BOARD OF HEALTH
Canton City Public Health

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

Board of Health Regular Meeting
May 2, 2024
MEETING MINUTES

Call to Order and Roll Call

Mr. Patrick Wyatt called to order the regular meeting of the Board of Health on Thursday, May 2, 2024 at 5:00 PM. Patrick Wyatt presiding. The meeting location was at City Hall, Council Chambers, 218 Cleveland Ave. SW, Canton, OH.

Roll Call:

Members Present:	Mr. Patrick Wyatt, Dr. Amy Lakritz, Dr. James Johns, and Ms. Kimberly Kingsbury
Members Absent:	None
Members Excused:	Mayor William Sherer II, Mrs. Cleo Lucas
Staff Present:	Health Commissioner Amanda Archer, Christi Allen, Diane Thompson, Christina Henning, Laura Roach, Terri Dzienis, Annie Butusov, Pam Gibbs, Kelli Trenger, Gus Dria, Sarah Thomas, and Sean Green.
Also Present:	Carrie D'Andrea of the Canton City Law Department

Agenda corrections and approval.

1. Approve agenda for the May 2, 2024 Board of Health meeting.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the agenda for the May 2, 2024 Board of Health meeting. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The meeting agenda was approved.

Approval of previous meeting minutes.

2. Approve March 26, 2024 Board of Health hearing minutes.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the March 26, 2024 Board of Health hearing minutes. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The minutes were approved.

3. Approve March 26, 2024 Board of Health meeting minutes.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the March 26, 2024 Board of Health meeting minutes. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The minutes were approved.

4. Approve April 17, 2024 Board of Health work session minutes.
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the April 17, 2024 Board of Health work session minutes. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The minutes were approved.

5. Approve April 17, 2024 Special Board of Health meeting minutes.
Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to approve the April 17, 2024 Special Board of Health meeting minutes. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The minutes were approved.

Unfinished Business

CCPH's Annual Report

6. Accept Canton City Public Health 2023 Annual report.
Dr. Johns moved, and Ms. Kingsbury seconded a motion to accept the Canton City Public Health 2023 Annual report. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

Fiscal items.

7. Approve list of bills (03/20/2024 - 04/25/2024) - $338,198.32
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the list of bills (03/20/2024 - 04/25/2024) - $338,198.32. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The list of bills was approved.

Personnel actions.

8. Approve the probationary period ending for Amanda Archer, Health Commissioner (R10).
Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the probationary period ending for Amanda Archer, Health Commissioner (R10).

Mr. Wyatt then commended Ms. Archer for excelling as Canton City Public Health's new Health Commissioner.

A roll call vote was taken on the motion:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

9. Appointment of two part-time seasonal Vector Control Technicians (PT13).
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the appointment of two part-time seasonal Vector Control Technicians (PT13) to Jada Howard at $11.18 per hour with no 90-day probationary period and to Anju Pandhak at $11.18 per hour with no 90-day probationary period for up to 16 weeks each. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The two appointments were approved.

10. Approve compensation time payout.
Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve a compensation time payout for certain Health Department employees who had accumulated a surplus of compensatory time hours.

Commissioner Archer then informed the Board that the payout would need to factor in the employee compensatory time balances as of April 19, 2024 rather than May 1, 2024 because the pay period which runs from April 20, 2024 through May 3, 2024 had not ended yet. Ms. Kingsbury then made a motion with a second by Dr. Lakritz to amend the original motion and to approve the compensation time payout for the following employees and hours:

Henning, Christina - 46.750 hours	Johnson-Gibbs, Pamela - 97.750 hours
Koons, Kimberly - 62.000 hours	Malloy, Molly - 78.250 hours
McConnell, Patricia - 124.000 hours	Thompson, Diane - 294.125 hours

A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The compensation time payout was approved.

Approval of recommendations of the hearing officer.

11. Approve recommendations from public Hearings held May 2, 2024.
Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve recommendations from the public Hearings held May 2, 2024. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The recommendations were approved.

Approval of contracts and agreements.

