BOARD OF HEALTH
Canton City Public 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
August 28, 2023
MEETING MINUTES

Call to Order and Roll Call

Mr. Patrick Wyatt called to order the regular meeting of the Board of Health on Monday, August 28, 2023 at 12:01 PM. Patrick Wyatt presiding. The meeting location was at the Foundations Centre, Goldsmith Room, 400 Market Ave., N, Canton, OH.

Roll Call:

Members Present:	Mr. Patrick Wyatt, Dr. Amy Lakritz, MD, Dr. Stephen Hickman, DVM, Mrs. Cleo Lucas, and Dr. James Johns, MD
Members Absent:	
Members Excused:	Mayor Bernabei
Staff Present:	Health Commissioner James Adams, Medical Director Dr. Jon Elias, Christi Allen, Diane Thompson, Kelli Trenger, Christina Henning, Danselle Williams, Amanda Archer, Sarah Thomas, Terri Dzienis, Pamela Gibbs, and Sean Green.

Agenda corrections and approval.

1. Approve agenda for the August 28, 2023 Board of Health meeting.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the agenda for the August 28, 2023 Board of Health meeting. 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 agenda was approved.

Approval of previous meeting minutes.

2. Approve July 24, 2023 Board of Health meeting minutes.

Dr. Johns moved, and Dr. Hickman seconded a motion to approve the July 24, 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 July 24, 2023 Board of Health HEARING minutes.

Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve the July 24, 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.

4. Approve August 9, 2023 Special Board of Health minutes.
Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the minutes from the Special Board of Health meeting held on August 9, 2023.

During the discussion, Dr. Lakritz pointed out that the list of attendees for this meeting included Kelly Weir from the Canton Repository. Dr. Lakritz requested that, as a courtesy, the Board be informed when reporters or any other special guests are present at future meetings. Commissioner Adams commented that he would ensure proper introductions are made to the Board at subsequent meetings.

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 minutes were approved.

Approval of list of bills.

5. Approve list of bills (07/18/2023 - 08/22/2023) - $272,430.74.
Dr. Hickman moved, and Mrs. Lucas seconded a motion to approve the list of bills from 07/18/2023 - 08/22/2023 totalling $272,430.74. 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

6. Approve purchase of air monitoring equipment from Teledyne Instruments Inc for an amount not to exceed $82,180.00 (from APC funds - American Rescue Plan grant).
Dr. Johns moved, and Dr. Hickman seconded a motion to approve the purchase of air monitoring equipment from Teledyne Instruments Inc for an amount not to exceed $82,180.00 (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.

7. Approve purchase of air monitoring equipment from Sensit Technologies for an amount not to exceed $5,880.00 (from APC funds - American Rescue Plan grant.

Dr. Hickman moved, and Mrs. Lucas seconded a motion to approve the purchase of air monitoring equipment from Sensit Technologies for an amount not to exceed $5,880.00 (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 probationary period ending for Emily Helaney, APC Engineering Technician I (R5), retroactive to August 17, 2023.

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the probationary period ending for Emily Helaney, APC Engineering Technician I (R5), retroactive to August 17, 2023 for an increase of $1,169.00 with 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.

9. Approve probationary period ending for Erica Stephenson, WIC Peer Helper (PT1), retroactive to August 6, 2023.

Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve the probationary period ending for Erica Stephenson, WIC Peer Helper (PT1), retroactive to August 6, 2023 for an increase of $0.33 per hour with a new hourly rate of $15.25. 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 probationary period ending for Tateana Foster, WIC Peer Helper (PT1), retroactive to August 6, 2023.

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the probationary period ending for Tateana Foster, WIC Peer Helper (PT1), retroactive to August 6, 2023 with an increase of $0.33 per hour and a new hourly rate of $15.25. A roll call vote was taken:

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

Motion carried unanimously.

11. Accept retirement of Dona McCullough, Dental Program Manager (PT4), effective December 29, 2023.

Dr. Hickman moved with regret, and Dr. Lakritz seconded a motion to accept the retirement of Dona McCullough, Dental Program Manager (PT4), effective December 29, 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.

12. Appointment of part-time OPHII Public Health Support Specialist (PT1)

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to appoint a part-time OPHII Public Health Support Specialist (PT1) to Octavia Dolph at an hourly rate of $14.92 with a 90-day probationary period . 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 appointment was approved.

