BOARD OF HEALTH
Canton City Public Health

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

Board of Health Regular Meeting
October 29, 2024
MEETING MINUTES

Call to Order and Roll Call

Mayor Sherer called to order the regular meeting of the Board of Health on Tuesday, October 29, 2024 at 5:04 PM. Mayor Sherer presiding. The meeting location was at the Foundations Center, 1st Floor 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:	Amanda Archer, Health Commissioner, Pam Gibbs, Dawn Miller, Kelli Trenger, Sarah Thomas, Laura Roach, Frank Catrone, Terri Dzienis, Sean Green, Gus Dria
Also Present:	Carrie D'Andrea

Agenda corrections and approval.

1. Approve agenda for the October 29, 2024 Board of Health meeting.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the agenda for the October 29, 2024, Board of Health meeting.

Commissioner Archer then noted that she had distributed revised suggested motions for the personnel items on the agenda for Board approval. She also informed the Board that the resolution authorizing payment of regular expenses requiring prior Board approval would need to be amended to include three additional vendors during its second reading.

Additionally, Dr. Lakritz requested an agenda amendment to add an executive session for the purpose of discussing the employment of a public employee.

A roll call vote was taken to approve the agenda as amended:

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

Motion carried unanimously. The agenda was approved as amended.

Executive Session.

2. Executive session to discuss the employment of a public employee.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to enter an executive session to discuss the employment of a public employee and to include the Board of Health, Commissioner Archer, and Carrie D'Andrea in the executive session. 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 Board entered an executive session at 5:08 pm.

At 5:37 pm, Mr. Wyatt made a motion to exit the executive session and return to normal session; motion seconded by Dr. Johns. 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 Board of Health returned to normal session at 5:37 pm.

Approval of previous meeting minutes.

3. Approve September 24, 2024 Board of Health hearing minutes.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the September 24, 2024 Board of Health hearing minutes. 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 minutes were approved.

4. Approve the September 24, 2024 Board of Health meeting minutes.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the September 24, 2024 Board of Health meeting minutes. 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 minutes were approved.

5. Approve the October 9, 2024 Board of Health work session minutes.
Mrs. Lucas moved, and Ms. Kingsbury seconded a motion to approve the October 9, 2024 Board of Health work session minutes.

During the discussion, Dr. Johns referenced page two of the minutes, specifically the section about collecting data on which trimester pregnant women are seeking care. Dr. Johns inquired about when this data would be reflected on the THRIVE scorecard. Dawn Miller explained that THRIVE-funded partners will soon begin entering this data into the Compyle data management system.

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously. The minutes were approved.

Board of Health Committee Reports

6.

a. Finance Committee
Dr. Lakritz reported no new updates from the Finanace Committee. She mentioned that the committee was working to schedule a meeting in November, potentially before the November 19th regular Board of Health meeting.

b. Personnel Committee
Mr. Wyatt reported that, in recent meetings, the Personnel Committee discussed ways the Board of Health could support the Health Department during a period of change, which includes ongoing renovations, the temporary relocation of the Nursing and WIC departments off-site, and the transition to new leadership. Mr. Wyatt also mentioned that the committee discussed Board of Health training and the application of Robert's Rules of Order.

Fiscal Items.

7. Approve list of invoices (09/19/2024 - 10/24/2024) $409,497.31.
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the list of invoices from 09/19/2024 - 10/24/2024, totaling $409,497.31. 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 invoices were approved.

Personnel actions.

8. Accept termination of Jamie Altomare, Staff Nurse II (G), effective September 24, 2024
Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to accept the termination of Jamie Altomare, Staff Nurse II (G), effective 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.

9. Accept the resignation of Bradley Rago, Epidemiologist I (F), effective November 8, 2024.
Mr. Wyatt moved, and Dr. Johns seconded a motion to accept the resignation of Bradley Rago, Epidemiologist I (F), effective November 8, 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.

