

BOARD OF HEALTH



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Monday, April 29, 2019
@ 12:00pm



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Monday, April 29, 2019 @ 12:00pm – Board Room

Agenda

1. Call to Order and Roll Call
2. Approve March 25, 2019 Board of Health Meeting Minutes
3. Approve List of Bills for \$160,341.62
4. Approve Personnel:
 - a. Dea Most, WIC Dietitian (R5), Probationary Period Ending Retroactive to March 31, 2019
 - b. Pamela Johnson-Gibbs, Health Services Coordinator/DIS and LTC Supervisor (R6), Probationary Period Ending Retroactive to April 8, 2019
 - c. Allison Black, Staff Nurse II (R5), Probationary Period Ending Retroactive to April 14, 2019
 - d. Nathan Sobczak, APC Engineer (R6), Probationary Period Ending Retroactive to April 28, 2019
 - e. Appointment of Two Part-Time Seasonal Public Health Technicians (PT11)
 - f. Appointment of Part-Time Recycling Health Technician (PT11)
 - g. Appointment of Disease Intervention Specialist (R6)
 - h. Appointment of Clinical Receptionist/Office Assistant (R2)
 - i. Reclassification of Connie Standard, Public Health Clerk I (R1), to Clinical Receptionist/Office Assistant (R2)
 - j. Retirement of Connie Ash, Public Health Clerk I (R1) Effective May 17, 2019
 - k. Notification of Outside Employment, Colton Masters, Staff Sanitarian II
 - l. Preparedness Coordinator (R4) Position Description
 - m. Update Position Classification Schedule Environmental Health
5. Approve Recommendations of the Hearing Officer for April 29, 2019
6. Approve 2018 Moral Obligations
7. Approve an Agreement with Asian Services in Action, Inc. to them to Provide Proof Reading of Documents at a Cost not to Exceed \$1,239.40
8. Approve an Agreement with Asian Services in Action, Inc. to them to Provide Proof Translation of Documents at a Cost not to Exceed \$1,362.20
9. Approve Application Agreement with Pathways Community HUB Institute for HUB Certification at a Cost for Payment Not to Exceed \$550.00
10. Authorize a No Cost Agreement with Children's Hospital Medical Center of Akron (Akron Children's Hospital) for a Community Health Worker Program Operating in the Stark County THRIVE Pathways HUB (Operated by Canton City Public Health) Effective April 29, 2019
11. Approve agreement with Kent State University for an Internship/Practicum Site Agreement effective April 10, 2019
12. Authorize a Memorandum of Understanding with the City of Canton for the Health Department to use Thurman Munson Stadium in the Event of an Emergency effective April 29, 2019
13. Approve United Way of Greater Stark County for THRIVE Infant Mortality Funding Allocation to the Health Department in the Amount of \$75,491.00 for the Period of April 1, 2019 to March 31, 2020

Board of Health Agenda

Monday, April 29, 2019

Page (2)

14. Approve Resolutions:

- a. 2019-09 Abatement of Public Nuisances
- b. 2019-10 Internships and Education Experience
- c. 2019-11 Wage and Salary Increases
- d. 2019-12 Rescind Chapter 257 of the Canton City Health Code – Frozen Desserts (First Reading)
- e. 2019-13 Amend section 207.03 of the Canton City Health Code – Incompatible Employment

15. Approve Purchase/Services of the following items that are equal to or greater than \$5,000.00:

- a. PQ200 Ambient Air Sampler with VSCC for PM2.5 for an Amount Not to Exceed \$10,400.00
- b. Floor Repair up to \$20,000.00
- c. Painting up to \$6,000.00
- d. Replace 5 doors/door repair up to \$14,000.00
- e. Mosquito Adulticide up to \$12,000.00
- f. APC Lab remodel up to \$10,000.00
- g. Truck up to \$25,000.00

16. Approve Travel Authorization

- a. Laura Roach, WIC Director, Ohio WIC Program: Spring 2019 Director's Meeting, 05/01/2019 to 05/02/2019 in Grove City, Ohio at an Amount not to Exceed \$202.00 (WIC 2316)
- b. Jessica Boley, Epidemiologist I, 20th Annual Summer Program in Population Health, 06/16/2019 to 06/21/2019 in Columbus, Ohio at an Amount not to Exceed \$1,862.16 (THRIVE Fund 2314)
- c. Jessica Boley, Epidemiologist I, OEI Face to Face, 06/13/2019 to 06/14/2019 in Pickerington, Ohio at an Amount not to Exceed \$224.53 (THRIVE Fund 2314)
- d. James Adams, AOHC Spring Combined Public Health Conference, 05/13/2019 to 05/15/2019 in Worthington, Ohio at an Amount not to Exceed \$566.00 (Admin GF 1001 301001)

17. Acceptance of Reports

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

18. Other Business

19. Next Meeting: Monday, May 20, 2019 at 12:00pm

20. Adjournment



Public Health
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Canton City Public Health

Board of Health Meeting
Monday, March 25, 2019 @ 12:00 PM – Board Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health on Monday, March 25, 2019 at 12:01 PM with a quorum present.

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

Approve February 25, 2019 Board of Health Meeting Minutes

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the February 25, 2019 Board of Health meeting minutes. Motion passed unanimously.

Approve List of Bills - \$400,270.99

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the list of bills totaling \$400,270.99. Motion passed unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Mr. Wyatt moved and Ms. Lucas seconded a motion to enter executive session to discuss the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Lucas – Yes

Motion passed unanimously. The Board entered executive session at 12:03 PM. The Board returned from executive session at 12:28 PM.

Approve Personnel:

a. Appointment of Nathan Sobczak to Permanent Air Pollution Control Engineer (R6) Effective March 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the permanent appointment of Nathan Sobczak to from APC Engineering Technician (R5) to APC Engineer (R6) effective March 25, 2019. Motion passed unanimously.

b. Appointment of Full-Time Disease Intervention Specialist (R5)

This motion was tabled. No actions were taken.

c. Appointment of Part-Time WIC Peer Helper (PT13)

Ms. Lucas moved and Mr. Wyatt seconded a motion to appoint Kasey Griffith and Keisha Laubacher to WIC Peer Helper (PT13) at \$10.64 an hour with a half step increase after a satisfactory 90-probationary period to \$10.86 an hour with a start date to be determined to come out of WIC Fund 2316. Motion passed unanimously.

d. Approve Probationary Period Ending for Elonda Williams, Neighborhood Navigator (PT2), Retroactive to March 17, 2019

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Elonda Williams, Neighborhood Navigator (PT2), with half a step increase of \$0.33 to a salary of \$16.47 an hour retroactive to March 17, 2019. Motion passed unanimously.

Board of Health Minutes

March 25, 2019

Page (2)

e. Approve Full-Time Neighborhood Navigator/HUB Assistant (R2) Position Description

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the full-time Neighborhood Navigator/HUB Assistant (R2) position description. Motion passed unanimously.

f. Approve Full-Time Clinical Receptionist/Office Assistant (R2) Position Description

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the full-time Clinical Receptionist/Office Assistant (R2) position description. Motion passed unanimously.

g. Approve Updated Position Classification Schedule for Nursing and OPHI

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the updated Nursing and OPHI Position Classification Schedule as presented. Motion passed unanimously.

Approve Payment of 2018 Moral Obligations

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the payment of the following 2018 moral obligations for a total of \$7,040.00:

- a. Access Health Stark County for \$2,245.00
- b. Alliance Family Health Center, Inc. for \$2,445.00
- c. Commquest Services, Inc. for \$1,170.00
- d. Stark County Health Department for \$455.00
- e. Stark Metropolitan Housing Authority for \$485.00
- f. YWCA of Canton for \$240.00

Motion passed unanimously.

Approve Recommendations of the Hearing Officer for March 25, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve the recommendations of the hearing officer for March 25, 2019. Motion passed unanimously.

Approve Resolutions:

a. 2019-04 Rescind Various Sections of the Health Code, 3rd Reading

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the third reading of Resolution 2019-04 to Rescind Various Sections of the Health Code. A roll call to vote was taken:

Dr. Hickman – Yes

Mr. Wyatt – Yes

Ms. Lucas – Yes

Motion passed unanimously.

b. 2019-05 Amending Section 207.10 of the Health Code – Overtime and Compensatory Compensation

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve Resolution 2019-05 amending section 207.10 of the health code. Motion passed unanimously.

c. 2019-06 Amending Section 207.11 of the Health Code – Attendance, Leave of Absence, Family Medical Leave

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve Resolution 2019-06 amending section 207.11 of the health code. Motion passed unanimously.

Board of Health Minutes

March 25, 2019

Page (3)

Authorize Agreements with the Five Medicaid Managed Care Plans to Receive \$235,432.00 for the Infant Mortality Enhanced Program effective as of January 1, 2019

Ms. Lucas moved and Mr. Wyatt seconded a motion to authorize agreements with the five Medicaid managed care plans to receive \$235,432.00 for the Infant Mortality Enhanced Program effective as of January 1, 2019. Motion passed unanimously.

Authorize a Contract with Stark Metropolitan Housing Authority for them to Receive \$22,447.36 for a Community Health Worker Program for the Period of June 1, 2019 through December 31, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to authorize a contract with Stark Metropolitan Housing Authority for them to receive \$22,447.36 for a Community Health Worker Program for the period of June 1, 2019 through December 31, 2019. Motion passed unanimously.

Authorize a Memorandum of Understanding with the City of Canton for the Health Department to use the Canton Civic Center in the Event of an Emergency effective March 6, 2019

Mr. Wyatt moved and Ms. Lucas seconded a motion to authorize a memorandum of understanding with the City of Canton for the Health Department to use the Canton Civic Center in the even of an emergency effective March 6, 2019. Motion passed unanimously.

Approve an Agreement with TLIK LLC for use of The Metropolitan Centre for the All Staff Meeting on October 30, 2019 for an Amount not to Exceed \$702.50

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve an agreement with TLIK LLC for use of The Metropolitan Centre for the All Staff Meeting on October 30, 2019 for an amount not to exceed \$702.50. Motion passed unanimously.

Approve Travel Authorization

- a. Pamela Gibbs, Health Services Coordinator/DIS-LTC Supervisor, for Travel from 04/10/2019 to 04/11/2019, Grant Requirement Meeting/DIS-LTC Meeting in Columbus, Ohio at a cost not to exceed \$216.00 (HIV Fund 2318)
- b. Laura Roach, WIC Director, for Travel from 04/07/2019 to 04/09/2019, National WIC Association's Annual Education and Training Conference in Baltimore, MD at a cost not to exceed \$1,173.09 (WIC Fund 2316)
- c. Frank Catrone, Staff Nurse II, for Travel from 04/01/2019 to 04/02/2019, PREP Statewide Spring Meeting 2019 in Columbus, Ohio at a cost not to exceed \$282.00 (PREP Fund 2323)
- d. Molly Malloy, Staff Nurse II, for Travel from 04/01/2019 to 04/02/2019, PREP Statewide Spring Meeting 2019 in Columbus, Ohio at a cost not to exceed \$178.00 (PREP Fund 2323)
- e. Christina Henning, Laboratory Director, for Travel from 05/29/2019 to 06/03/2019, Aeroallergen Course in New Orleans, LA at a cost not to exceed \$308.99 (Lab General Fund 1001 304001)
- f. Rick Miller, Sanitarian III, for Travel from 03/26/2019 to 03/27/2019, Annual Midwest Workshop in Environmental Health in Columbus, Ohio at a cost not to exceed \$40.00 (EH General Fund 1001 307001) – Retroactively
- g. Gus Dria, Sanitarian III, for Travel from 04/10/2019 to 04/12/2019, OEHA Annual Educational Conference in Columbus, Ohio at a cost not to exceed \$475.00 (EH General Fund 1001 307001)
- h. Colton Masters, Sanitarian II, for Travel from 04/10/2019 to 04/12/2019, OEHA Annual Educational Conference in Columbus, Ohio at a cost not to exceed \$475.00 (EH General Fund 1001 307001)

Board of Health Minutes

March 25, 2019

Page (4)

- i. Dawn Miller, THRIVE Project Manager, for Travel from 04/17/2019 to 04/18/2019, Starting at Home Conference, in Columbus, Ohio at a cost not to exceed \$398.33 (THRIVE fund 2314)

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

Acceptance of Division Reports

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Dr. Hickman requested clarification, from Diane Thompson, for the Nursing Clinic report numbers. Ms. Thompson explained that there has been a revision in the reporting method for clinic activities.

Kim Koons reported that Jennifer Hayden, WIC Breastfeeding Coordinator, recently applied for, and received, a \$500 grant that she will use to promote Breastfeeding Awareness Month.

- c. Laboratory – Christina Henning reported to the board that the laboratory has recently started to perform commercial bottled water testing. She said that a local private laboratory had closed and that this service was no longer available in the community.
- d. OPHI/Surveillance – Amanda Archer reported to the board that Stark County Health Department will be sending the Epigram soon. She also reported that Flu season is still ongoing.

James Adams reported that he and Amanda are members of a local committee that was formed to address behavioral health care in the community, specifically suicide prevention.

- e. THRIVE – Dawn Miller reported to the board that the THRIVE project has been very busy. Ms. Miller and Mr. Adams recently went to Columbus to meet with legislators to advocate for infant mortality reduction programs. Ms. Miller also reported that THRIVE will have a Poster Session and presentation at an upcoming conference for the National Association of County and City Health Officials (NACCHO).

