BOARD OF HEALTH
Canton City Public Health

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

Board of Health Regular Meeting
January 23, 2024
MEETING MINUTES

Call to Order and Roll Call

Mayor Sherer called to order the regular meeting of the Board of Health of Canton City Public Health on Tuesday, January 23, 2024 at 5:02 PM. Mayor Sherer presiding. The meeting location was at the Foundations Centre, Goldsmith Room, 400 Market Ave., N, Canton, OH.

Roll Call:

Members Present:	Mayor William Sherer II, Mr. Patrick Wyatt, Dr. Amy Lakritz, Dr. Stephen Hickman, Dr. James Johns. Mrs. Cleo Lucas attended via Microsoft Teams and therefore could not vote or count towards the quorum.
Members Absent:	None
Members Excused:	None
Staff Present:	Amanda Archer, Christi Allen, Dawn Miller, Diane Thompson, Terri Dzienis, Laura Roach, Christina Henning, Molly Malloy, Sarah Thomas, Pamela Gibbs, Frank Catrone, and Sean Green.

Agenda corrections and approval.

1. Approve agenda for the January 23, 2024 Board of Health meeting.

Dr. Hickman moved, and Dr. Johns seconded a motion to approve the January 23, 2024 Board of Health meeting agenda. A roll call vote was taken:

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

Motion carried unanimously. The agenda was approved.

Approval of previous meeting minutes.

2. Approve December 18, 2023 Board of Health meeting minutes.

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the December 18, 2023 Board of Health meeting minutes. A roll call vote was taken:

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

Motion carried unanimously. The minutes were approved.

3. Approve December 18, 2023 Board of Health HEARING minutes.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the December 18, 2023 Board of Health HEARING minutes. A roll call vote was taken:

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

Motion carried unanimously. The minutes were approved.

4. Approve January 3, 2024 Special Board of Health meeting minutes
Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the January 3, 2024 Special Board of Health meeting minutes. A roll call vote was taken:

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

Motion carried unanimously. The minutes were approved.

5. Approve January 9, 2024 Special Board of Health meeting minutes.
Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the January 9, 2024 Special Board of Health meeting minutes. A roll call vote was taken:

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

Motion carried unanimously. The minutes were approved.

6. Approve January 17, 2024 Special Board of Health Meeting Minutes
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the January 17, 2024 Special Board of Health Meeting Minutes. A roll call vote was taken:

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

Motion carried unanimously. The minutes were approved.

Fiscal items.

7. Approve list of bills (12/14/2023 - 01/18/2024) - $312,115.68
Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the list of bills from 12/14/2023 - 01/18/2024 totaling $312,115.68.

During the discussion, CCPH Fiscal Manager Christi Allen informed the Board that the $4.00 payment to Innis Maggiore needed to be removed from the list of bills because the payment would cause the previously agreed contracted amount with Innis Maggiore to be exceeded. This would result in a reduction of the list of bills total to $312,111.68.

Subsequently, Mr. Wyatt motioned, with a second from Dr. Johns, to amend the list of bills to remove the $4.00 payment to Innis Maggiore and to approve the adjusted list of bills total of $312,111.68.

A roll call vote was taken:

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

Motion carried unanimously. The amended list of bills was approved.

Personnel actions.

8. Accept the retirement of Janet Copeland, Staff Nurse II (R5), effective March 5, 2024.
Dr. Hickman moved with regret, and Mr. Wyatt seconded a motion to accept the retirement of Janet Copeland, Staff Nurse II (R5), effective March 5, 2024. A roll call vote was taken:

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

Motion carried unanimously.

9. Appointment of a part-time WIC Assistant (PT2).
Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the appointment of a part-time WIC Assistant (PT2) to Megan Lancaster at a rate of $16.96 per hour with a 90-day probationary period. The motion also included an alternate choice of Gabrielle Roszman at a rate of $16.96 per hour with a 90-day probationary period if Megan does not accept the position. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

10. Appointment of a full-time Staff Nurse II (R5).
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the appointment of a full-time Staff Nurse II (R5) to Sonya O'Brien at an annual salary of $49,548.00 with a 90-day probationary period. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

11. Approve UPDATED full-time Community Resource Connector (R4) position description.
Dr. Lakritz moved, and Mr. Wyatt seconded a motion to approve the updated full-time Community Resource Connector (R4) position description. A roll call vote was taken:

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

Motion carried unanimously. The description was approved.