10. Approve a 90-day probationary period extension from October 24, 2024 to January 22, 2025 for Adam Jinks, Environmental Health Specialist in Training (Health Inspector I) (E).
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve a 90-day probationary period extension from October 24, 2024 to January 22, 2025 for Adam Jinks, Environmental Health Specialist in Training (Health Inspector I) (E). A roll call vote was taken:

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

Motion carried unanimously.

11. Appointment of full-tme Laboratory Manager (J).
Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the appointment of a full-tme Laboratory Manager (J) to Mindy Groff at an annual salary of $73,902.00 with a 90-day probationary period. 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.

12. Appointment of full-time Director of Environmental Health (K).
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the appointment of a full-time Director of Environmental Health (K) to Gus Dria at an annual salary of $94,821.53 with a 90-day probationary period. 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.

13. Appointment of full-time Health & Promotion Planning Director (K).
Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the appointment of a full-time Health & Promotion Planning Director (K) to Sherry Smith at an annual salary of $80,183.00 with a 90-day probationary period. 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.

14. Appointment of a full-time EH Public Health Technician (A).

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve the appointment of a full-time EH Public Health Technician (A) to Myles Martin at an annual salary of $32,240.00 with a 90-day probationary period. Included in the motion was an alternate choice to hire Michale Baily under the same terms should Myles Martin 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.

15. Appointment of full-time WIC Assistant (B).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the appointment of a full-time WIC Assistant (B) to Ashley Martin at an annual salary of $34,980.00 with a 90-day probationary period. 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.

Approval of recommendations of the hearing officer.

16. Approve the recommendations from public hearings held October 29, 2024.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the recommendations from public hearings held October 29, 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.

17. 1st reading.

a. **Resolution to amend section 207.24 (d) of the Canton City Health Code for vacation pay, terminal pay (pass on the first reading).**
b. **Resolution authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances for the period of July 1, 2024 to September 30, 2024 for $9,288.83 (pass on the first reading, pass as an emergency).**

a. Mayor Sherer provided a first reading of a resolution to amend Section 207.24 (d) of the Canton City Health Code for vacation pay, terminal pay (pass on the first reading). Dr. Johns then moved to approve the resolution on its 1st reading; seconded by Mrs. Lucas. A roll call vote was taken to pass the resolution on its first reading:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

Subsequently, Dr. Johns moved to approve the resolution as presented; seconded by Dr. Lakritz. 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 adopted as Resolution 2024-12, effective immediately.

b. Mayor Sherer provided a first reading of a resolution authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances for the period of July 1, 2024 to September 30, 2024 for $9,288.83. Dr. Lakritz then made a motion to pass the resolution on its first reading; seconded by Ms. Kingsbury. 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, Mrs. Lucas moved to approve the resolution as presented; seconded by Dr. Johns. 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 adopted as Resolution 2024-13, effective immediately.

18. 2nd 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 an an emergency).**

a. Mayor Sherer provided a second reading of a resolution amending section 207.18(f) of the Canton City Health Code for vacation payout for employees. No vote was taken.

b. Mayor Sherer provided a second reading of a resolution authorizing payment of regular expenses requiring prior Board approval. The Mayor then noted that this resolution needed to be amended.

Commissioner Archer clarified that the amendment would add three additional vendors—Agile Networks, American Electric Power, and Enbridge Gas Ohio—to the list approved for regular, contracted expenses.

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

The motion carried unanimously. The resolution was amended and will proceed to its third reading with the amendments included at the November 19, 2024, Board of Health meeting.

c. Mayor Sherer provided a second reading of a resolution approving periodic program-related travel expenses pursuant to section 207.23 of the Canton City Health Code. No vote was taken.

d. Mayor Sherer provided a second reading of a resolution amending section 251.02 of the Canton City Health Code to amend the schedule of fees for food protection program fees. No vote was taken.

19. 3rd reading.

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

a. Mayor Sherer provided a third reading of a resolution authorizing the Fiscal Manager to sign on behalf of the Health Commissioner in their absence.