James Adams reported to the board that the certifying body for the Pathways HUB program is now called Pathways Community HUB Institute (PHCI) and is no longer the Rockville Institute. He reported that the THRIVE program has completed over 2,700 pathways since 2017. Mr. Adams also told the board that he has submitted a proposal to the Stark County Community Action Agency (SCCAA) to attempt to resolve the Pathways HUB certification dispute. He has proposed that that SCCAA would service the zip codes 44646 and 44647 while the THRIVE program would provide services to the remainder of Stark County.

- f. Environmental Health – Annmarie Butusov reported to the board that the division will be hiring two part-time employees to assist at the recycling center and that this will allow the department's sanitarians to focus on other tasks. She also reported that the division has moved other inspections, like pools and tattoo shops, out of the food service program and those inspections will be handled by other staff.

Ms. Butusov then reported that a student intern is working on a dog bite prevention program on behalf of the department. Dr. Hickman reminded everyone present that there will be a rabies clinic held on May 4th, 2019 at the Stark County Fairgrounds.

Board of Health Minutes

March 25, 2019

Page (5)

- g. Air Pollution Control – Dr. Hickman asked Terri Dzienis about issues the division has been experiencing with clogged air monitoring devices. Ms. Dzienis described the monitors as not clogged but reported that the exteriors are being covered with a foreign substance. She said that the division has collected samples and is still working on a resolution.

Dr. Hickman then asked about a pending stack test at Republic Steel. Ms. Dzienis said that there is no established method for performing this type of test and that some solutions have been proposed but that an agreement has not yet been reached.

- h. Vital Statistics – Robert Knight reported that he recently revised the Vital Statistics report, as requested by Dr. Lakritz, and asked the board to let him know if they would like additional changes.
- i. Fiscal Officer – Mr. Adams reported that he will propose to the board that health department employees receive a 2% raise.

Mr. Adams also reported that the department is working with the city to move all health department funding out of the city's general accounts and in to a special health fund.

- j. Health Commissioner – James Adams reported to the board that building improvements are underway, including a new automatic door on the front of the building and replacement of several fluorescent lights with energy efficient LED fixtures.

Mr. Adams then reported that there may be a proposal soon to raise the age, statewide, for purchasing tobacco products to 21-years old.

- k. Accreditation – Robert Knight reported to the board that the Public Health Accreditation Board has set the dates for the department's site visit to July 24 and 25, 2019. He then told that board that the site visit team will schedule an interview, during the visit, with one or more members of the board of health and that department employees will not participate in this meeting.
- l. Quality Improvement – Terri Dzienis reported to the board that quality improvement projects are still ongoing and that the QI team has recently received a few new project proposals.

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

Other Business

Christi Allen invited the board to attend a department potluck lunch on Wednesday, April 10, 2019 from 11:30 AM to 1:30 PM.

Announcement of Next Meeting: Monday, March 25, 2019 at 12:00 PM

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, April 22, 2019 at 12:00 PM.

Adjourn

Ms. Lucas moved and Mr. Wyatt seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:33 PM.

Board of Health Minutes

March 25, 2019

Page (6)

President of the Board of Health

Secretary to the Board of Health

Date of Approval



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 1001 - General Operating											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
51874 - VERIZON WIRELESS	9827037447	Monthly Hot Spot Fee, 2019	Paid by Check		03/26/2019	04/18/2019	04/16/2019		04/16/2019	40.17	
			# 647258								
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>40.17</u>
Account 705.06 - Professional Services Other Professional Services											
50276 - MARK VRABEL FUNERAL HOME	J.Watkins	Indigent Cremation for	Edit		03/25/2019	04/18/2019	04/18/2019			495.00	
	Indige	Jeanne Ann Watkins, DOD: 03/11/19									
40242 - U-SHREDD-IT	20027 (1)	Shredding of Health	Edit		04/22/2019	04/23/2019	04/23/2019			350.00	
		Dept Documents, as needed in 2019									
40242 - U-SHREDD-IT	20027 (2)	Schredding of	Edit		04/22/2019	04/23/2019	04/23/2019			125.00	
		Documents, Additional Costs for 2019									
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 3	<u>970.00</u>
Account 705.13 - Professional Services Building Maintenance											
52421 - STANLEY ACCESS TECHNOLOGIES LLC	905446751	Dura-Glide Single Sliding Door with PM Service/Extended Warranty	Edit		03/28/2019	04/27/2019	* 04/16/2019			7,756.00	
27986 - R & G JANITORIAL, INC.	3095, 3096	Snow Plow - Parking Lot and Around Building	Edit		03/31/2019	04/18/2019	04/18/2019			485.00	
									Account 705.13 - Professional Services Building Maintenance Totals	Invoice Transactions 2	<u>\$8,241.00</u>
Account 705.14 - Professional Services Maintenance Contracts											
27986 - R & G JANITORIAL, INC.	3097	Cleaning of Health Department Offices	Paid by Check		03/31/2019	04/03/2019	04/12/2019		04/12/2019	2,000.00	
			# 647109								
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>\$2,000.00</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Mar19 GF	Car Washes for CCHD Vehicles, as needed in 2019	Edit		03/31/2019	04/18/2019	04/18/2019			12.75	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>\$12.75</u>
Account 734.11 - Supplies Miscellaneous Office Supplies											
905 - INDEPENDENCE BUSINESS SUPPLY	1625031-0	Supplies for Office	Edit		04/10/2019	04/18/2019	04/18/2019			27.70	
									Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions 1	<u>\$27.70</u>
Account 734.58 - Supplies Miscellaneous Supplies											
905 - INDEPENDENCE BUSINESS SUPPLY	1625031-0	Supplies for Office	Edit		04/10/2019	04/18/2019	04/18/2019			45.18	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$45.18</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 1001 - General Operating											
Department 301001 - Health - Administration											
Account 772.20 - Travel Registration/Tuition											
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (1)	Promoting Self Care & Avoiding Burnout, April 30, Canton, Ohio	Edit		04/16/2019	04/18/2019	04/18/2019			20.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$20.00</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
1246 - NACCHO	213291	Membership Dues: 07/01/2019 - 06/30/2020	Edit		04/10/2019	04/23/2019	04/23/2019			450.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 1	<u>\$450.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 12	<u>\$11,806.80</u>
Department 303001 - Nurses											
Account 705.06 - Professional Services Other Professional Services											
51158 - JON ELIAS M.D.	Mar18 Services	Medical Director Services for 2019	Paid by Check # 646952		04/01/2019	04/03/2019	04/09/2019		04/09/2019	1,000.00	
43145 - TELELANGUAGE	TL105246	Interpretive Services, as needed in 2019	Edit		04/11/2019	04/24/2019	04/24/2019			192.95	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$1,192.95</u>
Account 713.13 - Utilities Telephone											
177 - AT&T	3304547664 03	Service for 2nd Fax Line in Nursing, 2019	Paid by Check # 646613		03/16/2019	04/04/2019	04/01/2019		04/01/2019	39.88	
177 - AT&T	3304547664 04	Service for 2nd Fax Line in Nursing, 2019	Edit		04/09/2019	05/06/2019	04/23/2019			42.28	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 2	<u>\$82.16</u>
Account 772.20 - Travel Registration/Tuition											
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (2)	2019 Annual Conf. on Promoting Self Care, Canton, OH 4/30/19	Edit		04/16/2019	04/18/2019	04/18/2019			120.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$120.00</u>
									Department 303001 - Nurses Totals	Invoice Transactions 5	<u>\$1,395.11</u>
Department 304001 - Lab											
Account 705.06 - Professional Services Other Professional Services											
51563 - STERICYCLE	1009032699	Infectious Waste Disposal - LAB	Edit		03/31/2019	04/30/2019	04/18/2019			91.50	
34284 - REAM & HAAGER LABORATORY	4323160, 4323261	4324698, 4324668, 4324906, 4324822	Edit		03/21/2019	04/24/2019	04/24/2019			186.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$277.50</u>
Account 734.13 - Supplies Freight											
13273 - BIOMERIEUX, INC.	1212163465	STI Testing Supplies for the Lab	Edit		05/01/2019	04/18/2019	04/18/2019			38.61	



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 1001 - General Operating											
Department 304001 - Lab											
Account 734.13 - Supplies Freight											
7835 - FISHER HEALTH CARE	9111484	Laboratory Supplies, as needed in 2019	Edit		03/27/2019	04/26/2019	04/24/2019			16.20	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 2	<u>\$54.81</u>
Account 734.58 - Supplies Miscellaneous Supplies											
13273 - BIOMERIEUX, INC.	1212163465	STI Testing Supplies for the Lab	Edit		05/01/2019	04/18/2019	04/18/2019			232.74	
7835 - FISHER HEALTH CARE	9111484	Laboratory Supplies, as needed in 2019	Edit		03/27/2019	04/26/2019	04/24/2019			168.04	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$400.78</u>
									Department 304001 - Lab Totals	Invoice Transactions 6	<u>\$733.09</u>
Department 307001 - Environmental Health Administration											
Account 772.20 - Travel Registration/Tuition											
7335 - HUNTINGTON NATIONAL BANK	Colton Reg. Cost	OEHA Annual Edu. Conf, 4/10/19 - 4/12/19, Columbus, OH	Paid by Check # 647383		04/12/2019	04/12/2019	04/22/2019		04/22/2019	186.50	
7335 - HUNTINGTON NATIONAL BANK	G.Dria Reg.	OEHA Annual Edu. Conf, 4/10/19 - 4/12/19, Columbus, OH	Paid by Check # 647385		04/12/2019	04/12/2019	04/22/2019		04/22/2019	186.50	
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (1)	Promoting Self Care & Avoiding Burnout, April 30, Canton, Ohio	Edit		04/16/2019	04/18/2019	04/18/2019			160.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 3	<u>\$533.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
12208 - GUS DRIA	Travel - Meals	OEHA Annual Edu. Conf, 4/10/19 - 4/12/19, Columbus, OH	Open		04/18/2019	04/18/2019	04/18/2019			35.13	
35141 - PATRICIA J MCCONNELL	Apr19 Travel	OEHA Annual Edu. Conf, 4/10/19 - 4/12/19, Columbus, OH	Edit		04/18/2019	04/18/2019	04/18/2019			37.96	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 2	<u>\$73.09</u>
									Department 307001 - Environmental Health Administration Totals	Invoice Transactions 5	<u>\$606.09</u>
									Fund 1001 - General Operating Totals	Invoice Transactions 28	<u>\$14,541.09</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2312 - V.D. - I03 Gonorhea (VD)											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
186 - AULTMAN HOSPITAL	FTA's 06/07	099915682-9693	Edit		03/31/2019	04/18/2019	04/18/2019			29.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	\$29.00
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9826848526 (1)	Cell Phone Service for DIS, 2019	Paid by Check # 647049		03/23/2019	04/15/2019	04/11/2019		04/11/2019	50.46	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	\$50.46
									Department 301001 - Health - Administration Totals	Invoice Transactions 2	\$79.46
									Fund 2312 - V.D. - I03 Gonorhea (VD) Totals	Invoice Transactions 2	\$79.46



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2313 - Local Health Dept Prev Support										
Department 301001 - Health - Administration										
Account 705.06 - Professional Services Other Professional Services										
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	964810	Electronic Medical Record System Fees, 2019	Paid by Check # 647091		04/01/2019	05/01/2019	04/12/2019		04/12/2019	94.00
							Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions	1	\$94.00
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	\$94.00
							Fund 2313 - Local Health Dept Prev Support Totals	Invoice Transactions	1	\$94.00



