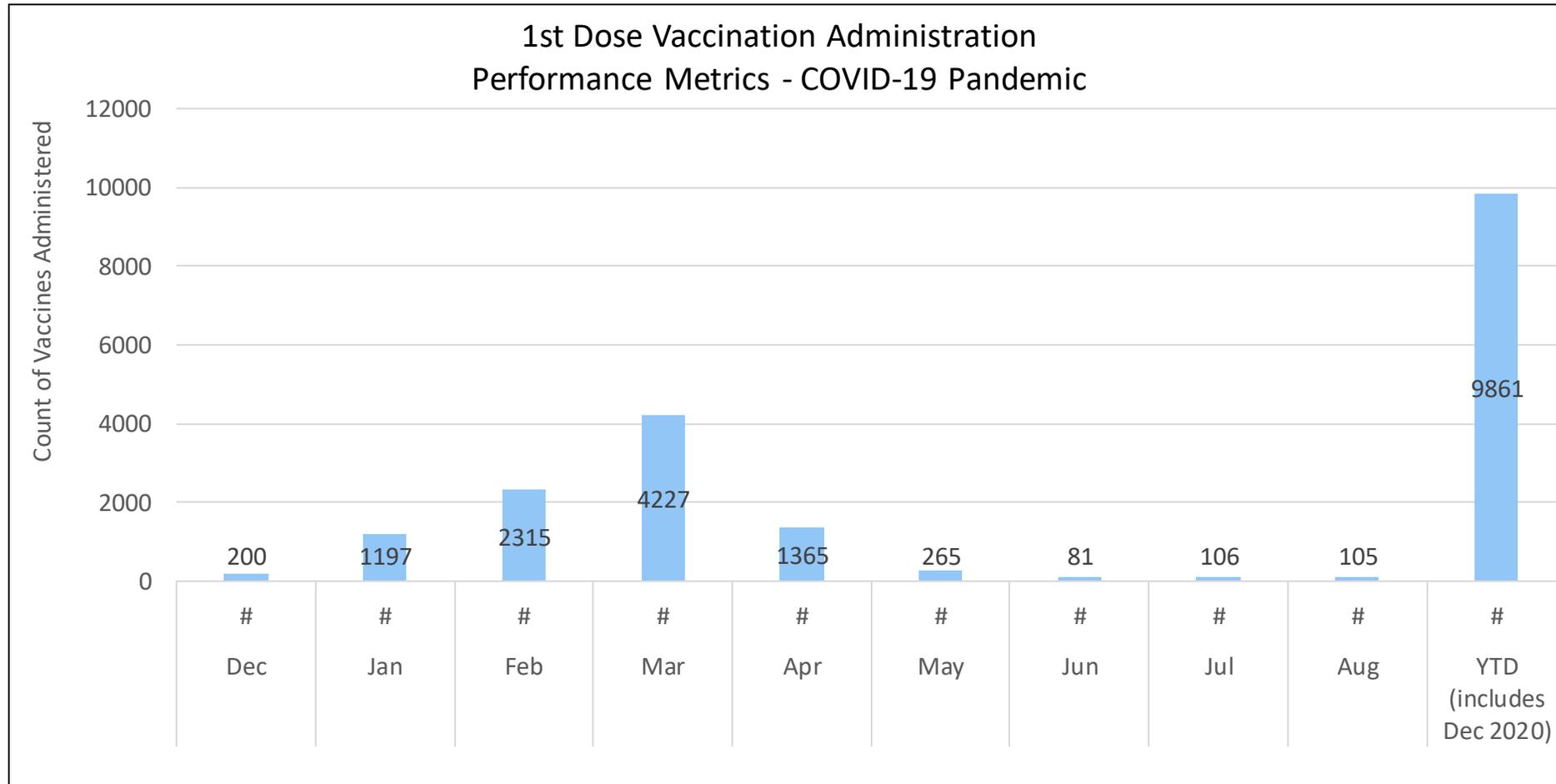
# Canton City Public Health COVID-19 Vaccination Clinic Impact Report – August 2021

Presented to CCPH Board of Health

September 27<sup>th</sup>, 2021



# Vaccination Administration Performance Metrics, August 2021



August:

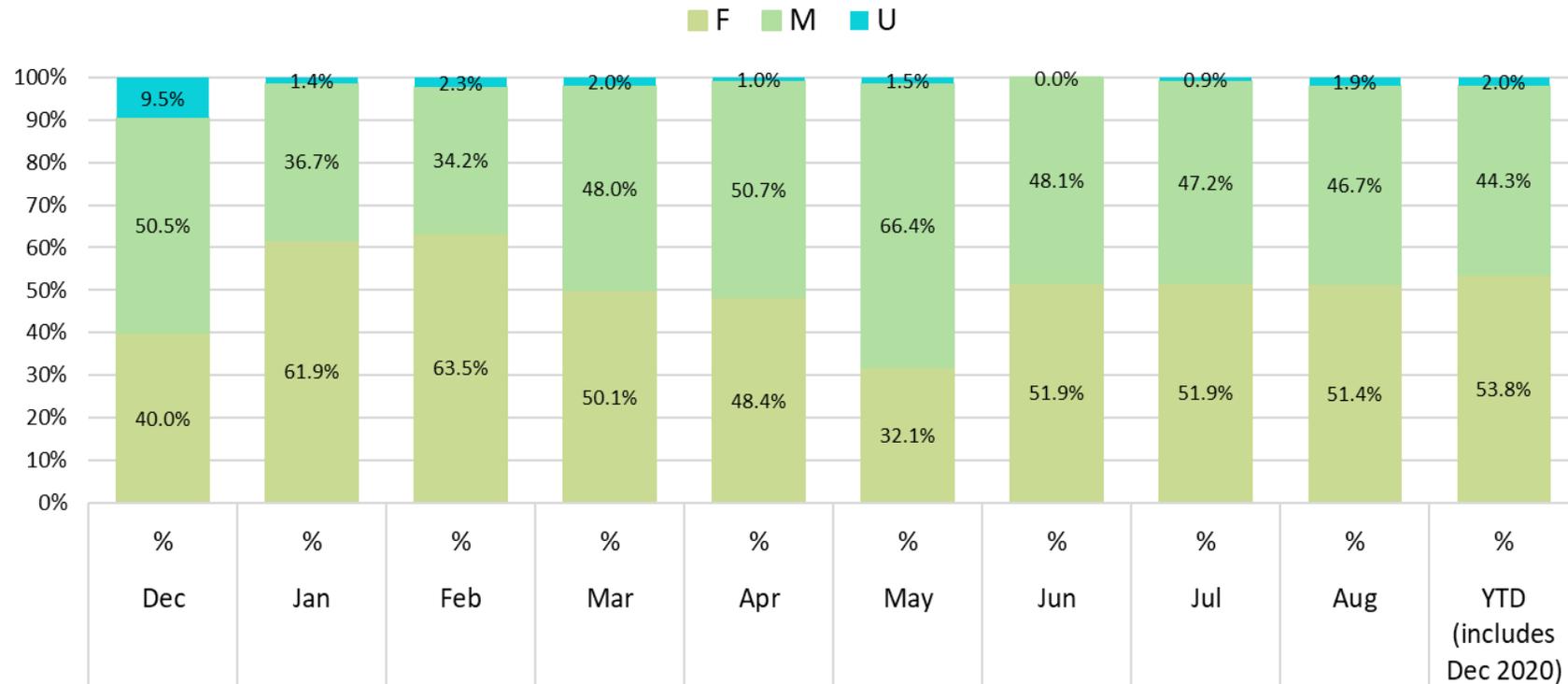
n=105

9861 vaccinations (first  
dose counts only (Dec –  
Aug))



# Vaccination Administration Performance Metrics, August 2021

Percent of Vaccination Administered by CCPH  
by Sex



August:

Female: 54 (51.4%)

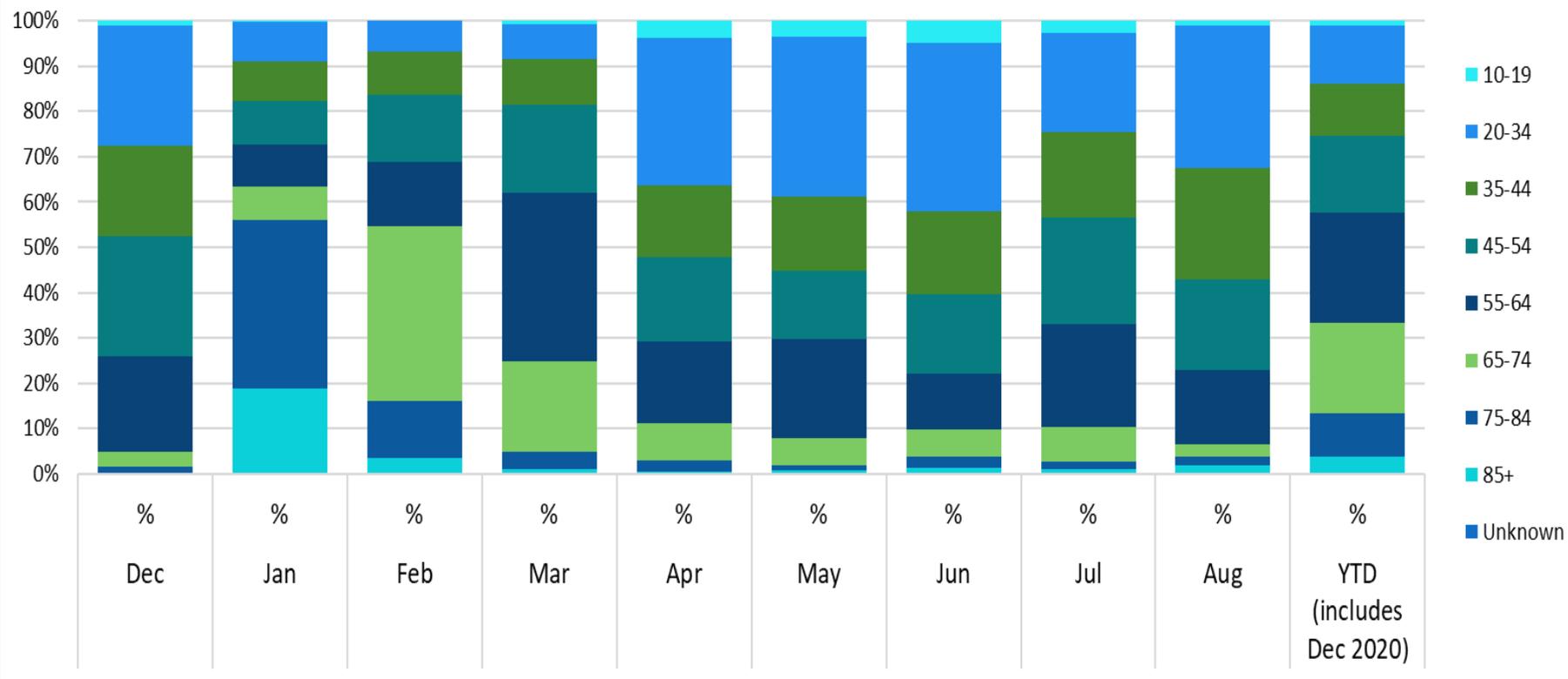
Male: 49 (46.7%)

