BOARD OF HEALTH
Canton City Public Health

PublicHealth
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Canton City Public Health

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

Board of Health Regular Meeting
March 26, 2024
MEETING MINUTES

Call to Order and Roll Call

Mayor Sherer called to order the regular meeting of the Board of Health on Tuesday, March 26, 2024 at 5:01 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, and Ms. Kimberly Kingsbury
Members Absent:	None
Members Excused:	Dr. James Johns; Mrs. Cleo Lucas
Staff Present:	Health Commissioner Amanda Archer, Christi Allen, Terri Dzienis, Diane Thompson, Christina Henning, Kimberly Koons, Annie Butusov, Sarah Thomas, Gus Dria, Frank Catrone, and Sean Green.
Also Present:	Canton City Law Director Jason Reese, Canton City Finance Director Mark Crouse

Agenda corrections and approval.

1. Approve agenda for the March 26, 2024 Board of Health meeting.

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the agenda for the March 26, 2024 Board of Health meeting.

Commissioner Archer then proposed amending the agenda to include the following additions:

- Item 20: Approve travel for Valerie Fletcher
- Item 21: Approve travel for Frank Catrone
- Item 23: Accept Reports from Finance Committee and Personnel Committee

Additionally, Commissioner Archer noted a correction to be made for agenda item 10: Juliana Blank's effective resignation date needed to be changed to April 22, 2024.

Subsequently, Dr. Lakritz moved to amend the agenda per Commissioner Archer's suggestions and to approve the agenda as amended; motion seconded by Mr. Wyatt. A roll call vote was taken on this motion:

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

Motion carried unanimously. The meeting agenda was approved as amended.

Approval of previous meeting minutes.

2. Approve February 27, 2024 Board of Health meeting minutes.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the February 27, 2024 Board of Health meeting minutes.

During the discussion, Dr. Lakritz noted an error in the minutes: Christi Allen was listed as a meeting attendee though she had not been present.

A roll call vote was taken to approve the minutes with suggested corrections:

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

Motion carried unanimously. The minutes were approved.

3. Approve February 27, 2024 Board of Health hearing minutes.
Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the February 27, 2024 Board of Health hearing minutes. A roll call vote was taken:

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

Motion carried unanimously. The minutes were approved.

Unfinished Business
Commissioner Archer reported that there was no unfinished business to discuss.

Fiscal Items

4. Approve list of bills (02/23/2024 - 03/19/2024) - $232,483.94
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the list of bills from 02/23/2024 - 03/19/2024 totaling $232,483.94. A roll call vote was taken:

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

Motion carried unanimously. The list of bills was approved.

5. Approve patient write-off (per 700-003-P_Patient Write Off Policy):

a. **MRN #38662 for $325.00**
b. **MRN #02320 for $416.75**
c. **MRN #39642 for $150.00**

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the above patient write-offs (per 700-003-P_Patient Write Off Policy). A roll call vote was taken:

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

Motion carried unanimously. The patient write-offs were approved.

Personnel actions.

6. Appointment of a full-time Staff Nurse II (R5).
Commissioner Archer informed the Board that the Health Department was seeking to appoint two candidates for the Staff Nurse II role. After discussion, the Board decided to proceed with appointing each candidate under two separate motions as items 6 and 6a:

(6) Appointment of a Full-time Staff Nurse II
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the appointment of a Staff Nurse II (R5) to Jamie Altomare at an annual salary of $49,548.50 with a 90-day probationary period. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

(6a.) Appointment of an additional full-time Staff Nurse II
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the appointment of an additional full-time Staff Nurse II (R5) to Marisa Shuman at an annual salary of $49,548.50 with a 90-day probationary period. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

7. Appointment of a full-time Disease Intervention Specialist (R5).
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the appointment of a full-time Disease Intervention Specialist (R5) to Samantha Pentello at an annual salary of $45,616.00 with a 90-day probationary period. A roll call vote was taken:

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

Motion carried unanimously. The appointment was approved.

8. Approve updated full-time Laboratory Director (R7) position description.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the updated full-time Laboratory Director (R7) position description. A roll call vote was taken:

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

Motion carried unanimously. The position description was approved.

9. Approve updated Position Classification Schedule for EH, OPHII, WIC and LAB.
Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the updated Position Classification Schedules for EH, OPHII, WIC and LAB.

