

Board of Health - Special Meeting August 9, 2023 MEETING MINUTES

Call to Order and Roll Call

Mayor Bernabei called to order the special meeting of the Board of Health on Wednesday, August 9, 2023 at 2:30 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. Stephen Hickman, DVM, Mrs. Cleo Lucas, Dr. James Johns, MD,
Members Absent: Dr. Amy Lakritz, MD, was running late. She arrived to the meeting at 2:39 pm.
Members Excused: None
Staff Present: James Adams, Health Commissioner, Sean Green, Christi Allen, Terri Dzienis, Justin Kuemerle, Rob Knight, Amanda Archer, Dawn Miller, Danselle Williams, Diane Thompson, Michelle Streetman, Pam Gibbs, Christina Henning, Danielle Grimm, Kelli Trenger, Juli Carman, Madisyn Richards, Maggie Bradford, Justin Kuemerle, Kaelyn Boyd, and Madisyn Smith.
Also present: Canton City Law Director Jason Reese, Canton City Civil Service Director Rachel Forchione, Canton City Finance Director Mark Crouse.

Kelly Weir from the Canton Repository was also present.

1. Appointment of Community Health Equity Coordinator (tabled from July 24, 2023 meeting).

Canton City Law Director Jason Reese recommended that the Board enter into an executive session to discuss this agenda item. Mayor Bernabei then asked the Board to make a motion to enter an executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment of a public employee, and for this executive session to include the Board of Health, Mr. Reese, Health Commissioner Jim Adams, and Canton City Civil Service Director Rachel Forchione.

Mr. Wyatt moved, and Dr. Johns seconded a motion to enter into an executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment of a public employee, and for the executive session to include the Board of Health, Mr. Adams, Mr. Reese, and Ms. Forchione. A roll call vote was taken:

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

Motion carried unanimously.

Enter Executive Session: The meeting entered executive session at 2:33 PM. At 2:39 PM, Dr. Lakritz joined the Board in the executive session.

Exit executive session:

At 2:46 PM, Mrs. Lucas moved, and Dr. Johns seconded a motion to exit the executive 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 executive session ended at 2:46 pm.

Table Agenda Item 1

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to table agenda item 1 which was to appoint a Community Health Equity Coordinator. A roll call vote was taken:

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

Motion carried unanimously. Agenda item 1 was tabled.

2. Review Canton City Public Health compensation plan proposal.

Commissioner Adams began the discussion by thanking the Board of Health for considering the new compensation plan proposal for health department staff. The purpose of this compensation plan is to aid the health department in the retention and recruitment of qualified staff, and to address pay among current staff. This proposal, submitted as a draft to the Board during the May 22, 2023, regular meeting, asks the Board to: (1) Adopt a pay grade structure with starting and ending salaries appropriate for the health department; (2) Adopt a pay grade assignment that assigns each job classification to an appropriate pay grade; (3) Adopt a written policy that describes how the compensation plan works; (4) Adopt a one-time process to transition staff from the existing CCPH pay structure to the new pay structure.

Mr. Adams explained that this compensation plan proposal was finalized after analyzing information from the current City of Canton pay structures, other local public health departments in Stark County, and after informally reviewing the compensation plan with the City of Canton's Civil Service, Law, and Human Resources departments. Mr. Adams asked that the Board act favorably on the recommendation, as the health department leadership group believes it represents a fair and equitable pay structure for CCPH staff.

The following issues and topics were raised and discussed regarding the compensation plan proposal:

a. How sustainable is this compensation plan?

Canton City Finance Director Mark Crouse explained that the health department leadership team performed an expenditure budget analysis with the implementation of the compensation plan in 2023. This analysis included potential cost-of-living increases for staff in each subsequent year through 2027. If all factors remain the same (i.e., no additional revenue or grant funding and no reduction in expenses), the primary fund from which the health department operates and pays its employees, known as the "general fund," would reach a negative cash balance of approximately -\$1.4 million by 2027.

b. How can a potential negative cash balance be avoided?

Mr. Crouse commented that there are financial adjustments the health department could potentially make to avoid a future negative cash balance in the general fund. Commissioner Adams commented that these financial adjustments might include increasing revenues, obtaining more grant funding, paying staff salaries from different grant funds when appropriate, leaving certain positions vacant, decreasing expenditures on specific supplies, or laying off staff. Mr. Adams added that the health department already operates in such an environment, regardless of the implementation of the new compensation plan. He also mentioned that the health department staff has been exceptional in seeking grant funding for specific programs, thus reducing the need to use general funds.

Dr. Johns posed the question of whether Canton City Council would be willing to move forward with this compensation plan if approved by the Board of Health. Mayor Bernabei asked the Board to make a motion to enter an executive session to discuss personnel matters and potential litigation pursuant to a recommendation by Law Director Reese. He requested that this executive session include the Board of Health, Mr. Adams, Mr. Reese, Ms. Forchione, and Mr. Crouse.

Dr. Lakritz moved, and Dr. Johns seconded a motion to enter an executive session to discuss personnel matters and potential litigation. The executive session would include Commissioner Adams, Mr. Reese, Ms. Forchione, and Mr. Crouse. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Enter Executive Session: The meeting entered executive session at 3:22 PM.

Exit Executive Session:

At 4:20 PM, Dr. Johns made a motion to exit the executive session; the motion was 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 executive session ended at 4:20 PM.

3. Review Sexually Transmitted Infection (STI) marketing and outreach plan.

Meeting with Innis Maggiore

Commissioner Adams reported to the Board that a contract was signed on August 7, 2023 to have Innis Maggiore develop a Syphilis multi-media marketing campaign (billboards, target media, print, radio/audio) for the health department (the Board approved the agreement at the July 24, 2023 meeting). Mr. Adams commented that the intention is to schedule a meeting with Innis Maggiore soon in order to develop a detailed marketing plan.

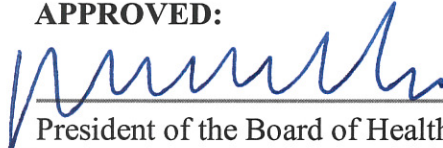
Meeting with WRL Advertising

Commissioner Adams reported to the Board that CCPH Nursing Director Diane Thompson and CCPH Health Services Coordinator Pam Gibbs would be meeting with WRL Advertising on August 11, 2023 to sign a contract to have WRL Advertising develop a Syphilis multi-media marketing campaign (digital, video, social media). Mr. Adams added that the development of a detailed marketing plan will begin immediately after the contract is signed.

Adjournment.

Dr. Lakritz moved, and Dr. Johns seconded a motion to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 4:22pm.

APPROVED:

	<u>9/7/2023</u>
President of the Board of Health	Date Signed
	<u>9/7/2023</u>
James M. Adams, MPH, REHS	Date Signed
Health Commissioner - Secretary to the Board of Health	
<u>August 28, 2023</u>	
Date Approved by the Board of Health	