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

Board of Health Meeting
Monday, June 26, 2023 @ 12:00 PM – Goldsmith Room
Minutes

Call to Order and Roll Call

Mayor Bernabei called to order the regular meeting of the Board of Health of Canton City Public Health (CCPH) on Monday, June 26, 2023 at 12:13 PM.

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

CCPH staff members present: Health Commissioner James Adams, Annie Butusov, Jennifer Brindle, Barbara Butler, Amy Rehm, Tammy Stolicny, Christi Allen, Janet Copeland, Diane Thompson, Kelli Trenger, Maggie Bradford, Amanda Archer, Jon Elias, Pam Gibbs, Angie Moustaris, Ashley Archer, Sarah Thomas, Molly Malloy, Madisyn Smith, Jessica Boley, Terri Dzienis, Dawn Miller, and Serena Draper Hendershot.

CCPH Medical Director Dr. Jon Elias was also present.

Agenda Corrections and Approval

1. **Approve June 26, 2023 Board of Health Meeting Agenda.**

   Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the June 26, 2023 Board of Health meeting agenda. A roll call vote was taken:

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

   Dr. Johns – Yes Mrs. Lucas – Yes

   Motion carried unanimously. The meeting agenda was approved.

Approval of Previous Meeting Minutes

2. **Approve May 22, 2023 Board of Health Meeting Minutes.**

   Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the May 22, 2023 Board of Health meeting minutes. A roll call vote was taken:

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

   Dr. Johns – Yes Mrs. Lucas – Yes

   Motion carried unanimously. The minutes were approved.

3. **Approve May 22, 2023 Board of Health Hearing Minutes.**

   Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the May 22, 2023 Board of Health hearing minutes. A roll call vote was taken:

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

   Dr. Johns – Yes Mrs. Lucas – Yes

   Motion carried unanimously. The minutes were approved.

Approval of List of Bills

4. **Approve List of Bills (05/16/2023 – 06/15/2023) - $184,597.08.**

   Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve the list of bills from 5/16/2023 – 6/15/2023 totaling $184,597.08. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The list of bills was approved.

Personnel Actions

5. **Approve amendments to Disease Intervention Specialist (DIS) Supervisor (R6) position description as recommended by Civil Service (originally approved on 5/22/2023).**

   Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the amendments to the Disease Intervention Specialist (DIS) Supervisor (R6) position description as recommended by Civil Service (originally approved on 5/22/2023). A roll call vote was taken:

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

   Dr. Johns – Yes Mrs. Lucas – Yes

   Motion carried unanimously. The amendments were approved.

6. **Approve revised APC Position Classification Schedule.**

   Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the revised APC Position Classification Schedule as presented. Discussion on the motion followed.

   Dr. Lakritz commented that allowing the APC Director position to temporarily be filled by two employees simultaneously for the purpose of succession planning may set a precedence for other leadership positions within CCPH. The Board then requested two changes to the language on the APC Position Classification Schedule. Mrs. Lucas and Dr. Lakritz commented on the length of time that would be allowed for two individuals to fill the director position, with Ms. Lucas requesting a 3-month period. Additional discussion followed regarding the notification process required before hiring and clarification on what would happen at the end of the period that two individuals were in the same classification.

   Dr. Hickman moved, and Dr. Johns seconded a motion to amend the main motion to allow for two APC Directors to be employed by CCPH for a period of no more than 6 months (rather than the 12 months proposed in the original motion) for the purpose of succession planning. A roll call vote was taken:

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

   Dr. Johns – Yes Mrs. Lucas – Yes

   Motion carried unanimously. The amendment was approved.

   Mayor Bernabei then requested that the Board make an additional motion to amend the revised APC Position Classification Schedule, and for the following language to be included in the classification schedule in regards to hiring a second APC Director: 1. A second APC Director can be hired only after a written notice of intent to vacate the APC Director position (with final date of work included) has been submitted by the current APC Director and; 2. Two APC Directors can remain on CCPH's payroll at one time for a period of no longer than 6 months, at which time one of the positions must be vacated. Dr. Johns moved, and Mr. Wyatt seconded a motion to amend the revised APC Position Classification Schedule to include the language as described above. Commissioner Adams commented that he will work with the Canton City Law Department to draft the appropriate language.

   A roll call vote was taken:

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

Dr. Johns – Yes   Mrs. Lucas – Yes

Motion carried unanimously. The amendment was approved.

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the original motion to approve the revised APC Classification Schedule as amended. A roll call vote was taken:

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

Dr. Johns – Yes   Mrs. Lucas – Yes

Motion carried unanimously. The revised APC Classification Schedule was approved with the amendments.

