Canton City Public Health
Board of Health

Public Health
Prevent. Promote. Protect
Canton City Public Health

420 Market Ave., N.
Canton, OH 44702
330-489-3231

Board of Health - Regular Meeting
July 24, 2023
MEETING MINUTES

Call to Order and Roll Call

Mayor Bernabei called to order the regular meeting of the Board of Health on Monday, July 24, 2023 at 12:01 PM. Mayor Bernabei presiding. The meeting location was at the Foundations Centre, Goldsmith Room, 400 Market Ave., N, Canton, OH.

Roll Call:

Members Present:	Mayor Thomas Bernabei , Mr. Patrick Wyatt, Dr. Amy Lakritz, MD, Dr. Stephen Hickman, DVM, Mrs. Cleo Lucas, Dr. James Johns, MD,
Members Absent:	None
Members Excused:	None
Staff Present:	James Adams, Health Commissioner, CCPH Medical Director Dr. Jon Elias (remote), Annie Butusov, Barbara Butler, Amy Rehm, Tammy Stolicny, Christi Allen, Janet Copeland, Kelli Trenger, Maggie Bradford, Amanda Archer, Pam Gibbs, Angie Moustaris, Ashley Archer, Sarah Thomas, Molly Malloy, Madisyn Smith, Jessica Boley, Terri Dzienis, Dawn Miller. Also present were Rachel Forchione of Canton City Civil Service and Carrie D'Andrea of the Canton City Law Department.

Agenda corrections and approval.

1. Approve agenda for the July 24, 2023 Board of Health meeting.

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the July 24, 2023 meeting agenda. Upon voice vote, the motion carried and the agenda was approved.

Approval of previous meeting minutes.

2. Approve June 26, 2023 Board of Health meeting minutes.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the June 26, 2023 Board of Health meeting minutes. Dr. Lakritz pointed out that there had also been a conflict with Mrs. Lucas' schedule for the quarterly work session which was initially scheduled for July 19, 2023; Dr. Lakritz asked for this to be reflected in the 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 with corrections.

3. Approve June 26, 2023 Board of Health HEARING minutes.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the June 26, 2023 Board of Health hearing minutes. Dr. Hickman pointed out that the minutes for one of the hearings showed his name as the Board member who called the hearing to order, and that this was incorrect as Mr. Wyatt had called it to order. 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 with corrections.

Approval of list of bills.

4. Approve list of bills (06/16/2023 - 07/17/2023) - $138,401.02.
Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the list of bills from 6/16/2023 – 7/17/2023 totaling $138,401.02. 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.

Approve Purchases of items that are equal to or greater than $5,000.00

5. Purchase of shelter enclosure with mobile chassis from Shelter One for an amount not to exceed $92,900.00 (from APC funds – American Rescue Plan grant).
Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the purchase of a shelter enclosure with mobile chassis from Shelter One for an amount not to exceed $92,900.00 (from APC funds – American Rescue Plan grant). 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 purchase was approved.

6. Purchase of TSP sampler for Pb/metals sampling from Tisch Environmental for an amount not to exceed $5,750.00 (from APC funds – paid by Republic Steel).
Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the purchase of a TSP sampler for Pb/metals sampling from Tisch Environmental for an amount not to exceed $5,750.00 (from APC funds – paid by Republic Steel). 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 purchase was approved.

7. Purchase of a data logger with external LCD, keyboard and mouse from Agilaire LLC for an amount not to exceed $8,660.00 (from APC funds – American Rescue Plan grant).
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the purchase of a data logger with external LCD, keyboard and mouse from Agilaire LLC for an amount not to exceed $8,660.00 (from APC funds – American Rescue Plan grant). 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 purchase was approved.

<u>Personnel actions.</u>

8. Approve Magdalene Bradford, Community Resource Connector, 196.50 hours of sick time and five years of vacation credit from a previous employer
Dr. Johns moved, and Mrs. Lucas seconded a motion to approve a vacation credit of 5 years and sick hours of 196.50 for Magdalene Bradford, Community Resource Connector, for previous government employment. 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 credits were approved.

