BOARD OF HEALTH
Canton City Public Health

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

Board of Health Regular Meeting
November 19, 2024
MEETING MINUTES

Call to Order and Roll Call
Mr. Patrick Wyatt called to order the regular meeting of the Board of Health on Tuesday, November 19, 2024 at 5:00 PM. Mr. Wyatt presiding. The meeting location was at City Hall, 6th Floor, 218 Cleveland Ave. SW, Canton, OH.

Roll Call:

Members Present:	Mr. Patrick Wyatt, Dr. Amy Lakritz, Dr. James Johns, Mrs. Cleo Lucas, and Ms. Kimberly Kingsbury
Members Absent:	None
Members Excused:	Mayor William Sherer II
Staff Present:	Health Commissioner Amanda Archer, Diane Thompson, Terri Dzienis, Mindy Groff, Christi Allen, Gus Dria, Sarah Thomas, Rob Knight, Geli Ellsworth, Frank Catrone, and Sean Green.
Others Present:	Carrie D'Andrea

Agenda corrections and approval.

1. Approve agenda for the November 19, 2024 Board of Health meeting.
Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve the agenda for the November 19, 2024 Board of Health meeting.

Before proceeding with a vote, Mr. Wyatt noted two modifications to be made to the agenda:

1. **Remove**: Recommendations from the Hearing Officer Nuisance Hearings
2. **Add**: New staff introductions under Personnel Items

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 with amendments.

Approval of previous meeting minutes.

2. Approve October 29, 2024 Board of Health hearing minutes.
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the October 29, 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 October 29, 2024 Board of Health meeting minutes.
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the October 29, 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.

Unfinished Business

Board of Health Committee Reports

4. Reports

a. **Finance Committee** - Ms. Kingsbury reported that the Finance Committee met on November 13th to discuss CCPH's budget. She added that the goal is to have monthly budget updates at future Board of Health meetings.
b. **Personnel Committee** - Mr. Wyatt reported that the Personnel Committee was scheduled to meet on November 21st, and that the Committee will report back to the Board of Health at its December meeting.

A roll call vote was taken to accept the reports:

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

Motion carried unanimously.

Public Hearing

5. Public hearing with regard to a resolution amending the food protection license fees as required by Ohio law.
At 5:06 PM, Mr. Wyatt called to order a public hearing with regard to a resolution amending the food protection license fees as required by Ohio law. He opened the floor to any attendees who wished to speak for or against this resolution.

With no additional comments or discussion, Mr. Wyatt adjourned the hearing at 5:07 PM.

Fiscal items.

6. Accept proposed 2025 budget.
Dr. Johns moved, and Ms. Kingsbury seconded a motion to accept the proposed 2025 budget.

After discussion on specifics of the budget, 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 2025 budget was accepted by the Board.

7. Approve list of invoices (10/25/2024 - 11/15/2024) - $98,471.38
Mrs. Lucas moved, and Ms. Kingsbury seconded a motion to approve the list of invoices from 10/25/2024 - 11/15/2024 totaling $98,471.38. 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 list of invoices was approved.

8. Approve early payment of invoices for December 2024 and January 2025.
Dr. Lakritz moved, and Dr. Johns seconded a motion to approve early payment of invoices for December 2024 and January 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.

Personnel actions.

9. Approve vacation carryover from 2024 to 2025.
Mrs. Lucas moved, and Dr. Johns seconded a motion to approve vacation carryover from 2024 to 2025 for the following employees: Christi Allen - 5 days (40 hours); Pamela Johnson-Gibbs - 5 days (40 hours); Kelli Trenger - 5 days (40 hours); Diane Thompson - 5 days (40 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 vacation carryover was approved.

10. Appointment of a full-time Staff Nurse II (G).
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the appointment of a full-time Staff Nurse II (G) to Dawn Johnson at an annual salary of $52,599.00 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.

11. Introduction of New CCPH Staff
Commissioner Archer introduced the new CCPH Laboratory Director Mindy Groff to the Board of Health. The Board welcomed Ms. Groff to the health department.

