BOARD OF HEALTH
Canton City Public Health

Public Health
Prevent. Promote. Protect.
Canton City Public Health

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

Board of Health Regular Meeting
May 28, 2024
MEETING MINUTES

Call to Order and Roll Call

Mayor Sherer called to order the regular meeting of the Board of Health on Tuesday, May 28, 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, Dr. James Johns, Mrs. Cleo Lucas, and Ms. Kimberly Kingsbury
Members Absent:	None
Members Excused:	None
Staff Present:	Health Commissioner Amanda Archer, Christi Allen, Pamela Gibbs, Sarah Thomas, Christina Henning, Diane Thompson, Terri Dzienis, Gus Dria, and Sean Green
Also Present:	Carrie D'Andrea of the Canton City Law Department

Agenda corrections and approval.

1. Approve agenda for the May 28, 2024 Board of Health meeting.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the agenda for the May 28, 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 May 2, 2024 Board of Health hearing minutes.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the May 2, 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.

3. Approve May 2, 2024 Board of Health meeting minutes.
Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the May 2, 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.

4. Approve May 8, 2024 Special Board of Health meeting minutes.
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve the May 8, 2024 Special 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.

Unfinished Business
There was no unfinished business to discuss.

Fiscal Items.

5. Approve list of bills (04/26/2024 - 05/21/2024) - $346,638.97
Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the list of bills from 04/26/2024 - 05/21/2024, totaling $346,638.97.

During the discussion, Dr. Lakritz inquired about the expenditure of $3553.00 to ACME Fresh Market to provide food items for participants referred by THRIVE, and a $499.75 payment to B-Squared for insulated bags used in food transport. Christi Allen clarified that these expenses were paid by a grant received in 2020, which had previously been delayed due to COVID. Commissioner Archer further explained that the health department purchases the food for a program aimed at teaching mothers how to prepare healthy meals. The program also provides participants with items to take home, which necessitates the use of the insulated bags.

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 list of bills was approved.

Personnel actions.

6. Accept the resignation of Adam Jasso, EH Public Health Technician, effective May 15,

2024.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to accept the resignation of Adam Jasso, EH Public Health Technician, effective May 15, 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.

7. Accept the resignation of Kewan Umbles, EH Public Health Technician, effective May 14, 2024.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to accept the resignation of Kewan Umbles, EH Public Health Technician, effective May 14, 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.

8. Appointment of two part-time EH Public Health Technicians (pay grade A).

The Environmental Health Director, Annie Butusov, informed the Board that there were no candidates to fill the EH Public Health Technician position at this time.

Subsequently, Dr. Lakritz moved, and Mr. Wyatt seconded a motion to table this agenda item.

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

Motion carried unanimously. The agenda item was tabled.

9. Approve Elisabeth Mobberley, HIV/STI Prevention Health Educator, 20.20 hours of sick time from a previous employer.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve Elisabeth Mobberley, HIV/STI Prevention Health Educator, 20.20 hours of sick time from a previous employer. 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 sick time carryover was approved.

10. Approve a 90-day probationary period extension from June 2, 2024 to August 31, 2024 for Octavia Dolph, Community Engagement Specialist.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve a 90-day probationary period extension from June 2, 2024 to August 31, 2024 for Octavia Dolph, Community Engagement Specialist.

During the discussion, Mrs. Lucas asked for the rationale behind extending this employee's probationary period. Commissioner Archer explained that this should be discussed in an executive session to protect the privacy of the employee.

Subsequently, Mrs. Lucas moved and Ms. Kingsbury seconded a motion to move this item to the end of the agenda so that an executive session could be held to consider the employment of a public employee.

A roll call vote was taken:

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

Motion carried unanimously. This item was moved to the end of the agenda.

Approval of recommendations of the hearing officer.

11. Approve recommendations from public hearings held May 28, 2024.
Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to approve recommendations from public hearings held May 28, 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.

12. 1st Reading.

a. **Resolution authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from January 1, 2024 to March 31, 2024 for a total of $3,545.92 (pass as an emergency).**
b. **Resolution approving the creation of a RV/Park Campground fund.**
c. **Resolution approving the creation of a Construction and Demolition Debris (C&DD) fund.**

Before the resolutions were read, Commissioner Archer provided an outline of the process and timeline for a resolution to become effective. She explained that, typically, a resolution becomes effective 30 days after Board approval unless it is passed as an emergency. She noted that if the standard three-reading process is followed, with Board approval on the third reading, the timeline for a resolution to become effective from when it is initially drafted is approximately five months. Additionally, Commissioner Archer clarified that the Board may choose to make a resolution effective after a first (or second) reading so long as at least four Board members vote in favor to do so. This action would require a subsequent vote to officially pass the resolution, which must include language to pass it as an emergency, allowing the resolution to take effect immediately upon approval.

a. 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 from January 1, 2024 to March 31, 2024 for a total of $3,545.92 (pass as an emergency). Following the reading, Ms. Kingsbury made a motion to pass the resolution on its first reading, seconded by Mr. Wyatt. 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 and Dr. Johns seconded a motion to approve the resolution as presented. 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 2024-07, effective immediately.

b. Mayor Sherer provided a first reading of a Resolution approving the creation of a RV/Park Campground fund. No Board action was taken.

c. Mayor Sherer provided a first reading of a Resolution approving the creation of a Construction and Demolition Debris (C&DD) fund. No Board action was taken.