12. Approve NEW full-time Overdose Prevention Outreach Specialist (R4) position description.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the new full-time Overdose Prevention Outreach Specialist (R4) position description.

During the discussion, Dr. Lakritz inquired about the rationale behind switching the position from part-time to full-time. Amanda Archer responded, clarifying that the scope and responsibilities of the role had expanded significantly since its inception.

Dr. Johns then suggested that the position requirements should include educating the community on proper disposal of medications so that they do not become accessible to children and other vulnerable individuals. Amanda Archer agreed to integrate this responsibility into the position description.

A roll call vote was taken on the motion:

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

Motion carried unanimously. The description was approved.

13. Approve updated OPHII and Nursing Position Classification Schedule.
Dr. Hickman moved, and Dr. Johns seconded a motion to approve the updated OPHII Position Classification Schedule with the addition of a full-time Overdose Prevention Outreach Specialist (R4), and approve the updated Nursing Position Classification Schedule to remove the part-time Dental Program Manager (Position #877) and to change the number of allowed positions for the Nurse Practitioners (part and full-time) from one allowed to two allowed. A roll call vote was taken:

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

Motion carried unanimously. The updated classification schedule was approved.

14. Accept the resignation of Barbara Butler, Disease Intervention Specialist (R5), effective February 27, 2024.
Dr. Lakritz moved, and Dr. Johns seconded a motion to accept the resignation of Barbara Butler, Disease Intervention Specialist (R5), effective February 27, 2024. A roll call vote was taken:

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

Motion carried unanimously.

15. Appointment of a Disease Intervention Specialist (R5).
Nursing Director Diane Thompson reported to the Board that the Disease Intervention Specialist position would need to be reposted. She explained that she had made efforts to fill the position using the candidate list which was gathered the last time this position was posted, but none of the candidates were available to accept the role.

Mr. Wyatt then moved, with a second from Dr. Lakritz, a motion to remove the appointment of a Disease Intervention Specialist (R5) from this agenda. A roll call vote was taken:

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

Motion carried unanimously. The item was removed from the agenda.

Approval of recommendations of the hearing officer.

16. Approve recommendations from public hearings held January 23, 2024.
Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve recommendations from public hearings held January 23, 2024. A roll call vote was taken:

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

Motion carried unanimously. The recommendations were approved.

Approval of resolutions.

17. Third reading and approval of the resolution to amend the schedule of fees for the food protection licenses.
Dr. Johns moved, and Dr. Lakritz seconded a motion to approve a resolution to amend the

schedule of fees for the food protection licenses. A roll call vote was taken:

Dr. Hickman – Yes Dr. Lakritz – Yes
Dr. Johns – Yes Mr. Wyatt – Abstained as a food license holder in Canton.

Motion carried with 4 votes "yes" and 1 abstention. The resolution was approved and adopted as Resolution 2024-01.

18. Authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from October 1, 2023 to December 31, 2023 for a total of $14,070.71.
Dr. Hickman moved, and Mr. Wyatt 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 October 1, 2023 to December 31, 2023 for a total of $14,070.71. A roll call vote was taken:

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

Motion carried unanimously. The resolution was approved and adopted as Resolution 2024-02.

19. Resolution to authorize the establishment of the Republic Canton Community Fund.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a resolution to authorize the establishment of the Republic Canton Community Fund. A roll call vote was taken:

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

Motion carried unanimously. The resolution was approved and adopted as Resolution 2024-03.

20. Resolution to appoint a new Local Registrar for the Health Department.
After discussion, the Board determined that this item should be considered as a regular motion without the need for a resolution.

Subsequently, Dr. Hickman moved, and Mr. Wyatt seconded a motion to appoint Amanda Archer as the new Local Registrar for the Canton City Health Department, effective February 1, 2024 (Jim Adams will remain as the Local Registrar until the effective date). A roll call vote was taken:

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

Motion carried unanimously. Amanda Archer was appointed as Local Registrar.