Approval of resolutions.

12. 1st reading.
There were no resolutions presented for a first reading.

13. 2nd reading.
There were no resolutions presented for a second reading.

14. 3rd reading.

a. **Resolution amending section 207.18 (f) of the Canton City Health Code for vacation payout for employees.**
b. **Resolution authorizing 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).**

a. Mr. Wyatt provided a 3rd reading of a resolution amending section 207.18 (f) of the Canton City Health Code for vacation payout for employees. A roll call vote was then taken to approve the resolution:

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 2024-15 (to be effective 30 days after passage).

b. Mr. Wyatt provided a third reading of a resolution authorizing payment of regular expenses which require prior Board approval. A roll call vote was then taken to approve the resolution:

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 2024-16 (to be effective 30 days after passage).

c. Mr. Wyatt provided a third reading of a resolution approving periodic program related travel expenses pursuant to section 207.23 of the Canton City Health Code. A roll call vote was then taken to approve the resolution:

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 2024-17 (to be effective 30 days after passage).

d. Mr. Wyatt provided a third 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 (pass as an emergency). A roll call vote was taken:

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

Motion carried with 4 votes "Yes" and 1 "Abstain." The resolution was approved and adopted as Resolution 2024-18, effective immediately.

Approval of contracts and agreements.

15. 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, 2025 to December 31, 2025 with one-year automatic renewal through December 31, 2026 (from October 29, 2024 agenda).
Dr. Johns 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 Recycling Drop-Off Cleanup/Host Community Grant for an amount not to exceed $2,500.00 with a grant period of January 1, 2025 to December 31, 2025 with one-year automatic renewal through December 31, 2026 (from October 29, 2024 agenda). 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.

16. 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, 2025 to December 31, 2025 with a one-year automatic renewal through December 31, 2026 (from the October 29, 2024 meeting).
Dr. Johns 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 for an amount not to exceed $51,666.00 with a grant period of January 1, 2025 to December 31, 2025 with a one-year automatic renewal through December 31, 2026 (from the October 29, 2024 meeting).

Motion carried unanimously. The agreement was approved.

17. Approve the FY25 Dental Sealant Program Agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed $1,800.00 for the period of January 1, 2025 to December 31, 2025 with the Ohio Department of Health (Clinic Fund for Dental 2320.303004).
Before a motion was made, Mr. Wyatt announced that agenda items 17, 18, and 19 would be considered under one motion. Subsequently, Ms. Kingsbury moved and Mrs. Lucas seconded a motion to approve the following agreements:

- FY25 Dental Sealant Program Agreement with Dr. Meredith Robeson, Dentist, at an amount not to exceed $1,800.00 for the period of January 1, 2025 to December 31, 2025 with the Ohio Department of Health (Clinic Fund for Dental 2320.303004).
- FY25 Dental Sealant Program Agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed $12,181.10 for the period of January 1, 2025 to December 31, 2025 with

the Ohio Department of Health (Clinic Fund for Dental 2320.303004).

- FY25 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed $12,181.10 for the period of January 1, 2025 to December 31, 2025 with the Ohio Department of Health (Clinic Fund for Dental 2320.303004).

A roll call vote was then taken on the motion:

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

Motion carried unanimously. The agreements were approved.

18. Approve the FY25 Dental Sealant Program Agreement with Alison Giammarco, Dental Hygienist, at an amount not to exceed $12,181.10 for the period of January 1, 2025 to December 31, 2025 with the Ohio Department of Health (Clinic Fund for Dental 2320.303004).
Approved under item 17.

19. Approve the FY25 Dental Sealant Program Agreement with Anna Mayle, Dental Hygienist, at an amount not to exceed $12,181.10 for the period of January 1, 2025 to December 31, 2025 with the Ohio Department of Health (Clinic Fund for Dental 2320.303004).
Approved under item 17.