Unknown: 2 (1.9%)\*



# Vaccination Administration Performance Metrics, August 2021

Percent of Vaccination Administered by CCPH by Age Group



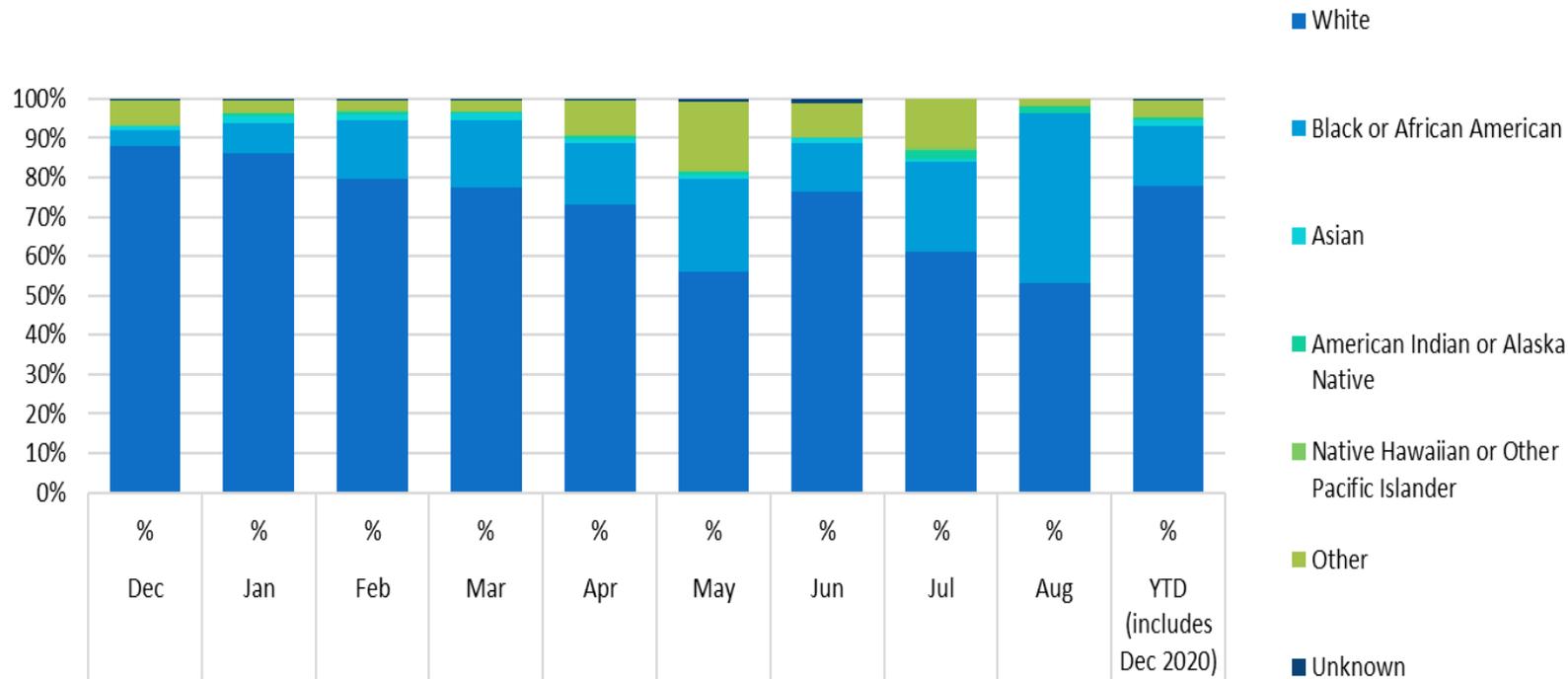
## August:

10-19	1.0%
20-34	31.4%
35-44	24.8%
45-54	20.0%
55-64	16.2%
65-74	2.9%
75-84	1.9%
85+	1.9%



# Vaccination Administration Performance Metrics, August 2021

Percent of Vaccination Administered by CCPH  
by Race

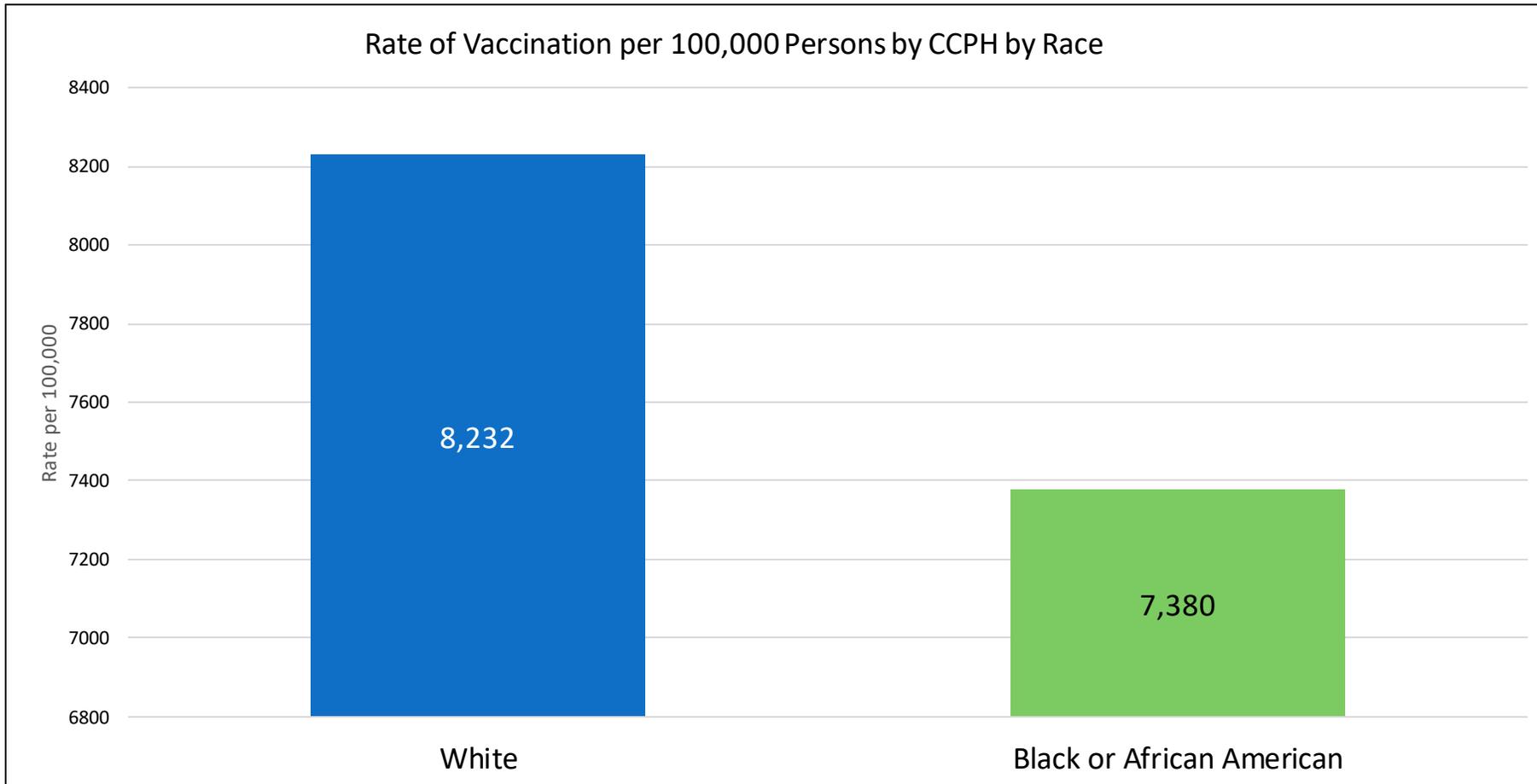


## August:

White	53.3%
Black/AA	42.9%
American Indian or Alaska Native	1.9%
Other	1.9%
Asian	0.0%
Native Hawaiian or Other Pacific Islander	0.0%



