



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

Canton City Health District

## Board of Health Meeting

Monday, November 27, 2017 @ 12:00 PM – Board Room

### Minutes

#### **Call to Order and Roll Call**

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, November 27, 2017 at 12:00 PM with a quorum present.

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

#### **Approve October 30, 2017 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the October 30, 2017 Board of Health meeting minutes. Motion passed unanimously.

#### **Approve List of Bills - \$170,722.48**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$170,722.48. Motion passed unanimously.

Dr. Lakritz arrived at this time, 12:03 PM.

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

No executive session was held.

#### **Approve Personnel**

##### **a. Position Description for Stark County THRIVE Pathways Community HUB Coordinator**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve the position description for Stark County THRIVE Pathways Community HUB Coordinator (R4) with minor revisions. Motion passed unanimously.

##### **b. Position Description for WIC Peer Helper Part-Time**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the position description for WIC Peer Helper Part-Time (PT13). Motion passed unanimously.

##### **c. Probationary Period Ending for Christine Kardos, Public Health Clerk I (R1), Effective November 29, 2017**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the end of the probationary period for Christine Kardos, Public Health Clerk I (R1), effective November 29, 2017 with a half step pay increase of \$570.00 from \$27,697.00 to \$28,267.00 per year. Motion passed unanimously.

##### **d. Probationary Period Ending for Aaron Butchelli, Recycling Public Health Technician (PT11), Retroactive to November 15, 2017**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the end of the probationary period for Aaron Butchelli, Recycling Public Health Technician (PT11), retroactive to November 15, 2017 with a half step pay increase of \$0.20 from \$9.52 to \$9.72 per hour. Motion passed unanimously.

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**e. Probationary Period Ending for Nejla Shaheen, Recycling Public Health Technician (PT11), Retroactive to November 15, 2017**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the end of the probationary period for Nejla Shaheen, Recycling Public Health Technician (PT11), retroactive to November 15, 2017 with a half step pay increase of \$0.20 from \$9.52 to \$9.72 per hour. Motion passed unanimously.

**f. Family & Medical Leave Act/Medical Leave of Absence for Janet Copeland**

Dr. Fiorentino moved and Dr. Lakritz seconded a motion to approve Janet Copeland's Medical Leave of Absence retroactive from September 17, 2017 through December 31, 2017, not to exceed 387 hours. Motion passed unanimously.

**g. 2018 Personal Holiday**

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve closing the department on Monday, December 24, 2018 and requiring all full-time employees to use their personal holiday, or other paid leave time, for that date. Motion passed unanimously.

**h. Carryover to 2018 of 5 Unused Vacation Days for Patricia McConnell**

**i. Carryover to 2018 of 4 Unused Vacation Days for Kelli Trenger**

**j. Carryover to 2018 of 5 Unused Vacation Days for Diane Thompson**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the above carryover of unused vacation days to 2018. Motion passed unanimously.

**k. Ashley Archer, WIC Clinic Assistant, Reclassifying from a Full-Time Employee to a Part-Time Employee**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve reclassification of Ashley Archer, WIC Clinic Assistant (R2), from a full-time employee to a part-time employee, WIC Clinic Assistant (PT2), at 16.47 per hour effective December 4, 2017. Motion passed unanimously.

**Discuss Draft 2018 CCHD Budget**

The board discussed the 2018 draft budget with Christi Allen, Fiscal Officer, and discussed the possibility of future merit raises with Mayor Bernabei. Afterward, Mr. Wyatt moved and Dr. Fiorentino seconded a motion to adopt the 2018 draft budget. Motion passed unanimously.

**Approve Recommendations of the Hearing Officer for November 27, 2017 Hearings**

Dr. Fiorentino moved and Mr. Wyatt seconded a motion to approve the recommendations of the hearing officer for the November 27, 2017 hearings. Motion passed unanimously.

**Approve Resolutions**

**a. 2017-24: Establishing Food License Fees, 1<sup>st</sup> Reading**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the first reading of Resolution 2017-24 to amend the schedule of fees for food protection licenses. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Dr. Fiorentino – Yes

Dr. Lakritz – Yes

Motion passed unanimously.

Dr. Fiorentino left at this time, 1:04 PM.

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### **Acceptance of Division Reports**

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that the Nursing division is still working to fill their open positions. Laura Roach reported that the WIC division is transitioning to begin receiving IT support from the city's IT department and that the division is moving to the use of cloud-based software.
- c. Laboratory – Christina Henning reported that the Laboratory is adding the capacity to perform in-house testing for legionella. An intern from Kent State University is developing the protocol as his practicum.
- d. OPHI/Surveillance – Amanda Archer reported that the Epigram flu reports are starting and that the SWAP clinics were partially closed in November due to the holidays.
- e. THRIVE – James Adams reported that THRIVE is preparing a proposal for a renewal of funding from the Department of Medicaid for the infant mortality reduction programming.
- f. Environmental Health – Mark Adams reported that the Environmental Health division is still working to tailor their division reports to meet the department's accreditation and performance management requirements.
- g. Air Pollution Control – Terri Dzienis reported that the technical modification of the air permit for Republic Steel was recently issued. The permit contained several work practice requirements designed to reduce dust and lead emissions.
- h. Vital Statistics – Nothing additional to report.
- i. Fiscal Officer – Nothing additional to report.
- j. Health Commissioner – The Health Commissioner reported that the department will participate in Light Up Downtown on December 7, 2017. Also, that the department will be working with a consultant to develop an action plan for the goals set forth in the Strategic Plan. He additionally reported that the department's all staff meeting was held on November 1, 2017 and that the meeting was a success.
- k. Accreditation – Robert Knight reported to the board that he and Christine Kardos recently attended Accreditation Coordinator training at the headquarters of the Public Health Accreditation Board in Alexandria, VA. The department now has one year to submit documents to PHAB.
- l. Quality Improvement – Terri Dzienis reported that the team is still working on quality improvement projects.

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

### **Other Business**

The department's winter lunch is scheduled for Wednesday, December 13, 2017 from noon to 2 PM. The board was invited to attend.

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Diane Thompson initiated a discussion about retaining an employee at full-time rather than part-time. The discussion was tabled pending consultation with the Fiscal Officer regarding the budget.

**Announcement of Next Meeting: Monday, December 18, 2017 at 12:00 PM**

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, December 18, 2017 at 12:00 PM.

**Adjourn**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:24 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