During the discussion, Dr. Lakritz raised a point about the updated Laboratory classification schedule, which, if approved, would allow for the simultaneous employment of two Laboratory Directors for a maximum of six consecutive months as part of succession planning. She felt that a six month timeframe would be excessive and not necessary to effectively train an incoming Laboratory Director. In response, Commissioner Archer clarified that the six-month period was proposed in order to be consistent with the succession planning timeline found in other departmental classification schedules. Furthermore, Commissioner Archer explained that a full six-month overlap would likely not be needed in this instance, as the current Laboratory Director intended to retire in July and, in preparation, the Health Department budgeted to have two Laboratory Directors simultaneously for two months in 2024.

After discussion, the Board proposed amending the Laboratory Classification schedule to specify that a 2-month maximum period would be allowed for the simultaneous employment of two Laboratory Directors. Subsequently, Dr. Lakritz moved, and Mr. Wyatt seconded a motion to amend the Laboratory Classification schedule with the provision that two Laboratory Directors may be simultaneously employed by the Health Department for a maximum of two consecutive months for the purpose of succession planning.

A roll call vote was taken on the approval of the classification schedules with amendments to the Laboratory schedule:

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

Motion carried unanimously. The classification schedules were approved with amendments.

10. Accept the resignation of Juliana Blank, Public Health Clerk II (R2), effective April 22, 2024.
Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to accept the resignation of Juliana Blank, Public Health Clerk II (R2), effective April 22, 2024. A roll call vote was taken:

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

Motion carried unanimously.

11. Accept the resignation of Amanda Stone, HIV/STI Prevention Educator (R5), effective April 29, 2024
Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to accept the resignation of Amanda

Stone, HIV/STI Prevention Educator (R5), effective April 29, 2024. A roll call vote was taken:

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

Motion carried unanimously.

Approval of recommendations of the hearing officer.

12. Approve recommendations from public hearings held March 26, 2024.
Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve recommendations from the public hearings held March 26, 2024. A roll call vote was taken:

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

Motion carried unanimously. The recommendations were approved.

Approval of contracts and agreements.

13. Approve an agreement with Peoples Baptist Church to support the rental of its fellowship hall to conduct the 9-week Healthy Eating for Healthy Babies program for an amount not to exceed $900.00 for the period of March 1, 2024 to December 31, 2024 (Sisters of Charity Foundation of Canton grant).
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve an agreement with Peoples Baptist Church to support the rental of its fellowship hall to conduct the 9-week Healthy Eating for Healthy Babies program for an amount not to exceed $900.00 for the period of March 1, 2024 to December 31, 2024 (Sisters of Charity Foundation of Canton grant). A roll call vote was taken:

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

Motion carried unanimously. The agreement was approved.

14. Approve a dental provider agreement with Dental Benefit Providers, Inc, a subsidiary of, Medicaid's United Healthcare Community Plan, to allow submission of claims for processing and payment for services provided to qualifying youth by CCPH's dental sealant program.
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve a dental provider agreement with Dental Benefit Providers, Inc, a subsidiary of, Medicaid's United Healthcare Community Plan, to allow submission of claims for processing and payment for services provided to qualifying youth by CCPH's dental sealant program. A roll call vote was taken:

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

Motion carried unanimously. The agreement was approved.

15. Approve a Software Maintenance and Support Agreement with The Baldwin Group, Inc. for the Health Department Information System (HDIS) for the period of 04/01/2024 to 12/31/2024 and will automatically renew 01/01/2025 for a 12-month calendar year duration.

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve a Software Maintenance and Support Agreement with The Baldwin Group, Inc. for the Health Department Information System (HDIS) for the period of 04/01/2024 to 12/31/2024 that will automatically renew 01/01/2025, for a 12-month calendar year duration. A roll call vote was taken:

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

Motion carried unanimously. The agreement was approved.

Approval of travel authorizations.

16. Frank Catrone, DIS Supervisor, for travel from 06/02/2024 to 06/05/2024, STI Engage Conference in Washington, DC for an amount not to exceed $2,700.53 (STI Prevention Grant, Fund 2312.301001).