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Family Health (476)											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE	312559704040519	Internet Access for THRIVE Offices	Paid by Check # 647192		04/05/2019	04/21/2019	04/15/2019		04/15/2019	84.97	
									Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions 1	<u>84.97</u>
Account 705.06 - Professional Services Other Professional Services											
7335 - HUNTINGTON NATIONAL BANK	ECRC	FBI and BCI Background Checks for 2 Interns	Paid by Check # 647380		04/12/2019	04/12/2019	04/22/2019		04/22/2019	66.00	
4168 - KENT STATE UNIVERSITY	416371-24	Comprehensive Evaluation of Stark County	Edit		04/05/2019	04/16/2019	04/16/2019			5,464.07	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 2	<u>\$5,530.07</u>
Account 705.14 - Professional Services Maintenance Contracts											
22899 - GRAPHIC ENTERPRISES	21AR868518	Copier/Printer Maintenance Contract 2019, THRIVE	Edit		04/15/2019	04/25/2019	04/18/2019			95.00	
									Account 705.14 - Professional Services Maintenance Contracts Totals	Invoice Transactions 1	<u>\$95.00</u>
Account 706.01 - Contract Service Contract Service - 2314 THRIVE											
51325 - ACCESS HEALTH STARK COUNTY	Outcome Payments	THRIVE Payment Points Outcome Payment	Paid by Check # 647010		03/11/2019	04/03/2019	04/11/2019		04/11/2019	2,245.00	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	Outcome Payments	THRIVE Payment Points Outcome Payment	Paid by Check # 647013		04/11/2019	04/03/2019	04/11/2019		04/11/2019	2,445.00	
51120 - COMMQUEST SERVICES INC	Outcome Payments	THRIVE Payment Points Outcome Payment	Paid by Check # 647073		03/11/2019	04/03/2019	04/12/2019		04/12/2019	1,170.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	Outcome Payments	THRIVE Payment Points Outcome Payment	Paid by Check # 647118		03/11/2019	04/03/2019	04/12/2019		04/12/2019	420.00	
2762 - STARK METRO HOUSING AUTHORITY	Outcome Payments	THRIVE Payment Points Outcome Payments	Paid by Check # 647120		03/11/2019	04/03/2019	04/12/2019		04/12/2019	485.00	
38982 - YWCA OF CANTON	Outcome Payments	THRIVE Payment Point Outcome	Paid by Check # 647133		03/11/2019	04/03/2019	04/12/2019		04/12/2019	240.00	
									Account 706.01 - Contract Service Contract Service - 2314 THRIVE Totals	Invoice Transactions 6	<u>\$7,005.00</u>
Account 706.24 - Contract Service Miscellaneous											
52556 - ABM PARKING SERVICES	4150019	Parking Spaces for "Partners for a Healthy Baby Training"	Edit		04/18/2019	04/18/2019	04/18/2019			258.00	
									Account 706.24 - Contract Service Miscellaneous Totals	Invoice Transactions 1	<u>\$258.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2314 - Family Health (476)											
Department 301001 - Health - Administration											
Account 734.71 - Supplies Computer Equip (\$0-\$999.99)											
9789 - DELL MARKETING L.P.	10307034402	New Laptop Dock and Standard PC	Edit		03/30/2019	04/29/2019	04/18/2019			779.30	
									Account 734.71 - Supplies Computer Equip (\$0-\$999.99) Totals	Invoice Transactions 1	<u>\$779.30</u>
Account 772.20 - Travel Registration/Tuition											
7335 - HUNTINGTON NATIONAL BANK	D.Miller Reg	Starting at Home Conference, 4/17/19-4/18/19, Columbus, OH	Paid by Check		04/12/2019	04/12/2019	04/22/2019		04/22/2019	150.00	
									Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$150.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.											
7335 - HUNTINGTON NATIONAL BANK	D.Miller Hotel	Airfare, Hotel and Registration Costs for 2019 National Conferen	Paid by Check		04/12/2019	04/12/2019	04/22/2019		04/22/2019	881.92	
									Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions 1	<u>\$881.92</u>
Account 772.60 - Travel Local Mtg/Display Accom/Supplies											
42459 - MARC'S	087426	Food and various supplies for THRIVE Meetings/Events	Edit		04/01/2019	04/24/2019	04/24/2019			87.31	
									Account 772.60 - Travel Local Mtg/Display Accom/Supplies Totals	Invoice Transactions 1	<u>\$87.31</u>
Account 776.13 - Membership dues & Fees Membership Dues and Fees											
7335 - HUNTINGTON NATIONAL BANK	CHW License	CHW License Renewal, E. Williams & C. Marinchick	Paid by Check		04/12/2019	04/12/2019	04/22/2019		04/22/2019	70.00	
7335 - HUNTINGTON NATIONAL BANK	CHW's License	Community Health Workers License Renweal, Additional Costs	Paid by Check		04/12/2019	04/12/2019	04/22/2019		04/22/2019	107.00	
									Account 776.13 - Membership dues & Fees Membership Dues and Fees Totals	Invoice Transactions 2	<u>\$177.00</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 17	<u>\$15,048.57</u>
									Fund 2314 - Family Health (476) Totals	Invoice Transactions 17	<u>\$15,048.57</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2316 - WIC Supplemental Health - FY 77											
Department 301001 - Health - Administration											
Account 705.05 - Professional Services Computer Access Line Fees											
50073 - TIME WARNER CABLE	327438801041019	Internet fees for WIC Program	Paid by Check # 647401		04/10/2019	04/26/2019	* 04/22/2019		04/22/2019	124.99	
Account 705.05 - Professional Services Computer Access Line Fees Totals										Invoice Transactions 1	<u>\$124.99</u>
Account 706.36 - Contract Service Health Contract Grant Expend											
85 - ALLIANCE CITY HEALTH DEPT	Feb19 WIC Grant	WIC Program Reimbursement	Paid by Check # 646447		03/22/2019	03/22/2019	03/28/2019		03/28/2019	8,816.07	
1121 - MASSILLON CITY HEALTH DEPT	Feb19 WIC Grant	WIC Program Reimbursement	Paid by Check # 646484		03/22/2019	03/22/2019	03/28/2019		03/28/2019	10,355.28	
1800 - STARK COUNTY HEALTH DEPARTMENT	Feb19 WIC Grant	WIC Program Reimbursement	Paid by Check # 646499		03/04/2019	03/22/2019	03/28/2019		03/28/2019	28,118.55	
85 - ALLIANCE CITY HEALTH DEPT	Mar19 WIC Grant	WIC Program Reimbursement	Edit		04/18/2019	04/18/2019	04/18/2019			11,682.82	
1121 - MASSILLON CITY HEALTH DEPT	Mar19 WIC Grant	WIC Program Reimbursement	Edit		04/18/2019	04/18/2019	04/18/2019			10,265.15	
1800 - STARK COUNTY HEALTH DEPARTMENT	Mar19 WIC Grant	WIC Program Reimbursement	Edit		04/02/2019	04/18/2019	04/18/2019			29,253.95	
Account 706.36 - Contract Service Health Contract Grant Expend Totals										Invoice Transactions 6	<u>\$98,491.82</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9826822271	WIC Peer Helper Cell Phones	Paid by Check # 646976		03/23/2019	04/15/2019	* 04/09/2019		04/09/2019	54.98	
Account 713.13 - Utilities Telephone Totals										Invoice Transactions 1	<u>\$54.98</u>
Account 734.58 - Supplies Miscellaneous Supplies											
24836 - MCKESSON MEDICAL - SURGICAL	48956687	48413694	Edit		03/05/2019	04/24/2019	04/24/2019			377.25	
Account 734.58 - Supplies Miscellaneous Supplies Totals										Invoice Transactions 1	<u>\$377.25</u>
Account 772.20 - Travel Registration/Tuition											
50635 - JENNIFER HAYDEN	Mar19 Travel	OLCA's 27th Annual Breastfed Conf, 3/15/19-3/16/19, Dublin, OH	Paid by Check # 646631		03/27/2019	03/27/2019	04/01/2019		04/01/2019	250.00	
4168 - KENT STATE UNIVERSITY	2018771	Coaching Accountability Training, May 1, Kim Koons	Open		04/10/2019	04/16/2019	04/16/2019			195.00	
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (2)	2019 Annual Conf. on Promoting Self Care, Canton, OH 4/30/19	Edit		04/16/2019	04/18/2019	04/18/2019			120.00	
34370 - LAURA ROACH	Apr19 Travel	National WIC Assoc. 19 Conf, 4/7/19-4/9/19, Baltimore, MD	Edit		04/23/2019	04/23/2019	04/23/2019			410.00	
Account 772.20 - Travel Registration/Tuition Totals										Invoice Transactions 4	<u>\$975.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2316 - WIC Supplemental Health - FY 77										
Department 301001 - Health - Administration										
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
50635 - JENNIFER HAYDEN	Mar19 Travel	OLCA's 27th Annual Breastfed Conf, 3/15/19-3/16/19, Dublin, OH	Paid by Check # 646631		03/27/2019	03/27/2019	04/01/2019		04/01/2019	119.00
7335 - HUNTINGTON NATIONAL BANK	L.Roach Hotel	National WIC Assoc. 19 Conf, 4/7/19-4/9/19, Baltimore, MD	Paid by Check # 647387		04/12/2019	04/12/2019	04/22/2019		04/22/2019	436.59
34370 - LAURA ROACH	Apr19 Travel	National WIC Assoc. 19 Conf, 4/7/19-4/9/19, Baltimore, MD	Edit		04/23/2019	04/23/2019	04/23/2019			152.31
							Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals	Invoice Transactions	3	<u>\$707.90</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	16	<u>\$100,731.94</u>
							Fund 2316 - WIC Supplemental Health - FY 77 Totals	Invoice Transactions	16	<u>\$100,731.94</u>
Fund 2318 - Local Aids Prevention										
Department 301001 - Health - Administration										
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	9826857086	Surface 3 Service for DIS and HIV Coordinator	Paid by Check # 646976		03/23/2019	04/15/2019	04/09/2019		04/09/2019	80.34
							Account 705.05 - Professional Services Computer Access Line Fees Totals	Invoice Transactions	1	<u>\$80.34</u>
Account 706.36 - Contract Service Health Contract Grant Expend										
85 - ALLIANCE CITY HEALTH DEPT	Mar19 HIV Grant	HIV Grant Reimbursement	Edit		04/02/2019	04/16/2019	04/16/2019			463.98
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT	Mar19 HIV Grant	HIV Grant Reimbursement	Edit		03/31/2019	04/16/2019	04/16/2019			914.68
1484 - PLANNED PARENTHOOD	Mar19 HIV Grant	HIV Grant Reimbursement	Edit		03/28/2019	04/16/2019	04/16/2019			1,803.12
							Account 706.36 - Contract Service Health Contract Grant Expend Totals	Invoice Transactions	3	<u>\$3,181.78</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
905 - INDEPENDENCE BUSINESS SUPPLY	1618881-0	HIV Prevention Office Supplies	Edit		03/25/2019	04/18/2019	04/18/2019			64.00
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals	Invoice Transactions	1	<u>\$64.00</u>
Account 734.14 - Supplies Computer Supplies										
9789 - DELL MARKETING L.P.	10297945745	New Computer for LTC Employee	Edit		02/13/2019	03/15/2019	04/18/2019			143.55
							Account 734.14 - Supplies Computer Supplies Totals	Invoice Transactions	1	<u>\$143.55</u>
Account 734.71 - Supplies Computer Equip (\$0-\$999.99)										
9789 - DELL MARKETING L.P.	10297945745	New Computer for LTC Employee	Edit		02/13/2019	03/15/2019	04/18/2019			417.30
							Account 734.71 - Supplies Computer Equip (\$0-\$999.99) Totals	Invoice Transactions	1	<u>\$417.30</u>
Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000										
9789 - DELL MARKETING L.P.	10297945745	New Computer for LTC	Edit		02/13/2019	03/15/2019	04/18/2019			1,188.64