12. Approve an agreement with the Canton Palace Theatre for an amount not to exceed $3,300.00 for the four-hour rental of the Canton Palace Theatre, four-hour security and technology personnel services, opening of the concessions for participant purchases (without alcohol) and CCPH/THRIVE purchase of bottled water for participants.
Dr. Johns moved, and Ms. Kingsbruy seconded a motion to approve an agreement with the Canton Palace Theatre for an amount not to exceed $3,300.00 for the four-hour rental of the Canton Palace Theatre, four-hour security and technology personnel services, opening of the concessions for participant purchases (without alcohol) and CCPH/THRIVE purchase of bottled water for participants.

Ms. Kingsbury expressed her enthusiasm for the event and her hope that students from the local high schools would be encouraged to participate. Commissioner Archer was uncertain whether the event would be open to the public or by invitation only; she mentioned that she would confirm the details with the THRIVE Program Manager, Dawn Miller.

A roll call vote was taken on the motion:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The agreement was approved.

13. Approve a no-cost addendum to the FY23 contract with Monica Coventry to reimburse for additional work performed to include developing informational materials, contacting labor and delivery departments, and contacts to families/individuals who have experienced a fetal/infant death to secure an interview as part of the Fetal Infant Mortality Review (FIMR) protocol at a rate of $50.00 per hour (the amount of the contract remains the same at an amount not to exceed $4,500.00 with a grant period of February 1, 2024 to June 30, 2024).
Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to approve a no-cost addendum to the FY23 contract with Monica Coventry to reimburse for additional work performed to include developing informational materials, contacting labor and delivery departments, and contacts to families/individuals who have experienced a fetal/infant death to secure an interview as part of the Fetal Infant Mortality Review (FIMR) protocol at a rate of $50.00 per hour (the amount of the contract remains the same at an amount not to exceed $4,500.00 with a grant period of February 1, 2024 to June 30, 2024). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The contract was approved.

14. Approve addendum with United Way of Greater Stark County to support the emergency assistance needs of pregnant persons referred by THRIVE Community Recourse Connector for an additional amount of $12,000.00 for a new total amount of $53,860.00 for the period of December 1, 2023 to June 20, 2024 (Enhance Medicaid Round 6 Funds).

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve an addendum with United Way of Greater Stark County to support the emergency assistance needs of pregnant persons referred by THRIVE Community Recourse Connector for an additional amount of $12,000.00 for a new total amount of $53,860.00 for the period of December 1, 2023 to June 20, 2024 (Enhance Medicaid Round 6 Funds). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The addendum was approved.

15. Approve an agreement with Habitat for Humanity ReStore to support the Hope ReStored Voucher Program to provide household items including appliances and furniture to pregnant persons referred by THRIVE Community Resource Connector for an amount not to exceed $2,500.00 for the period of April 22, 2024 to June 30, 2024 (Enhanced Medicaid Round 6 Funds).

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve an agreement with Habitat for Humanity ReStore to support the Hope ReStored Voucher Program to provide household items including appliances and furniture to pregnant persons referred by THRIVE Community Resource Connector for an amount not to exceed $2,500.00 for the period of April 22, 2024 to June 30, 2024 (Enhanced Medicaid Round 6 Funds). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The agreement was approved.

Approval of travel authorizations.

16. Approve travel:

a. **Frank Catrone, DIS Supervisor, for travel from 10/15/2024 to 10/16/2024, DIS Supervisor meeting in Columbus, Ohio for an amount not to exceed $229.69 (STI Prevention Grant, Fund 2312.301001)**
b. **Kaelyn Boyd, Community Epidemiologist I, for travel from 05/06/2024 to 05/10/2024, NACCHO's Healthcare Infection Prevention and Control Summittee in Chicago, IL for an amount not to exceed $115.00 (OPHII Fund 7601.308001)**
c. **Amanda Archer, Health Commissioner, for travel from 05/21/2024 to 05/23/2024, AOHC Conference in Columbus, OH for an amount not to exceed $198.63 (Admin Fund 7601.301001).**
d. **Sarah Thomas, Staff Nurse III, for travel from 04/29/2024 to 05/01/2024, Ohio Spring Public Health Conference in Lewis Center, OH for an amount not to exceed $81.63 (Nursing Fund 7601.303001).**

e. Laura Roach, WIC Director, for travel from 05/01/2024 to 05/02/2024, WIC Director's Meeting in Columbus, Ohio for an amount not to exceed $233.35 (WIC Fund 2316).

a. Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve travel for Frank Catrone, DIS Supervisor, from 10/15/2024 to 10/16/2024, DIS Supervisor meeting in Columbus, Ohio for an amount not to exceed $229.69 (STI Prevention Grant, Fund 2312.301001). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

b. Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve travel for Kaelyn Boyd, Community Epidemiologist I, from 05/06/2024 to 05/10/2024, NACCHO's Healthcare Infection Prevention and Control Summittee in Chicago, IL for an amount not to exceed $115.00 (OPHII Fund 7601.308001). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

c. Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve travel for Amanda Archer, Health Commissioner, from 05/21/2024 to 05/23/2024, AOHC Conference in Columbus, OH for an amount not to exceed $198.63 (Admin Fund 7601.301001). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

d. Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve travel for Sarah Thomas, Staff Nurse III, from 04/29/2024 to 05/01/2024, Ohio Spring Public Health Conference in Lewis Center, OH for an amount not to exceed $81.63 (Nursing Fund 7601.303001). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

e. Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve travel for Laura Roach, WIC Director, from 05/01/2024 to 05/02/2024, WIC Director's Meeting in Columbus, Ohio for an amount not to exceed $233.35 (WIC Fund 2316). A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

Other business.

Commissioner Archer informed the Board that she had consulted the Law Department about the requirement for three separate readings of any proposed resolution before it could be passed. She clarified that a resolution could be made effective after just one reading if at least four out of five voting Board of Health members agree to pass it as an emergency. Commissioner Archer then asked how the Board wished to proceed with the upcoming compensation plan resolution which was on the May 8, 2024 Special Board of Health meeting agenda for approval. She also asked what the Board's preference might be for passing all other resolutions moving forward.

Ms. Kingsbury supported passing the upcoming compensation plan resolution as an emergency. For future resolutions, however, she advocated for retaining the three-reading process to accommodate public participation.

Dr. Lakritz asked if it would be feasible to amend the Health Code to eliminate the three-reading requirement for resolutions. Carrie D'Andrea of the Law Department replied that she would look into the legality of such a change and provide the Board with a recommendation at the May 8, 2024 Special Meeting.

Following the discussion, the Board collectively agreed that it would be prudent to address each resolution on a case-by-case basis until the Law Department is able to provide further guidance.

Acceptance of reports.

17. Accept staff reports.

a. **Health Commissioner**
b. **Air Pollution Control staff report**
c. **Laboratory staff report**
d. **Nursing/WIC staff report.**
e. **OPHII staff report**
f. **THRIVE staff report**
g. **Vital Statistics staff report.**

Dr. Lakritz moved, and Dr. Johns seconded a motion to accept all submitted staff reports.

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

18. Accept board reports.

a. **Finance Committee**
b. **Personnel Committee**

a. Dr. Lakritz commented that there was nothing new to report from the Finance Committee. Subsequently, Dr. Johns moved, and Dr. Lakritz seconded a motion to accept the Finance Committee report. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

b. Mr. Wyatt shared an update from the Personnel Committee, noting that he and Mrs. Lucas had met with Commissioner Archer at her 30, 60, and 90-day milestones as the new Health Commissioner. He affirmed that these meetings would continue moving forward. Subsequently, Dr. Johns moved, and Dr. Lakritz seconded a motion to accept the Personnel Committee report. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Lakritz – Yes Dr. Johns – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

Announcements.

Commissioner Archer commented that May 18th, 2024 would mark the 175th Anniversary of the Canton City Health Department. She shared that CCPH was planning a way to celebrate with staff.

Next meeting date.

19. Special Board of Health meeting is scheduled for Wednesday, May 8, 2024 at 5:00pm in the Goldsmith Room.

A Special Board of Health meeting is scheduled for Wednesday, May 8, 2024 at 5:00pm. The meeting will be held in the Goldsmith Room.

20. The next regular Board of Health meeting date is Tuesday, May 28, 2024 at 5:00pm.

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, May 28, 2024 at 5:00pm.

Adjournment.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 5:51 PM.