During the discussion, Commissioner Archer provided additional context, explaining that this resolution would help prevent operational bottlenecks, noting that most other City departments have designated backups authorized to sign for directors. Ms. Kingsbury expressed concerns regarding the resolution's language, particularly the phrase permitting the Fiscal Manager to sign "any and all documents" in the Health Commissioner's absence. She emphasized that signing important documents is a significant responsibility that should not be taken lightly.

Health Commissioner Amanda Archer shared that her confidence in the Fiscal Manager, Christi Allen, made her comfortable with this arrangement. She clarified that the documents most likely to require a signature in the Health Commissioner's absence would include purchase orders, invoices, and some personnel items. Dr. Lakritz added that, should any issues arise, the Board could revisit and potentially rescind the resolution in the future.

Ms. Kingsbury recommended amending the resolution to specify that the Fiscal Manager would be authorized to sign only fiscal documents and orders in the absence of the Health Commissioner, rather than "any and all documents." Mayor Sherer then provided updated language for the resolution, specifying that the fourth paragraph should now state: "The Fiscal Manager is authorized to sign any fiscal documents and orders for the efficient operation of the department in the absence of the Health Commissioner..."

Mr. Wyatt moved to amend the resolution using the language provided by the Mayor; Dr. Johns seconded the motion.

A roll call vote was taken to approve:

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

Motion carried unanimously. The resolution was approved as amended, and adopted as Resolution 2024-14, effective immediately.

Approval of contracts and agreements.

20. Approve agreement with Innis Maggiore for Syphilis multi-media marketing campaign (billboards, target media, print, radio/audio) for the period of October 29, 2024 to January 31, 2025 in the amount not to exceed $49,000.00 (FY24 STI Prevention grant, Fund 2312).
Mrs. Lucas moved, and Dr. Lakritz seconded, a motion to approve an agreement with Innis Maggiore for a syphilis multi-media marketing campaign (including billboards, targeted media, print, and radio/audio) for the period of October 29, 2024, to January 31, 2025, in an amount not to exceed $49,000.00 (funded by the FY24 STI Prevention grant, Fund 2312).

During the discussion, Dr. Lakritz inquired about the rationale for revisiting this campaign, as it had also been run last year. Frank Catrone responded, noting an increase in clinic attendance following the previous campaign and explaining that this campaign would have a more targeted approach. Dr. Lakritz then asked how the Health Department could improve public accessibility to its clinics, pointing to the current clinic hours aligning only with standard working hours. Sarah Thomas replied, explaining that while the Health Department strives to meet the needs of the community, it relies on other community providers to also assist in providing these services.

A roll call vote was taken on the motion:

Mr. Wyatt – Yes Dr. Lakritz – No Dr. Johns – Yes
Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried with 4 votes "Yes" and 1 vote "No". The agreement was approved.

21. Approve a no-cost Memorandum of Understanding with the Stark County Combined General Health District for the household sewage disposal program for the period of January 1, 2025 to December 31, 2030.
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a no-cost Memorandum of Understanding with the Stark County Combined General Health District for the household sewage disposal program for the period of January 1, 2025 to December 31, 2030. 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 memorandum was approved.

22. Approve the FFY 2024-2025 Ohio EPA Air Pollution Control Contract Amendment for contract term October 1, 2023 to June 30, 2025 to add $34,500 in federal Inflation Reduction Act (IRA) grant funds for a 5-year period June 1, 2024 through May 31, 2029. No change to previous total regular funding amount specified in prior contract amendments ($1,394,207 contract funds and $80,000 local funds). (APC fund 2331)

Dr. Johns moved, and Mr. Wyatt 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 add $34,500 in federal Inflation Reduction Act (IRA) grant funds for a 5-year period June 1, 2024 through May 31, 2029. No change to previous total regular funding amount specified in prior contract amendments ($1,394,207 contract funds and $80,000 local funds). (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.