20. Authorize a FY25 contract with Dr. Jon Elias as the Health Department's Medical Director for an amount not to exceed $14,700.00 for the period of January 1, 2025 to December 31, 2024 (Nursing General Fund 7601.303001).
Dr. Johns moved, and Ms. Kingsbury seconded a motion to authorize a FY25 contract with Dr. Jon Elias as the Health Department's Medical Director for an amount not to exceed $14,700.00 for the period of January 1, 2025 to December 31, 2024 (Nursing General Fund 7601.303001). 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 was approved.

21. Approve a FY25 agreement with LaToya Dickens-Jones to provide Nurse Practitioner services on an as needed basis for the health department for an amount not to exceed $2,325.60 for a period of January 1, 2025 to December 31, 2025 (Nursing General Fund 7601.303001).
Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a FY25 agreement with LaToya Dickens-Jones to provide Nurse Practitioner services on an as needed basis for the health department for an amount not to exceed $2,325.60 for a period of January 1, 2025 to December 31, 2025 (Nursing General Fund 7601.303001). 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 the updated FY25 WIC Ohio Department of Health (ODH) grant budget to receive an additional amount of $184,166.00 from ODH for a new total not to exceed $1,644,070.00 for the period of October 1, 2024 to September 30, 2025 to include the following subgrantees (totaling $788,044.00):

a. **Alliance City Health Department for an additional amount of $25,318.00 for a new total not to exceed $168,048.00 (originally approved at $142,730.00).**
b. **Massillon City Health Department for an additional amount of $15,657.00 for a new total not to exceed $175,687.00 (originally approved at $160,030.00).**
c. **Stark County Health Department for an additional amount of $42,309.00 for a new total not to exceed $444,309.00 (originally approved at $402,000.00).**

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the updated FY25 WIC Ohio Department of Health (ODH) grant budget to receive an additional amount of $184,166.00 from ODH for a new total not to exceed $1,644,070.00 for the period of October 1, 2024 to September 30, 2025 to include the above subgrantees (totaling $788,044.00):

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

Motion carried unanimously.

Other business.
There was no other business discussed.

Acceptance of reports.

23. Accept staff report.

a. **Health Commissioner report** - Mrs. Lucas thanked Commissioner Archer for her update on the Health Department renovations. Commissioner Archer also informed the Board that an official date has not yet been determined for when the second floor will be ready for staff to move in.
b. **Lab report** - Nothing additional.
c. **Nursing/WIC report** - Nothing additional.
d. **Strategic Planning and Performance Management report** - Nothing additional.

Ms. Kingsbury then asked when the Board could anticipate another Environmental Health division report. Commissioner Archer responded that with the new Environmental Health Director now in place, a division report should be provided within the next couple of months.

Ms. Kingsbury then moved, and Dr. Johns seconded a motion to accept staff reports 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.

Announcements.

a. Commissioner Archer shared that Canton City Public Health received a Certificate of Special

Recognition from U.S. Representative Emilia Sykes in October 2024. This honor was presented to the health department for winning the 2024 Summit Creative Award in the Service in Action category for the Syphilis Awareness Campaign, developed in partnership with Innis Maggiore. Commissioner Archer commended Diane Thompson and her team for their exceptional work on this campaign.

b. Mr. Wyatt thanked all CCPH staff for their hard work and dedication. He also wished everyone a Happy Thanksgiving.

Next meeting date.

24. Tuesday, December 17th, 2024 at 5:00pm (location to be determined).
The next regular meeting of the Canton City Board of Health is scheduled for Tuesday, December 17, 2024, at 5:00 PM. The meeting location will be announced once it is determined.

Adjournment.
Dr. Johns moved, and Ms. Kingsbury seconded a motion to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 5:49 pm.

APPROVED:

William Sr. — 12-30-24
President of the Board of Health — Date Signed

Amanda Archer — 12/19/2024
Health Commissioner - Secretary to the Board of Health — Date Signed

December 17, 2024
Date Approved by the Board of Health