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
November 27, 2023
MEETING MINUTES

Call to Order and Roll Call

Mayor Bernabei called to order the regular meeting of the Board of Health on Monday, November 27, 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:	Health Commissioner James Adams, Medical Director Jon Elias, Christi Allen, Robert Knight, Sean Green, Annie Butusov, Diane Thompson, Amanda Archer, Maggie Bradford, Pam Gibbs, Linda Morckel, Laura Roach, Gus Dria, Sarah Thomas, and Kelli Trenger.
Others Present:	Mayor-elect William Shearer; Rachel Forchione of Canton City Civil Service; Kevin L'Hommedieu of Canton City Law Department.

Mayor Bernabei formally introduced Mayor-elect William Shearer to the Board of Health and all attending members of the Health Department's leadership and staff.

Agenda corrections and approval.

1. Approve agenda for the November 27, 2023 Board of Health meeting.

Mayor Bernabei requested amendments to the November 27, 2023 Board of Health meeting agenda, proposing the addition of two executive sessions at the end of the agenda.

First, Dr. Johns moved, and Dr. Hickman seconded a motion to amend the agenda by adding an executive session to consider the appointment of a public official. Motion carried unanimously. The item was added to the agenda.

Dr. Lakritz then moved, with a second by Mrs. Lucas, a motion to amend the agenda by adding an executive session to consider the compensation of a public employee. Motion carried unanimously. The item was added to the agenda.

Following the amendments, Mr. Wyatt made a motion to approve the agenda as amended, seconded by Dr. Johns. 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 with the additions of the two executive sessions.

Approval of previous meeting minutes.

2. Approve October 23, 2023 Board of Health meeting minutes.
Dr. Johns moved, and Dr. Hickman seconded a motion to approve the October 23, 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 October 23, 2023 Board of Health HEARING minutes.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the October 23, 2023 Board of Health Hearings minutes.

Motion carried unanimously. The minutes were approved.

4. Approve October 31, 2023 Special Board of Health meeting minutes.
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve the October 31, 2023 Special Board of Health meeting minutes.

Motion carried unanimously. The minutes were approved.

5. Approve November 2, 2023 Special Board of Health meeting minutes.
Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the November 2, 2023 Special Board of Health meeting minutes.

Motion carried unanimously. The minutes were approved.

6. Approve November 8, 2023 Special Board of Health meeting minutes.
Dr. Johns moved, and Dr. Hickman seconded a motion to approve the November 8, 2023 Special Board of Health meeting minutes.

Motion carried unanimously. The minutes were approved.

Unfinished Business
Commissioner Adams mentioned that the Environmental Health Director, Annie Butusov,

included information on the decommission of the health department's XRF gun in her November report to the Board of Health. This update was in response to the Board's previous inquiry about the cost of decommissioning the XRF gun, which had been discussed at the October 2023 meeting.

Fiscal Items

7. Approve list of bills (10/19/2023 - 11/21/2023) - $374,647.89
Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve the list of bills from 10/19/2023 - 11/21/2023 totaling $374,647.89.

During the discussion, Mrs. Lucas mentioned concern over the continued expenditure on rental space at the Foundations Center for the THRIVE program to operate. In response, Commissioner Adams clarified that the Health Department's existing facilities are currently at full capacity, leaving no available workspace for the five THRIVE program employees. He emphasized the necessity of the additional rental space until the second floor remodeling of the health department is completed -- a project that could take a year or more.

Mayor Bernabei reminded the Board that the Health Department's lease agreement for the office space at the Foundations Center is due for renewal in January 2024. He pointed to this as an opportunity for the Board to reassess and make a decision on the continuation of the rental 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 list of bills was approved.

8. Approve early payment of invoices for December 2023 and January 2024.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve early payment of invoices for December 2023 and January 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 invoices were approved.

