BOARD OF HEALTH
Canton City Public Health

Public Health
Prevent. Promote. Protect.

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

Canton City Public Health

Board of Health Regular Meeting
September 24, 2024
MEETING MINUTES

Call to Order and Roll Call

Mayor Sherer called to order the regular meeting of the Board of Health on Tuesday, September 24, 2024 at 5:00 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. James Johns, Mrs. Cleo Lucas, and Ms. Kimberly Kingsbury
Members Absent:	None
Members Excused:	None
Staff Present:	Health Commissioner Amanda Archer, Dawn Miller, Pamela Gibbs, Sarah Thomas, Laura Roach, Gus Dria, Terri Dzienis, Diane Thompson, Christi Allen, and Sean Green.
Also Present:	Medical Director Dr. Jon Elias; Carrie D'Andrea; Kevin L'Hommedieu

Agenda corrections and approval.

1. Approve agenda for the September 24, 2024 Board of Health meeting.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the agenda for the September 24, 2024 Board of Health meeting. 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.

Approval of previous meeting minutes.

2. Approve the August 27, 2024 Board of Health hearing minutes.

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve the August 27, 2024 Board of Health hearing minutes. A roll call vote was taken:

Mr. Wyatt – Yes Dr. Johns – Yes Mrs.
Lucas – Yes Ms. Kingsbury – Yes
Dr. Lakritz – Abstain (due to excused absence from August 27th meeting)

Motion carried with 4 votes "Yes" and 1 "Abstain." The minutes were approved.

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

Mr. Wyatt – Yes Dr. Johns – Yes Mrs.
Lucas – Yes Ms. Kingsbury – Yes
Dr. Lakritz – Abstain (due to excused absence from August 27th meeting)

Motion carried with 4 votes "Yes" and 1 "Abstain." The minutes were approved.

Fiscal items.

4. Approve list of invoices (08/23/2024 - 09/18/2024) $258,525.49
Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the list of invoices from 08/23/2024 - 09/18/2024, totaling $258,525.49. 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 bills were approved.

Personnel actions.

5. Approve updated full-time Disease Intervention Specialist position description (changing from pay grade E to F).
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the updated full-time Disease Intervention Specialist position description (changing from pay grade E to F). 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 description was approved.

6. Approve pay adjustment for Samantha Pentello, Disease Intervention Specialist (F).
Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve a pay adjustment for Samantha Pentello, Disease Intervention Specialist (F), with a pay increase of $1,693.00 and a new salary of $48,478.00. 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 pay adjustment was approved.

7. Approve updated Position Classification Schedule to update the Disease Intervention Specialist from pay grade E to pay grade F.

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the updated Position Classification Schedule to update the Disease Intervention Specialist from pay grade E to pay grade F. 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 updated classification schedule was approved.

8. Accept the resignation of Megan Lancaster, full-time WIC Assistant, effective September 27, 2024.

Dr. Lakritz moved, and Mr. Wyatt seconded a motion to accept the resignation of Megan Lancaster, full-time WIC Assistant, effective September 27, 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.

Approval of recommendations of the hearing officer.

9. Approve the recommendations from public hearings held September 24, 2024.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the recommendations from public hearings held September 24, 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 recommendations were approved.

Approval of resolutions.

10. 1st reading.

a. **Resolution amending section 207.18 (f) of the Canton City Health Code for vacation payout for employees.**
b. **Resolution authorizing payment of regular expenses which require prior Board approval.**
c. **Resolution approving periodic program related travel expenses pursuant to section 207.23 of the Canton City Health Code.**
d. **Resolution amending section 251.02 of the Canton City Health Code to amend the schedule of fees for food protection program fee (pass as an emergency).**
e. **Resolution allowing the Health Commissioner to make any purchase and enter into all contracts, etc. concerning the renovation (pass on the first reading; pass as an emergency).**

Mayor Sherer provided a first reading of the following resolutions:

a. Resolution amending section 207.18 (f) of the Canton City Health Code for vacation payout for employees.
No voting action was taken.

b. Resolution authorizing payment of regular expenses which require prior Board approval.
No voting action was taken.

c. Resolution approving periodic program related travel expenses pursuant to section 207.23 of the Canton City Health Code.
No voting action was taken.

d. Resolution amending section 251.02 of the Canton City Health Code to amend the schedule of fees for food protection program fee (pass as an emergency).
No voting action was taken.

e. Resolution allowing the Health Commissioner to make any purchase and enter into all contracts, etc. concerning the renovation (pass on the first reading; pass as an emergency).
Following the reading of this resolution, Mr. Wyatt moved, and Dr. Johns seconded a motion to pass the resolution on its first reading. A roll call vote was taken:

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

Motion carried unanimously.