# Vaccination Administration Performance Metrics, YTD

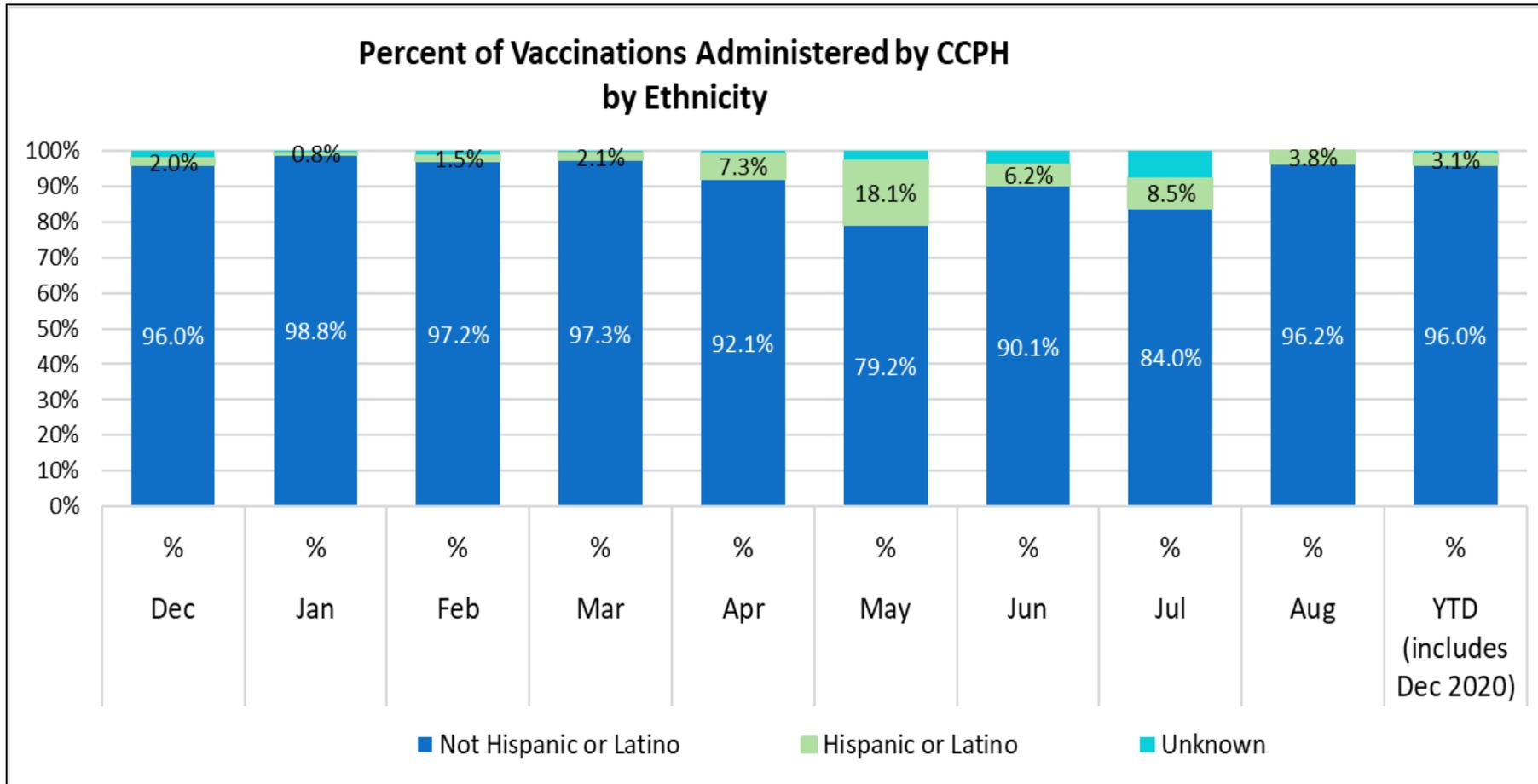


August:

Disparity Rate: 1:1



# Vaccination Administration Performance Metrics, August 2021

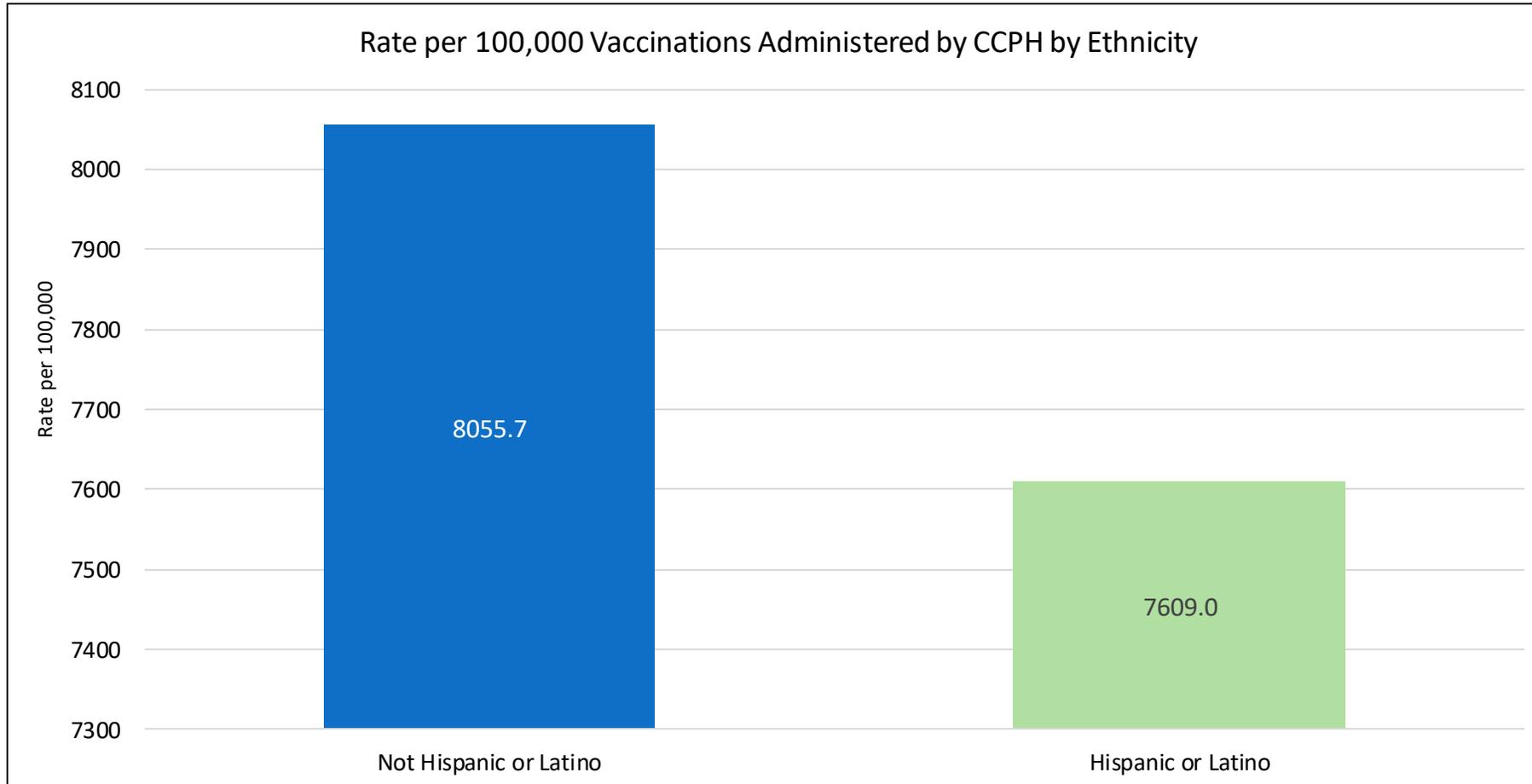


August:

Hispanic	3.8%
Non-Hispanic	96.2%
Unknown	0.0%



# Vaccination Administration Performance Metrics, YTD



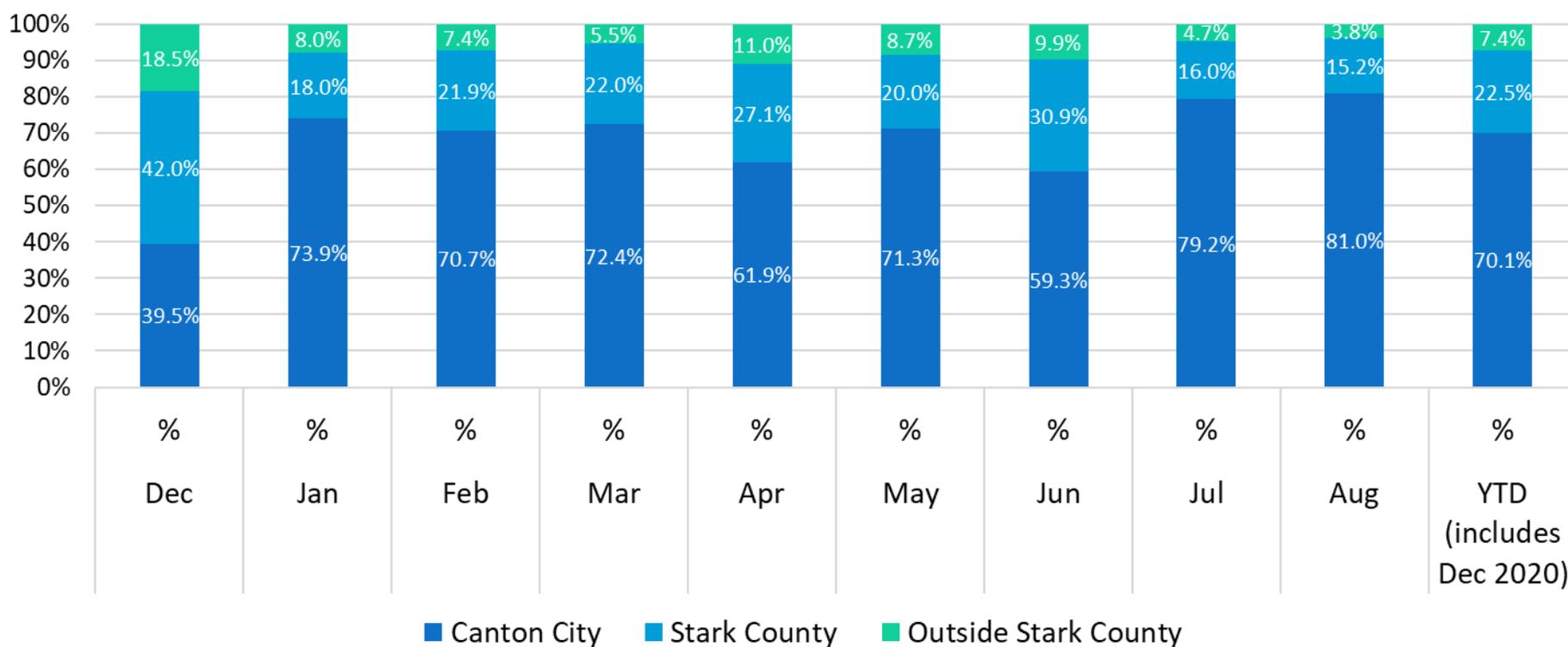
August:

Disparity Rate: 1:1



# Vaccination Administration Performance Metrics, August

Percent of Vaccination Administered by CCPH  
by Zip Code



August:

Canton City: 81.0%  
Stark County: 15.2%  
Outside Stark County: 3.8%



# Questions?

*~Data prepared by Lillian Boehm, CCPH Public Health Specialist.  
Reviewed by Amanda Archer, OPHII Director/Epidemiologist*



# Canton City Public Health

August Board Report 9/27/2021

Environmental Health

## RECYCLE CENTER

We are in the process of installing new heaters and automatic gates at the Recycle Center. We are fully staffed with one Manager and three technicians. All have or will have been fully trained and certified to operate the forklift, skid steer, and dump trucks. The Joint Solid Waste District is providing free HAZWOPR training to our staff to ensure they understand safe chemical handling procedures.