9. Accept proposed 2024 budget.
Dr. Hickman moved, and Dr. Johns seconded a motion to accept the proposed 2024 budget.

During the discussion, Dr. Lakritz mentioned her desire to examine the budget more thoroughly before approving it. She suggested tabling its approval, and proposed organizing a work session in the near future to analyze the budget. In response, Mayor Bernabei clarified that the budget under consideration would be a temporary one which would be superseded by the final budget in

March 2024. He explained that Mark Crouse, the City of Canton Finance Director, had already reviewed and endorsed this temporary budget and had integrated it into the City's overall temporary budget set for City Council approval on December 18, 2023. The Mayor added that the temporary nature of this budget would allow for modifications and amendments until the comprehensive final budget is established in March 2024.

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

Motion carried unanimously. The budget was approved.

Personnel actions.

10. Approve vacation carryover from 2023 to 2024.

Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve vacation carryover from 2023 to 2024 for the following employees: Diane Thompson - 5 days (40 hours), Kelli Trenger - 5 days (40 hours), and Pamela Gibbs - 5 days (40 hours). 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 vacation carryover was approved.

11. Appointment of full-time WIC Clinic Assistant (R2).

Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the appointment of a full-time WIC Clinic Assistant to Christina Reardon as of January 1, 2024 at an annual salary of $33,816.00, initially including a 90-day probationary period.

During the discussion, CCPH Fiscal Manager Christi Allen identified an error in the motion, explaining that since Christina Reardon was an existing CCPH employee making a lateral position change, she would not be required to serve a 90-day probationary period. Dr. Hickman moved, and Mr. Wyatt seconded a motion to amend the original motion to eliminate the requirement for a 90-day probationary period. Motion carried unanimously.

Dr. Hickman then made a motion to approve the motion as amended, seconded by Mr. Wyatt. 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 with no probationary period required.

12. Appointment of a full-time Clinical Receptionist/Office Assistant (R2).

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the appointment of a full-time Clinical Receptionist/Office Assistant (R2) to Tiffany Workman at an annual salary of $33,069.00 and with a 90-day probationary period. The motion also included Allison Brewer as an alternate choice under the same terms, should Tiffany Workman decline the offer. 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. Accept the resignation of Emily Helaney, full-time APC Engineering Technician I (R5), effective November 29, 2023.

Dr. Lakritz moved, and Dr. Johns seconded a motion to accept the resignation of Emily Helaney, full-time APC Engineering Technician I (R5), effective November 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.

14. Accept resignaion for Matthew McDougal, part-time EH Public Health Technician (PT1), effective November 10, 2023.

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to accept the resignation for Matthew McDougal, part-time EH Public Health Technician (PT1), effective November 10, 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.

Approval of recommendations of the hearing officer.

15. Approve recommendations from public hearings held November 27, 2023.

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the recommendations from public hearings held November 27, 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.

16. Authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from July 1, 2023 to September 30, 2023 for a total of $11,614.82.

Dr. Johns moved, and Dr. Hickman seconded a motion to approve a resolution authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from July 1, 2023 to September 30, 2023 for a total of $11,614.82. 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 approved and adopted as Resolution 2023-11.

17. Approve resolution for the health department's Strategic plan for the period of January 1, 2024 to December 31, 2027.

Dr. Johns moved, and Dr. Hickman seconded a motion to approve a resolution for the health department's Strategic Plan for the period of January 1, 2024 to December 31, 2027.

During the discussion, Commissioner Adams clarified to the Board that, once approved, the Strategic Plan would function as a "living document," allowing the Board to make revisions or amendments as necessary. Additionally, Rob Knight, CCPH Performance Improvement & Accreditation Coordinator, explained that upon the Board's approval of the Strategic Plan, a detailed action plan and specific steps would be developed in line with the performance measures already established in the plan. 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 approved and adopted as Resolution 2023-12.

18. Approve resolution to amend the schedule of fees for the food protection licenses (1st reading).

Commissioner Adams provided a first reading of a resolution to amend section 251.02 of the Canton City Health Code to amend a schedule of fees for food protection program fees. No voting action was taken.

