

**Special Board of Health Meeting**  
**April 17, 2024**  
**MEETING MINUTES**

**Call to Order and Roll Call**

Mr. Patrick Wyatt called to order the special meeting of the Board of Health on Wednesday, April 17, 2024 at 5:01 PM. Patrick Wyatt presiding. The meeting location was at the Foundations Centre, THRIVE 3rd Floor Conference Room, 400 Market Ave. N., Canton, OH.

**Roll Call:**

Members Present: Mr. Patrick Wyatt, Dr. Amy Lakritz, Dr. James Johns, Mrs. Cleo Lucas, and Ms. Kimberly Kingsbury  
Members Absent: None  
Members Excused: Mayor William Sherer II  
Staff Present: Health Commissioner Amanda Archer, Dawn Miller, Christi Allen, Diane Thompson, Terri Dzienis, and Sean Green.  
Also Present Kelli Weir of the Canton Repository

**Agenda corrections and approval.**

**1. Approve April 17, 2024 Board of Health special meeting agenda.**

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the April 17, 2024 Board of Health special meeting agenda. A roll call vote was taken:

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

Motion carried unanimously. The agenda was approved.

**Fiscal Items**

**2. Approve purchase of the following item that is equal to or greater than \$5,000.00 (per resolution 2016.-04):**

**a. Two Nursing refrigerators with service agreement, keys and set up fees from Helmer Scientific for an amount not to exceed \$24,700.00.**

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the purchase of the above item that is equal to or greater than \$5,000.00 (per resolution 2016.-04).

A roll call vote was taken on the motion:

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

Motion carried unanimously. The purchase was approved.

**Personnel actions.**

**3. Approve probationary period ending for Tiffany Workman, Clinical Receptionist/Office Assistant (R2), retroactive to April 1, 2024.**

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the probationary period ending for Tiffany Workman, Clinical Receptionist/Office Assistant (R2), with an increase of \$747.00 and a new annual salary of \$33,816.00, retroactive to April 1, 2024. A roll call vote was taken:

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

Motion carried unanimously. The probationary period ending was approved.

**4. Appointment of a full-time Public Health Clerk II (R2).**

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the appointment of a full-time Public Health Clerk II (R2) to Shannon Byers at an annual salary of \$33,069.00 and with a 90-day probationary period with no pay increase after the probationary period ends. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

**5. Appointment of a full-time Overdose Prevention Outreach Specialist (R4).**

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the appointment of a full-time Overdose Prevention Outreach Specialist (R4) to Jorden Snyder at an annual salary of \$42,073.00 with a 90-day probationary period and no pay increase after the probationary period ends. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

**6. Appointment of full-time HIV/STI Prevention Health Educator (R5).**

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the appointment of a full-time HIV/STI Prevention Health Educator (R5) to Elisabeth Mobberley at an annual salary of \$45,616.00 with a 90-day probationary period and no pay increase after the probationary period

ends. Included in the motion was an alternate choice to hire Andrew Miller under the same terms if Elisabeth Mobberley were to decline the offer. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

### **Approve amended 2024 Board of Health Meeting schedule**

#### **7. Amend the 2024 Board of Health schedule to include:**

- a. Reschedule of Tuesday, April 23, 2024 meeting to Thursday, May 2, 2024.**
- b. Reschedule of Tuesday, October 22, 2024 meeting.**

a. Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to amend the 2024 Board of Health meeting schedule by changing the Tuesday, April 23, 2024 regular meeting date to Thursday, May 2, 2024 at 5:00 pm. A roll call vote was taken:

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

Motion carried unanimously. The schedule change was approved.

b. Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to amend the 2024 Board of Health meeting schedule by changing the Tuesday, October 22, 2024 regular meeting date to Tuesday, October, 2024 at 5:00pm. A roll call vote was taken:

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

Motion carried unanimously. The schedule change was approved.

### **Adjournment.**

Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 5:17 pm.

### **APPROVED:**

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President of the Board of Health

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Date Signed

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Health Commissioner - Secretary to the Board of Health

Date Signed

May 2, 2024  
Date Approved by the Board of Health