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

		Employee							
		Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000	Totals			Invoice Transactions	1		<u>\$1,188.64</u>
Account 772.20 - Travel Registration/Tuition									
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (2)	2019 Annual Conf. on Promoting Self Care, Canton, OH 4/30/19	Edit	04/16/2019	04/18/2019	04/18/2019			40.00
				Account 772.20 - Travel Registration/Tuition		Totals		Invoice Transactions	1
									<u>\$40.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.									
32431 - PAMELA JOHNSON-GIBBS	Apr 2019 Travel	Frant Requirement Mtg/DIS-LTC Mtg, 4/10/19-4/11/19, Columbus, OH	Open	04/16/2019	04/16/2019	04/16/2019			32.74
				Account 772.40 - Travel Meals, Lodging, Plane, etc.		Totals		Invoice Transactions	1
									<u>\$32.74</u>
Account 772.60 - Travel Local Mtg/Display Accom/Supplies									
42561 - JEANNIES CATERING	4/17/19 RAG Mtg	Meal Services for RAG Meetings, as needed in 2019	Edit	04/17/2019	04/23/2019	04/23/2019			189.52
				Account 772.60 - Travel Local Mtg/Display Accom/Supplies		Totals		Invoice Transactions	1
									<u>\$189.52</u>
				Department 301001 - Health - Administration		Totals		Invoice Transactions	11
									<u>\$5,337.87</u>
				Fund 2318 - Local Aids Prevention		Totals		Invoice Transactions	11
									<u>\$5,337.87</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2319 - Early Intervention Services										
Department 301001 - Health - Administration										
Account 713.13 - Utilities Telephone										
51874 - VERIZON WIRELESS	9826848526 (2)	Cell Phone Service for EIS for 2019	Paid by Check # 647048		03/23/2019	04/03/2019	04/11/2019		04/11/2019	50.46
							Account 713.13 - Utilities Telephone Totals		Invoice Transactions 1	<u>50.46</u>
Account 734.11 - Supplies Miscellaneous Office Supplies										
905 - INDEPENDENCE BUSINESS SUPPLY	1618882-0	EIS Grant Office Supplies	Edit		03/25/2019	04/18/2019	04/18/2019			68.48
							Account 734.11 - Supplies Miscellaneous Office Supplies Totals		Invoice Transactions 1	<u>68.48</u>
Account 734.13 - Supplies Freight										
52408 - PRO1TEK	19-04-10130	Yellow Sharps Containers for SWAP Program	Edit		04/11/2019	04/23/2019	04/23/2019			72.00
							Account 734.13 - Supplies Freight Totals		Invoice Transactions 1	<u>72.00</u>
Account 734.14 - Supplies Computer Supplies										
9789 - DELL MARKETING L.P.	10299113956	Latitude Laptop - Monitor, docking station, office standard	Edit		02/19/2019	03/21/2019	04/18/2019			143.55
							Account 734.14 - Supplies Computer Supplies Totals		Invoice Transactions 1	<u>143.55</u>
Account 734.58 - Supplies Miscellaneous Supplies										
52408 - PRO1TEK	19-04-10130	Yellow Sharps Containers for SWAP Program	Edit		04/11/2019	04/23/2019	04/23/2019			1,200.00
							Account 734.58 - Supplies Miscellaneous Supplies Totals		Invoice Transactions 1	<u>\$1,200.00</u>
Account 734.71 - Supplies Computer Equip (\$0-\$999.99)										
9789 - DELL MARKETING L.P.	10299113956	Latitude Laptop - Monitor, docking station, office standard	Edit		02/19/2019	03/21/2019	04/18/2019			417.30
							Account 734.71 - Supplies Computer Equip (\$0-\$999.99) Totals		Invoice Transactions 1	<u>\$417.30</u>
Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000										
9789 - DELL MARKETING L.P.	10299113956	Latitude Laptop - Monitor, docking station, office standard	Edit		02/19/2019	03/21/2019	04/18/2019			1,188.64
							Account 758.47 - Capital Outlay Computer Equipment \$1000 - \$5000 Totals		Invoice Transactions 1	<u>\$1,188.64</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
52511 - DAVID MCCARTNEY	Mar18 Travel	ODH PAPI Training, 3/29/2019, Columbus, OH	Paid by Check # 646964		04/03/2019	04/03/2019	04/09/2019		04/09/2019	9.00
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (2)	2019 Annual Conf. on Promotiong Self Care, Canton, OH 4/30/19	Edit		04/16/2019	04/18/2019	04/18/2019			20.00
							Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals		Invoice Transactions 2	<u>\$29.00</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 9	<u>\$3,169.43</u>
							Fund 2319 - Early Intervention Services Totals		Invoice Transactions 9	<u>\$3,169.43</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2320 - Nursing Clinic Activity Fund											
Department 303001 - Nurses											
Account 734.58 - Supplies Miscellaneous Supplies											
1941 - TREASURER STATE OF OHIO	OSS0106169 (1)	Clinic - Tubersol doses (TB)	Edit		03/15/2019	04/18/2019	04/18/2019			239.10	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 1	<u>\$239.10</u>
									Department 303001 - Nurses Totals	Invoice Transactions 1	<u>\$239.10</u>
Department 303002 - Travel Clinic											
Account 734.58 - Supplies Miscellaneous Supplies											
24836 - MCKESSON MEDICAL - SURGICAL	50618969,	50060371, 50060249	Edit		04/18/2019	04/18/2019	04/18/2019			664.58	
26625 - SANOFI PASTEUR	912120869	Private Vaccines's for Travel	Edit		03/26/2019	06/24/2019	04/18/2019			4,720.99	
1941 - TREASURER STATE OF OHIO	OSS0106169 (2)	Additional Costs for TB doses	Edit		03/15/2019	04/18/2019	04/18/2019			240.00	
									Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 3	<u>\$5,625.57</u>
									Department 303002 - Travel Clinic Totals	Invoice Transactions 3	<u>\$5,625.57</u>
									Fund 2320 - Nursing Clinic Activity Fund Totals	Invoice Transactions 4	<u>\$5,864.67</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2322 - Dental Sealant 132T Grant										
Department 301001 - Health - Administration										
Account 705.06 - Professional Services Other Professional Services										
20238 - MEREDITH ROBESON, D.D.S	Apr19 Dental	Dentist Services for 2019	Paid by Check # 647244		04/05/2019	04/10/2019	04/16/2019		04/16/2019	200.00
								Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 1	<u>\$200.00</u>
Account 734.13 - Supplies Freight										
29972 - PULPDENT CORPORATION	2034576	Dental Supplies	Edit		03/18/2019	04/18/2019	04/18/2019			8.40
								Account 734.13 - Supplies Freight Totals	Invoice Transactions 1	<u>\$8.40</u>
Account 734.58 - Supplies Miscellaneous Supplies										
29972 - PULPDENT CORPORATION	2034576	Dental Supplies	Edit		03/18/2019	04/18/2019	04/18/2019			244.26
50289 - WISE OWL	3951	Teacher Incentive Gift Cards for Dental Sealant Program	Edit		03/15/2019	04/18/2019	04/18/2019			100.00
								Account 734.58 - Supplies Miscellaneous Supplies Totals	Invoice Transactions 2	<u>\$344.26</u>
Account 772.20 - Travel Registration/Tuition										
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (2)	2019 Annual Conf. on Promoting Self Care, Canton, OH 4/30/19	Edit		04/16/2019	04/18/2019	04/18/2019			20.00
								Account 772.20 - Travel Registration/Tuition Totals	Invoice Transactions 1	<u>\$20.00</u>
								Department 301001 - Health - Administration Totals	Invoice Transactions 5	<u>\$572.66</u>
								Fund 2322 - Dental Sealant 132T Grant Totals	Invoice Transactions 5	<u>\$572.66</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2323 - Personal Responsibility Ed Pr Fd										
Department 301001 - Health - Administration										
Account 705.05 - Professional Services Computer Access Line Fees										
51874 - VERIZON WIRELESS	9826774237	iPad Service	Paid by Check		03/23/2019	04/15/2019	* 04/09/2019		04/09/2019	40.17
			# 646976							
Account 705.05 - Professional Services Computer Access Line Fees Totals									Invoice Transactions 1	<u>\$40.17</u>
Account 772.20 - Travel Registration/Tuition										
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	5046 (2)	2019 Annual Conf. on Promotiong Self Care, Canton, OH 4/30/19	Edit		04/16/2019	04/18/2019	04/18/2019			60.00
Account 772.20 - Travel Registration/Tuition Totals									Invoice Transactions 1	<u>\$60.00</u>
Account 772.40 - Travel Meals, Lodging, Plane, etc.										
30138 - FRANK CATRONE	Apr19 Travel	PREP Statewide Meeting, 4/1/19 - 4/2/19, Columbus	Paid by Check		04/10/2019	04/10/2019	04/16/2019		04/16/2019	78.68
			# 647221							
7335 - HUNTINGTON NATIONAL BANK	Drury - Catrone	PREP Statewide Meeting, 4/1/19 - 4/2/19, Columbus	Paid by Check		04/12/2019	04/12/2019	04/22/2019		04/22/2019	122.00
			# 647386							
16082 - MOLLY T MALLOY	Apr2019 Training	PREP Mtg, 4/1-4/2 & Fostering Pathways Conf, 4/3, Columbus	Open		04/16/2019	04/16/2019	04/16/2019			141.53
Account 772.40 - Travel Meals, Lodging, Plane, etc. Totals									Invoice Transactions 3	<u>\$342.21</u>
Department 301001 - Health - Administration Totals									Invoice Transactions 5	<u>\$442.38</u>
Fund 2323 - Personal Responsibility Ed Pr Fd Totals									Invoice Transactions 5	<u>\$442.38</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2327 - Lead Assessment Fund										
Department 301001 - Health - Administration										
Account 705.06 - Professional Services Other Professional Services										
50260 - ACCURATE ANALYTICAL TESTING	L133217, L132699	Dust/Soil Sample Analysis for Lead Based Paint Testing	Edit		03/30/2019	04/29/2019	04/24/2019			28.00
							Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions	1	<u>\$28.00</u>
							Department 301001 - Health - Administration Totals	Invoice Transactions	1	<u>\$28.00</u>
							Fund 2327 - Lead Assessment Fund Totals	Invoice Transactions	1	<u>\$28.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2328 - Public Health Infrastructure										
Department 301001 - Health - Administration										
Account 705.06 - Professional Services Other Professional Services										
10277 - PROTECH SECURITY INC.	314168	Monthly monitoring services for panic button	Edit		04/01/2019	05/01/2019	04/18/2019			65.85
							Account 705.06 - Professional Services Other Professional Services Totals		Invoice Transactions 1	<u>\$65.85</u>
							Department 301001 - Health - Administration Totals		Invoice Transactions 1	<u>\$65.85</u>
							Fund 2328 - Public Health Infrastructure Totals		Invoice Transactions 1	<u>\$65.85</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2331 - Air Pollution (134)											
Department 301001 - Health - Administration											
Account 705.06 - Professional Services Other Professional Services											
52018 - DWYER INSTRUMENTS INC	04695077	NIST - certification of manometer, APC	Edit		04/11/2019	05/11/2019	04/23/2019			109.00	
36075 - TISCH ENVIRONMENTAL INC	00026162	Air Monitoring Equipment Recalibration	Edit		03/20/2019	04/24/2019	04/24/2019			205.00	
9239 - TREASURER OF HAMILTON COUNTY	1stQtr19 PM2.5	Weighing and Analysis of PM2.5 Filters, 2019	Edit		04/16/2019	04/24/2019	04/24/2019			1,392.00	
									Account 705.06 - Professional Services Other Professional Services Totals	Invoice Transactions 3	<u>\$1,706.00</u>
Account 705.13 - Professional Services Building Maintenance											
52431 - HAMMOND CONSTRUCTION, INC.	7678 (1)	O3 Monitoring Building Repairs, APC	Paid by Check		03/13/2019	04/03/2019	* 04/12/2019		04/12/2019	7,552.00	
52431 - HAMMOND CONSTRUCTION, INC.	7678 (2)	O3 Monitoring Building Repairs	Paid by Check		03/13/2019	04/03/2019	04/12/2019		04/12/2019	684.00	
									Account 705.13 - Professional Services Building Maintenance Totals	Invoice Transactions 2	<u>\$8,236.00</u>
Account 706.18 - Contract Service Car Wash											
1597 - RED CARPET CAR WASH	Mar19 APC	Car Washes, as needed in 2019 - APC	Edit		03/31/2019	04/18/2019	04/18/2019			4.25	
									Account 706.18 - Contract Service Car Wash Totals	Invoice Transactions 1	<u>\$4.25</u>
Account 713.12 - Utilities Electric											
1366 - OHIO EDISON CO.	March 2019 APC	110 033 872 497	Paid by Check		04/05/2019	04/26/2019	04/22/2019		04/22/2019	192.20	
									Account 713.12 - Utilities Electric Totals	Invoice Transactions 1	<u>\$192.20</u>
Account 713.13 - Utilities Telephone											
51874 - VERIZON WIRELESS	9826857291	APC Cell Phone Service, Staff Field Work	Paid by Check		03/23/2019	04/15/2019	04/16/2019		04/16/2019	151.38	
									Account 713.13 - Utilities Telephone Totals	Invoice Transactions 1	<u>\$151.38</u>
Account 734.13 - Supplies Freight											
52018 - DWYER INSTRUMENTS INC	04695077	NIST - certification of manometer, APC	Edit		04/11/2019	05/11/2019	04/23/2019			10.72	
36075 - TISCH ENVIRONMENTAL INC	00026162	Air Monitoring Equipment Recalibration	Edit		03/20/2019	04/24/2019	04/24/2019			16.00	
36075 - TISCH ENVIRONMENTAL INC	00026642	Machine parts and supplies, as needed in 2019	Edit		04/18/2019	05/18/2019	04/24/2019			18.00	
39452 - UPS	E11A07129,	E11A07149	Edit		04/06/2019	04/24/2019	04/24/2019			84.67	
									Account 734.13 - Supplies Freight Totals	Invoice Transactions 4	<u>\$129.39</u>
Account 734.57 - Supplies Machine Parts and Supplies											
51504 - THERMO ENVIRONMENTAL INSTRUMENTS, LLC	446867	Monitoring equipment parts and supplies, as needed in 2019	Edit		04/02/2019	05/02/2019	04/18/2019			1,957.00	



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2331 - Air Pollution (134)											
Department 301001 - Health - Administration											
Account 734.57 - Supplies Machine Parts and Supplies											
36075 - TISCH ENVIRONMENTAL INC	00026642	Machine parts and supplies, as needed in 2019	Edit		04/18/2019	05/18/2019	04/24/2019			130.00	
									Account 734.57 - Supplies Machine Parts and Supplies Totals	Invoice Transactions 2	\$2,087.00
Account 773.43 - Lease and Rental Payments Other Rentals											
51903 - AIRGAS, INC	9960741047	Gas Cylinder Rental for 2019	Edit		03/31/2019	04/30/2019	04/18/2019			29.53	
									Account 773.43 - Lease and Rental Payments Other Rentals Totals	Invoice Transactions 1	\$29.53
									Department 301001 - Health - Administration Totals	Invoice Transactions 15	\$12,535.75
									Fund 2331 - Air Pollution (134) Totals	Invoice Transactions 15	\$12,535.75



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2351 - Food Service (055)										
Department 301001 - Health - Administration										
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements										
1941 - TREASURER STATE OF OHIO	Mar19 RFE	2019 Retail Food Establishment Reimb. to the State, as needed	Paid by Check # 647464		04/10/2019	04/10/2019	04/23/2019		04/23/2019	588.00
1941 - TREASURER STATE OF OHIO	Mar19 FSO	2019 Food Service Operation Reimb. to the State, as needed	Paid by Check # 647465		04/10/2019	04/10/2019	04/23/2019		04/23/2019	1,198.00
Account 747.14 - Refunds, Claims and Reimbursements Reimbursements Totals							Invoice Transactions	2		<u>\$1,786.00</u>
Department 301001 - Health - Administration Totals							Invoice Transactions	2		<u>\$1,786.00</u>
Fund 2351 - Food Service (055) Totals							Invoice Transactions	2		<u>\$1,786.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 03/21/19 - 04/24/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2354 - Solid Waste Disposal License										
Department 307001 - Environmental Health Administration										
Account 734.21 - Supplies Fuels										
38997 - MATHESON TRI-GAS INC	19504094	Propane for Recycling Center, as needed in 2019	Edit		04/09/2019	05/09/2019	04/18/2019			43.95
							Account 734.21 - Supplies Fuels Totals	Invoice Transactions	1	<u>\$43.95</u>
							Department 307001 - Environmental Health Administration Totals	Invoice Transactions	1	<u>\$43.95</u>
							Fund 2354 - Solid Waste Disposal License Totals	Invoice Transactions	1	<u>\$43.95</u>
							Grand Totals	Invoice Transactions	118	<u>\$160,341.62</u>

* = Prior Fiscal Year Activity



Public Health
Prevent, Promote, Protect.