Subsequently, Mr. Wyatt moved to approve the resolution allowing the Health Commissioner to make any purchase and enter into all contracts, etc. concerning the renovations as presented; Dr. Johns seconded. 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 resolution was approved and adopted as Resolution 2024-11, effective immediately.

There was then discussion among the Board, Mayor Sherer, Commissioner Archer, Carrie D'Andrea, and Kevin L'Hommedieu regarding the process of passing resolutions on their first reading and/or declaring them as emergencies. Mayor Sherer and Commissioner Archer explained that passing a resolution on its first reading requires a motion and 4/5 majority vote, and this vote must be separate from the approval of the resolution itself. To declare a resolution an emergency and make it effective immediately, the resolution must explicitly include language indicating that it is being declared as such. This allows the resolution to take effect without the standard 30-day waiting period. The Mayor also clarified that a resolution can be declared an emergency and enacted immediately after it is passed on its first, second, or third reading.

Both Carrie D'Andrea and Kevin L'Hommedieu confirmed Mayor Sherer's and Commissioner Archer's explanations to be accurate.

Commissioner Archer then explained that since a resolution that goes through three readings takes at least three months to approve, it is sometimes necessary to declare it an emergency and enact immediately upon approval due to timing constraints. The goal is to avoid operational delays and ensure critical actions are implemented in a timely manner.

11. 2nd reading.

a. Resolution approving the Fiscal Manager to sign for the Health Commissioner in their absence.

Mayor Sherer provided a second reading of a resolution approving the Fiscal Manager to sign for the Health Commissioner in their absence. No voting action was taken.

12. 3rd reading.
There were no 3rd readings of resolutions.

Approval of contracts and agreements.

13. Approve a lease with Fettman Property Management, LTD to have the Health Department's Nursing Division occupy 128 Wertz Avenue NW, Canton, Ohio 44708 for upto a one-year term with the City of Canton paying the cost of the lease up to $60,000.0 ($5,000.00 per month).
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve a lease with Fettman Property Management, LTD to have the Health Department's Nursing Division occupy 128 Wertz Avenue NW, Canton, Ohio 44708 for up to a one-year term with the City of Canton paying the cost of the lease up to $60,000.0 ($5,000.00 per month). 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 lease was approved.

14. Approve the FFY 2024-2025 Ohio EPA Air Pollution Control Contract Amendment for contract term October 1, 2023 to June 30, 2025 to provide funding adjustments to reflect the final FFY 2024 funding allocation for a total funding amount of $1,394,207 ($788,770 FFY24 and $605,437 FFY25); and to retain prior approval of the regular annual obligation for the provision of $40,000 per year for two years for a total of $80,000 from Local funds for APC programming for the contract local match funding. (APC fund 2331).
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the FFY 2024-2025 Ohio EPA Air Pollution Control Contract amendment for contract term October 1, 2023 to June 30, 2025 to provide

funding adjustments to reflect the final FFY 2024 funding allocation for a total funding amount of $1,394,207 ($788,770 FFY24 and $605,437 FFY25); and to retain prior approval of the regular annual obligation for the provision of $40,000 per year for two years for a total of $80,000 from Local funds for APC programming for the contract local match funding. (APC fund 2331). 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 contract amendment was approved.

15. Approve a Memorandum of Understanding (MOU) with Akron-Canton Regional Foodbank to allow Canton City Public Health's Overdose Education and Naloxone Distribution Program to provide services in the Keith D. Monda Family Food Pantry & Resource Center, from October 1, 2024 to December 31, 2024.

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve a Memorandum of Understanding (MOU) with Akron-Canton Regional Foodbank to allow Canton City Public Health's Overdose Education and Naloxone Distribution Program to provide services in the Keith D. Monda Family Food Pantry & Resource Center, from October 1, 2024 to December 31, 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 MOU was approved.

16. Approve an addendum for Charlotte Williams for the FY24 Integrated Harm Reduction grant to extend the grant end date from September 29, 2024 to December 31, 2024 and to change the rate of pay per hour from $18.50 to $30.00 (total costs of agreement will not change of $9,435.00).

Before a motion was made, Commissioner Archer requested that the Board consider the approval of agenda items 16, 18, and 19 under a single motion. Dr. Lakritz then moved, and Dr. Johns seconded a motion to approve the following addendums:

a. Addendum for Charlotte Williams for the FY24 Integrated Harm Reduction grant to extend the grant end date from September 29, 2024 to December 31, 2024 and to change the rate of pay per hour from $18.50 to $30.00 (total costs of agreement will not change of $9,435.00).
b. A no-cost addendum with Beacon Charitable Pharmacy to distribute Narcan through the FY24 Integrated Harm Reduction grant to extend the grant end date from September 29, 2024 to December 31, 2024 (no change in cost agreement of $2,000.00).
c. A no-cost addendum with the Canton Fire Department for Communitywide CPR and Overdose Response Training personnel costs to extend the grant end date from

September 29, 2024 to December 31, 2024 (no change in cost of agreement of $6,300.00).