Approval of contracts and agreements.

21. Authorize the Health Commissioner to sign any and all translation agreements with Asians Services in Action, Inc. in 2024 on an as needed basis for printed materials translation services for the Health Department at a cost to be determined for each document as needed. Total cost for 2024 shall not exceed $2,500.00.
Dr. Johns moved, and Dr. Lakritz seconded a motion to authorize the Health Commissioner to sign any and all translation agreements with Asians Services in Action, Inc. in 2024 on an as needed basis for printed materials translation services for the Health Department at a cost to be determined for each document as needed. Total cost for 2024 shall not exceed $2,500.00. A roll call vote was taken:

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

Motion carried unanimously.

22. Approve an agreement with Telma Investments, LLC for lease of office space at 400 Market Ave N, 3rd floor, Canton, Ohio 44702 for the THRIVE offices for the period of February 1, 2024 through January 31, 2025 at an amount not to exceed $18,312.36 ($1,526.03/month).
Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve an agreement with Telma Investments, LLC for lease of office space at 400 Market Ave N, 3rd floor, Canton, Ohio 44702 for the THRIVE offices for the period of February 1, 2024 through January 31, 2025 at an amount not to exceed $18,312.36 ($1,526.03/month).

During the discussion, THRIVE Project Director Dawn Miller informed the Board that she was awaiting confirmation from Telma Investments on whether this lease agreement, if approved, could be canceled early without financial penalty -- given that the Health Department's second floor remodel is expected to be completed sometime in 2024, the THRIVE program may not need the rented office space through the life of the lease contract.

Dr. Lakritz recommended tabling approval of this agreement until it is confirmed that the Health Department would not be bound to a full 1-year lease commitment. In response, Amanda Archer pointed out that the existing lease is set to expire on February 1, 2024; without securing a new lease for office space, THRIVE employees would be forced to work 100% remotely until the remodeling is complete or a new temporary office space is identified. Ms. Archer emphasized that this arrangement could hinder the THRIVE program's operational capacity.

A roll call vote was then taken on the motion:

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

Motion carried with a 4-1 vote. The agreement was approved.

23. Approve a no-cost Partnership Agreement with Stark County TASC for them to provide peer support services at the health departments SWAP clinics for a period of January 1, 2024 through September 29,2024.
Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve a no-cost Partnership Agreement with Stark County TASC for them to provide peer support services at the Health Department's SWAP clinics for a period of January 1, 2024 through September 29,2024. A roll call vote was taken:

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

Motion carried unanimously. The agreement was approved.

24. Approve an agreement with Charlotte Williams for faith-based peer navigator services for an amount not to exceed $9,990.00 for the period of February 1, 2024 to September 29, 2024 (FY24 Integrated Harm Reduction Grant).
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an agreement with Charlotte Williams for faith-based peer navigator services for an amount not to exceed $9,990.00 for the period of February 1, 2024 to September 29, 2024 (FY24 Integrated Harm Reduction Grant). A roll call vote was taken:

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

Motion carried unanimously. The agreement was approved.

25. Authorize a contract with SmileMinded Smartworks, LLC for facilitation and development of a three-year strategic plan for the HOPE Coalition (Health, Overdose, Prevention, Education) from February 1, 2024 to December 31, 2024 for an amount not to exceed $10,900.00 (Health Equity and Overdose Prevention grant carryover/OPHII).
Mr. Wyatt moved, and Dr. Johns seconded a motion to authorize a contract with SmileMinded Smartworks, LLC for facilitation and development of a three-year strategic plan for the HOPE Coalition (Health, Overdose, Prevention, Education) from February 1, 2024 to December 31, 2024 for an amount not to exceed $10,900.00 (Health Equity and Overdose Prevention grant carryover/OPHII). A roll call vote was taken:

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

Motion carried unanimously. The contract was approved.

26. Authorize a contract with Zion Community Development Corporation for labor costs associated with HOPE Coalition building from February 1, 2024 to September 29, 2024 for an amount not to exceed $8,000.00 (HEOP carryover/OPHII funds).