7. **Approve probationary period ending for Amanda Stone, HIV/STI Prevention Educator (R5), retroactive to June 5, 2023.**

Dr. Hickman moved, and Dr. Johns seconded a motion to approve the probationary period ending for Amanda Stone, HIV/STI Prevention Educator (R5), retroactive to June 5, 2023 with a pay increase of $1,169.00 and a new annual salary of $46,785.00. A roll call vote was taken:

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

Dr. Johns – Yes   Mrs. Lucas – Yes

Motion carried unanimously. The probationary period ending was approved.

8. **Approve probationary period ending for Barbra Butler, Staff Nurse II (R5), retroactive to June 25, 2023.**

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the probationary period ending for Barbara Butler, Staff Nurse II (R5), retroactive to June 25, 2023 with a pay increase of $1,169.00 and a new annual salary of $52,629.00. A roll call vote was taken:

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

Dr. Johns – Yes   Mrs. Lucas – Yes

Motion carried unanimously. The probationary period ending was approved.

9. **Accept Resignation of Serena Draper Hendershot, Community Health Equity Coordinator (R5), effective July 14, 2023.**

Dr. Hickman moved with regret, and Mr. Wyatt seconded with regret a motion to accept the resignation of Serena Draper Hendershot, Community Health Equity Coordinator (R5), effective July 14, 2023. A roll call vote was taken:

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

Dr. Johns – Yes   Mrs. Lucas – Yes

Motion carried unanimously.

10. **Approve updated Position Description for Preparedness Coordinator (R5).**

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the updated position description for the Preparedness Coordinator (R5). A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The updated position description was approved.

11. **Approve updated position description for Performance Improvement & Accreditation Coordinator (R5).**

Dr. Johns moved, and Dr. Hickman seconded a motion to approve the updated position description for Performance Improvement & Accreditation Coordinator (R5). A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The updated position description was approved.

<u>Approval of Recommendations of the Hearing Officer</u>

12. **Approve Recommendations of the Hearing Officer for June 26, 2023 Hearings.**

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the recommendations of the Hearing Officer for the June 26, 2023 hearings. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The recommendations were approved.

<u>Approval of Contracts and Agreements</u>

13. **Approve an agreement with Canton Medical Education Foundation (CMEF) to provide patient care training to CMEF resident physicians. CCPH will receive $13.00 per completed segment effective July 1, 2023 through June 30, 2024.**

Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve an agreement with Canton Medical Education Foundation (CMEF) to provide patient care training to CMEF resident physicians. CCPH will receive $13.00 per completed segment effective July 1, 2023 through June 30, 2024. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

14. **Approve the FY24 WIC grant (Ohio Department of Health) and initial budget to receive an amount not to exceed $1,459,904.00 for the period of October 1, 2023 through September 30, 2024 with the Following Sub- grantees (totaling $700,546.00):**

a. Alliance City Health Department Contract in the Amount of $131,184.00
b. Massillon City Health Department Contract in the Amount of $160,589.00
c. Stark County Health Department Contract in the Amount of $408,773.00

Ms. Lucas moved, and Dr. Hickman seconded a motion to approve the FY24 WIC grant (Ohio Department of Health) and initial budget to receive an amount not to exceed $1,459,904.00 for the period of October 1, 2023 through September 30, 2024 with the above sub-grantees (totaling $700,546.00). A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The grant and initial budget were approved.

15. **Authorize an agreement with the Ohio Department of Health for Tobacco Enforcement Smoke-Free investigations for the period of July 1, 2023 to June 30, 2025. Payment for each completed investigation shall not exceed $175.00 Payment for each pre-hearing and administrative review in person shall not exceed $50.00.**

    Dr. Lakritz moved, and Dr. Johns seconded a motion to authorize an agreement with the Ohio Department of Health for Tobacco Enforcement Smoke-Free Investigations for the period of July 1, 2023 to June 30, 2025. Payment for each completed investigation shall not exceed $175.00 payment for each pre-hearing and administrative review in person shall not exceed $50.00. A roll call vote was taken:

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

    Dr. Johns – Yes Mrs. Lucas – Yes

    Motion carried unanimously. The agreement was approved.

16. **Authorize an agreement with LexisNexis for Database and Search Services for up to 6 users for a total amount not to exceed $540.00 per month for the period of July 1, 2023 through June 30, 2024.**

    Dr. Hickman moved, and Dr. Johns seconded a motion to authorize an agreement with LexisNexis for Database and Search Services for up to 6 users, for a total amount not to exceed $540.00 per month for the period of July 1, 2023 through June 30, 2024. A roll call vote was taken:

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

    Dr. Johns – Yes Mrs. Lucas – Yes

    Motion carried unanimously. The agreement was approved.