13. 2nd Reading.
There were no 2nd readings of resolutions.

14. 3rd Reading.
There were no 3rd readings of resolutions.

Approval of Policies

15. Amend Policy 800-030-P_Compensation Program Section E(2)(c) to strike out the last sentence that reads: "*Requested pay adjustments above 10% of the minimum pay are at the sole discretion of the Board of Health*".
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to amend Policy 800-030-P_Compensation Program Section E(2)(c) to strike out the last sentence that reads: "*Requested*

pay adjustments above 10% of the minimum pay are at the sole discretion of the Board of Health". 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 amendment was approved.

16. Amend Policy 800-030-P_Compensation Program section E (2)(d)(ii) to be amended to read: "*If a salary raise and/or COLA are approved for the year, the raise and/or COLA will apply to all staff, including those in their probationary period*".

Ms. Kingsbury moved, and Dr. Johns seconded a motion to amend Policy 800-030-P_Compensation Program section E (2)(d)(ii) to read: "*If a salary raise and/or COLA are approved for the year, the raise and/or COLA will apply to all staff, including those in their 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 amendment was approved.

Approval of contracts and agreements.

17. Approve contract with Lamar for billboard design and advertising from 06/10/2024 to 07/07/2024 for an amount not to exceed $8,500.00 to promote AWARE, a new free, at-home sexually transmitted infections (STI) test kit program available for Ohio residents 16 and older (paid from the FY24 Innovative Approaches to STI Prevention grant)

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a contract with Lamar for billboard design and advertising from 06/10/2024 to 07/07/2024 for an amount not to exceed $8,500.00 to promote AWARE, a new free, at-home sexually transmitted infections (STI) test kit program available for Ohio residents 16 and older (paid from the FY24 Innovative Approaches to STI Prevention grant).

During the discussion, Dr. Lakritz reiterated her reservations about the efficacy of billboards as an advertising medium, although she acknowledged having a productive conversation with Nursing Director Diane Thompson regarding this agenda item prior to the meeting.

Mrs. Lucas then inquired about the return on investment for the test kits. Diane Thompson responded that the Ohio Department of Health was collecting the data on this initiative, and that she would report back to the Board once the data is shared with her.

A roll call vote was taken on the motion:

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

Motion carried with 4 votes "yes" and 1 "abstain". The contract was approved.

18.
Approve extended agreement with Buckeye Health Plan, Inc., CareSource, Ohio, Inc., Molina Healthcare of Ohio, Inc., United HealthCare Services, Inc., AmeriHealth Caritas of Ohio, Community Insurance Company d/b/a Anthem Blue Cross and Blue Shield, and Humana Health Plan of Ohio, Inc., to receive additional payments for the total amount of $382,500.00 for the purpose of the implementation of the enhanced maternal health program targeting the reduction of infant mortality in Stark County (Department of Medicaid enhanced infant mortality funding), extending the current grant through December 31, 2024.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve an extended agreement with Buckeye Health Plan, Inc., CareSource, Ohio, Inc., Molina Healthcare of Ohio, Inc., United HealthCare Services, Inc., AmeriHealth Caritas of Ohio, Community Insurance Company d/b/a Anthem Blue Cross and Blue Shield, and Humana Health Plan of Ohio, Inc., to receive additional payments for the total amount of $382,500.00 for the purpose of the implementation of the enhanced maternal health program targeting the reduction of infant mortality in Stark County (Department of Medicaid enhanced infant mortality funding), extending the current grant through December 31, 2024.

During the discussion, Dr. Lakritz was concerned that a portion of these funds may continue to be allocated into programs that had not proven to be effective in helping level the infant mortality disparity. Commissioner Archer clarified that the motion at hand was solely to approve the receipt of the additional funding, and that any future contracts with potential partner agencies would require Board approval.

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 agreement was approved.

19. Approve an addendum for the FY23 HIV Prevention Grant for Jefferson County Health Department to extend the agreement's end date from May 31, 2024 to July 31, 2024.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve an addendum for the FY23 HIV Prevention Grant for Jefferson County Health Department to extend the agreement's end date from May 31, 2024 to July 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 addendum was approved.

20. Approve an addendum for the FY23 HIV Prevention Grant for New Philadelphia City Health Department to extend the agreement's end date from May 31, 2024 to July 31, 2024.
Mrs. Lucas moved, and Ms. Kingsbury seconded a motion to approve an addendum for the FY23 HIV Prevention Grant for New Philadelphia City Health Department to extend the agreement's end date from May 31, 2024 to July 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 addendum was approved.

