BOARD OF HEALTH
Canton City Public Health

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

Board of Health - Special Meeting
May 8, 2024
MEETING MINUTES

Call to Order and Roll Call
Mayor Sherer called to order the special meeting of the Board of Health on Wednesday, May 8, 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:	Amanda Archer, Health Commissioner, Christina Henning, Diane Thompson, Terri Dzienis, Kelli Trenger, Laura Roach, Pamela Gibbs, Christi Allen, and Sean Green
Also Present:	Canton City Law Director Jason Reese, Assistant Law Director Carrie D'Andrea, and Canton City Finance Director Mark Crouse

Agenda corrections and approval.

1. Approve agenda for the May 8, 2024 Special Board of Health meeting.
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the agenda for the May 8, 2024 Special 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 resolutions.

2. Resolution approving Compensation Program (pass as an emergency).
Mayor Sherer provided a first reading of the resolution to approve the Compensation Program which would adjust pay compensation for Canton City Public Health employees. Jason Reese then provided clarification that if the Board wished for this resolution to take immediate effect, it would need to pass two separate motions: first, a motion to pass the resolution as an emergency upon approval, and a second motion to approve the resolution as presented. Following this guidance, Dr. Johns moved, and Mrs. Lucas seconded a motion to pass this resolution as an emergency upon 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.

Mayor Sherer then proceeded with a second reading of the resolution. Following the second reading, Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the Compensation Program Resolution.

During the discussion, Dr. Lakritz requested amendments to the Compensation Program Policy, which was set to be adopted as part of this resolution. She mentioned two specific sections for amendment:

1. Section E.2.d.ii, concerning salary raises or cost of living adjustments (COLA) for probationary period employees. This section states that if a COLA is approved while an employee is in their probationary period, the probationary employee will receive the COLA increase *after* their probation period concludes. Dr. Lakritz advocated to instead allow all probationary employees to receive any approved COLA increase immediately on its effective date, rather than waiting until the the end of the employee's probationary period.
2. Section E.2.c, regarding the determination of starting pay for new hires. This section includes a provision which allows for a salary adjustment of up to 10% above the minimum starting pay for new hires with exceptional qualifications. Dr. Lakritz pointed out that there had been a new sentence added to this section which stated, "Requested pay adjustments above 10% of the minimum pay are at the sole discretion of the Board of Health." Dr. Lakritz pointed out that this sentence had not been included in previous versions reviewed by the Board of Health and that the Board had not communicated an interest in offering starting salaries at greater than 10% above their minimum. Mrs. Lucas agreed with Dr. Lakritz' position.

Commissioner Archer then provided her rationale for adding the sentence in question to Section E.2.c of the policy. She explained that the intent was to add flexibility should the Board ever wish to hire an exceptional candidate at a higher starting salary. She further explained that only the Board of Health would have the authority to hire a candidate at a salary that is greater than 10% above the minimum.

Law Director Jason Reese recommended that the Board take a vote on the approval of the resolution as presented, and, if approved, consider amending it at a future meeting. Mayor Sherer supported this approach, suggesting that the Board approve the resolution and its documents as currently drafted, with the possibility for future amendments.

A roll call vote was then taken on the approval of the resolution as originally presented:

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 2024-04, effective immediately.

3. Resolution to approve updating CCPH's Healthcode section 207.10 - compensation time earned (pass as an emergency).

Mayor Sherer provided a first reading of the resolution to approve updating Canton City Public Health's Healthcode Section 207.10 - Compensation Time Earned. Following the reading, Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to pass this resolution as an emergency if approved by 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.

Mr. Wyatt then moved to suspend a second reading of the resolution, 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.

With the second reading suspended, Mr. Wyatt moved to approve the resolution updating CCPH's Healthcode Section 207.10 - Compensation Time Earned; seconded by Mrs. Lucas. 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 2024-05, effective immediately.

4. Resolution to approve updating CCPH's Healthcode section 207.21 - life insurance (pass as an emergency).

Mayor Sherer provided a first reading of the resolution to approve updating Canton City Public Health's Healthcode Section 207.21 - Life Insurance. After the reading, Mr. Wyatt moved, and Dr. Johns seconded a motion to pass the resolution as an emergency if approved by 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.

Mr. Wyatt then made a motion to suspend the second reading of the resolution; 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.

With the second reading suspended, Mr. Wyatt moved to approve the resolution updating CCPH's Healthcode Section 207.21 - Life Insurance. 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 2024-06, effective immediately.

Personnel actions.

5. Appointment of two full-time Air Pollution Control Engineering Technician I's.
Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the appointment of a full-time Air Pollution Control Engineering Technician I to Linda Von Albrecht at an annual salary of $49,205.00 with a 90-day probationary period, and the appointment of a full-time APC Engineering Technician I to Katherina Carpenter at an annual salary of $48,478.00 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 appointments were approved.

6. Appointment of a full-time Laboratory Director.
Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the appointment of a full-time Laboratory Director to Absar Zafar at an annual salary of $70,207.28 with a 90-day probationary period. Included in the motion was an alternate choice to hire Samir Gunjam at an annual salary of $73,902.50 with a 90-day probationary period.

During the discussion, Dr. Lakritz pointed out that the proposed starting salary was higher for the alternate candidate because he had additional qualifications; she asked for the rationale behind choosing not to hire the candidate who seemed to have superior qualifications.
Commissioner Archer explained that both individuals were well-qualified and excellent candidates for the position, but the alternate candidate was an out-of-state resident while the primary candidate was local. Commissioner Archer then clarified that although the alternate

candidate could effectively perform the job duties remotely, the primary candidate's ability to be physically present made him the preferred option.

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 appointment was approved.

Adjournment.
Mr. Wyatt 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 was adjourned at 6:40 PM.

APPROVED:

____ ________________
President of the Board of Health Date Signed

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Health Commissioner - Secretary to the Board of Health Date Signed

May 28, 2024
Date Approved by the Board of Health