Dr. Hickman moved, and Dr. Johns seconded a motion to authorize a contract with Zion Community Development Corporation for labor costs associated with HOPE Coalition building from February 1, 2024 to September 29, 2024 for an amount not to exceed $8,000.00 (HEOP carryover/OPHII funds). A roll call vote was taken:

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

Motion carried unanimously. The contract was approved.

27. Authorize a contract with Canton Christian Home to work with APIC Consulting and CCPH to develop/enhance infection prevention programming from February 1, 2024 through July 31, 2024 for an amount not to exceed $20,000.00 (EO23 grant funds).
Dr. Hickman moved, and Mr. Wyatt seconded a motion to authorize a contract with Canton Christian Home to work with APIC Consulting and CCPH to develop/enhance infection prevention programming from February 1, 2024 through July 31, 2024 for an amount not to exceed $20,000.00 (EO23 grant funds). A roll call vote was taken:

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

Motion carried unanimously. The contract was approved.

28. Approve an agreement with Monica Coventry for conducting and completing Fetal Infant Mortality Family Interviews for the period of February 1, 2024 to June 30, 2024 for an amount not to exceed $4,500.00. (FY23 OEI grant, THRIVE)
Dr. Lakritz moved, and Mr. Wyatt seconded a motion to approve an agreement with Monica Coventry for conducting and completing Fetal Infant Mortality Family Interviews for the period of February 1, 2024 to June 30, 2024 for an amount not to exceed $4,500.00. (FY23 OEI grant, THRIVE). A roll call vote was taken:

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

Motion carried unanimously. The agreement was approved.

Approval of travel authorizations.

29. Patty McConnell, Preparedness Coordinator, for travel from 03/24/2024 to 03/28/2024, 2024 National Preparedness Summit in Cleveland, OH for an amount not to exceed $2,110.01 (OPHII Fund 7601.308001).
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve Patty McConnell, Preparedness Coordinator, for travel from 03/24/2024 to 03/28/2024, 2024 National Preparedness Summit in Cleveland, OH for an amount not to exceed $2,110.01 (OPHII Fund 7601.308001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

Acceptance of reports.

30. Accept staff reports.

a. **Air Pollution Control staff report** – Nothing additional.
b. **Environmental Health staff report –** Annie Butusov reported to the Board that the Health Inspector who was approved for hire at the December 2023 meeting chose instead to accept an opportunity with a different health department. In response, Dr. Lakritz acknowledged the current staffing challenges that CCPH is facing and emphasized the Board of Health's duty to find a solution.
c. **Laboratory staff report** – Nothing additional.
d. **Nursing/WIC staff report** – Nothing additional.
e. **OPHII staff report** – Amanda Archer reported to the Board that CCPH has partnered with the Canton Fire Department to hold monthly "Save a Life" events. The purpose of these events will be to provide CPR training and Overdose Response Training to community members. Canton Fire will host the trainings and CCPH will provide the CPR mannikins.
f. **THRIVE staff report** – Dawn Miller reported to the Board that THRIVE plans to hold a Spring event at the Palace Theater – this event will feature a panel discussion among representatives from several African-American led women's groups. The target audience will be African-American and multi-racial pregnant women and their families.
g. **Vital Statistics staff report** – Nothing additional.

Announcements.

Mayor Sherer outlined a few of his key initiatives as the newly appointed Mayor of Canton:

1. Hire a Communications Director to facilitate better communication between city government and Canton residents.
2. Collaborate with the Health Department and other city departments to organize town hall meetings so that the public can voice their concerns, suggestions, and inquiries.
3. Work alongside City Finance Director Mark Crouse and the Board of Health to resolve salary issues within the Health Department.

Pat Wyatt then made a separate announcement that Dr. Johns was reappointed to the Board of Health by City Council for another 5-year term.

Next meeting date.

31. Next meeting date is Tuesday, February 27th at 5:00pm.
The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, February 27, 2024 at 5:00 pm.

Adjournment.
Dr. Hickman moved, and Dr. Johns seconded a motion to adjourn the meeting.

Motion carried unanimously. The meeting adjourned at 6:24 pm.

APPROVED:

____ ______________
President of the Board of Health Date Signed

____ ______________
Health Commissioner - Secretary to the Board of Health Date Signed

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Date Approved by the Board of Health