## NUISANCE

Mosquito spraying is complete for the 2021 season. Four rounds of spraying were conducted this summer. We maintain and adhere to a Do Not Spray List for residents who request no spraying near their homes.

We continue to perform QI activities in both Nuisance cleanups and the Rabies Program.

## FOOD UPDATES

The Food Safety Division and Canton City Fire Department continue to plan our first joint mobile food vendor inspections for Spring 2022 at the Stark County Fairgrounds. Our inspections will occur in conjunction with mini food fairs on-site at the Fairgrounds. This will streamline the inspection process for both city departments, as well as the mobile food vendors, and allow vendors to operate their business immediately following set up and licensing. It will help mobile food vendors and the Stark County Fair Board generate funds earlier in the season. The idea has generated interest with the Huron Fire Department, and they have requested to attend the next Food & Fire monthly meeting to learn more about our plan.

We have been invited to assist with StarkFresh's food safety and small business classes to help new food facility owners understand and streamline the process of starting their business in the City of Canton.

# Canton City Public Health

August Report 2021 (Meeting 9/27/2021)

## VITAL STATISTICS

Certificates Issued	AUG 2021	2021 YTD	2020 YTD
Death Certificates Issued	689	6,250	4,639
Birth Certificates Issued	1,030	6,961	6,718

*Births Total Residents & Nonresidents	AUG 2021	2021 YTD	2021 YTD
Births	311	2,617	
Unmarried Parent Births	163	1,320	50%
Births to Mothers aged 14 and under	-	2	0%
Births to Mothers aged 15 - 17	3	36	1%
Births to Mothers aged 18 - 19	10	116	4%
Births to Mothers aged 20 - 24	68	641	24%
Births to Mothers aged 25 - 29	102	844	32%
Births to Mothers aged 30 - 34	83	668	26%
Births to Mothers aged 35 - 39	41	260	10%
Births to Mothers aged 40 - 44	3	45	2%
Births to Mothers aged 45 and over	1	5	0%

Deaths in Canton City	AUG 2021	2021 YTD	YTD Male	YTD Female
Total	171	1,489	55%	45%
Deaths aged less than 1 day	2	9	44%	56%
Deaths aged less than 1 year	-	4	100%	0%
Deaths aged 1 - 3	-	3	67%	33%
Deaths aged 4 - 9	-	-	0%	0%
Deaths aged 10 - 19	1	4	100%	0%
Deaths aged 20 - 29	2	22	73%	27%
Deaths aged 30 - 39	4	37	68%	32%
Deaths aged 40 - 49	7	63	54%	46%
Deaths aged 50 - 59	29	171	62%	38%
Deaths aged 60 - 69	41	329	59%	41%
Deaths aged 70 - 79	44	399	58%	42%
Deaths aged 80 and over	41	443	45%	55%

Based on the number of births and deaths registered for the month of August 2021.

## COVID Vaccination Updates

In anticipation of increased demand for COVID vaccinations, we have reactivated our Malone University East Campus vaccination site. Effective September 23, 2021, we will no longer offer regular COVID vaccine clinics at the health department location. The Malone site is better suited for larger volumes of clients. Our initial schedule starting September 23, 2021, is every Thursday from 9:00 AM to 2:00 PM. We will add additional days and times as the demand for service increases. We anticipate an increase in demand once the FDA and CDC finalizes their recommendations for booster doses of COVID vaccine. We will be offering Moderna and Johnson and Johnson vaccine at these clinics. We are partnering with Aultman Health Foundation to provide Pfizer vaccine at this clinic site as well as targeted sites in various neighborhoods of Canton.

- **Vaccination Incentives**

We have identified a vendor to purchase cash incentive cards for vaccinations. We should have the incentives in hand the week of September 27, 2021. We intend to offer this cash incentive (\$100 gift card) to individuals who receive their initial dose of vaccine (or the Johnson and Johnson vaccine) at one of our clinics. We will also work with Aultman to offer this incentive to their clients.

## Blood Lead Screening

As previously reported, we have been tasked with conducting a blood lead screening clinic for persons around Georgetown Road NE that may have been exposed to lead because of recent violations of the National Air Quality Standards.

We have been working very closely with ODH on finalizing testing guidelines and recommendations. As of the date of this report, ODH reports that they have finalized the document in consultation with internal staff and outside experts. It is going through a final internal review and approval process. We have identified a laboratory for analysis. We will schedule this clinic as soon as we have the final guidance documents from ODH.

## All Staff Meeting Reminder

Our all-staff meeting is scheduled for **Wednesday, October 20, 2021**. The meeting will be held at Varian Orchards (located next to the Quarry Golf Club). We are looking forward to a brief respite from the daily grind to rest and renew. Details will be shared with the Board when sent to the rest of the staff.

## Final Thoughts

I wish to express my appreciation for our staff at Canton City Public Health. They have been working at a frantic pace for well over a year and a half. Public health response to this pandemic has demanded much, and our staff have risen to the occasion. We especially recognize the efforts of Nursing, OPHII, and the Lab. They have borne the brunt of this response. Thank you all for your dedication and service.



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

Canton City Public Health

420 Market Avenue North  
Canton, Ohio 44702  
(330) 489-3231

# Canton City Public Health 2020 Annual Report Health Commissioner

## James M. Adams, RS, MPH

I am pleased to present this 2020 Canton City Public Health annual report. This report contains a brief snapshot of the extraordinary work done by our dedicated staff. This year, above all others, our staff has risen to the challenges presented by the COVID-19 pandemic. During 2020 our department responded to one of the most difficult public health challenges in the last 100 years. Like you, we have dealt with lockdowns, mandates, and illness. We have responded to the urgent questions of our friends and neighbors. We have vaccinated and been vaccinated. We have, together, preserved through a truly remarkable year.

When reviewing the report keep in mind that each number, each statistic, represents a pivotal event in a person's life. It is not just a number; it tells a story- a story of struggle, sadness, sacrifice, and triumph. It tells a story of how our community responded, and continues to respond, to a great challenge. Please accept my heartfelt thanks and appreciation for the work of our department and the community as we strive to achieve better health for all.

*James M. Adams, RS, MPH*

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## Laboratory

### Christina Henning, Laboratory Director

Due to a change in clinical testing platforms, significant changes in staffing and space were able to be realized in 2020. Canton City Public Health Laboratory (CCPHL) moved from an RNA detection system, that required up to 20 feet of counter space and up to 7 hours of employee time each week, to a system requiring less than 3 feet of space and only minutes of hands-on employee time per sample. The new system (Cepheid-GeneXpert) also permitted DNA testing of additional specimens that formerly required culture growth. This removed the need to maintain cultures and reduced weekend staffing needs to nearly zero. The counter space formerly used for RNA testing was removed and converted to storage for the air pollution control division. The staffing changes permitted the filling of a full-time retiring employee (Heather Macdonald with 25 years of service) with a part-time employee position (Jordan Mastrocola).

The CCPHL team is proud to say that a bi-annual survey to renew a Certificate of Compliance, from the Clinical Laboratory Improvements Amendment (CLIA), for clinical testing and a tri-annual survey, for EPA Drinking Water Certification, were both completed in 2020. Neither survey had any citations noted.

An in-depth look at sampling costs for clinical, as well as drinking water tests started in 2019, was completed and resulted in cost increases to the public for drinking water submissions. This was the first increase since IDEXX Colilert/Colisure products were placed into service in 2010.

And finally, no report in 2020 could be complete without discussing the changes required due to COVID-19. Extreme shortages in testing supplies for gonorrhea and chlamydia occurred due to manufacturers' needs to produce COVID materials. This was just one reason for reduced clinical services and a closure of clinical testing in the lab. The water sample drop off site was done in a new and efficient contactless method. Our new staff member was temporarily reassigned to the nursing division. Our remaining staff maintained our other ongoing and increasing water testing needs, environmental testing and aided in multiple COVID related activities. Through all of this, the team remained strong, rapidly adapted to changing schedules and demands, learned recent technology, and generously supported each other with their time and empathy. 2020 was demanding, and a team of conscientious employees led to positive outcomes for our clients.

### 2020

### Board of Health

#### President

Mayor Thomas M. Bernabei

#### President Pro-Tem

Stephen Hickman, DVM

#### Vice President

Patrick Wyatt

#### Members

James Johns, MD, FAAFP

Amy Lakritz, MD, FAAP

Cleo Lucas

# Finance

## Christi Allen, Fiscal Officer

<b>2020 EXPENSES</b>					
<b><u>Foundational Capabilities</u></b>	<b>Non-Labor</b>	<b>Itemized/Outlier</b>	<b>Shared Services</b>	<b>Labor</b>	<b>TOTAL</b>
Assessment (surveillance/epidemiology)	\$20,734	\$420,901	\$0	\$840,724	\$1,282,359
Emergency preparedness	1,052	1,288	0	42,668	45,008
Communication	156	0	0	6,338	6,494
Policy development & support	950	0	0	38,535	39,485
Community partnership development	1,429	0	0	57,947	59,376
Organizational competencies	8,508	5,892	0	344,996	359,396
<i>Services performed that may cut across multiple if not all foundational areas.</i>					
<b><u>Foundational Areas</u></b>	<b>Non-Labor</b>	<b>Itemized/Outlier</b>	<b>Shared Services</b>	<b>Labor</b>	<b>TOTAL</b>
Communicable disease control	\$11,751	\$137,614	\$39,142	\$476,491	\$664,998
Chronic Disease and Injury Prevention	1,889	407	51,050	76,580	129,926
Environmental Public Health	18,677	62,781	0	757,301	838,759
Maternal/Child/Family Health	711	0	0	28,842	29,553
Access/linkage with clinical health care	338	0	0	13,711	14,049
<i>Services performed specific to each foundational area or responsibility that it not related to any foundational capability.</i>					
<b><u>Expanded Service Activities</u></b>	<b>Non-Labor</b>	<b>Itemized/Outlier</b>	<b>Shared Services</b>	<b>Labor</b>	<b>TOTAL</b>
Communicable disease control	\$8,648	\$88,549	\$0	\$350,670	\$447,867
Chronic disease and injury prevention	747	6,244	2,330	30,306	39,627
Environmental public health	20,862	158,805	0	845,896	1,025,563
Maternal/Child/Family Health	22,597	622,107	642,947	916,263	2,203,914
Access/linkage with clinical health care	792	24,487	0	32,104	57,383
<i>Services performed to each expanded area or responsibility that is not related to any foundational capability or area.</i>					
	<b>TOTAL</b>	<b>\$119,841</b>	<b>\$1,529,075</b>	<b>\$735,469</b>	<b>\$4,859,372</b>
				<b>\$4,859,372</b>	<b>\$7,243,757</b>
<b>2020 REVENUES</b>					
<b><u>Local Source Funds</u></b>			<b><u>State Funds</u></b>		
Carryover	\$0		Carryover		\$0
Local governmental funds	\$2,425,567		State subsidy		\$16,168
Personal health services	\$293,070		ODH funded projects/grants		\$2,392,291
Home health services	\$0		Other state (non-ODH) funded projects		\$1,596,289
Environmental health fees	\$278,782				\$4,004,748
Vital statistic fees	\$417,486				
Laboratory	\$45,256				
Locally funded projects contracts	\$91,241		<b><u>Federal Funds</u></b>		
Donations	\$1,240		Carryover		\$304,476
Miscellaneous income	\$389,739		Grants received directly from fed gov't		\$0
	<b>3,942,381</b>				<b>\$304,476</b>
			<b>TOTAL</b>		<b>\$8,251,605</b>