23. Approve Memorandum of Agreement to formalize the consolidation of Ohio EPA's three Primary Quality Assurance Organizations (PQAOs) into one PQAO for Ohio with an effective date of January 1, 2025.

Mrs. Lucas moved, and Ms. Kingsbury seconded a motion to approve a Memorandum of Agreement to formalize the consolidation of Ohio EPA's three Primary Quality Assurance Organizations (PQAOs) into one PQAO for Ohio with an effective date of January 1, 2025. 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 memorandum was approved.

24. Approve addendeum to the Ohio Public Health Association agreement to extend the agreement from October 31, 2024 to December 31, 2024 and to approve additional dollars of $1,365.00 (additional 35 hours).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve an addendum to the Ohio Public Health Association agreement to extend the agreement from October 31, 2024 to December 31, 2024 and to approve additional dollars of $1,365.00 (additional 35 hours). 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.

25. Approve application and agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the Solid Waste Management Grant for an amount not to exceed $51,666.00 with a grant period of January 1, 2024 to December 31, 2024 with one year automatic renewal.

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve an application and agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the Solid Waste Management Grant in an amount not to exceed $51,666.00, with a grant period from January 1, 2024, to December 31, 2024, and a one-year automatic renewal.

Commissioner Archer then noted a potential error in the grant period, suggesting that the date range should likely be January 1, 2025, to December 31, 2025. She indicated that this correction would also apply to agenda item 25 and stated she would need to check with the Fiscal Manager, Christi Allen, for clarification.

The Board then agreed to table both this agenda item and agenda item 25 until the November Board of Health meeting. The motion on the floor was withdrawn following the decision to table the item.

26. Approve application and agreement with the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the Recycling Drop-Off Cleanup/Host Community Grant for an amount not to exceed $2,500.00 with a grant period of January 1, 2024 to December 31, 2024 with one year automatic renewal through December 31, 2025.
Tabled until the November Board of Health meeting.

Other business.
There was no other business discussed.

Acceptance of reports.

27. Accept staff report.

a. **Air Pollution Control staff report** - Nothing additional.
b. **Laboratory staff report** - Nothing additional.
c. **Nursing/WIC staff report** - Nothing additional.
d. **Health Promotion & Planning - Evaluation Report for Integrated Harm Reduction Grant** - In reference to the report, Mrs. Lucas asked how the Health Department can better support individuals whose primary drug of choice is not opioids, especially within the African American community. Commissioner Archer responded that the department was exploring additional harm reduction tools for other substances, such as stimulants. Dr. Lakritz complimented the report and inquired about the next steps. Commissioner Archer explained that the new HPP Director and upcoming grant initiatives would determine next steps.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to accept staff reports. A roll call vote was taken:

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

Motion carried unanimously.

Announcements.

1. Commissioner Archer announced that the CCPH HIV Prevention Team (Nursing) received the 2024 Summit Creative Award for its Syphillis Awareness Campaign in collaboration with Innis Maggiore in November 2023. Commissioner Archer congratulated Diane Thompson, Frank Catrone, Pam Gibbs, and their teams for their achievement and dedication on this project.

2. Commissioner Archer announced that the agenda for the upcoming November 19th Board of Health meeting will include a public hearing on the proposed resolution to amend food protection license fees. She explained that the date and time of the hearing will be published in the newspaper to give food service operators the opportunity to attend and share their comments with the Board of Health.

Next meeting date.

28. Tuesday, November 19, 2024 at 5:00pm at City Hall, 6th Floor.

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, November 19, 2024 @ 5:00pm. Meeting will be held at City Hall, 6th Floor.

Adjournment.

Mrs. Lucas moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously.

The meeting was adjourned at 7:11 pm.

APPROVED:

NOV 26 2024

President of the Board of Health — Date Signed

11/25/2024

Health Commissioner - Secretary to the Board of Health — Date Signed

November 19, 2024

Date Approved by the Board of Health