

**Board of Health - Special Meeting
January 17, 2024
MEETING MINUTES**

Call to Order and Roll Call

Mayor Sherer called to order the special meeting of the Board of Health on Wednesday, January 17, 2024 at 3:02 PM. Mayor Sherer presiding. The meeting location was at the Foundations Centre, 3rd Floor Conference Room, 400 Market Ave., N, Canton, OH.

Roll Call:

Members Present: Mayor William Sherer II, Mr. Patrick Wyatt, Dr. Amy Lakritz, Dr. Stephen Hickman, Mrs. Cleo Lucas, Dr. James Johns, MD,

Members Absent: None

Absent:

Members Excused: None

Excused:

Staff Present: Amanda Archer, Sean Green. Diane Thompson, Christina Henning, Pam Gibbs, Molly Malloy

Also Present: Jason Reese, Law Director; Rachel Forchione, Director of Civil Service; Kelli Weir of the Canton Repository

Personnel Actions

1. Appointment of Full-time Canton City Health Commissioner (R10)

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the appointment of a Full-time Canton City Health Commissioner (R10) to Amanda Archer, at an annual salary of \$110,000 with a 90-day probationary period and no increase in pay at the end of the 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.

Subsequently, Jason Reese brought to the Board's attention that Amanda Archer had accumulated 190 hours of compensatory time while in her position as OPHII Director, and that this was in excess of the Health Code's standard allowance of 48 hours without special approval of the Health Commissioner. He outlined three options for the Board to consider in addressing Ms. Archer's compensatory time balance:

- 1.) Allow her to transfer all 190 compensatory hours to her new position as Health Commissioner.
- 2.) Allow her to receive a payout of all 190 hours at her pre-promotion pay rate.
- 3.) Permit her to carry over 48 compensatory hours and receive a pay-out for the remaining 142

hours at her pre-promotion rate.

Mr. Reese recommended the third option, suggesting that the Board allow for Ms. Archer to receive a pay out of 142 compensatory time hours and to carry over 48 hours into her new role as Health Commissioner. Mayor Sherer also recommended that the Board proceed with option 3.

Dr. Johns then made a motion to allow Amanda Archer to receive a payout of 142 compensatory hours at her pre-promotion pay rate, and carry over 48 compensatory hours into her new position as Health Commissioner; motion 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 approved for Amanda Archer to be paid out 142 compensatory hours and carry over 48 hours.

Other business.

2. Review expectations of the Canton City Health Commissioner

The discussion began with the Board of Health congratulating Amanda Archer on her promotion to Canton City Health Commissioner.

The Board then focused on outlining steps to ensure Ms. Archer's success in her new role. Dr. Johns mentioned the importance of maintaining an ongoing dialogue with Ms. Archer throughout her initial 90 days and beyond. He proposed regular discussions to review her progress and to better understand the support she needs from the Board; this idea was met with agreement from the rest of the Board. Dr. Lakritz proposed the creation of a personnel committee to serve as a support team for Ms. Archer and to help establish performance benchmarks. Mrs. Lucas and Mr. Wyatt volunteered to serve on this committee.

The discussion then shifted to the Board's desired strategic direction for the Health Department under Ms. Archer's leadership. Dr. Lakritz and Mrs. Lucas both emphasized the importance of the Health Department continuing to have a positive impact on the community. They stressed the need to provide equitable access to resources for underserved populations. Mayor Sherer concurred that a major focus must be placed on health equity, especially in minority neighborhoods. He also mentioned the importance of addressing property cleanups around the City. The Mayor then assured Ms. Archer that the City of Canton would provide any resources necessary to support the Health Department's success.

Amanda Archer expressed her appreciation for the Board's support. She outlined a few of her immediate priorities as Health Commissioner, which included addressing staffing challenges and removing barriers to hiring talent from underserved communities. Additionally, she

emphasized the need to enhance the Health Department's capacity to offer equitable resource access to community members.

Adjournment.

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to adjourn the 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 special Board of Health meeting adjourned at 3:47 pm.