# Environmental Health

**Annmarie Butusov, RS;**  
**Director of Environmental Health**

A healthy environment increases quality of life and improves the health of city residents. Canton City Public Health's Environmental Health Division staff work hard to prevent the spread of disease by decreasing human exposure to health hazards such as contaminated food and water, hazardous chemicals, indoor smoking, and vector borne diseases caused by mice, mosquitoes, and roaches. The division inspects homes, businesses, restaurants, tattoo parlors, schools, swimming pools, trash removal services, hospital sterilizers and autoclaves, as well as vacant properties. We ensure proper animal vaccination to prevent the spread of rabies. In partnership with the City of Canton and Stark-Tuscarawas-Wayne Recycling District, we operate the Canton Recycle Center to reduce the amount of chemicals, tires, and electronics that go to landfills. We also organize and participate in property cleanups with assistance from the Court's Community Services Division and Canton City's Building and Code Department.

In 2020, the Nuisance Program increased our cleanup fees for property owners who fail to maintain their property. Licensing programs began accepting debit and credit cards for license fees. While the number of annual inspections diminished this year, Environmental Health staff stayed busy answering ten times the typical number of complaints, assisting the community by delivering "Blue Bags" (masks, thermometers, and quarantine letters) to COVID-19 patients, and volunteering at COVID-19 vaccination clinics. This is the first year the Environmental Health Division applied for, and was awarded, nearly \$50,000 in grant funding provided by the Environmental Protection Agency and the Food and Drug Administration. These grant funds will be put toward site upgrades at the Canton Recycle Center and software upgrades in the Food Safety Program.

If you would like to know more about our Environmental Health programs or services, please contact me directly at [abutusov@cantonhealth.org](mailto:abutusov@cantonhealth.org) or (330) 438-4641. I look forward to hearing from you and working with you to keep Canton strong, viable, and healthy!

EH Activities		
	2020	2019
Animal Bites	275	345
Nuisance Complaints Received	1,707	1,811
Pool Inspections	12	24
School Inspections	29	17
Tattoo Shop Inspections	8	12

Food Activities		
	2020	2019
Food Complaints	605	60
Food Inspections	721	1,161
Mobile Inspections	13	22
Temporary Event Inspections	0	128
Vending Inspections	30	60

Recycling Activities		
	2020	2019
Customers Served	3,615	2,442
Tires Recycled, Pounds	304,020	375,240
Household Hazardous Waste, Pounds	100,391	150,203
Commodity Sales	\$44,696.17	\$60,130.01

## Vital Statistics

**Jil Neuman, Deputy Registrar**

City of Canton Vital Statistics*			
	2020	2019	2018
Deaths	2,172	1,803	1,824
Births	3,908	4,239	4,221
- Teen Births (13 - 19)	266	292	293
*For all births occurring in Canton, not only residents			
Certificates Issued			
	2020	2019	2018
Birth	8,453	10,557	9,280
Death	8,097	6,666	6,881



# Air Pollution Control

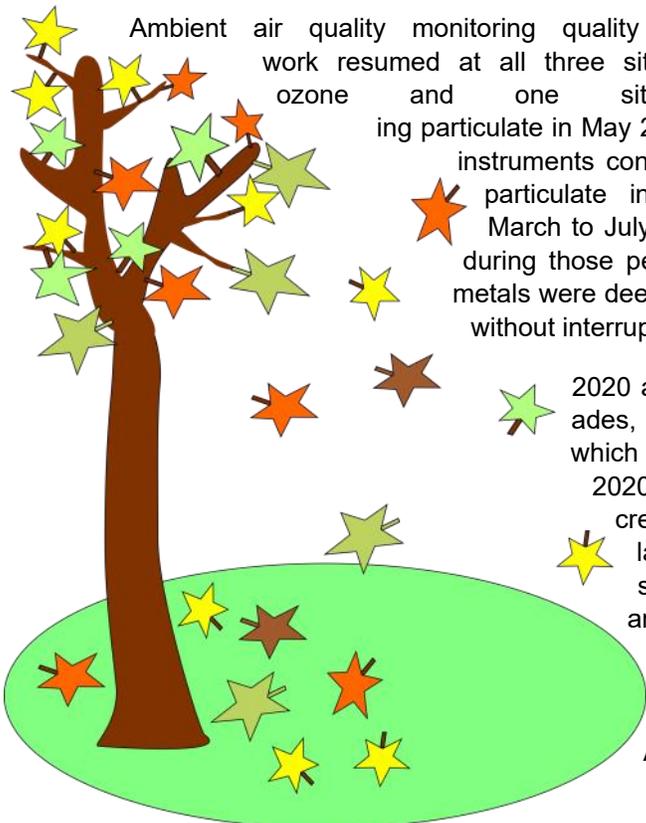
**Terri Dzienis; APC Director**

Canton City Public Health’s Air Pollution Control Division (APC) is the contractual representative for the Ohio Environmental Protection Agency’s (EPA) Division of Air Pollution Control for all of Stark County. We process applications for air permits, conduct inspections to ensure compliance by the regulated community, and monitor air quality throughout the county. Due to the COVID-19 pandemic, APC encountered several challenges in 2020. After Governor DeWine’s “Stay at Home” order, Ohio EPA suspended all field work deemed non-essential, and APC staff began working remotely in March 2020.

APC utilized available technology, like Microsoft TEAMS, SharePoint and GoToMyPC, to work from home effectively. All computer and phone work continued without interruption from home but paper mail work required weekly in-office visits. APC staff returned to the office part-time in July 2020 and continues a hybrid home/office schedule presently.

APC relied on phone calls, outside agency (like Canton’s Fire Department) inspection reports, and correspondence for complaint investigations. After Ohio EPA developed a virtual site visit tool in June 2020, routine compliance inspections and performance test observations were completed by collecting and reviewing records, photos, and videos from the facilities. This virtual process is longer for routine compliance inspections due to delays in gathering information but shorter for performance test observations due to no travel or test idle time. No in-person on-site inspections were conducted in 2020 after March. These tools will still be used as options for future work.

Air Pollution Control Activities			
Open Burning	2020	2019	2018
Inspections (non-complaint)	1	2	6
Complaints Investigated	236	154	174
Enforcement Actions	148	134	110
Violations Resolved	123	91	84
Open Burning Permissions	11	19	18
Asbestos Program			
Inspections (non-complaint)	5	23	64
Complaints Investigated	8	8	12
Enforcement Actions	5	11	8
Violations Resolved	3	9	12
Facility Program			
Inspections (non-complaint)	20	51	50
Complaints Investigated	29	27	54
Enforcement Actions	22	21	18
Violations Resolved	19	18	8
Tests Observed	10	20	18
Opacity Observations	7	18	23
Permits Issued	58	53	59
Other Programs			
Anti-tampering Inspections	1	2	2
Inspections (non-complaint)	0	0	3
Complaints Investigated	17	19	18
Opacity Observations	0	3	2
Enforcement Actions	3	3	0
Violations Resolved	1	1	0



Ambient air quality monitoring quality control field work resumed at all three sites measuring ozone and one site measuring particulate in May 2020, and no ozone or continuous particulate data was lost since the instruments continued to operate. The field work necessary to operate intermittent particulate instruments at our Dueber Ave site was suspended between March to July 2020 and October 2020 to March 2021, so data was not collected during those periods. The instruments at our Republic Steel site measuring lead/metals were deemed critical and the field work essential so they continued to operate without interruption.

2020 also provided an opportunity for a project to be completed. For decades, APC staff occupied 4 separate areas of the office building, which affected team dynamics and hindered collaboration. In 2019 and 2020, capital improvement funds were approved to remodel the office to create a common space for APC. The remodel repurposed extra APC lab space to create an office room for all APC staff, a supervisor’s office, a smaller more efficient APC lab space, and a shared area for APC storage and Lab division work. This remodel occurred in May-June 2020 and September 2020. APC staff moved into the new space in June and October 2020. It has been a great improvement to the working environment and team building among APC staff.

# Nursing/Medical Director

**Jon Elias, MD; Medical Director**

**Diane Thompson, RN, MSN; Director of Nursing**



In 2020, Canton City Public Health, our nation, and the world confronted a new threat with unprecedented challenges – the COVID-19 pandemic. For the nursing department, all normalcy went out the window with our first reported case in March 2020. Our “normal” workday turned into an around-the-clock response with late night and early morning phone calls from hospitals to gain clearance to test individuals. Staff transitioned from “normal roles” and were trained to complete case investigations and contact tracing. Nurses, the dental sealant assistant, AIDS coordinator, PrEP Navigator and others transitioned to working from home and to conduct case interviews and contact tracing efforts. Clinics were canceled and services suspended as we moved into case surges with more than 50 cases reported in a day at the height of the pandemic. The surge in cases stretched our capacity to implement public health contact tracing efforts. We had to accept that we couldn’t reach every person and made a plea in the newspaper telling people that they weren’t forgotten and to be patient as we tried to reach each of them.