9. Accept the resignation of Jessica Boley, Epidemiologist (R5) effective August 15, 2023.
Dr. Hickman moved with regret, and Dr. Lakritz seconded with regret a motion to accept the resignation of Jessica Boley, Epidemiologist (R5), effective August 15, 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 job description for the Health Commissioner (R10).
Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the position description for the Health Commissioner (R10).

Mrs. Lucas noticed that the percentages in the Essential Duties and Responsibilities section only added up to 95% but should total 100%. Commissioner Adams commented that he would correct this error.

The Board then discussed the wording in the Minimum Requirements section of the job description. Both Dr. Lakritz and Mrs. Lucas were concerned that the first half of the first sentence which states "Shall be a licensed physician, dentist, veterinarian, chiropractor..." could discourage an individual from applying even though they may still be qualified under the second half of the sentence which states "...or hold a master's degree in public health or an equivalent master's degree in a related field as determined by the members of the board of health."

Further discussion included input from Canton City Civil Service Director, Rachel Forchione, who suggested that it could be helpful to fully capitalize or make bold the first "or" in the sentence to provide more clarity to a potential applicant. Mrs. Lucas then asked for the two sentences to be switched around because she felt it would put more emphasis on the requirement for a master's degree in public health or a related field, and less emphasis on licensure. Mayor Bernabei suggested that the wording remain unchanged due to certain precedence used when legislation is drafted, and requested a roll call vote to approve the position description with the only corrections being made to the Essential Duties and Responsibilities section to assure a total of 100%.

Dr. Hickman – Yes	Mr. Wyatt – Yes	Dr. Lakritz – Yes
Dr. Johns – Yes	Mrs. Lucas – No	

Motion carried. The position description was approved.

11. Appointment of a Community Health Equity Coordinator (R5).
Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the appointment of a Community Health Equity Coordinator (R5) to Richard Harper at $45,616.00 with a 90-day probationary period; in case Mr. Harper does not accept the job offer, the motion includes Min Kim as a second choice to hire at the same annual salary with a 90-day probationary period.

Mayor Bernabei commented that the candidates' names and resumes were provided just before this meeting began and the Board would need more time to review before approving the hire. The Mayor then suggested that the Board table this motion so that it may be discussed in executive session at the August 9, 2023 work session. Mrs. Lucas moved, and Dr. Johns seconded a motion to table the main motion and to discuss it in executive session during the August 9, 2023 Board of Health work session. 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 main motion was tabled.

12. Appointment of a Community Engagement Specialist (R4).
Dr. Hickman moved, and Mrs. Lucas seconded a motion to approve the appointment of a Community Health Equity Coordinator to Danselle Williams at an annual salary of $45,616.00

with a 90-day probationary period. Roll call vote:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Lakritz – Yes
Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The appointment was approved.

Approval of recommendations of the public health hearings.

13. Approval of recommendations from public health hearings held on July 24, 2023.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the recommendations from the public health hearings held on July 24, 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 recommendations were approved.

Approval of resolutions.

14. Adopt resolution to authorize the abatement of public nuisances from April 1, 2023 to June 30, 2023 for $7,717.08.
Dr. Lakritz moved, and Dr. Johns seconded a motion to adopt a resolution to authorize the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from April 1, 2023 to June 30, 2023 for a total of $7,717.08. 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 resolution was adopted as Resolution 2023-09.

Approval of contracts and agreements.

15. Approve an Addendum with the Stark County Health Department for their Community Health Worker Program to distribute an additional amount of $24,000.00 for a new total of $299,111.72 for the period of July 1, 2022 to June 30, 2024 (THRIVE Medicaid Round 6 Grant).
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an addendum to an agreement with the Stark County Health Department for their Community Health Worker Program to distribute an additional amount of $24,000 for a new total of $299,111.72 for the period of July 1, 2022 to June 30, 2024 (THRIVE Medicaid Round 6 Grant). 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 addendum was approved.