13. Appointment of a full-time Epidemiologist I (R5).

Dr. Johns moved, and Dr. Hickman seconded a motion to appoint a full-time Epidemiologist I (R5) to Bradley Rago at an annual salary of $45,616.00 with a 90-day probationary period. 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 appointment was approved.

14. Appointment of a full-time DIS Supervisor (R6)

Dr. Johns moved, and Dr. Hickman seconded a motion to appoint a full-time DIS Supervisor (R6) to Frank Catrone at an annual salary of $62,316.43 with a 90-day probationary period. 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 appointment was approved.

<u>Approval of recommendations of the hearing officer.</u>

15. Approve recommendations from public health hearings held August 28, 2023.

Dr. Johns moved, and Dr. Hickman seconded a motion to approve recommendations from public health hearings held August 28, 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 Patient write-offs.

16. Approve patient write off for $421.50, MRN #38686.
Dr. Hickman moved, and Dr. Johns seconded a motion to approve a patient write off for $421.50, MRN #38686. 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 motion was approved.

Approval of contracts and agreements.

17. Approve the FY24 Integrated Harm Reduction Grant from the Ohio Department of Health to receive an amount not to exceed $157,000.00 for the period of September 30, 2023 through September 29, 2024.
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve the FY24 Integrated Harm Reduction Grant from the Ohio Department of Health to receive an amount not to exceed $157,000.00 for the period of September 30, 2023 through September 29, 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 grant was approved.

18. Approve the FY23 COVID-19 Enhanced Operations Grant from the Ohio Department of Health to receive an amount not to exceed $100,000.00 for the period of August 1, 2023 to July 31, 2024.
Dr. Lakritz moved, and Dr. Hickman seconded a motion to approve the FY23 COVID-19 Enhanced Operations Grant from the Ohio Department of Health to receive an amount not to exceed $100,000.00 for the period of August 1, 2023, to July 31, 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 grant was approved.

19. Approve the FY23 Public Health Workforce Grant from the Ohio Department of Health to receive an amount not to exceed $445,000.00 for the period of July 1, 2023 to November 30,

2027.
Dr. Hickman moved, and Mrs. Lucas seconded a motion to approve the FY23 Public Health Workforce Grant from the Ohio Department of Health to receive an amount not to exceed $445,000.00 for the period of July 1, 2023 to November 30, 2027. 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 was approved.

20. Approve a language services agreement with Propio for phone/video on-demand interpreting services for a period of August 28, 2023 to July 31, 2026 with automatic renewal for one-year periods unless either party terminates the agreement.
Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve a language services agreement with Propio for phone/video on-demand interpreting services for a period of August 28, 2023 to July 31, 2026 with automatic renewal for one-year periods unless either party terminates the agreement.

During the discussion, Dr. Lakritz asked what the benefits were to using phone/video interpreting services rather than an in-person interpreter. Commissioner Adams noted the cost and difficulty scheduling an in-person interpreter as two primary reasons for preferring to use phone/video interpreting services. Commissioner Adams also mentioned that Propio offers a wide variety of languages which can be interpreted.

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 agreement was approved.

21. Approve an agreement with Legacy in Action for up to two leadership workshops for a cost not to exceed $6,500.
Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve an agreement with Legacy in Action for up to two leadership workshops for a cost not to exceed $6,500. 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.

22. Approve the FFY 2022-2023 Ohio EPA Air Pollution Control Contract Amendment for contract term October 1, 2021 to September 30, 2023 to provide funding adjustments to reflect the final FFY 2023 funding allocation for a total funding amount of $1,643,834 ($756,559 FFY22 and $887,275 FFY23); and to approve the regular annual obligation for the provision of $40,000 per year for two years for a total of $80,000 from Local funds for APC

programming for the contract local match funding. (APC fund 2331)
Dr. Johns moved, and Dr. Hickman seconded a motion to approve the FFY 2022-2023 Ohio EPA Air Pollution Control Contract Amendment for contract term October 1, 2021 to September 30, 2023 to provide funding adjustments to reflect the final FFY 2023 funding allocation for a total funding amount of $1,643,834 ($756,559 FFY22 and $887,275 FFY23); and to approve the regular annual obligation for the provision of $40,000 per year for two years for a total of $80,000 from Local funds for APC programming for the contract local match funding. (APC fund 2331). A roll call vote was taken:

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

Motion carried unanimously.