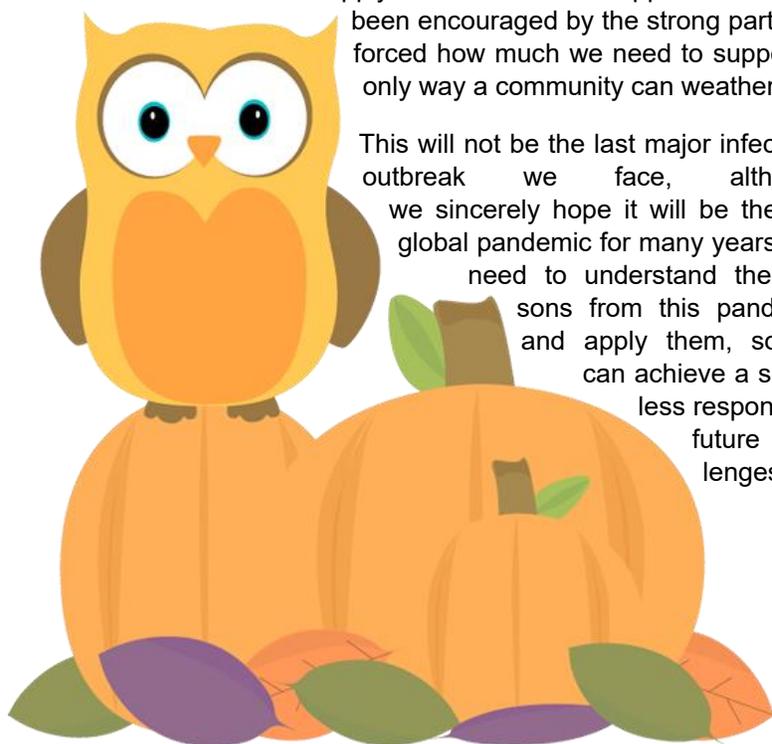
Nursing staff made thousands of phone calls connecting with cases and those individuals exposed to COVID-19. We became the voice on the other end of the phone for people isolating in a room while recovering from their illness. We offered a voice of reassurance and encouragement to drink fluids, get rest, but above all, keep moving! We delivered “blue bags” that included literature and thermometers that were left hanging on doorknobs so there was no face-to-face contact. We experienced pandemic fatigue. We lost friends and loved ones. We faced scary times and new challenges at every phase of this pandemic and it’s not over yet.

During a crucial time in the response, we lost essential public health leaders, including Ohio’s Director of Health, Amy Acton, who resigned as she faced threats and harassment for pushing measures to limit the spread of disease. We listened to angered individuals who were frustrated with the enforcement of isolation and quarantine necessary to further prevent the spread of COVID19. We told people NOT to attend mass gatherings, family gatherings and other events. We had Thanksgiving dinners alone and celebrated Christmas with fewer family members.

And then there were limited doses of vaccine to administer to limited populations as we rolled into December. We dusted off our pandemic flu plans for mass vaccination clinics and continued to work not only with case management and contact tracing, but also with vaccine administration. We continue to tackle this and attempt to reduce its impact on people facing health inequalities.

We look forward to the promise of 2021: to recommit our resolve in keeping up our defensive protocols, to administer more vaccine as the supply increases and to support each other in the days to come. Through this response, we have been encouraged by the strong partnerships in place in our community. The pandemic has reinforced how much we need to support each other. A coordinated, collaborative response is the only way a community can weather this COVID-19 storm.

This will not be the last major infectious outbreak we face, although we sincerely hope it will be the last global pandemic for many years. We need to understand the lessons from this pandemic and apply them, so we can achieve a seamless response to future challenges.



<b>Nursing Outreach</b>			
	<b>2020</b>	<b>2019</b>	<b>2018</b>
Disease Intervention Specialist	148	131	140
Dental - Students Screened	916	1,665	3,370
<b>Clinic Services</b>			
	<b>2020</b>	<b>2019</b>	<b>2018</b>
STI Clinic	385	850	909
International Travel	51	224	223
Tuberculosis Testing	57	194	237
Well-Baby Immunizations	313	455	464
HIV Testing	97	180	82
SWAP Visits	2,752	2,756	1,718
SWAP HIV/HepC Tests	6	25	18

# Office of Public Health Information and Innovation

**Amanda Archer, MPH; Director**

The Office of Public Health Information (OPHI) was an existing division of CCPH whose work included epidemiology and emergency preparedness. As our community and its health needs grew, and the practice of public health to be driven by data, the need to enlarge the OPHI team became essential to the continued success of the department. Embracing the vision of being the leader in population health, the team expanded in January 2020 to create the Office of Public Health Information and Innovation (OPHII). The team now includes the OPHII Director/Epidemiologist, Preparedness Coordinator, Performance Improvement and Accreditation Coordinator, Outreach Specialist and Public Health Support Specialist.

The overarching goals of the 'new' OPHII team are:

- To identify and address the highest priority issues affecting the health of Canton City residents;
- To ensure that CCPH programs are meeting their performance goals, while adhering to all
- statutory and accreditation requirements;
- To assure the growth and ongoing development of CCPH, through planning and innovation,
- while continuously driving toward our vision of being the leader in population health;
- To identify priority areas in which to advance strategic efforts and collaboration.
- To provide oversight and direction for epidemiology, surveillance/evaluation, informatics, communications and emergency preparedness.

However, 2020 had other plans and, in early March, a mere 2 months after the official start to OPHII, a COVID-19 case was identified in our community. This case propelled Canton City's OPHII staff into a historic public health response to a novel infectious disease pandemic. Fortunately, the foundation of OPHII, including communications, preparedness/response and epidemiology were strong, existing pillars of the department.

Communication avenues used to keep our community and partners informed during the pandemic included our website ([www.cantonhealth.org](http://www.cantonhealth.org)), Health Alert Network (HAN) messages and social media. Social media provided the opportunity to provide real time information and has proven effective as an outreach tool. During 2020, our Facebook following increased 75.7% from 4849 followers to 8519 by the end of the year. Additionally, our content reached over 559,000 Facebook users, and engaged nearly 451,000 throughout the year. Both of these indicators represent an increase from the previous year of 108% and 309% respectively. You can also find us on twitter @cantonhealth, and all of our social media content can be found by using our hashtag, #cantonhealth.

Our lab director and the THRIVE epidemiologist joined our infectious disease epidemiologist to track the incidence of COVID-19 in the community and respond to and manage outbreaks across the city. From nearly the beginning of the pandemic, the Epi Branch created a COVID-19 Epi Report to monitor the situation and keep the community informed. All issues of this report representing the entirety of the 2020 pandemic can be found here: <http://cantonhealth.org/?pg=562>.

	2020	2019
Campylobacteriosis	10	16
Chlamydia infection	791	812
COVID-19	3366	0
Cryptosporidiosis	7	4
E. coli, Shiga Toxin-Producing	0	3
Giardiasis	1	5
Gonococcal infection	507	314
Haemophilus influenzae (invasive disease)	0	2
Hepatitis A	22	3
Hepatitis B - acute	1	3
Hepatitis B - chronic	18	19
Hepatitis C - acute	3	2
Hepatitis C - chronic	84	107
Immigrant Investigation	0	0
Influenza-associated hospitalization	102	119
Legionellosis - Legionnaire's Disease	8	7
Lyme Disease	1	2
Meningitis - aseptic/viral	2	6
Meningitis - bacterial (Not N. meningitidis)	1	0
Mumps	0	0
Pertussis	0	11
Salmonellosis	6	4
Shigellosis	0	3
Streptococcal - Group A -invasive	4	2
Streptococcal - Group B - in newborn	1	0
Streptococcal toxic shock syndrome (STSS)	0	0
Streptococcus pneumoniae - invasive antibiotic resistance unknown/non-resistant	8	7
Streptococcus pneumoniae - invasive antibiotic resistant/intermediate	5	2
Syphilis - any stage	21	19
Tuberculosis	0	2
Varicella	3	8
Vibriosis (not cholera)	1	0
West Nile	0	0
Yersiniosis	1	1
Zika virus infection	0	0
<b>Grand Total of All Reportable Diseases</b>	<b>5,001</b>	<b>1,505</b>

Additionally, reporting for other communicable diseases didn't stop. Our epidemiologist(s) focus on disease surveillance to identify, investigate and prevent outbreaks in our community. The attached table shows the incidence of reportable diseases reported to public health during 2020. In 2020, COVID-19 cases dominated the resources of our epi team and our nursing team. As a new reportable disease, the influx of COVID cases accounted for 67% of the caseload, and was a 225% increase in total cases when compared to our 5 year average (5001 vs 1541).

2020 Epi COVID-19 Outbreak Responses			
Healthcare associated (non-congregate care)	6	First Responders	2
Healthcare associated (congregate care)	8	University/College (Academics and/or Athletics)	2
Group homes	1	Schools (Academics and/or Athletics)	2
Jail/Prison/Detention Center:	3	Daycare	1
Factory or Manufacturing	5	Community transmission	2
Workplace (Other)	1		

# Stark County THRIVE Project

## Dawn Miller, MBA, Project Manager

Beginning in July 2013, Stark County was identified as one of nine Ohio communities with highest infant mortality and racial disparity rates. Canton City Public Health convened a comprehensive coalition of community partners and formed Stark County THRIVE (Toward Health Resiliency for Infant Vitality and Equity) to address the unacceptable infant mortality and disparity rates in Stark County. Stark County THRIVE focuses on supporting the implementation of evidence-based and promising practice programs and services.

Significant research has shown that infants who reach their first birthday have a greater chance of thriving to adulthood. Factors that increase the risk of infant mortality include late entry into prenatal care, exposure to tobacco smoke, substance use, low educational attainment, poverty, and maternal stress.

THRIVE has been working to improve access to primary care and social services for women most at-risk of poor birth outcomes. Services are provided with a focus on serving pregnant African-American women and women of childbearing age (ages 15-44) living in areas of Stark County identified as having the poorest rates of birth outcomes.