16. Approve addendums for the FY23 WIC grant for the period of October 1, 2022 to September 30, 2023 for the following grantees:

a. **Alliance City Health Department - additional amount of $9,040.00 for a new total of $137,976.00**
b. **Massillon City Health Department - additional amount of $8,500.00 for a new total of $156,735.00**
c. **Stark County Health Department - additional amount of $10,360.00 for a new total of $393,328.00**

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve addendums to the agreements for the FY23 WIC grant for the period of October 1, 2022 to September 30, 2023 for the listed grantees. 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 addendums were approved.

17. Approve contract with The Lamar Companies for billboard design and advertising from 08/07/2023 to 09/03/2023 in Stark County for an amount not to exceed $3,375.00 to promote the Health Equity and Overdose Prevention coalition (NACCHO HEOP Grant - OPHII).

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve a contract with The Lamar Companies for billboard design and advertising from 08/07/2023 to 09/03/2023 in Stark County for an amount not to exceed $3,375.00 to promote the Health Equity and Overdose Prevention coalition (NACCHO HEOP Grant – OPHII).

Dr. Lakritz asked how it was determined that the use of billboards to promote the HEOP coalition would be more effective than other, more direct marketing methods. CCPH OPHII Director Amanda Archer commented that direct marketing methods are also being utilized, as the HEOP coalition was promoted at several of the community events held in June and July. Ms. Archer further explained that the billboards will be used to generate awareness of overdose issues within the community and of the HEOP coalition's objective to address these issues. A roll call vote was taken on the motion:

Dr. Hickman – Yes	Mr. Wyatt – Yes	Dr. Lakritz – Yes
Dr. Johns – Yes	Mrs. Lucas – Yes	

Motion carried unanimously. The contract was approved.

18. Approve agreement with the Stark County Community Action Agency for the Pathways Community HUB Program for an amount not to exceed $142,804.00 for the

period of August 1, 2023 to June 30, 2024 (paid from the Medicaid Round 6 grant).
Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve an agreement with the Stark County Community Action Agency for the Pathways HUB Program for an amount not to exceed $142,804.00 for the period of August 1, 2023 to June 30, 2024 (paid from the Medicaid Round 6 grant). 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.

19. Approve a contract with Cindy Ebner for fetal-infant death records abstraction and summarization as a requirement of the Stark County Fetal Infant Mortality Review Team from the period of August 1, 2023 to December 31, 2023 for an amount not to exceed $15,000.00 (paid from the FY23 OEI grant).
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve a contract with Cindy Ebner for fetal-infant death records abstraction and summarization as a requirement of the Stark County Fetal Infant Mortality Review Team for the period of August 1, 2023 to December 31, 2023 for an amount not to exceed $15,000 (paid from the FY23 OEI grant). 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 contract was approved.

20. Approve agreement with Legacy in Action to provide a psychological safety/workplace equity workshop at CCPH's All Staff Meeting on September 20, 2023 for a period of July 24, 2023 through September 20, 2023 for an amount not to exceed $1,200.00.
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an agreement with Legacy in Action to provide a psychological safety/workplace equity workshop at CCPH's All Staff Meeting on September 20, 2023 for a period of July 24, 2023 through September 20, 2023 for an amount not to exceed $1,200.00. 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.

21. Approve agreement with Innis Maggiore for Syphilis multi-media marketing campaign (billboards, target media, print, radio/audio) for the period of August 1, 2023 to December 31, 2023 in the amount not to exceed $40,000.00 (FY23 STI Prevention grant).
Mrs. Lucas moved, and Dr. Johns seconded a motion to approve an agreement with Innis Maggiore for Syphilis multi-media marketing campaign (billboards, target media, print, radio/audio) for the period of August 1, 2023 to December 31, 2023 in an amount not to exceed

$40,000.00 (FY23 STI Prevention grant).