21. Approve an addendum for the FY23 HIV Prevention Grant for Alliance City Health Department to extend the agreement's end date from May 31, 2024 to July 31, 2024.
Dr. Lakritz moved, and Mr. Wyatt seconded a motion to approve an addendum for the FY23 HIV Prevention Grant for Alliance City Health Department to extend the agreement's end date from May 31, 2024 to July 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 agreement was approved.

22. Approve an addendum for the FY23 HIV Prevention Grant for Massillon City Health Department to extend the agreement's end date from May 31, 2024 to July 31, 2024.
Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve an addendum for the FY23 HIV Prevention Grant for Massillon City Health Department to extend the agreement's end date from May 31, 2024 to July 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 addendum was approved.

Approval of travel authorizations.

23. Approve travel

a. **Tiffany Biedenbach, Linkage to Care Specialist, for travel from 09/11/2024 to 09/15/2024, US Conference on HIV/AIDS in New Orleans, LA for an amount not to exceed $2,423.25 (HIV Grant fund 2318).**
b. **Pam Gibbs, Health Service Coordinator, for travel from 09/11/2024 to 09/15/2024, US Conference on HIV/AIDS in New Orleans, LA for an amount not to exceed $2,423.25 (HIV Grant fund 2318).**

c. **Kristina Gantz, Early Intervention Specialist Navigator, for travel from 09/11/2024 to 09/15/2024, US Conference on HIV/AIDS in New Orleans, LA for an amount not to exceed $2,773.25 (EIS Grant fund 2319).**
d. **Samantha Yost, APC Monitoring & Inspections Technician, for travel from 08/11/2024 to 08/16/2024, US EPA National Ambient Air Monitoring Conference in New Orleans, LA for an amount not to exceed $2,245.00 (APC grant fund 2331).**

Mr. Wyatt moved, and Dr. Lakritz 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.

24. Approve the closure of Canton City Public Health on Wednesday, September 25, 2024 for the annual All Staff Meeting, per Health Code section 207.10.

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the closure of Canton City Public Health on Wednesday, September 25, 2024 for the annual All Staff Meeting, per Health Code section 207.10. 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 closure was approved.

25. Discussion of Health Code 203.04.

Commissioner Archer revisited the discussion on resolutions and asked how the Board would like to proceed with reading and approving resolutions moving forward. Mayor Sherer recommended that Commissioner Archer continue to communicate to the Board when a resolution would need to be passed immediately.

Ms. Kingsbury mentioned that a "public speaks" section should be added to the Board meeting agendas to provide opportunity for community members to voice their questions and concerns. In response, Commissioner Archer explained that while there is no requirement for the Board of Health to include a "public speaks" at its meetings, the Board could make a vote to incorporate it into future meetings if it wishes to do so. She added that she could add this motion to the meeting agenda for next month if the Board wished.

Acceptance of reports.

26. Accept staff reports.

a. **Health Commissioner** – Nothing additional
b. **Laboratory** – Nothing additional
c. **Nursing/WIC** – Nothing additional
d. **OPHII** – Dr. Lakritz referenced a section of the report which indicated that Workforce and Development and Health Equity were working to identify an appropriate and impactful training opportunity for staff. She recommended that CCPH uses this as an opportunity to do a deep dive into identifying how it can better serve those who have limited English proficiency.
e. **Vital Statistics** – Nothing additional

Mrs. Lucas inquired about THRIVE program, and asked why the Board had not received recent updates. In response, Commissioner Archer explained the THRIVE program provides a quarterly report rather than a monthly report because of its extensive data collection.

Executive Session

27. Executive Session to Discuss Employment of a Public Employee
At this time, the Board revisited agenda item 10, which had earlier been tabled so that an executive session could be held to discuss the employment of a public employee. Mrs. Lucas then made a motion, with a second from Ms. Kingsbury, to go into an executive session to discuss the employment of a public employee. Mayor Sherer requested the presence of the Board of Health, and Commissioner Archer 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 6:17 pm.

At 6:26 pm, Mr. Wyatt made a motion to leave the executive session and return to normal session, 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. The Board of Health returned to normal session at 6:26 pm.

Ms. Kingsbury then made a motion, with a second from Mrs. Lucas, to approve a 90-day probationary period extension from June 2, 2024 to August 31, 2024 for Octavia Dolph, Community Engagement Specialist. A roll call vote was taken:

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

Motion carried with 4 votes "yes" and 1 "abstain".

Announcements.

Next meeting date.

28. Tuesday, June 25, 2024 @ 5:00pm at the Goldsmith Room
The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, June 25, 2024 at 5:00pm.

Adjournment.
Ms. Kingsbury moved, and Dr. Johns seconded a motion to adjourn the 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 meeting adjourned at 6:27 pm.

APPROVED:

7.1.24
President of the Board of Health — Date Signed

6/26/24
Health Commissioner - Secretary to the Board of Health — Date Signed

June 25, 2024
Date Approved by the Board of Health