17. **Approve Sexually Transmitted Infections (STI) Medication program agreement with the Ohio Department of Health, which provides no cost medications for use in the STI clinical processes at CCPH for the period of July 1, 2023 to June 30, 2028.**

    Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the Sexually Transmitted Infections (STI) Medication program agreement with the Ohio Department of Health, which provides no cost medications for use in the STI clinical processes at CCPH for the period of July 1, 2023 to June 30, 2028. A roll call vote was taken:

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

    Dr. Johns – Yes Mrs. Lucas – Yes

    Motion carried unanimously. The agreement was approved.

18. **Approve additional costs received for the FY23 STI Prevention grant of $168,037.00 for a new grant award of $447,037.00 for the period of January 1, 2023 to December 31, 2023.**

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve additional costs received for the FY23 STI Prevention grant in the amount of $168,037.00 for a new grant award of $447,037.00 for the period of January 1, 2023 to December 31, 2023. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

19. Approve Agreement with JACSCHU LTD dba The Metropolitan Event Centre to use their facilities for CCPH's all staff meeting to be held September 20, 2023 at a cost not to exceed $900.00.

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve an agreement with JACSCHU LTD dba The Metropolitan Event Centre to use their facilities for CCPH's all staff meeting to be held September 20, 2023 at a cost not to exceed $900.00. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

20. Approve Internship/Applied Practice Experience Site Agreement with Kent State University for professional education of students in preparation for future work experience for the period of June 26, 2023 to June 25, 2024 with automatic renewals for two additional one-year periods. This is a no- cost agreement.

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve an Internship/Applied Practice Experience Site Agreement with Kent State University for professional education of students in preparation for future work experience for the period of June 26, 2023 to June 25, 2024 with automatic renewals for two additional one-year periods. This is a no-cost agreement. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

<u>Approval of Travel Authorizations</u>

21. Carl Safreed, APC Permitting & Compliance Supervisor, for Travel from 07/19/2023 to 07/20/2023, 32nd Annual Environmental Permitting, in Columbus, Ohio at a Cost Not to Exceed $170.85 (APC Grant, 2331).

22. Emily Helaney (Mehta), APC Engineering Technician I, for Travel from 07/19/2023 to 07/20/2023, 32nd Annual Environmental Permitting, in Columbus, Ohio at a Cost Not to Exceed $365.85 (APC Grant, 2331).

23. Kim Campbell, APC Engineering Technician II, for Travel from 07/19/2023 to 07/20/2023, 32nd Annual Environmental Permitting, in Columbus, Ohio at a Cost Not to Exceed $365.85 (APC Grant, 2331).

24. **Rachel Brown, APC Monitoring & Inspection Technician, for Travel from 07/24/2023 to 07/28/2023, 2023 Air Sensors Quality Assurance Workshop in Durham, North Carolina at a Cost Not to Exceed $829.25 (APC Grant, 2331).**

25. **Sarah Thomas, Staff Nurse III, for travel from 10/18/2023 to 10/19/2023, Leadership Essentials for Health District Success in Marysville, Ohio at a cost not to exceed $124.00 (Nursing GF, 7601.303001).**

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

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The travel was approved.

Acceptance of Staff Reports

a. **Nursing/WIC** – Laura Roach reported to the Board that WIC has returned to its pre-pandemic caseload.

b. **Laboratory** – Nothing additional.

c. **OPHII/Surveillance** – Amanda Archer reported to the Board that the Community Engagement Specialist position will remain open for 4 additional days to allow for job fair participants to apply if interested.

d. **Environmental Health** – Nothing additional.

e. **Health Commissioner** – Nothing additional.

Other Business

a. **Board of Health Work Session to Discuss CCPH Compensation Plan.**

Mrs. Lucas called the Board's attention to the upcoming Board of Health Quarterly Work Session, which had originally been scheduled for July 19, 2023. Mrs. Lucas suggested that the primary focus of this work session should be to discuss the new CCPH compensation plan proposal; the rest of the Board agreed with Mrs. Lucas.

Due to a conflict in Dr. Lakritz' and Mrs. Lucas' schedules, the Board decided to move the date of the work session to Wednesday, August 9, 2023 at 2:30 PM. A portion of the meeting will likely be held in Executive Session, per the desire of the Board.

Commissioner Adams commented that he will attempt to reserve the Goldsmith Room to serve as the location of the meeting.

Announcement of Next Meeting: Monday, July 24, 2023 at 12:00pm

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, July 24, 2023 at 12:00 PM.

Adjourn

Mrs. Lucas moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:14 PM.

APPROVED:

AUG 0 2 2023

President of the Board of Health — Date Signed

, MPH, REHS — 7/24/2023

Secretary to the Board of Health — Date Signed

June 26, 2023

Date of Approval