Dr. Johns began a discussion regarding the proposed marketing campaign strategy detailed in the memo to the Board. Both Dr. Johns and Dr. Lakritz felt that the proposal was too general and lacked sufficient detail. Dr. Lakritz commented that she would like to revisit this discussion during the August 9, 2023 work session and for a more detailed plan that also includes measures for success to be provided before that meeting. CCPH's Health Service Coordinator, Pam Gibbs, explained that the agreement must be approved before a detailed plan can be created. Once that plan is developed, it will be brought back to the Board for review. A roll call vote was taken:

Dr. Hickman – Yes	Mr. Wyatt – Yes	Dr. Lakritz – Abstain
Dr. Johns – Yes	Mrs. Lucas – Yes	

Motion carried. The agreement was approved. Mayor Bernabei then requested that Commissioner Adams ask Innis Maggiore to have a detailed marketing campaign proposal completed before the August 9, 2023 work session so that the Board may review and discuss at that meeting. Mr. Adams stated that the request will be made of the vendor.

22. Approve agreement with WRL Advertising for Syphilis multi-media marketing campaign (digital, video, social media) for the period of August 1, 2023 to December 31, 2023 in the amount not to exceed $28,000.00 (FY23 STI Prevention Grant).

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve an agreement with WRL Advertising for Syphilis multi-media marketing campaign (digital, video, social media) for the period of August 1, 2023 to December 31, 2023 in an amount not to exceed $28,000.00 (FY23 STI Prevention Grant) with a request for WRL Advertising to provide a detailed marketing campaign proposal prior to the August 9, 2023 Board of Health work session. A roll call vote was taken:

Dr. Hickman – Yes	Mr. Wyatt – Yes	Dr. Lakritz – Abstain
Dr. Johns – Yes	Mrs. Lucas – Yes	

The motion carried. Commissioner Adams confirmed that he will request that WRL Advertising provide a detailed marketing campaign proposal prior to the August 9, 2023 Board of Health work session.

23. Approve agreement with the Stark County Health Department for the FY24 PHEP grant for the period of July 1, 2023 to June 30, 2024 to receive an amount not to exceed $85,957.00.

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve an agreement with the Stark County Health Department for the FY24 Public Health Emergency Preparedness (PHEP) grant for the period of July 1, 2023 to June 30, 2024 to receive an amount not to exceed $85,957.00. 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.

Acceptance of reports.

24. Accept staff reports.
Mr. Wyatt moved, and Dr. Johns seconded a motion to accept the staff reports. 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 staff reports were accepted.

a. Nursing/WIC Staff Report
Laura Roach reported to the Board that there is a WIC staffing shortage across Stark County and that CCPH has been sending some of its WIC staff members to help at the locations which are currently short on staff.

b. Laboratory Staff Report
Mrs. Lucas complemented the Lab report, particularly for the information and visual aids provided in the pollen/fungal distribution details. Dr. Lakritz asked that the report include clarification on the count numbers for each allergen category.

c. THRIVE Staff Report
Dawn Miller reported to the Board that the THRIVE program is on track to meet the deliverables required by the Ohio Equity Initiative Grant. These deliverables include outreach and screening of pregnant African American persons who reside in priority zip codes as determined by number of African American births.

d. Environmental Health Staff Report
Nothing additional.

e. Vital Statistics Staff Report
Nothing additional.

Announcements.
Announcement of Quarterly Board of Health Work Session: Wednesday, August 9, 2023 at 2:30pm
The Board of Health of Canton City Public Health will next meet for a quarterly work session on Wednesday, August 9, 2023 at 2:30pm.

Next meeting date.

25. Next meeting date. August 28, 2023 at 12:00pm.

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, August 28, 2023 at 12:00 PM at the Foundations Centre (Goldsmith Room), 400 Market Ave., N, Canton, Ohio 44702.

Adjournment.

Mr. Wyatt moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:18 pm.

APPROVED:

President of the Board of Health — Date Signed: SEP 07 2023

, MPH, REHS
Health Commissioner - Secretary to the Board of Health — Date Signed: August 28, 2023

August 28, 2023
Date Approved by the Board of Health