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
December 17, 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, December 17, 2024 at 5:00 PM. Mr. Wyatt 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, Diane Thompson, Sherry Smith, Pam Gibbs, Christi Allen, Sarah Thomas, Mindy Groff, Dawn Miller, Laura Roach, Terri Dzienis, and Sean Green
Others Present:	Kevin L'Hommedieu

Agenda Corrections and Approval

1. Approve agenda for the December 17, 2024 Board of Health meeting.

Before a motion was made, Commissioner Archer informed the Board of the following addition to the agenda:

- Accept the extension of the end date of the FY24 Integrated Harm Reduction from 12/31/2024 to 3/31/2025 with an additional $31,000.00 for the period of January 1, 2025, through March 31, 2025.

    a) Approve an addendum with Beacon Charitable Pharmacy to distribute Narcan through the FY24 Integrated Harm Reduction grant to extend the grant end date from December 31, 2024, to March 31, 2025, for an additional $1,000.00.
    b) Approve an addendum for Charlotte Williams for the FY24 Integrated Harm Reduction grant to extend the grant end date from December 31, 2024, to March 31, 2025 (no change cost of agreement of $9,435.00).
    c) Approve 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 December 31, 2024, to March 31, 2025 (no change cost of agreement of $6,300.00).
    d) Approve a no-cost addendum for Zion Community Development Corp for the FY24 Integrated Harm Reduction grant to extend the grant end date from December 31, 2024, to March 31, 2025 (no change cost of agreement of $8,000.00).

Mr. Wyatt then moved, and Dr. Johns seconded a motion to approve the agenda for the December 17, 2024 Board of Health meeting as amended. 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 as amended.

Approval of previous meeting minutes

2. Approve minutes for the November 19, 2024 Board of Health meeting.

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve the minutes for the November 19, 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 meeting minutes were approved.

Board Committee Reports

3. Reports

a. **Finance:** Ms. Kingsbury noted that the Finance Committee had not met since the last report. She explained that an update would be provided after the committee reconvenes.

b. **Personnel:** Mr. Wyatt reported that there were no updates from the Personnel Committee at this time.

2025 Board of Health Schedule

4. Approve 2025 Board of Health meeting schedule.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the 2025 Board of Health meeting schedule. 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 schedule was approved.

Approval of List of Bills

5. Approve list of invoices for payment.

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the list of invoices from 11/16/2024 - 12/13/2024, totaling $775,628.62. 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

6. Approve new full-time Harm Reduction Manager (I) position description.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the new full-time Harm Reduction Manager (I) position description.

There was then discussion on the minimum requirements in the job description and whether there should be two different pay grades: one for candidates who qualify through experience only, and another for candidates who qualify through a combination of a Bachelor's degree and experience. Commissioner Archer explained that Civil Service guidelines did not allow for different pay grades under the same job description.

After some uncertainty about whether the job description being discussed was the most up-to-date version approved by Canton Civil Service, the Board elected to move on and approve other agenda items while Commissioner Archer checked to confirm the correct version of the job description.

7. Approve updated full-time Epidemiologist I (F) position description, changing the name to Maternal & Child Health (MCH) Epidemiologist I (F).

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the updated full-time Epidemiologist I (F) position description, changing the name to Maternal & Child Health (MCH) Epidemiologist I (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.

8. Approve a 5-day probationary period extension from March 9, 2025 to March 14, 2025 for Sherry Smith, Health Promotion & Planning Director (K).

Before a motion was made, Commissioner Archer introduced new Health Promotion & Planning Director, Sherry Smith, to the Board of Health. The Board welcomed Sherry to Canton City Public Health.

Mr. Wyatt then moved, and Dr. Lakritz seconded a motion to approve a 5-day probationary period extension from March 9, 2025 to March 14, 2025 for Sherry Smith, Health Promotion & Planning Director (K). 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 extension was approved.

9. Approve extended unpaid medical leave of absence for Sonya O'Brien, from December 20, 2024 through January 6, 2025, per Health Code 207.11 (b).

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve an extended unpaid medical leave of absence for Sonya O'Brien, from December 20, 2024 through January 6, 2025, per Health Code 207.11 (b). 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 leave of absence was approved.