Approval of contracts and agreements.

19. Approve FY24 Dental Sealant Program application and initial budget to receive an amount up to $63,000.00 for the grant period of January 1, 2024 to December 31, 2024 with the Ohio Department of Health.

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the FY24 Dental Sealant Program application and initial budget to receive an amount up to $63,000.00 for the grant period of January 1, 2024 to December 31, 2024 with the Ohio Department of Health. A roll call vote was taken:

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

Motion carried unanimously.

20. Approve the FY24 Dental Sealant Program Agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed $1,800.00 for the period of January 1, 2024 through December 31, 2024 (Dental Clinic Fund 2320.303004).

21. Approve the FY24 Dental Sealant Program Agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed $12,181.10 for the period of January 1, 2024 through December 31, 2024 (Dental Clinic Fund 2320.303004).

22. Approve the FY24 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed $12,181.10 for the period of January 1, 2024 through December 31, 2024 (Dental Clinic Fund 2320.303004).
Mrs. Lucas moved, and Dr. Johns seconded a motion to approve items 20, 21, and 22 under one motion. A roll call vote was taken:

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

Motion carried unanimously. Items 20, 21, and 22 were approved.

23. Approve FY23 agreement with Massillon City Health Department for the HIV Grant for an amount not to exceed $15,085.00 with a grant period of August 1, 2023 through May 31, 2024 and to pay any and all moral obligations resulting from this contract.
Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve a FY23 agreement with Massillon City Health Department for the HIV Grant for an amount not to exceed $15,085.00 with a grant period of August 1, 2023 through May 31, 2024 and to pay any and all moral obligations resulting from this contract. 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.

24. Approve an agreement with United Way of Greater Stark County to support the emergency assistance needs of pregnant persons referred by THRIVE Community Resource Connector for an amount not to exceed $41,860.00 for the period of December 1,

2023 to June 30, 2024 (Enhanced Medicaid Round 6 Funds).
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve an agreement with United Way of Greater Stark County to support the emergency assistance needs of pregnant persons referred by THRIVE Community Resource Connector for an amount not to exceed $41,860.00 for the period of December 1, 2023 to June 30, 2024 (Enhanced Medicaid Round 6 Funds).

During the discussion, Dr. Lakritz shared her concerns about the inadequate fulfillment of Housing and Utility Assistance needs. She referenced the agenda item report which indicated that only 8.3% of these needs are currently being met, largely due to inadequate funding. As a way to potentially free up more funding, she inquired about the feasibility of assimilating the THRIVE employees into the main Health Department facility or identifying a more cost-effective rental space.

In response, Commissioner Adams affirmed that the existing arrangement of rental office space for THRIVE remains the most economically viable option at this time. He explained that there is no surplus workspace available to move the five THRIVE employees into the main Health Department facility. Addressing the concern over the low rate of client services, he noted that Maggie Bradford, the THRIVE Community Resource Connector, had identified this as a significant unmet need and believed that this partnership with United Way would help to address and fulfill the need.

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.

25. Approve an agreement with Stark County Community Action Agency to support the CDC CHW Community COVID 19 Response Program for an amount not to exceed $69,635.25 for the period of August 1, 2023 to June 30, 2024 (Health Impact Ohio Funds).
Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve an agreement with Stark County Community Action Agency to support the CDC CHW Community COVID-19 Response Program for an amount not to exceed $69,635.25 for the period of August 1, 2023 to June 30, 2024 (Health Impact Ohio Funds). 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.

26. Approve an agreement with Akron Children's Hospital for the expansion of the Nurturing Families program for 15 Stark County pregnant persons referred by THRIVE Community Resource Connector for an amount not to exceed $18,708.30 for the period of December 1, 2023 to June 30, 2024 (Enhanced Medicaid Round 6 Funds).