Canton City Public Health

Board of Health Meeting
Monday, April 29, 2019 @ 12:00pm – Board Room
Miscellaneous Items

1. Preparedness Coordinator (R4) Position Description
2. Position Classification Schedule Environmental Health



Position Description

Position Title:	Preparedness Coordinator		Position #:	
Working Title:	Preparedness Coordinator		CS Status:	Classified
Division or Unit:	Environmental Health		Reports to:	Director of EH
Employment Status:	Full Time	Pay Grade:	R4	FLSA Status: Exempt
Funding Source:	EH General Fund, PHEP			

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

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

- Other Duties and Responsibilities:**
- Serve on various agency workgroups and committees as assigned. Responsible for leading the agency Safety Committee.

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

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

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

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

Analytical and Assessment Skills:

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

Policy Development and Program Planning Skills:

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

Communication Skills:

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

Cultural Competency Skills:

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

Community Dimensions of Practice Skills:

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

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

Public Health Sciences Skills:

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

Financial Planning and Management Skills:

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

Leadership and Systems Thinking Skills:

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

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

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

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

The following additional competencies skills apply to this position:

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

Work Environment:

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

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

Approval:

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

Revision History:

Dates of prior approved versions:



Position Description

Canton City Public Health
DRAFT

Employee Statement:

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

Employee Signature

Date

Printed Name

**Canton City Public Health
Position Classification Schedule as of April 29, 2019**

ENVIRONMENTAL HEALTH DIVISION

Classification	Code	Allowed # of Employees	Employed by CCHD	Pay Range
Director of Environmental Health	845	1	1	R7 or R8
Staff Sanitarian I	885	10	1	R4
Staff Sanitarian II	855		5	R5
Staff Sanitarian III	856		2	R6
Preparedness Coordinator			0	R4
Public Health Clerk I	831	1		R1
Public Health Clerk II	830			R2
Public Health Clerk I (Part-time hourly)	834	1	1	PT1
Recycling Center Manager		4	1	R3
Environmental Health Technician	854			R3
Public Health Technician II (Part-time hourly)	899			PT3
Recycling Public Health Technician (Part-time hourly)	853			PT11
Public Health Technician (Part-time hourly)	898			PT11
		17	11	

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

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

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



Public Health
Prevent, Promote, Protect.

Canton City Public Health

Board of Health Meeting
Monday, April 29, 2019 @ 12:00pm – Board Room
Resolutions for Approval

1. 2019-09 Abatement of Public Nuisances
2. 2019-10 Internships and Education Experience
3. 2019-11 Wage and Salary Increases
4. 2019-12 Rescind Chapter 257 of the Canton City Health Code – Frozen Desserts (First Reading)
5. 2019-13 Amend section 207.03 of the Canton City Health Code – Incompatible Employment

Resolution 2019-09

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

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

ADOPTED by the Board of Health of the Canton City Health District this **29th** day of **April, 2019**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health

Exhibit A – Page 1

List of Properties for Certification to the Stark County Auditor
for expenses related to the purification of the properties
pursuant to section 3707.01 and 3707.02 of the Ohio Revised Code
January 1, 2019 – March 31, 2019

Location/Parcel/Owner	Complaint No./Board Date/Completed Date	Cost
1722 – 4 th St NE 214052 Tyler Lord and Jessica Shaw	SCF 5049510 11/26/2018 1/2/19	203.40
721 Young Ave NE 223679 Raymond Harris – Estate	SCF 4918867 11/26/2018 1/2/19	203.40
1019 – 9 th St NE 234213 Charles Zollicoffer	20150308 12/21/2015 1/8/19	196.31
1725 – 3 rd St NE 235133 Stephen Filliez	20150220 03/23/2015 1/8/19	218.90
1725 – 3 rd St NE 235133 Stephen Filliez	20150220 03/23/2015 2/7/19	328.94
1309 Piedmont Ave NE 231120 Steve Filliez	SCF4583961 08/27/2018 2/7/19	233.71
718 – 5 th St SW 218040 Darlene Jellel	SCF5037126 12/17/2018 2/8/19	193.37
3120 Hursh Pl NW 214876 Kenechukwu Nnabuife	SCF 4055746 03/26/2018 3/20/19	192.81
1800 – 7 th St NW 209072 Roger Matz	SCF 5227569 01/28/2019 3/20/19	192.81
1116 – 7 th St NW 227891 David and Cheryl Krakora	SCF 4610074 07/23/2018 3/26/19	201.80
Total		\$ 2,165.45

Resolution 2019-10

A resolution authorizing program of practical experience and internships in public health or with Canton City Public Health

WHEREAS the Board of Health desires to support educational opportunities for students in public health programs, and

WHEREAS staff at Canton City Public Health possess unique and special skills and experience that would assist students in a meaningful practical experience in public health, and

WHEREAS students often bring unique skills and benefits as part of their practical experience to Canton City Public Health.

BE IT RESOLVED the Health Commissioner is authorized to enter into memoranda of understanding from time to time with students and educational institutions desiring an uncompensated practical experience in public health with Canton City Public Health. The Health Commissioner is further authorized to establish policies and procedures to implement this resolution.

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

ADOPTED by the Board of Health of Canton City Public Health this **29th** day of **April, 2019**.

APPROVED

President, Canton City Board of Health

ATTEST

Secretary, Canton City Board of Health



Resolution 2019-11

A resolution by the Board of Health of the Canton City Health District Adjusting Pay Compensation for Board of Health Employees.

WHEREAS, current staff at Canton City Public Health have not had any wage or salary adjustments since 2015, and

WHEREAS, the Board of Health desires to fairly compensate all employees for their work;

NOW THEREFORE BE IT RESOLVED

- a) Wage and salary adjustments be applied to current Board of Health employees pursuant to the criteria established pursuant to Attachment A - Criteria for Pay Increases for Canton City Public Health Employees Fiscal Year 2019 to be applied retroactively to January 1, 2019.
- b) Establish compensation amounts for all employees pursuant to Attachment B – Board of Health Compensation Amounts, January 1, 2019.
- c) That this resolution is necessary for the general operation of the health district and that it becomes effective immediately upon passage.

ADOPTED by the Board of Health of the Canton City Health District this **29th** date of **April 29, 2019**.

APPROVED

President
Canton City Board of Health

Secretary
Canton City Board of Health

Resolution 2019-12

A resolution by the Board of Health of the Canton City Health District, rescinding chapter 257 of the Canton City Health Code – Frozen Desserts

WHEREAS Chapter 257 of the Canton City Health Code regulates the manufacture, storage, and sale of frozen dessert products in the City of Canton, and

WHEREAS this regulation was adopted at a time before these products were consistently regulated by the State of Ohio, and

WHEREAS all locations in the City of Canton that manufacture, store, or sale frozen dessert products are now licensed and inspected by our department under the authority of the Ohio Uniform Food Code (Chapter 3717 of the Ohio Revised Code or Chapter 901:3 of the Ohio Administrative Code).

WHEREAS the Board of Health desires to simplify its regulations, decrease duplication, and increase efficiency.

WHEREAS rescinding Chapter 257 of the Canton City Health Code will not adversely affect the health and safety of the citizens of Canton.

NOW THEREFORE BE IT RESOLVED that Chapter 257 – Frozen Desserts of the Canton City Health Code be rescinded.

BE IT FURTHER RESOLVED that this resolution will become effective August 1, 2019 and a summary of this resolution be published in a paper of general circulation in Stark County.

ADOPTED by the Board of Health of the Canton City Health District this day of ,
2019.

APPROVED:

President
Canton City Board of Health

Secretary
Canton City Board of Health

First Reading

First Publication

Second Reading

Third Reading

Effective Date

Summary Text for Publication

On DATE the Canton City Board of Health passed resolution 2019-12 rescinding Chapter 257 – Frozen Desserts of the Canton City Health Code. Effective date: DATE. For more information contact Canton City Public Health at 330-489-3327.

Resolution 2019-13

A resolution by the Board of Health of the Canton City Health District, amending section 207.03 of the Canton City Health Code - Incompatible Employment

WHEREAS section 207.03 of the Canton City Health Code requires all employees to notify the Health Commissioner of any outside employment, and

WHEREAS the Health Commissioner is responsible for the day to day operations of the department, and

WHEREAS the Board of Health desires to simplify its regulations, decrease duplication, and increase efficiency.

NOW THEREFORE BE IT RESOLVED that section 207.03 of the Canton City Health Code amended as follows:

207.03 – Incompatible Employment

No employee shall engage in any occupation or outside activity which is incompatible with ~~his~~their employment by the Board. Any ~~officer or~~ employee engaging in any occupation or outside activity for compensation shall inform the Health Commissioner of the time required and the nature of such activity in writing ~~, and the Board shall determine whether or not such activity is incompatible with Board employment, who shall make a determination if the outside activity is incompatible with their current employment. The employee has the right to appeal the Health Commissioner's determination to the Board of Health.~~

BE IT FURTHER RESOLVED that this resolution is necessary for the 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 29th day of April 2019.

APPROVED:

President
Canton City Board of Health

Secretary
Canton City Board of Health

NOTES:

From time to time employees have notified the Health Commissioner of outside employment. In all the cases that I have seen, there has been not conflict. I propose to simplify the determination of potential conflict by making it an administrative duty. I would consult with the Ohio Ethics Commission and the Law Department if any questions would arise. I would also allow the employee to appeal the decision to the Board if they felt the determination was made in error.



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, April 29, 2019 @ 12:00pm – Board Room
Division Reports

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

Canton City Public Health

March 2019 Report (Meeting 4/29/19)

NURSING DIVISION

Jon Elias, M.D.
Medical Director

Diane Thompson, R.N., M.S.N., DON
Nursing Division

CLINIC SERVICES

	# of Clinics	# Attending	YTD
Immunization Clinic	5	38	92
Tuberculosis (TB) Mantoux	8	18	47
Travel	4	25	79
S.T.I.	9	77	220
C.T.S. Clinic	5	3	6
C.T.S. – # Qualified & Tested		2	4
Field/Outreach Testing		0	3
SWAP	5	235	590
SWAP Testing		2	10
SWAP Vaccination Clinic	5	4	10
Hepatitis A Outbreak Clinic	0	0	21

DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	234	912	125	554

HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD	Discordant	Discordant YTD
Tests Performed	13	41	0	1	0	3
Results Given	13	41	0	1	0	3

HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	1	1	1	1
Stark County*	1	0	3	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			3	9
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	0	2**	0	24
Immunization Action Plan – Maximizing Office Based Immunization Programs (MOBI) – Goal of 10 per grant year July 1 st – June 30 th	1	3		
Immunization Action Plan – Teen Immunization Education Sessions (TIES) – Goal of 8 per grant year July 1 st – June 30 th	0	2		
DIS Interviews and/or Visits	7	28		
Bureau for Children with Medical Handicaps (BCMh) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1 st -June 30 th]	2	13		

**corrected

**WIC Division
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY19: 2,167

Assigned Stark Project Caseload FY19: 5,711

WIC Fiscal Year 2019 <i>October 2018 – September 2019</i>		
	Canton City	Total for Stark Project
October 2018	2,164	5,636
November 2018	2,072	5,453
December 2018	2,014	5,346
January 2019	2,001	5,316
February 2019	1,966	5,229
March 2019	1,983	5,231

Canton City Public Health

April 2019 Report (Meeting 04/29/2019)

WIC DIVISION

1. Ohio Infant Mortality Data Analytics Summary & WIC

- a. Local WIC Projects in Ohio were provided with this detail from the State WIC office at the Ohio Department of Health (ODH).
 - i. ODH, Administrative Services, Medicaid, Jobs & Family Services, and Mental Health & Addiction Services worked together on a data analytics project.
 1. They used data from their agencies and other sources to develop, expand, and enhance predictive models to determine characteristics of those at risk for infant mortality.
 2. This information and data can be used to design and implement targeted interventions for women at risk for poor birth outcomes, to help more Ohio babies reach their 1st birthdays, and to eliminate disparities in birth outcomes.
 3. Preliminary results indicated that if the 22,404 women enrolled in the Medicaid Program that were not enrolled in the WIC Program did enroll in the WIC Program and had similar outcomes as those already enrolled, 68 of the babies that died in 2016 (24.3%) may have been saved.

2. WIC Peer Helper Staffing Update

- a. We have been unsuccessful in filling the vacant Peer Helper hours needed for a Project of our size (55 hrs/wk).
- b. Our goal is to re-post in May and have applicants for approval at the June Board Meeting.

3. WIC FY2019 Funding Updates

- a. State WIC announced in March that there would not be additional funding cuts for the remainder of Fiscal Year 2019 (ends September 30, 2019).
- b. A funding Committee comprised of Local Project Directors and State WIC Staff continue to have monthly conference calls.
 - i. This group is working on a funding formula in preparation for future budget cuts.

4. WIC FY20 Funding Updates (October 1, 2019 – September 30, 2020)

- a. The Grant Application for WIC Fiscal Year 2020 has been posted to the ODH website.
- b. The funding level for the Stark WIC Project has been reduced by ~\$32,000.
- c. The Project Director has assigned funding levels to all WIC Clinics/Agencies and application documents must be submitted in May.