In 2020, Stark County residents experienced 3,913 births; a decrease of 4.4% from 2019. There were,

- 3,274 (83.7%) Non-Hispanic White
- 509 (13%) Non-Hispanic Black
- 160 (4%) Hispanic/Latinx ethnicity (All races)
- Tragically, 31 infants died, an infant mortality rate (IMR) of 7.9 per 1,000 live births; an increase from 2019 when Stark County families experienced the loss of 21 infants, an IMR of 5.1 per 1,000 live births.
- 25 infants (IMR: 7.6) NH White
- 6 infants (IMR not calculated due to rates based on counts less than 10 are considered unstable) NH Black

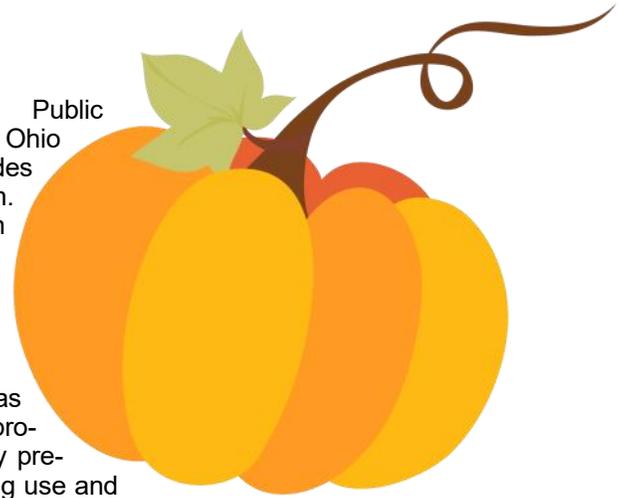
Certified Community Health Workers (CHWs), working in the Stark County THRIVE Pathways HUB, connect pregnant women, families and caregivers to the medical and social services they need in order to deliver full-term, healthy-weight infants and support the continued growth of the child. The CHWs coordinate care (which prevents duplication of services), improve efficient and effective service delivery, and offer one-on-one support that helps the moms and family address barriers to care and reduce risk. In 2020, the CHWs supported:

- 493 pregnant and maternal clients
- 167 births
- Individuals and families in getting needed medical and social services and basic needs

We gained a much deeper understanding of the nature of Stark County's infant mortality problem through the monitoring, analysis and evaluation of data, community conversations, and significant collaboration. We received financial support for our efforts from state and local funders including Stark County hospitals, Sisters of Charity Foundation of Canton, Stark Community Foundation, United Way of Greater Stark County, Ohio Department of Health, Ohio Department of Medicaid and managed care organizations. We also implemented evidence-based programs designed to lower our infant mortality rates and eliminate the racial inequity in our birth outcomes. We thank the community and our partners for supporting this collaborative program!

# SWAP Clinic

This report provides an update of the Canton City Public Health (CCPH) Syringe Services Program (SSP) as required by Ohio law, Ohio Revised Code 3707.57. The SSP is a program that provides syringe exchange services in the County of Stark, in the City of Canton. This report outlines all aspects of the program including the distribution and receipt of syringes. This report does not account for other sources of syringes (prescription or nonprescription) available in the county. The data in this report is taken from January 1, 2020 through December 31, 2020.



On June 23, 2017, CCPH began administering the SSP known as SWAP (Stark Wide Approach to Prevention). The goal of SWAP is to protect and promote the County of Stark residents' health and safety by preventing the spread of infectious diseases associated with injection drug use and by decreasing the number of improperly disposed syringes in the community. These goals are addressed through four major components of the program: 1) Syringe exchange/linkage and referral; 2) Syringe disposal (grinding) and community cleanup; 3) Harm reduction/safer injection education 4) Community awareness and education.

Evidence shows that syringe exchange is a public health intervention that reduces transmission of blood-borne pathogens and also reduces the number of improperly discarded syringes in the community. CCPH utilizes a harm reduction approach by providing people who inject drugs (PWID) with new syringes and a place to safely dispose of used syringes. At the same time, referrals and linkage to substance abuse treatment programs, mental health services, and medical services are provided along with information on disease prevention. Syringe services programs provide an essential link to health services for uninsured and marginalized populations that do not have access to traditional health care.

In addition to the program's core component of exchanging syringes and providing education and referrals, several other aspects of the program were developed and enhanced since its inception. The SWAP program provides additional services including Narcan distribution, HIV and Hepatitis C rapid testing, administration of Hepatitis A and B vaccination and wound care education and referrals. Education services include verbal and printed information on HIV, hepatitis, sexually transmitted infections (STIs), overdose prevention, wound care education, encouraging one-time use of needles and safe injection practices. External referrals include drug and alcohol treatment, medical care, mental health care, domestic violence, food, clothing and shelter.

To continuously improve SWAP, staff have consulted with other county operated syringe exchange programs. The SWAP Planning Group is an Ad Hoc Committee of the Stark County Opiate Task Force and consists of stakeholders including recovery, counseling and support service agencies, a family support and advocacy agency and other content experts concerning syringe exchange, disease control and drug treatment who meet on a quarterly basis. This planning group serves to provide insight and guidance to SWAP while mitigating potential negative perceptions of the program. CCPH staff works collaboratively with law enforcement in an effort to maintain an open dialogue regarding syringe exchange and other substance abuse issues.

## REDUCING TRANSMISSION OF DISEASE

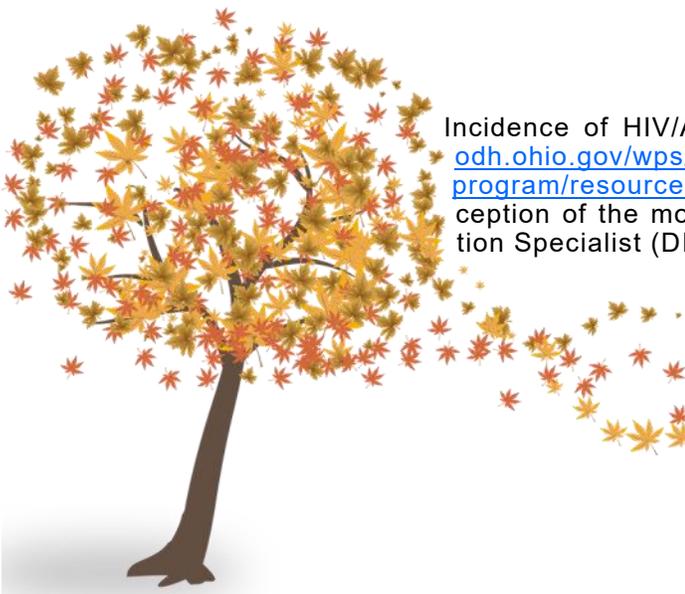
### HIV/AIDS Data

Incidence of HIV/AIDS cases diagnosed in Stark County. Source: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/hiv-aids-surveillance-program/resources/stark-county-hiv-surveillance-data-tables> with the exception of the most recent year (\*) being data from the Disease Intervention Specialist (DIS).

HIV/AIDS infection due to injection drug use (IDU) has been essentially non-existent since 1990's as seen in the chart below.

Note: IDU associated exposure are inclusive of total case count per year. (Ex: Stark County had 12 cases of HIV in 2013, and 1 of those cases reported an IDU associated exposure).

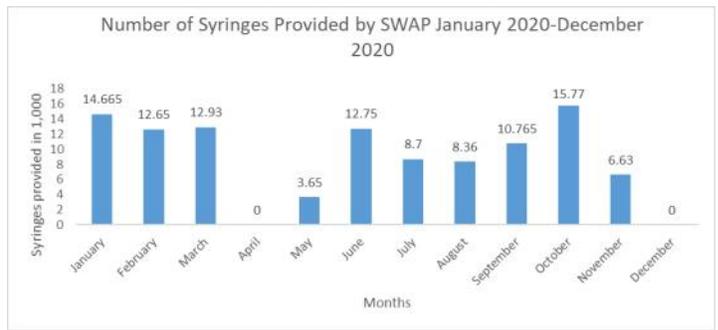
\* There were three cases in 2020 that did not complete and interview so no IDU association could be determined



**Number of Syringes Collected per Month**



**Number of Syringes Provided per Month**



Above data indicates that during the period from January 1, 2020 to December 31, 2020, SWAP collected 92,117 used syringes and distributed 106,870 sterile syringes. It is important to note that there are other legal sources of syringes in the community. The table below indicates the number of new syringes dispensed monthly from January

**Number of Visits to SWAP January 2020-December 2020**



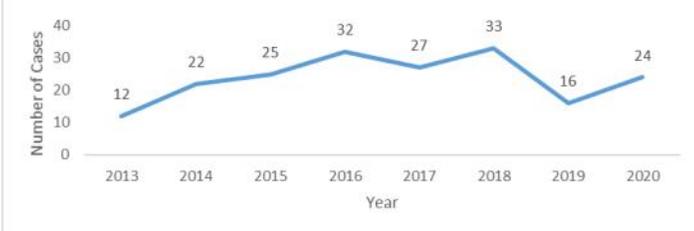
**Conditions by Year of Diagnosis Stark County Residents (2013-2020)**

During the period from January 1, 2020 to December 31, 2020, there were 2,747 visits to SWAP and at least 565 unduplicated clients were served by the program. During the onset of the COVID-19 pandemic, SWAP was closed for the month of April and the first two weeks of May. Due to an increase in community spread of COVID-19, SWAP was again closed halfway through November through the end of 2020. This explains the reduced number of encounters during April-May, as well as November-December, in the graph above. To reduce possible exposure among clients and SWAP staff, a modified process of exchange occurred. Staff spent time pre-

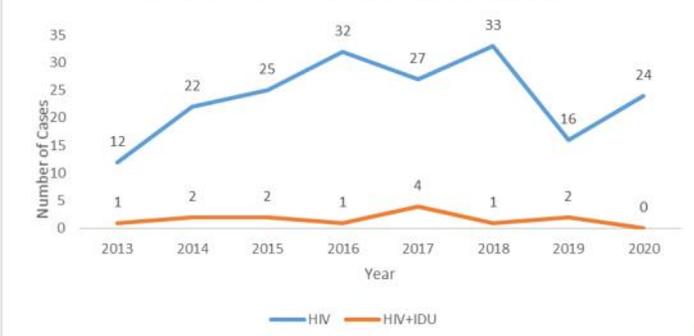
The table above summarizes newly reported cases of chronic Hepatitis C and HIV/AIDS among Stark County residents from 2013 through 2020. HIV/AIDS case reporting generally takes at least 6 months to be considered complete, and all case data is subject to change as more information is collected.

packing bags of harm reduction materials each week, used instead of being ground by the NeedleSharks, and at times incomplete data was collected to expedite the process. Client codes were not always individually collected and COVID-19 was used as an identifier for the program, leaving the possibility that the program served more than 565 unique individuals. Clients were still offered Narcan during the hours of clinic, and resources were posted on the front doors and on social media about locations to receive Narcan during the periods when SWAP was closed.