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an agreement with Akron Children's Hospital for the expansion of the Nurturing Families program for 15 Stark County pregnant persons referred by THRIVE Community Resource Connector for an amount not to exceed $18,708.30 for the period of December 1, 2023 to June 30, 2024 (Enhanced Medicaid Round 6 Funds).

During the discussion, Dr. Lakritz mentioned that the potential cost per client in this program seemed to be excessively high. In response, Commissioner Adams explained that the Health Department lacks the capacity to offer these services in-house, necessitating collaboration with an external agency. He stated that the costs are in line with, and in many cases lower than, those of similar evidence-based programs. He pointed to the labor-intensive nature of these services as a primary factor contributing to the perceived high costs.

Mrs. Lucas then inquired about the methodology for tracking the program's results. Maggie Bradford explained that the program director would provide comprehensive data, including the number of clients served and their birth outcomes.

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.

27. Approve a no cost extension with Cindy Ebner for fetal-infant death records abstraction and summarization as a requirement of the Stark County Feal Infant Morality Review Team to extend the original end date from December 31, 2023 to June 30, 2024.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a no-cost extension with Cindy Ebner for fetal-infant death records abstraction and summarization as a requirement of the Stark County Feal Infant Morality Review Team to extend the original end date from December 31, 2023 to 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 extension was approved.

Acceptance of reports.

28. Accept staff reports.

a. **Health Commissioner -** While reflecting on his approaching retirement, Commissioner Adams extended his appreciation and gratitude to the Health Department's leadership team for their dedication to improving the health of the Canton community. The Board echoed his sentiment.
b. **Environmental Health staff report** – Nothing additional.

c. **Laboratory staff report** – Nothing additional.
d. **Nursing/WIC staff report** – Nothing additional.
e. **OPHII staff report -** Mrs. Lucas commended the efforts of the Workforce Development Specialist, Maddy Smith, in her work with local colleges to actively promote careers in public health to students. Nothing additional.
f. **Vital Statistics staff report** – Nothing additional.
g. **Quality Improvement Project update** – Nothing additional.

Mr. Wyatt moved, and Dr. Johns seconded a motion to accept 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 motion was approved.

Other business.
Commissioner Adams informed the Board that he was preparing a resolution to approve a 3% pay adjustment for CCPH employees, and that this resolution would likely be included on the December 18, 2023 meeting agenda.

Executive Sessions

29. Executive Session to consider the appointment of a public official
Mr. Wyatt moved, and Dr. Johns seconded a motion to enter into an executive session to consider the appointment of a public official. Mayor Bernabei requested the presence of the Board of Health members, Mayor-elect Sherer, Rachel Forchione, and Kevin L'Hommedieu. 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 1:26 pm.

At 2:10 pm, Dr. Lakritz made a motion to leave the executive session and return to normal session, seconded by Mrs. Lucas. 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 returned to normal session at 2:10 pm.

30. Executive Session to consider the compensation of a public employee
Dr. Lakritz moved, and Mrs. Lucas seconded a motion to enter into an executive session to consider the compensation of a public employee. Mayor Bernabei requested the presence of the Board of Health members, Mayor-elect Sherer, Health Commissioner Adams, Rachel Forchione,

and Kevin L'Hommedieu. 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 entered executive session at 2:10 pm.

At 2:35 pm, Mrs. Lucas made a motion to leave the executive session and return to normal session, seconded by Dr. Lakritz. 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 returned to normal session at 2:35 pm.

Next meeting date.

31. Next meeting date is December 18, 2023 at 12:00pm.
The next regular meeting of the Board of Health of Canton City Public Health will be Monday, December 18, 2023 at 12:00 pm.

Adjournment.
The meeting was adjourned by Mayor Bernabei at 2:35 pm.

APPROVED:

DEC 22 2023

President of the Board of Health — Date Signed

James M. Adams, MPH, RS/REHS — 12/19/2023

Health Commissioner - Secretary to the Board of Health — Date Signed

December 18, 2023
Date Approved by the Board of Health