5. Upcoming Activities in the Stark WIC Project

- a. WIC staff has participated in various community events in an effort to raise awareness about our Program.
- b. Stark WIC is also beginning to use Social Media messages provided from the State office and the National WIC Association.
- c. WIC Farmer's Market Events in Stark County
 - i. WIC-contracted Farmers will once again sell fresh fruits & vegetables in front of the Health Department on Wednesday, July 17th, 10:00am – 2:00pm.
 - ii. WIC Staff will also be at the Canton City Farmer's Market on Saturday, July 20th.
 - iii. All other WIC clinics in Stark County are also hosting distribution events at their locations.
- d. Stark WIC Breastfeeding Event
 - i. On Friday, August 2nd, Stark WIC Project staff will be hosting an event at Price Park to celebrate Breastfeeding.
 - ii. Our Breastfeeding Coordinator, Jennifer Hayden, secured an outside grant awarded by Ohio Lactation Consultants Association (OLCA) to support this event.

Canton City Health Department

March 2018 (Meeting 4/29/2018)

LABORATORY

Program	Tests	Tests Positive	Proficiency Testing	YTD Samples Tested	YTD Samples Positive	YTD Proficiency Testing
WATER:						
Private	109	25	0	305	83	0
Public	34	0	0	95	4	0
Commercial	20	0	0	20	0	0
Other	1	1	0	1	1	0
FOOD SERVICES:						
Frozen Desserts	42	3	0	154	12	0
Other Exams	0	0	0	0	0	0
CLINICAL:						
Gonorrhea-smear	26	7	0	62	10	5
N.G.U.	26	12	0	62	36	0
Gonorrhea-culture	36	0	0	105	2	5
Oxidase Reflex	28	0	0	73	6	0
Culture Gram Stain Reflex	0	0	0	6	6	0
Sugar Confirmation Reflex	0	0	0	6	2	0
Gonorrhea-Gene amp.	67	9	0	189	14	5
Chlamydia-Gene amp.	67	8	0	189	22	5
Syphilis Serology Qualitative	55	3	0	167	8	0
Syphilis Serology Quantitative	3	3	0	8	8	0
Candida	16	2	2	55	7	2
Gardnerella	16	9	2	55	31	2
Trichomonas	16	4	2	55	7	2
Pregnancy-urine	3	0	0	7	1	0
HIV screen	13	0	0	52	2	0
HIV Insti Confirmatory	0	0	0	2	1	0
Blood Lead	0	0	0	0	0	2
HCV Antibody screening	1	1	0	8	2	0
MISCELLANEOUS:						
Pollen counts	0	0	0	0	0	0
Other Exams	0	0	0	2	1	0
Misc. (insects, etc.)	0	0	0	1	1	0

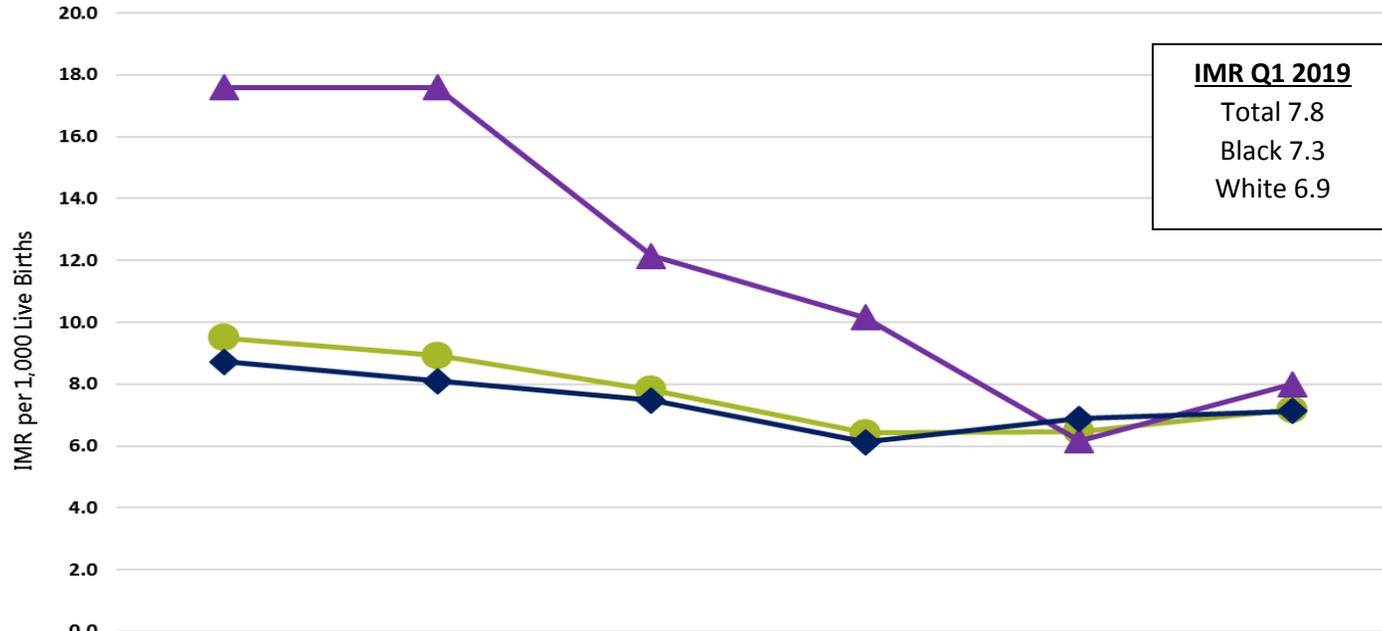


Stark County THRIVE

Quarterly Data Update January-March 2019 (Q1)

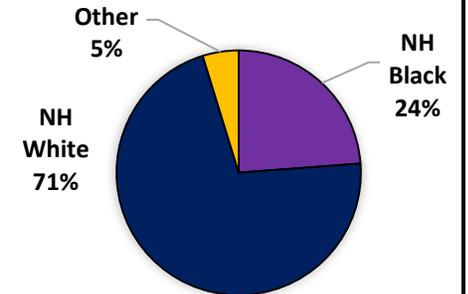


4 Quarter Rolling Average for Infant Mortality Rate (IMR)-Data Starting 2017 Q1



Births in the Stark County THRIVE Pathways HUB this quarter

Race of mothers who gave birth in the HUB this quarter



100% of HUB mothers received prenatal care
81% of HUB mothers received WIC

	2017 Q1-2017 Q4	2017 Q2-2018 Q1	2017 Q3-2018 Q2	2017 Q4-2018 Q3	2018 Q1-2018 Q4	2018 Q2-2019 Q1
Total	9.5	8.9	7.8	6.4	6.5	7.2
Black	17.6	17.6	12.2	10.2	6.2	8.0
White	8.7	8.1	7.5	6.1	6.9	7.1

Indicators being monitored	2018	Q1 2019
Total preterm births <37 weeks	10.0%	9.8%
Very preterm <32 weeks gestation	1.7%	1.9%
Very low birth weight <1500grams	1.8%	1.6%
Low birth weight 1500-2499 grams	7.1%	6.3%
Healthy weight prior to pregnancy (BMI=Normal 18.5-24.9)	40.4%	42.0%
Not smoking prior to pregnancy	81.4%	83.7%
Didn't smoke anytime during the pregnancy	84.1%	85.2%

This document is created to update stakeholders on current data regarding infant mortality. Information and data contained is considered preliminary and is subject to change. "These data were provided by the Ohio Department of Health. The Department specifically disclaims responsibility for any analyses, interpretations or conclusions". "This work is funded either in whole or in part by a grant awarded by the Ohio Department of Health, Bureau of Maternal, Child and Family Health, Ohio Equity Institute 2.0 and as a sub-award of a grant issued by the Ohio Department of Health under the Ohio Equity Institute 2.0 grant, grant award # 76200110E0119 and CFDA number 93.994. For questions regarding this information, please contact Jessica Boley, RD, LD, THRIVE Epidemiologist jboley@cantonhealth.org ©Stark County THRIVE 2019

NUISANCE UPDATES:

Will be hiring 2 part time permanent employees for the recycle center, and 2 part time seasonal employees for the vector control (mosquito) program.

FOOD UPDATES:

Plans Received: 3/21 - El Campesino, 3/18 - Community Restoration Centers, 3/20 - Aultman Foundation

Plans Approved: 4/12 Aultman Foundation

UPCOMING EVENTS:

4/3 - Canton Senior Expo

4/5 - Rabies Vaccination Clinic

4/15 - Berkley Rib Dinner

4/20 - Tents on the Turf Wine Expo & 720 Market

4/25 - Canton Chamber Annual Dinner

5/3 - First Friday

5/10 - Angel Auction

5/23 - Vintage Canton

Canton City Public Health

March 2019 Report (Meeting 04/29/19)

AIR POLLUTION CONTROL

APC Compliance Monitoring Activities

March 2019

Activity	Month Totals						CYTD Totals					
	OB	Asb	HPF	NPF	Ot	Total	OB	Asb	HPF	NPF	Ot	Total
<i>INSPECTIONS</i>												
1. Full Compliance Evaluation (FCE) inspections			1	0		1			1	0		1
2. Site Visits conducted (non-complaint)	1		0	0	0	1	2		2	0	0	4
3. Performance tests observed			0	0		0			1	0		1
4. Opacity observations conducted			2	1	0	3			3	1	0	4
5. Anti-tampering inspections					0	0					0	0
<i>COMPLAINTS</i>												
6. Complaints received	10	2	1	2	3	18	19	4	3	2	4	32
7. Complaints investigated	10	2	1	2	3	18	20	4	2	2	4	32
<i>ENFORCEMENT</i>												
8. Warning actions taken	0	0	0	0	0	0	2	0	0	0	0	2
9. General NC enforcement actions taken	4	2	0	3	0	9	9	3	1	3	0	16
10. Significant NC enforcement actions taken	0	0	1	0	0	1	1	0	1	0	1	3
11. GNC Resolved without further action – Local	4	2	0	0	0	6	9	3	1	0	0	13
12. SNC Resolved without further action – Local	0	0	0	0	0	0	0	0	0	0	0	0
13. Enforcement Action Referral to OEPA for SNC	0	0	1	0	0	1	1	0	1	0	1	3
14. Final Enforcement Action Issued by OEPA/AGO	0	0	0	0	0	0	0	0	0	0	0	0

Abbreviations: OB = open burning; Asb = asbestos; HPF = High Priority facility; NPF = Non-high Priority Facility; Ot = Other; NC = Non-compliance, S = Significant, G = General

Activity	Month Totals		CYTD Totals	
<i>ASBESTOS</i>				
15. Demo/Renovation notifications received	15		32	
16. Demo/Renovation inspections performed	4		6	
17. Non-Notifier inspections performed	0		1	
18. Asbestos Landfill inspection performed	0		0	
<i>OPEN BURNING ISSUANCE</i>				
	Received	Issued	Received	Issued
19. Open Burning Notifications	1	0	4	4
20. Open Burning Permissions	2	2	5	5

Summary of Inspection Goal Status for 1st Quarter 2019

Activity	Quarter Totals	Quarter Goal
1. Full Compliance Evaluation (FCE) inspections	1	<i>4</i>
5. Anti-tampering inspections	0	<i>1</i>
18. Asbestos Landfill inspection performed	0	<i>0</i>
<i>ASBESTOS NOTIFICATION INSPECTIONS</i>		
15. Demo/Renovation notifications received	32	<i>n/a</i>
16. Demo/Renovation inspections performed	6	<i>n/a</i>
Asbestos notification inspection rate:	18.8%	<i>15%</i>

- Quarterly Inspection Goals Status (Jan-Mar):* We achieved 100% of the quarterly goal for asbestos landfill inspections. We did not achieve our goal for anti-tampering inspections due to increased workload of other higher priority items; we plan to complete this required inspection next quarter. We did not achieve our goal for high priority facility inspections due to increased workload of other higher priority items; we have rescheduled these inspections to be completed by the end of the FFY (by 9/30/2019) in order to achieve the yearly goal. We achieved 18.8% quarterly asbestos inspection rate, which is higher than the goal of 15%, so we anticipate to achieve the yearly goal.

SIGNIFICANT COMPLIANCE MONITORING DETAILS:

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

- 03/05/19: Sam Norman sent general non-compliance notice of violation (NOV) letters to 3 NTV dry cleaning facilities for not submitting a renewal permit application and operating with an expired permit. Once these facilities submit their permit applications, the violations will be considered resolved. These facilities are: Picasso Cleaners located at 120 Applegrove St NE, North Canton; Carriage Hill Cleaners located at 3319 Whipple Ave NE, Canton; and Blair's Cleaners located at 6404 Market Ave North, Canton.
- 03/12/19: Ron Jones sent a significant non-compliance NOV letter to Title V Facility, Republic Steel, located at 2633 8th St NE, Canton, for visible emissions coming from the CBCF Building in August 2018, as discussed in the August 2018 Board Report. The facility has until 10/05/18 to provide a response. This violation has been referred to Ohio EPA to add to the existing case for further enforcement action.