**Count of New HIV/AIDS Diagnoses in Stark County 2013-2020**



**HIV Cases Associated with IDU 2013-2020\***



The tables below reflect the utilization data and basic demographics for SWAP over the period of January 1, 2020 to December 31, 2020. These values are incomplete as during parts of the pandemic, client ID codes were not always collected and COVID-19 was used as an identifier. It is possible that these values are not a full representation of the clients at SWAP.

Age Groups	Count	Rate†*	% of Total
15-19	1*	-	0.17
20-24	28	60.59	4.96
25-29	76	154.09	13.45
30-34	143	276.30	25.31
35-39	133	257.86	23.54
40-44	73	148.90	12.92
45-49	40	90.69	7.08
50-54	27	63.78	4.78
55-59	25	57.96	4.24
60-64	12	26.71	2.12
65+	4	-	.071
Unknown/Unreported	3	-	0.53
<b>Total</b>	<b>565</b>	<b>76.27</b>	<b>100.0%</b>

Sex <sup>1</sup>	Count	Rate†*	% of Total
Female	214	55.81	37.88
Male	349	97.68	61.77
Transgender*	-	-	-
Unknown/Unreported	2	-	.35
<b>Total</b>	<b>565</b>	<b>76.27</b>	<b>100.0%</b>

\*Transgender client/s has/have been placed into the category that fits with their current gender identity and not with their sex at birth.

Race <sup>2</sup>	Count	Rate†*	% of Total
White	409	60.82	72.39
Black	17	28.29	3.01
Biracial	12	-	2.12
Other	69	-	12.21
Unknown/Unreported	58	-	10.66
<b>Total</b>	<b>565</b>		<b>100</b>

†\*All rates were calculated from the Ohio Department of Health Data Warehouse 2020 data on Stark County. Not all SWAP participants reside in Stark County. All rates are per 100,000 persons.

\*Rates were not calculated for case counts < 5 or where rate could not be calculated due to limited data.

<sup>1</sup>Sex rates were compiled from using the population in the age ranges of those at SWAP 18-70.

<sup>2</sup>Race rates were compiled using ages 18+ in Stark County, because those above the age range for SWAP could have sought services despite not being captured in our program.

SWAP participants presented from 71 different zip codes – with about half of the zip codes reported were outside Stark County.

**OTHER SWAP PREVENTION ACTIVITIES FOR INJECTION DRUG USE**

- HIV and Hepatitis C prevention education and rapid testing services
- Partner counseling services providing support for notification to partners of potential exposure and testing available to HIV positive individuals and their partners.
- Linkages for making follow up medical appointments for new HIV-positive people to reduce the number of individuals falling out of care and adherence to HIV medications.
- Bi-annual training in harm reduction last completed in 2019.
- Distribution and education of Narcan Kits through CommQuest and the Integrated Naloxone Access and Infrastructure Grant through the Ohio Department of Health
- Vaccination and education on Hepatitis A/B
- Wound care recommendations and education.

Comprehensive Services & Referrals	2020	Average per Visit	Average per Month*
Narcan	1114	.41	123.78
Substance Use Referral	7	.002	.07
Mental Health Referral	2	.-	.02
HIV Testing	2	-	.02
Hepatitis C Testing	1	-	.01
Wound Care Education**	8	.002	.08
Hepatitis A Vaccination - (Implemented 8/3/2018)			
***	61	.02	6.78
<b>Total Services &amp; Referrals</b>	<b>1195</b>	<b>.44</b>	<b>132.78</b>

Substance use referrals and mental health referrals were lower this year than in the past due to SWAP not using CommQuest’s nurses during most of 2020 because of COVID-19. SWAP utilized the Naloxone grant through CCPH’s OPHII division to provide Naloxone to SWAP clients. HIV testing and Hepatitis C testing were also reduced due to services not being offered routinely, but instead by appointment only.

**IDENTIFIED AREAS FOR PROGRAM IMPROVEMENT**

- **Referrals/Linkages**  
CCPH, with the assistance of CommQuest Recovery Services will continue to improve the referral and linkages aspect of the program. CCPH continues to develop relationships with community partners in order to improve the quantity and quality of referrals and linkages to treatment and services and other services to SWAP participants when appropriate.
- **Hours of Operation**  
Currently, SWAP operates out of the health department. The day and time of operation appears to work for the high-risk population (consistent attendance during hours of operation). There are limitations as to the days and time of operation because of the other services offered by CCPH. However, the hours of operation should efficiently serve the population while reducing the impact that SWAP has on the clinic and clinic staff – this is something the planning group will periodically evaluate and address.
- **Overdose Prevention**  
Thanks to the partnership with CommQuest, Narcan is distributed to SWAP participants for the purpose of overdose prevention services. Data is collected on overdose reversals and distribution of kits. In May of 2019, CCPH received a grant for expanding naloxone access among to those who are at risk of overdose.

**FISCAL IMPLICATIONS**

To date, the cost to operate SWAP is estimated to be \$56,000-\$63,000. It is anticipated that program costs will increase as the need increases. Initially, funding was secured from United Way Foundation (to purchase a NeedleShark grinder), startup funds from AIDS Healthcare Foundation, and a grant from the Comer Family Foundation to purchase syringes. With the addition of the Early Intervention Services grant, funds can be allocated to the purchase of harm reduction materials. CCPH was awarded a mini grant of \$15,000 to purchase syringes from the Ohio Department of Health in 2020.

**CONCLUSION**

- Access to sterile needles is making a positive difference in Stark County and remains an important component of the overall strategy to reduce transmission of blood borne disease.
- Needle exchange services in Stark County plays a significant role in the strategy to reduce the number of improperly discarded syringes.

**2021 Goals**

- Continue anonymous, safe services to reduce the risk of HIV and Hepatitis C infection in our communities by promoting revisits by clients and to encourage clients to tell others about SWAP.
- Continue to educate clients on the importance and rational of using each syringe one time only.
- Continue development of program for overdose prevention and naloxone availability and increase access to naloxone.
- Continue to inform clients at each visit of resources available at SWAP and in the community.
- Prioritize supplies to be stocked, keeping only those deemed necessary to maintain safe practices among IDU clients. Inform clients of alternative safe materials, such as using soda bottles for the collection of used needles in lieu of sharps containers.
- Continue to offer free HIV testing and counseling at each visit.
- Continue offering free Hepatitis C testing and offering Hepatitis A & B vaccine.
- Continue dialog with clients regarding improvement of SWAP services.
- Sustainable and reliable funding for the program.
- Monitor the size of the program to see if it is becoming too large for our space at CCPH. Consideration of partnering with other agencies for more room.
- Provide vaccinations to participants against COVID-19.

Annual SWAP Costs	
Line Item	Annual
Personnel (Salary/Benefits)	\$21,607
Syringes (by grant allocations)	\$8,000-\$15,000
Supplies	\$27,387
<b>Total Cost of SWAP</b>	<b>\$56,994-\$63,994</b>



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

Canton City Public Health

### Canton City Public Health

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Canton, OH 44702

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Canton City Public Health is proud to present our annual report for 2020. This report represents a brief summary of the activities of an amazing group of public health professionals. Health Department staff are working to improve our neighborhoods, protect our food, monitor the air we breathe, follow up on a contagious disease, track vital records, work with new moms to provide better nutrition for their babies and provide immunizations and education that will help improve the health of those who live, work and play in the City of Canton.

# Women, Infants & Children (WIC)

## Laura Roach, RD, LD; WIC Director

As I reflect back to the end of 2019, I vividly remember preparing for two program events scheduled in early 2020. These included a major conversion to an online system for all WIC offices in Stark County during the first week of February that would allow us to explore providing services in the community as opposed to only in the office. Following this change, our office was in the midst of an extensive, biannual audit conducted on-site by Ohio Department of Health (ODH) Staff. I recall thinking that, following February, we would return to “business as usual”. Then came March 2020 and the pandemic. Our WIC staff have continued to provide amazing service while faced with many unforeseen obstacles to our “normal” processes.

Monthly Average WIC Program Participants			
	2020	2019	2018
Canton City WIC	1,967	2,094	2,138
Total Stark County WIC	5,095	5,446	5,574

Many people know WIC as the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) that is funded by the United States Department of Agriculture (USDA). They also know that our services include nutrition education, breastfeeding support, healthy foods, and referrals to other health and social service agencies. What many did not realize, until 2020, is providing these services required the parents/caregivers, or the individual themselves, to be present in-person so that staff could add food benefits onto their WIC cards. The Ohio WIC card is not an online card and requires an office visit to provide these food benefits. Generally, this step was completed at the same time as a nutrition consultation in the office. Major questions surrounding safe delivery of program services were answered when State WIC was granted a physical presence waiver from USDA late in March. For the remainder of 2020, program participants did not need to be present in the office and anthropometric measurements and bloodwork requirements were also waived.

WIC staff quickly adapted and provided program screenings, education, and referrals remotely. WIC foods were added onto the cards at scheduled times and in the waiting area; this allowed for social distancing as well as expedited service. While phone consultations presented new challenges at times, many program participants expressed their gratitude for this shift in processes. This allowed our WIC families to continue to receive their food and formula benefits without having their young children in the offices for an extended timeframe.

Fast-forward to now as we continue our dedication to supporting a healthier Canton City. While WIC services may look a little different, they are still tailored to meet individual needs and focused on supporting personalized health and nutrition goals. I'm so very proud of the WIC team and their flexibility in adapting to changes while providing excellent service. Keep up the great work!



# AUGUST 2021 Travel

## Travel (NO expenses)

Name	Travel description	Location	Date
Jones, Ronald	Settlement Meeting for State/Canton APC Court Case	Columbus	8/24/2021

## Travel (WITH expenses)

Name	Travel description	Location	Date	Fund and account
Dzienis, Terri	Settlement Meeting for State/Canton APC Court Case	Columbus	8/24/2021	APC Fund 2331.301001
Safreed, Carl	30th Annual Environmental Permitting in Ohio	Columbus	08/25/2021 - 08/26/2021	APC Fund 2331.301001
Yost, Samantha	Tisch Environmental Training	Cleves	08/31/2021 - 09/01/2021	APC Fund 2331.301001