Commissioner Archer then informed the Board that the job description provided for the full-time Harm Reduction Manager (I) position (item 6 on the agenda) was the correct version to be considered for approval.

After discussion, Mayor Sherer asked for a new motion to approve the new full-time Harm Reduction Manager (I) position description; Mr. Wyatt moved, and Mrs. Lucas seconded. 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 Harm Reduction Manager (I) position description was approved.

10. Approve updated Position Classification Schedule to include new Nursing position and updated THRIVE position.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the updated Position Classification Schedule to include new Nursing position and updated THRIVE position. 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 Position Classification Schedule was approved.

Approval of Resolutions

11. First Reading.

a. Mayor Sherer provided a first reading of a resolution authorizing a wage increase based on cost of living adjustment for employees of Canton City Public Health for 2025 and adjustment of the pay grades of the Compensation Program (800-030-P). Mr. Wyatt then made a motion to approve the resolution on its first reading; seconded by Dr. Johns. 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.

There was then discussion on the 2% pay grade increase included in the resolution. Dr. Lakritz suggested that the increase should align more closely with the 4% increase being applied to pay grades for other Canton City departments. Commissioner Archer commented that she was not in support of a 4% increase for Health Department position pay grades, citing a priority to ensure current staff salaries exceeded the pay grade minimums before committing to a larger pay grade increase. Mayor Sherer noted that the Canton City Finance Director, Mark Crouse, supported the 2% increase for the Health Department's pay grades. The Mayor also clarified that not all Canton City pay grades would receive a 4% increase.

Mr. Wyatt then made a motion 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 2024-19, effective immediately.

b. Mayor Sherer provided a first reading of a resolution authorizing the submission of an application for PHAB re-accreditation. Mrs. Lucas then made a motion to pass the resolution on its first reading; seconded by Dr. Johns. 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, Mrs. Lucas made a motion 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 approved and adopted as Resolution 2024-20, effective immediately.

c. Mayor Sherer provided a first reading of a resolution amending section 207.24 (d) of the Canton City Health Code, Terminal Pay. Mr. Wyatt made a motion to approve the resolution on its first reading; seconded by Dr. Lakritz. 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 made a motion to approve the resolution as presented; 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. The resolution was approved and adopted as Resolution 2024-21, effective immediately.

12. Second reading

There were no resolutions presented for a second reading.

13. Third reading

There were no resolutions presented for a third reading.

Approval of Contracts and Agreements

14. Approve a FY25 contract with R&G Janitorial Inc. at an amount not to exceed $54,600.00 for custodial cleaning services for the Health Department at 420 Market Ave N 1st and 2nd floor) ($24,000.00; $2,000.00/month), rental at 128 Wertz Ave Suite B ($16,200.00; $1,350.00/month) and rental at 832 McKinley Ave NW ($14,400.00; $1,200.00/month) from January 1, 2025 to December 31, 2025 (Administration general fund 7601.301001).

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve a FY25 contract with R&G Janitorial Inc. at an amount not to exceed $54,600.00 for custodial cleaning services for the Health Department at 420 Market Ave N 1st and 2nd floor) ($24,000.00;$2,000.00/month), rental at 128 Wertz Ave Suite B ($16,200.00; $1,350.00/month) and rental at 832 McKinley Ave NW ($14,400.00; $1,200.00/month) from January 1, 2025 to December 31, 2025 (Administration general fund 7601.301001). 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.

15. 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 funding not to exceed $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 end date from December 31, 2024 to June 30, 2025.

Dr. Johns moved, and Mr. Wyatt 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 funding not to exceed $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 end date from December 31, 2024 to June 30, 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 agreement was approved.