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

Motion carried unanimously. The addendums were approved.

17. Approve a no-cost addendum for Zion Community Development Corp for the Health Equity and Overdose Prevention (HEOP) grant to extend the grant end date from September 29, 2024 to December 31, 2024 (no change in cost of agreement of $8,000.00).
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a no-cost addendum for Zion Community Development Corp for the Health Equity and Overdose Prevention (HEOP) grant to extend the grant end date from September 29, 2024 to December 31, 2024 (no change in cost of agreement of $8,000.00). 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 addendum was approved.

18. Approve a no-cost addendum with Beacon Charitable Pharmacy to distribute Narcan through the FY24 Intergrated Harm Reduction grant to extend the grant end date from September 29, 2024 to December 31, 2024 (no change in cost of agreement of $2,000.00).
Approved under item 16.

19. Approve a no-cost addendum with the Canton Fire Department for CommunitywideCPR and Overdose Response Training personnel costs to extend the grant end date from September 29, 2024 to December 31, 2024 (no change cost of agreement of $6,300.00).
Approved under item 16.

20. Approve a contract for services with Lucas Live Media for the Toxic: A Black Woman's Story event in the amount of $1,500.00 for the period of October 1, 2024 to October 31, 2024 (FY25 OEI Grant Fund 2314).
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a contract for services with Lucas Live Media for the Toxic: A Black Woman's Story event in the amount of $1,500.00 for the period of October 1, 2024 to October 31, 2024 (FY25 OEI Grant Fund 2314). A roll call vote was taken:

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

Motion carried with 4 votes "Yes" and 1 "Abstain." The contract was approved.

Approval of travel authorizations.

Commissioner Archer informed the Board that they could approve the following travel items under one motion:

21. Magdalene Bradford, Community Resource Connector, for travel from 10/24/2024 to 10/25/2024, Ohio Statewide Community Health Worker Conference in Westerville, Ohio foran amount not to exceed $88.52 (Fund 2314 - FY25 OEI Grant).

22. Amanda Morningstar, Family Nurse Practitioner, for travel from 10/24/2024 to 10/26/2024, 11th Annual Comprehensive Wound Care Symposium in Pittsburgh, PA for an amount not to exceed $1,060.31 (Fund 2319 - FY24 EIS Grant).

23. Jorden Snyder, Outreach Specialist, for travel from 11/06/2024 to 11/07/2024, Ohio Injury Prevention Partnership in Westerville, Ohio for an amount not to exceed $199.00 (Fund2324 - Naloxone grant cash balance)

24. Diane Thompson, Director of Nursing, for travel from 11/07/2024 to 11/08/2024; 2024 Public Health Nursing Conference in Dayton, Ohio for an amount not to exceed $591.50 (Nursing general fund 7601.303001).

25. Sarah Thomas, Staff Nurse III, for travel from 11/07/2024 to 11/08/2024; 2024 Public Health Nursing Conference in Dayton, Ohio for an amount not to exceed $591.50 (Nursing general fund 7601.303001).

Mr. Wyatt then moved, and Ms. Kingsbury seconded a motion to approve the above travel. 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 travel was approved.

Other business.
Dr. Lakritz reminded the Board members of their annual requirement to complete 2 hours of continuing education. She highlighted some of the opportunities available for fulfilling this requirement.

Acceptance of reports.

26. Accept staff report.

a. **Health Promotion & Planning** – Mrs. Lucas and Mr. Wyatt complemented the new Canton City Public Health website, which was launched on September 17, 2024.
b. **Laboratory** – Nothing additional.
c. **Nursing/WIC** – Nothing additional.
a. **THRIVE** – Mrs. Lucas mentioned that she had several questions about the THRIVE annual report, and that she would like to address them at the upcoming Board of Health work sessio

Ms. Kingbsury moved, and Mr. Wyatt seconded a motion to accept staff reports. A roll call vote was taken:

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

Motion carried unanimously.

Announcements.

Next meeting date.

27. Wednesday, October 16 @ 3:30pm Work Session at the Goldsmith Room.
After discussion, the Board agreed to reschedule the quarterly work session previously set for October 16, 2024. The new meeting date is Wednesday, October 9 at 3:30pm. The meeting will take place in the Goldsmith Room.

28. Tuesday, October 29, 2024 @ 5:00pm at the Goldsmith Room.
The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, October 29, 2024 @ 5:00pm. Meeting will be held in the Goldsmith Room.

Adjournment.
Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to adjourn the meeting.

Motion carried unanimously. The meeting was adjourned at 6:04 pm.

APPROVED:

President of the Board of Health — Date Signed: 11·7·24

Health Commissioner - Secretary to the Board of Health — Date Signed: 10/31/2024

October 29, 2024
Date Approved by the Board of Health