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve Frank Catrone, DIS Supervisor, for travel from 06/02/2024 to 06/05/2024, STI Engage Conference in Washington, DC for an amount not to exceed $2,700.53 (STI Prevention Grant, Fund 2312.301001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

17. Amy Rehm, Staff Nurse II, for travel from 06/02/2024 to 06/05/2024, STI Engage Conference in Washington, DC for an amount not to exceed $2,700.53 (STI Prevention Grant, Fund 2312.301001).

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve Amy Rehm, Staff Nurse II, for travel from 06/02/2024 to 06/05/2024, STI Engage Conference in Washington, DC for an amount not to exceed $2,700.53 (STI Prevention Grant, Fund 2312.301001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

18. Gus Dria, Environmental Health Specialist III, for travel from 04/10/2024 to 04/12/2024, Annual Educational Conference in Dublin, OH for an amount not to exceed $620.66 (EH Fund 7601.307001).

Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to approve Gus Dria, Environmental Health Specialist III, for travel from 04/10/2024 to 04/12/2024, Annual Educational Conference in Dublin, OH for an amount not to exceed $620.66 (EH Fund 7601.307001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

19. Amanda Archer, Health Commissioner, 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 $679.13 (Admin Fund 7601.301001).
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve Amanda Archer, Health Commissioner, 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 $679.13 (Admin Fund 7601.301001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

20. Valerie Fletcher, Environmental Health Specialist in Training, for travel from 04/10/2024 to 04/12/2024, Ohio Annual Educational Conference in Dublin, OH, for an amount not to exceed $713.66 (EH Fund 7601.307001).
Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve Valerie Fletcher, Environmental Health Specialist in Training, for travel from 04/10/2024 to 04/12/2024, Annual Educational Conference in Dublin, OH, for an amount not to exceed $713.66 (EH Fund 7601.307001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

21. Frank Catrone, DIS Supervisor, for travel from 04/22/2024 to 04/23/2024, DIS Meeting in Columbus, OH, for an amount not to exceed $229.69 (STI Prevention Grant, Fund 2312.301001).
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve Frank Catrone, DIS Supervisor, for travel from 04/22/2024 to 04/23/2024, DIS Meeting in Columbus, OH, 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 Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

Other business.
The Board of Health will be holding a Quarterly Work Session on Wednesday, April 17, 2024 at

3:30 pm.

Acceptance of reports.

22. Accept staff reports.

a. **Health Commissioner report –** Commissioner Archer reported to the Board that the week of April 1, 2024 is Public Health Week and that Canton City Public Health's 175th anniversary was approaching in May. She commented that a Health Department workgroup had been brainstorming ways to celebrate both occasions.
b. **Laboratory staff report –** Nothing additional.
c. **Nursing/WIC staff report** – Kim Koons reported to the Board that WIC had successfully passed its audit from the state with no recommendations for improvement or suggested corrective actions.
d. **OPHII staff report** – Nothing additional.
e. **Vital Statistic staff report** – Nothing additional.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the staff reports as presented. A roll call vote was taken:

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

Motion carried unanimously.

23. Committee Reports - Personnel and Finance

Personnel

Mr. Wyatt reported that he and Mrs. Lucas had conducted meetings with Commissioner Archer at her 30-day and 60-day milestones as Health Commissioner to offer support as she transitions into her new role and to review performance benchmarks. He commented that Ms. Archer had been doing an exemplary job as Health Commissioner and that the Personnel Committee planned to schedule an additional meeting with her shortly before her 90-day mark.

Finance

Dr. Lakritz reported that she, Ms. Kingsbury, Mayor Sherer, Mark Crouse, and Amanda Archer had been meeting regularly to continue to develop a workable salary structure, position classification schedule, and corresponding policies and procedures for the Health Department. She explained that the goal was to complete the compensation plan and have it presented at the next regular Board of Health meeting for approval. The Finance Committee will meet one more time before the next Board meeting to finalize the details of the plan.

Next meeting date.

24. Next regular meeting date is Thursday, May 2, 2024 at 5:00pm.

This meeting was initially to be held on April 23, 2024. Due to schedule conflictions, the Board of Health decided to reschedule the meeting to Thursday, May 2, 2024 at 5:00 pm.

Adjournment.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 6:09 pm.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 6:09 pm.

APPROVED:

______________________________ 6.6.24
President of the Board of Health — Date Signed

Amanda ______ MPH 6/3/2024
Health Commissioner - Secretary to the Board of Health — Date Signed

May 2, 2024
Date Approved by the Board of Health