AIR MONITORING:

Summary of Air Monitoring Network

MONITORING TYPE	ATTAINMENT STATUS	MONITORING FREQUENCY	# OF OPERATING MONITORS	MONITORING LOCATION
Ozone	Attainment	Continuous	3	Malone College; Brewster; Alliance
Carbon Monoxide	Attainment	Continuous	1	Canton Health Department
PM2.5	Attainment	3 Intermittent (1 in 3 days) & 1 Continuous	4	Canton Fire Station #8; Canton Health Department
PM2.5 Speciation	n/a	Intermittent (1 in 6 days)	2	Canton Fire Station #8
PM10 / Manganese	n/a	Intermittent (1 in 6 days)	1	Republic Steel
Lead	Undetermined	Intermittent (1 in 3 days)	2	Republic Steel
Lead	Undetermined	Intermittent (1 in 6 days)	1	Youtz Leadership School

- *Monitoring Network Details:*

- Since 'live' data from continuous ambient air monitors are readily available via air quality websites, Ohio EPA now requires monitoring management to review this data on weekend and holiday mornings. This allows us to more efficiently investigate causes of exceedances and enables us to prevent erroneous data from being shared with the public in cases of malfunction.

Air Pollution Laboratory Report

Suspended Particulates PM2.5- Comparison of Monthly Averages (in micrograms per cubic meter of air)*

Primary Standard Limits: Annual Arithmetic Mean = 12; Daily 24-hr Average = 35

**Note: Due to data availability averages are reported for previous month*

Location	February 2015	February 2016	February 2017	February 2018	February 2019
#1 Health Department	9.8	8.4	8.2	8.2	9.6
#15 Fire Station #8	12.6	9.6	9.9	9.5	10.1

Air Quality Index (AQI) - Comparison of Monthly Data

AQI Value Ranges Per Category of Air Quality Conditions:

Good = 0-50; Moderate = 51-100; Unhealthy for Sensitive Groups = 101-150; Unhealthy = 151-200

Data Type	March 2015	March 2016	March 2017	March 2018	March 2019
# of AQI Reporting Days	22	22	23	21	21
Highest AQI Value	35	47	63	58	61
# of Days in Good Category	22	22	19	20	15
# of Days in Moderate Category	0	0	4	1	6
# of Days in Unhealthy For Sensitive Groups Category	0	0	0	0	0
# of Days in Unhealthy Category	0	0	0	0	0

PERMITTING:

Facility Universe in Stark County (APC Jurisdiction)

	February 2019 End Balance	Facilities shutdown in March 2019	New Facilities in March 2019	Facilities changed type in March 2019	March 2019 End Balance
# of Title V Facilities	19	0	0	0	19
# of FEPTIO Facilities	18	0	0	0	18
# of NTV Facilities	181	0	0	0	181
# of PBR Facilities	285	0	0	0	285

Summary of Permit Activity for March 2019

	Incoming	Outgoing	
	Applications Received	Draft Issued Permits	Final Issued* Permits
Installation Permits	3	2	1
Renewal Permits	1	1	1
Other Permits	1	0	1
PBRs	0	n/a	1
TOTAL	5	3	4

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

Summary of Permit Goals and Status for CYTD 2019

Includes progress toward Strategic Plan goal

	CYTD Final Issued* Permits	DAPC Yearly Issuance Goals
FEPTIO-Renewal (backlogged)~	0	6
NTVPTIO-Renewal (backlogged)~	0	7

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

~Only includes Backlogged permits, which means older than 6 months for FEPTIO/NTVPTIO-Renewals

	Processing complete; waiting for CO to issue	CYTD TVPTO Issuance Details				DAPC Yearly Issuance Goal
		Draft	PPP	PP	Final*	
TVPTO-Renewal~	0	0	0	0	1	4

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

~Only includes Backlogged permits, which means older than 18 months for TVPTO-Renewals

	CYTD permits issued final*	CYTD permits issued on time	% of permits issued on time	Goal
% of Installation Permits issued final within 180 days	0	0	n/a	100%
% of Admin Mod Permits issued final within 180 days	1	1	100%	100%

*Value of both final issued permits and canceled permits (permits no longer needed) combined. This value does not include permits that were already older than 180 days as of 01/01/2019.

- *Permit Issuance Goals Status:* FEPTIO backlogged renewal permit for Alliance Equipment was issued draft this month, so it will be issued final in April. The installation permit for Crown Cork and Seal to install a new operation line was issued draft this month, so it will be issued final in April. Several other installation permit applications have been received in the last couple months, which are the highest priority for processing, so staff have been focused on those. Staff are also working on the remaining 3 Title V renewal permits, which will take several more months before they are ready for draft issuance. As for the remaining NTV and FEPTIO backlogged renewal permits, these were a lower priority for staff to complete but some progress has been made. Supervisor permit reviews will need to be prioritized for completion by the end of April to maintain our performance.

Summary of Final Issued Permits for 1st Quarter 2019 Compared to Benchmarks

	Final Issued Permits*		
	Canton	Benchmark-High: Toledo	Benchmark-Low: Portsmouth
Installation Permits	1	2	0
Renewal Permits	2	11	0
Other Permits	1	4	0
PBRs	1	1	4
<i>TOTAL</i>	<i>5</i>	<i>18</i>	<i>4</i>

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

- *Quarterly Benchmark Comparison:* We have two Benchmarks: Toledo, which is about the same size jurisdiction with more staff; and Portsmouth which is a slightly smaller jurisdiction with about the same staff. Our goal is to achieve performance at the same level as our high benchmark, but to never fall below our low benchmark. This quarter our performance is the same as compared to the last quarter since we are still below our high benchmark, but we are still meeting the goal of being above our low benchmark. We are achieving 28% of our high benchmark's performance. Our goal next quarter is to maintain our performance levels (in between our low & high benchmarks).

Canton City Public Health

March Report 2019 (Meeting 4/29/2019)

VITAL STATISTICS

Certificates Issued	MAR 2019	2019 YTD	2018 YTD
Death Certificates Issued	511	1,149	1,306
Birth Certificates Issued	871	1,701	1,485

*Births Total Residents & Nonresidents	MAR 2019	2019 YTD	2019 YTD
Births	369	1,062	
Unmarried Parent Births	184	526	50%
Births to Mothers aged 14 and under	-	2	0%
Births to Mothers aged 15 - 17	11	30	3%
Births to Mothers aged 18 - 19	27	62	6%
Births to Mothers aged 20 - 24	92	251	24%
Births to Mothers aged 25 - 29	122	338	32%
Births to Mothers aged 30 - 34	80	251	24%
Births to Mothers aged 35 - 39	32	107	10%
Births to Mothers aged 40 - 44	5	20	2%
Births to Mothers aged 45 and over	-	1	0

Deaths in Canton City	MAR 2019	2019 YTD	YTD Male	YTD Female
Total	158	484	47%	53%
Deaths aged less than 1 day	1	2	100%	0%
Deaths aged less than 1 year	-	1	100%	0%
Deaths aged 1 - 3	1	1	100%	0%
Deaths aged 4 - 9	-	-	0%	0%
Deaths aged 10 - 19	1	2	100%	0%
Deaths aged 20 - 29	-	4	50%	50%
Deaths aged 30 - 39	1	13	62%	38%
Deaths aged 40 - 49	7	19	68%	32%
Deaths aged 50 - 59	23	47	55%	45%
Deaths aged 60 - 69	40	99	46%	54%
Deaths aged 70 - 79	37	116	44%	56%
Deaths aged 80 and over	47	180	41%	59%

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

City of Canton
Statement Of Cash Position

Report Date: 03/31/2019

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
Fund Category: 1 - Governmental Funds								
Fund Type: 12 - Special Revenue Funds								
2312 - V.D. - I03 Gonorrhea (VD)	\$145,411.52	\$2,653.80	\$15,617.61	\$1,977.78	\$10,203.02	\$150,826.11	\$2,510.50	\$148,315.61
2313 - Local Health Dept Prev Support	\$231,946.87	\$14,340.23	\$14,340.23	\$4,041.51	\$14,964.44	\$231,322.66	\$10,501.51	\$220,821.15
2314 - Family Health (476)	\$203,756.23	\$137,262.09	\$537,061.17	\$399,702.10	\$488,524.32	\$252,293.08	\$130,663.97	\$121,629.11
2315 - HTLV Antibody (Aids)	\$3,635.85	\$0.00	\$0.00	\$0.00	\$62.54	\$3,573.31	\$0.00	\$3,573.31
2316 - WIC Supplemental Health - FY 77	\$377,808.98	\$104,266.94	\$307,536.53	\$88,836.78	\$293,659.68	\$391,685.83	\$219,952.85	\$171,732.98
2317 - Local Health Assess & Accred Fnd	\$3,466.30	\$0.00	\$0.00	\$0.00	\$0.00	\$3,466.30	\$0.00	\$3,466.30
2318 - Local Aids Prevention	\$333,233.96	\$13,697.33	\$115,035.66	\$12,231.24	\$48,744.67	\$399,524.95	\$42,535.92	\$356,989.03
2319 - Early Intervention Services	\$0.00	\$0.00	\$15,000.00	\$1,091.83	\$1,091.83	\$13,908.17	\$2,349.80	\$11,558.37
2320 - Nursing Clinic Activity Fund	\$430,798.18	\$14,209.70	\$59,840.51	\$6,384.10	\$22,230.69	\$468,408.00	\$7,785.73	\$460,622.27
2321 - Immunization Action Grant	\$72,487.15	\$6,970.00	\$30,208.00	\$16,804.54	\$35,718.98	\$66,976.17	\$17,743.00	\$49,233.17
2322 - Dental Sealant 132T Grant	\$98,319.38	\$19,544.00	\$24,990.00	\$12,717.68	\$27,842.15	\$95,467.23	\$19,985.37	\$75,481.86
2323 - Personal Responsibility Ed Pr Fd	\$86,655.38	\$0.00	\$29,000.00	\$9,204.89	\$31,947.97	\$83,707.41	\$1,069.84	\$82,637.57
2324 - STD Seroprevalence Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2325 - Ohio Early Start	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2326 - Healthy Start	\$6,234.31	\$0.00	\$0.00	\$0.00	\$0.00	\$6,234.31	\$0.00	\$6,234.31
2327 - Lead Assessment Fund	\$24,295.75	\$0.00	\$385.50	\$44.00	\$44.00	\$24,637.25	\$950.00	\$23,687.25
2328 - Public Health Infrastructure	\$55,545.17	\$0.00	\$7,389.92	\$5,296.19	\$18,546.22	\$44,388.87	\$197.55	\$44,191.32
2329 - Smoke Free Ohio	\$22,146.25	\$0.00	\$750.00	\$0.00	\$0.00	\$22,896.25	\$0.00	\$22,896.25
2331 - Air Pollution (134)	\$580,267.30	\$71,025.14	\$213,361.38	\$51,603.26	\$171,504.96	\$622,123.72	\$57,048.06	\$565,075.66
2332 - Air Pollution (I35)	\$42,030.66	\$0.00	\$13,016.00	\$0.00	\$0.00	\$55,046.66	\$0.00	\$55,046.66
2335 - EARLY HEAD START	\$16,375.78	\$0.00	\$3,714.62	\$521.72	\$1,848.69	\$18,241.71	\$820.92	\$17,420.79
2351 - Food Service (055)	\$171,286.61	\$50,083.56	\$243,100.27	\$19,416.78	\$60,948.54	\$353,438.34	\$3,264.00	\$350,174.34
2352 - Private Water Supply	\$336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$336.50	\$0.00	\$336.50
2353 - Swimming Pool	\$34,819.74	\$0.00	\$0.00	\$138.31	\$884.67	\$33,935.07	\$1,300.00	\$32,635.07
2354 - Solid Waste Disposal License	\$178,086.53	\$763.10	\$48,815.30	\$6,197.57	\$25,897.92	\$201,003.91	\$1,556.05	\$199,447.86
2355 - Infectious Waste								

City of Canton
Statement Of Cash Position

Report Date: 03/31/2019

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
Registration	\$415.33	\$0.00	\$0.00	\$0.00	\$0.00	\$415.33	\$0.00	\$415.33
2356 - Tattoo Parlors	\$17,229.28	\$0.00	\$840.00	\$0.00	\$0.00	\$18,069.28	\$0.00	\$18,069.28
Fund Type 12 - Special Revenue Funds Subtotal:	\$3,136,589.01	\$434,815.89	\$1,680,002.70	\$636,210.28	\$1,254,665.29	\$3,561,926.42	\$520,235.07	\$3,041,691.35
Fund Category 1 - Governmental Funds Subtotal:	\$3,136,589.01	\$434,815.89	\$1,680,002.70	\$636,210.28	\$1,254,665.29	\$3,561,926.42	\$520,235.07	\$3,041,691.35
Grand Total:	\$3,136,589.01	\$434,815.89	\$1,680,002.70	\$636,210.28	\$1,254,665.29	\$3,561,926.42	\$520,235.07	\$3,041,691.35