23. Approve addendum with Zion Community Development Corporation to extend their current agreement from July 31, 2023 to December 31, 2023 for contract labor costs and rental costs associated with the Health Equity and Overdose Prevention grant (no change in cost of agreement of $10,000.00)
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve an addendum with Zion Community Development Corporation to extend their current agreement from July 31, 2023 to December 31, 2023 for contract labor costs and rental costs associated with the Health Equity and Overdose Prevention grant (no change in cost of agreement of $10,000.00). 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 addendum was approved.

24. Approve contract with The Lamar Companies for billboard design and advertising from 09/25/2023 to 10/22/2023 for an amount not to exceed $11,700.00 to promote PrEP Awareness (paid from FY23 EIS Grant).
Dr. Johns moved, and Dr. Hickman seconded a motion to approve a contract with The Lamar Companies for billboard design and advertising from 09/25/2023 to 10/22/2023 for an amount not to exceed $11,700.00 to promote PrEP Awareness (paid from FY23 EIS Grant).

During the discussion, Dr. Lakritz expressed concern over the lack of supporting evidence to indicate that the billboard campaign was effective in reducing the number of syphilis cases in the Canton community. In response, the CCPH Nursing Director, Diane Thompson, clarified that the primary goal of the billboards was to increase awareness about the ongoing syphilis outbreak in the community. Director Thompson further explained that she anticipated a temporary spike in reported cases as the billboards raise awareness, encouraging more providers to test for syphilis and consequently leading to more treatment efforts.

A roll call vote was taken:

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

The motion was carried with a 4-1 vote, thereby approving the contract.

Approval of travel authorizations.

25. James Adams, Health Commissioner, for travel from 09/13/2023 to 09/15/2023, AOHC Fall Public Health Conference in Dublin, OH at a Cost not to exceed $637.20 (Admin Fund 7601.301001).
Dr. Hickman moved, and Dr. Johns seconded a motion to approve travel for James Adams, Health Commissioner, from 09/13/2023 to 09/15/2023, to attend the AOHC Fall Public Health Conference in Dublin, OH at a cost not to exceed $637.20 (Admin Fund 7601.301001). 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.

Other business.

a. Language services offered by the health department
Commissioner Adams reported that the health department has contracted two translators who will be assisting during the Latino Fest, underscoring the department's dedication to catering to specific needs for language services. He further explained that the translators will shadow the CCPH health inspectors during their inspections to ensure better communication and smoother inspections.

Acceptance of reports.

26. Accept staff reports.

a. **Health Commissioner**
b. **Air Pollution Control staff report**
c. **Environmental Health staff report**
d. **Laboratory staff report**
e. **Nursing/WIC staff report**
f. **Office of Public Health Information and Innovation staff report**
g. **Vital Statistics staff report**
h. **Strategic Plan report**

Dr. Johns moved, and Dr. Hickman 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.

Executive Session.

27. Executive session to discuss the employment of a public employee or official.
Dr. Lakritz moved, and Mrs. Lucas seconded a motion to enter into an executive session to discuss the employment of a public employee or official. 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 board went into executive session at 12:47 PM with members of the Board of Health, the Law Director, the Civil Service Director, the Finance Director (City of Canton), and the Health Commissioner.

Regular Session.
Dr. Lakritz moved, and Ms. Lucas seconded a motion to leave the executive session and return to the regular 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 board of health returned to regular session at 1:15 PM.

28. Amend pay range R-10 of the Canton City Board of Health Wage and Salary Schedule
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to amend pay range R-10 of the Canton City Board of Health Wage and Salary Schedule as follows: the minimum pay shall be $84,685 and the maximum pay shall be $122,432, effective immediately.

Upon discussion, the Law Director stated that the purpose of this change in the pay grade was to enable Civil Service and the Board of Health to effectively advertise and recruit for the position of Health Commissioner.

A roll call vote was taken:

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

Motion carried. The motion was approved and the pay range was amended.

Next meeting date.

29. Next meeting date September 18, 2023 at 12:00pm.

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, September 18, 2023 at 12:00 PM.

Adjournment.
Motion was made by Mr. Wyatt and seconded by Ms. Lucas to adjourn the meeting. The meeting adjourned at 1:18 PM.

APPROVED:

SEP 25 2023

President of the Board of Health — Date Signed

James M. Adams, MPH, REHS — September 21, 2023

James M. Adams, MPH, REHS
Health Commissioner - Secretary to the Board of Health — Date Signed

Date Approved by the Board of Health