16. Approve addendums to the below grantees to extend the Medicaid Round 6 grant end date from December 31, 2024 to June 30, 2025 and also approve additional grant dollars:

   a. Access Health Stark County for an additional amount not to exceed $155,000.00
   b. Alliance Family Health Center (no additional dollars were requested by the agency)
   c. Mary Church Terrell Federated Club for an additional amount not to exceed $10,000.00
   d. My Community Health Center for an additional amount not to exceed $60,000.00
   e. People Building Community of Canton Ohio for an additional amount not to exceed $5,000.00
   f. Stark County Educational Services for an additional amount not to exceed $2,000.00
   g. Stark County Health Department for an additional amount not to exceed $79,866.78
   h. United Way of Stark County for an additional amount not to exceed $30,000.00
   i. YWCA of Canton for an additional amount not to exceed $12,000.00

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve addendums to the above grantees to extend the Medicaid Round 6 grant end date from December 31, 2024 to June 30, 2025 and also approve additional grant dollars. 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 addendums were approved.

17. Approve agreement with OneOhio Recovery Foundation for building resilient harm reduction solutions for an amount not to exceed $264,231.91 with a grant period of January 1, 2025 through January 1, 2026.

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve an agreement with OneOhio Recover Foundation for building resilient harm reduction solutions for an amount not to exceed $264,231.91 with a grant period of January 1, 2024 through January 1, 2026. 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.

18. 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 January 1, 2025 to December 31, 2025.

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 January 1, 2025 to December 31, 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 agreement was approved.

19. Approve a no-cost Partnership Agreement with My Community Health Center – Gonder Office to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective December 17, 2024 with annual renewal periods that will automatically renew every year.

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve a no-cost Partnership Agreement with My Community Health Center – Gonder Office to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective December 17, 2024 with annual renewal periods that will automatically renew every year. A roll 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.

20. Accept the extension of the end date of the FY24 Integrated Harm Reduction grant from 12/31/2024 to 3/31/2025 with an additional $31,000.00 for the period of January 1, 2025, through March 31, 2025.

a) Approve an addendum with Beacon Charitable Pharmacy to distribute Narcan through the FY24 Integrated Harm Reduction grant to extend the grant end date from December 31, 2024, to March 31, 2025, for an additional $1,000.00.
b) Approve an addendum for Charlotte Williams for the FY24 Integrated Harm Reduction grant to extend the grant end date from December 31, 2024, to March 31, 2025 (no change cost of agreement of $9,435.00).
c) Approve 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 December 31, 2024, to March 31, 2025 (no change cost of agreement of $6,300.00).
d) Approve a no-cost addendum for Zion Community Development Corp for the FY24 Integrated Harm Reduction grant to extend the grant end date from December 31, 2024, to March 31, 2025 (no change cost of agreement of $8,000.00).

Dr. Johns moved, and Mrs. Lucas seconded a motion to accept the extension of the FY24 Integrated Harm Reduction grant, and approve the addendums listed above. 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.

Acceptance of Division Reports

a. **Health Commissioner report** – Commissioner Archer updated the Board on the progress of the Health Department's building renovations. She explained that an occupancy permit must be obtained before any staff can relocate to the 2nd floor. She stated that the target date for staff moving to the 2nd floor is January 6, 2025, pending permit approval.

b. **Environmental Health report** – Nothing additional.

c. **HPP report** – Nothing additional.

d. **Laboratory report** – Nothing additional.

e. **Nursing/WIC report** – Nothing additional.

Dr. Lakritz moved, and Dr. Johns seconded a motion to accept the division 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.

Other business

Commissioner Archer asked if the Board still wished to hold the work session tentatively scheduled for January 15, 2025. She noted that the Finance Committee intended to meet on January 8, 2025, and could present the staff retention strategy discussed by the committee at the work session. The Board agreed to proceed with the January 15, 2025 work session to discuss the staff retention strategy.

Ms. Kingsbury then inquired about the process for evaluating the Health Commissioner's performance annually. Mrs. Lucas commented that the Personnel Committee would likely need to review the matter first and then provide a recommendation to the Board.

Announcement of Next Meeting: Tuesday, January 28, 2025 at 5:00 PM

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, January 28, 2025 at 5:00PM.

Adjourn

Ms. Kingsbury moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 5:57 PM.

APPROVED:

[signature]
President of the Board of Health

1-31-25
Date Signed

______________________________ 2/3/2025
Secretary to the Board of Health Date Signed

January 28, 2025
Date of Approval