City of Canton
Budget by Fund Category Report

03/31/2019

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
1 - Governmental Funds									
Revenue									
52 - Licenses and permits	\$286,600.00	\$0.00	\$286,600.00	\$50,083.56	\$0.00	\$245,240.27	\$41,359.73	86%	\$306,292.96
53 - Intergovernmental revenue	\$3,751,670.00	\$0.00	\$3,751,670.00	\$355,614.19	\$0.00	\$1,272,087.62	\$2,479,582.38	34%	\$4,016,472.78
54 - Charges for services	\$354,500.00	\$0.00	\$354,500.00	\$28,783.35	\$0.00	\$147,325.02	\$207,174.98	42%	\$277,318.71
56 - Other misc revenue	\$1,300.00	\$0.00	\$1,300.00	\$334.79	\$0.00	\$349.79	\$950.21	27%	\$9,888.89
83 - Transfer in - from other fund	\$40,000.00	\$15,000.00	\$55,000.00	\$0.00	\$0.00	\$15,000.00	\$40,000.00	27%	\$0.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$4,434,070.00	\$15,000.00	\$4,449,070.00	\$434,815.89	\$0.00	\$1,680,002.70	\$2,769,067.30	38%	\$4,609,973.34
Expense									
61 - Salary and benefits	\$2,014,246.00	\$3,500.00	\$2,017,746.00	\$139,371.33	\$0.00	\$479,243.00	\$1,538,503.00	24%	\$1,780,560.48
62 - Payroll fringes	\$845,965.00	\$6,500.00	\$852,465.00	\$31,786.52	\$0.00	\$112,626.49	\$739,838.51	13%	\$820,940.13
70 - Services	\$1,456,294.00	\$119,983.98	\$1,576,277.98	\$418,246.14	\$445,393.79	\$569,535.62	\$561,348.57	64%	\$3,604,024.35
71 - Utilities	\$9,075.00	\$6,650.75	\$15,725.75	\$716.23	\$11,813.88	\$1,880.22	\$2,031.65	87%	\$6,112.10
73 - Supplies	\$243,666.00	\$53,022.85	\$296,688.85	\$29,458.82	\$36,382.33	\$64,565.83	\$195,740.69	34%	\$165,439.89
74 - Refunds, claims and reimbursements	\$17,787.00	\$172.46	\$17,959.46	\$5,652.00	\$4,736.46	\$9,182.00	\$4,041.00	77%	\$16,911.33
75 - Capital Outlay	\$21,200.00	(\$1,722.72)	\$19,477.28	\$0.00	\$2,377.28	\$0.00	\$17,100.00	12%	\$11,546.57
77 - Other	\$60,081.00	\$5,764.90	\$65,845.90	\$10,979.24	\$19,531.33	\$17,632.13	\$28,682.44	56%	\$57,446.74
81 - Transfer out - due to other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$4,434,070.00	\$15,000.00	\$4,449,070.00	\$434,815.89	\$0.00	\$1,680,002.70	\$2,769,067.30	38%	\$4,609,973.34
Expenditure Totals:	\$4,668,314.00	\$193,872.22	\$4,862,186.22	\$636,210.28	\$520,235.07	\$1,254,665.29	\$3,087,285.86	37%	\$6,462,981.59
1 - Governmental Funds Net Totals:	(\$234,244.00)	(\$178,872.22)	(\$413,116.22)	(\$201,394.39)	(\$520,235.07)	\$425,337.41	(\$318,218.56)		(\$1,853,008.25)
Revenue Grand Totals:	\$4,434,070.00	\$15,000.00	\$4,449,070.00	\$434,815.89	\$0.00	\$1,680,002.70	\$2,769,067.30	38%	\$4,609,973.34
Expenditure Grand Totals:	\$4,668,314.00	\$193,872.22	\$4,862,186.22	\$636,210.28	\$520,235.07	\$1,254,665.29	\$3,087,285.86	37%	\$6,462,981.59
Grand Totals:	(\$234,244.00)	(\$178,872.22)	(\$413,116.22)	(\$201,394.39)	(\$520,235.07)	\$425,337.41	(\$318,218.56)		(\$1,853,008.25)



Budget by Account Classification Report

Through 03/31/19
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 1001 - General Operating									
REVENUE									
Licenses and permits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Intergovernmental revenue	19,400.00	.00	19,400.00	.00	.00	.00	19,400.00	0	24,967.14
Charges for services	447,100.00	.00	447,100.00	42,730.00	.00	116,862.65	330,237.35	26	445,594.70
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	50.00
Other misc revenue	500.00	.00	500.00	75.00	.00	151.04	348.96	30	6,565.51
REVENUE TOTALS	\$467,000.00	\$0.00	\$467,000.00	\$42,805.00	\$0.00	\$117,013.69	\$349,986.31	25%	\$477,177.35
EXPENSE									
Salary and benefits	1,027,309.00	.00	1,027,309.00	72,687.79	.00	255,021.55	772,287.45	25	933,007.96
Payroll fringes	435,616.00	.00	435,616.00	16,764.34	.00	58,493.15	377,122.85	13	442,859.75
Services	113,765.00	13,870.98	127,635.98	10,732.63	47,318.92	24,443.53	55,873.53	56	104,372.07
Utilities	44,714.00	3,199.81	47,913.81	3,170.09	36,399.91	9,448.45	2,065.45	96	38,086.37
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	2,009.00	.00	100	2,009.00
Supplies	68,590.00	2,353.75	70,943.75	1,961.62	17,876.20	10,248.89	42,818.66	40	60,781.60
Refunds, claims and reimbursements	266,000.00	(54,057.50)	211,942.50	320.00	1,237.50	50,243.60	160,461.40	24	214,291.02
Capital Outlay	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	6,295.44
Other	13,268.00	53.33	13,321.33	323.50	3,821.99	2,031.83	7,467.51	44	9,475.43
Advance out - due to other fund	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
EXPENSE TOTALS	\$2,006,271.00	(\$34,579.63)	\$1,971,691.37	\$105,959.97	\$106,654.52	\$411,940.00	\$1,453,096.85	26%	\$1,811,178.64
Fund 1001 - General Operating Totals									
REVENUE TOTALS	467,000.00	.00	467,000.00	42,805.00	.00	117,013.69	349,986.31	25%	477,177.35
EXPENSE TOTALS	2,006,271.00	(34,579.63)	1,971,691.37	105,959.97	106,654.52	411,940.00	1,453,096.85	26%	1,811,178.64
Fund 1001 - General Operating Totals	(\$1,539,271.00)	\$34,579.63	(\$1,504,691.37)	(\$63,154.97)	(\$106,654.52)	(\$294,926.31)	(\$1,103,110.54)		(\$1,334,001.29)
Grand Totals									
REVENUE TOTALS	467,000.00	.00	467,000.00	42,805.00	.00	117,013.69	349,986.31	25%	477,177.35
EXPENSE TOTALS	2,006,271.00	(34,579.63)	1,971,691.37	105,959.97	106,654.52	411,940.00	1,453,096.85	26%	1,811,178.64
Grand Totals	(\$1,539,271.00)	\$34,579.63	(\$1,504,691.37)	(\$63,154.97)	(\$106,654.52)	(\$294,926.31)	(\$1,103,110.54)		(\$1,334,001.29)

Canton City Public Health

March 2019 Report (Meeting 04/29/19)

QUALITY IMPROVEMENT

On a quarterly basis, the Quality Improvement Committee provides a written update to the Board of Health as to the progress of QI Plan goals and objectives and completed QI project outcomes per the 2018-2020 QI Plan 800-015-P approved on 09/19/2018.

PROGRESS OF QI PLAN GOALS AND OBJECTIVES:

Status of QI Goals and Objectives as of 03/31/2019			
Deadline:	Total #	# completed by deadline	# still in progress
By 03/31/2019	8	3	5
After 03/31/2019 and by 12/31/2019	27	0	27
TOTAL:	35	3	32

- *Details of QI Goals in progress within 1st quarter 2019 (01/01/2019-03/31/2019):*
 - Purchase and/or make QI supplies cart and implement its use by 01/31/2019:
 - EH has agreed to build a supplies cart out of recyclable materials from the Recycle Center to minimize costs. EH has started work on this. Due to workload constraints at the Recycle Center, this is delayed until new staff are hired.
 - Goal deadline extended to 04/30/2019.
 - Finalize QIPT PDCA implementation structure guides and resources (QI tool trainings, etc) for QIPT meetings due 03/31/2019:
 - The developed outline summarizing the structure was used for the QI projects conducted in 2017. Since the QI projects are still underway, the outline is still under evaluation to determine if any revisions are still needed. Assignments made to complete this, and this is mostly completed, but more time is needed to complete.
 - The training documents available from LeanOhio were revised to fit CCPH needs. These training documents were used during QI projects conducted in 2017. Since the QI projects are still underway, the training documents are still under evaluation to determine if any revisions are still needed. Assignments made to complete this, and some progress has been made, but more time is needed to complete. Other training and resource documents have been identified so final selections still need to be made.
 - Goal deadline extended to 06/30/2019.
 - The QIC to solicit all staff to consider submission of a QI project idea(s) by 03/31/2019:
 - This was assigned during the 03/20/2019 QIC meeting, but was not completed by the assigned member by the deadline. Goal deadline extended to 04/30/2019.
 - Complete the 2017 Phone Routing QI Project final steps and document by 03/31/2019.
 - Project Complete. See “completed QI projects” section below for detail summary.

- The remaining project documentation (graphical display summary, narrative, etc.) were completed in March 2019. The website will be updated with the information in April 2019, so the goal deadline extended to 04/30/2019.
- Complete the 2017 Immunization Clinics QI Project final steps and document by 03/31/2019.
 - The Immunization Clinic QI project team developed the improvement strategies and plan in November 2017 and presented to the process owner, Diane Thompson, who made the final improvement selections in December 2017. The final improvement selections were implemented in January 2018. The additional data collection event to determine other improvements has been conducted over several months and completed on 06/11/2018. The improvement data was collected on 10/01/2018 and 10/15/2018. All data was compiled and analyzed on 10/17/2018 and 10/18/2018. The final QI project meeting to review the data and wrap-up the project occurred on 10/18/18. The team agreed the data showed some improvement, and overall the clinic runs more smoothly. The team decided to “adopt” the change and conclude the project. Project Complete.
 - The remaining project documentation (worksheet, graphical display summary, narrative, website, etc.) still needs completed to complete this goal.
 - Goal deadline extended to 05/30/2019.

COMPLETED QI PROJECTS:

Phone Routing and Answering QI Project summary:

Started in 2017 and ended on 10/12/2018

Phone Routing and Answering was selected by the QIC as one of the first QI projects. There are five main phone lines (HD Main, APC, EH, NUR, WIC) that callers can call to reach Canton City Public Health. This causes confusion for callers when they end up calling the wrong number or division. Calls are transferred from one division to another division creating multiple transfers per call.

A team was selected and meetings scheduled. Base line data was collected in September 2017 and analyzed. Using Lean Ohio concepts and the Lean Ohio Tool Kit, the Phone Answering and Routing process was mapped, root causes identified, problems discussed and improvement strategies were made. Solution ideas included simplify auto-attendant for the main phone line, create auto-attendant for EH and WIC, create list of End Users Responsibilities, and a Best Practices Phone Routing fact sheet for all clerks who answer phones.

Performance metrics were developed to measure success. Unfortunately, significant delays due to issues with phone line infrastructure and IT pushed back our collecting improvement data until the beginning of October 2018. The same type of data was collected after implementation for comparability with baseline data. Bar/run charts made the outcome visible. Some of the results were surprising. Incorrect calls into Vital Statistics increased by 50%. This was totally unexpected. OPHI and the Lab are receiving incorrect calls they did not receive previously. All other performance measures showed improvement.

At our final QIPT meeting in October 2018, the team decided to adapt the change. Lessons learned include calls for WIC asking general questions went down to zero since answers are now on the auto-attendant. We need caller customer input data in order to customize all auto attendants for more improvement. We will keep what has been implemented so far and do a second phone project with the same team members to address the new issues.

Team participants were: Terri Dzienis, Heather Macdonald, Ashley Archer, Connie Ash, Connie Standard, and Jil Neuman.



March 2019 Travel

Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
Adams, James	Pathways HUB Advocacy Day	Columbus	03/19/2019
Frey, Alessandra	Ohio Public Health Association - PHN Meeting	Columbus	03/15/2019
Frey, Alessandra	World TB Day 2019	Columbus	03/26/2019
Gero, Brian	Midwest Environmental Health Workshop	Columbus	03/26-03/27/2019
Hall, Maria	Midwest Environmental Health Workshop	Columbus	03/25-03/26/2019
Masters, Colton	NEOEHA Planning Committee	Twinsburg	03/19/2019
Masters, Colton	Midwest Environmental Health Workshop	Columbus	03/27-03/28/2019
McConnell, Patty	White Powder Training	Akron	03/25/2019
McConnell, Patty	Regional PHEP Planners Meeting	Rootstown	03/28/2019
Miller, Rick	Ohio Hazardous Materials Technician Annual Refresher Class	Dover	03/14/2019
Miller, Rick	Quarterly Food Service Round Table - ODH/ODA	Medina	03/21/2019
Shaheen, Nejla	Midwest Environmental Health Workshop	Columbus	03/26-03/27/2019
Thompson, Diane	HIPAA Compliance Officer Training	Columbus	03/01/2019
Thompson, Diane	Mahoning Co Board of Health to discuss needle service program	Youngstown	03/14/2019
Thompson, Diane	Statewide PHN Meeting	Columbus	03/15/2019
Thompson, Diane	Student intern CAPSTONE presentation on collected SWAP data	Rootstown	03/28/2019

Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
Hayden, Jennifer	OLCA's 27th Annual Breastfest Conference	Columbus	03/15-03/16/2019	2316 301001 77220/77240
McCartney, David	ODH PAPI Training	Columbus	03/29/2019	2319 301001 77240
Miller, Rick	Annual Midwest Workshop in Environmental Health	Columbus	03/26-03/27/2019	1001 307001 77220