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
January 28, 2025
MEETING MINUTES

Call to Order and Roll Call

Mayor Sherer called to order the regular meeting of the Board of Health on Tuesday, January 28, 2025 at 5:26 PM. Mayor Sherer presiding. The meeting location was at Canton City Public Health, Large Board Room – 2nd Floor, 420 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, Gus Dria, Sherry Smith, Pam Gibbs, Mindy Groff, Dawn Miller, Laura Roach, Terri Dzienis, Frank Catrone, Kelli Trenger, and Sean Green
Others Present:	Carrie D'Andrea

Agenda Corrections and Approval

1. Approve agenda for the January 28, 2025 Board of Health meeting.

Dr. Johns moved, and Dr. Johns seconded a motion to approve the agenda for the January 28, 2024 Board of Health meeting.

Commissioner Archer then commented that the Board wished to amend the agenda by adding an executive session under "Personnel Items" to discuss the employment of a public employee. A roll call vote was taken to approve the agenda with the amendment:

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 December 17, 2024 Board of Health meeting.

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the minutes for the December 17, 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.

3. Approve minutes for the January 15, 2025 Board of Health work session.

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the minutes for the January 15, 2025 Board of Health work session.

Mrs. Lucas then identified an error in the date listed for the next quarterly work session. The minutes were amended to reflect the correct scheduled meeting date of April 16, 2025.

A roll call vote was taken to approve the corrected minutes:

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

4. Reports

a. **Finance:** Ms. Kingsbury reported that there were no updates from the Finance Committee at this time.

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

Approval of List of Bills

5. Approve list of invoices.

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the list of invoices from 12/14/2024 - 01/28/2025, totaling $252,864.95. 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. Executive session to discuss the employment of a public employee.

Dr. Lakritz moved, and Dr. Johns seconded a motion to enter an executive session to discuss the employment of a public employee; the session was to include the Board of Health, Carrie D'Andrea, Commissioner Archer, and Diane Thompson. 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 entered an executive session at 5:34 pm.

At 5:51 pm, Dr. Johns made a motion to exit executive session and return to normal session; motion 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 5:51 pm.

7. Accept resignation of Myles Martin, EH Public Health Technician (A), effective January 3, 2025.

Dr. Lakritz moved, and Dr. Johns seconded a motion to accept the resignation of Myles Martin, EH Public Health Technician (A), effective January 3, 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.

8. Approve Sherry Smith, HPP Director, 457.87 hours of sick time from a previous employer and 26 years of vacation credit from a previous employer.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve Sherry Smith, HPP Director, for 457.87 hours of sick time from a previous employer and 26 years of vacation credit from a previous employer.

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

9. Appointment of a full-time Harm Reduction Manager (I).

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the appointment of Kenneth Barton as the full-time Harm Reduction Manager at an annual salary of $63,158.00, with a 90-day probationary period. The motion also included an alternate choice to hire Kristina Gantz at the same salary and probationary period should Kenneth Barton decline the offer.

Commissioner Archer then noted that the salary included in the motion for Kristina Gantz, a current Canton City Public Health employee, was incorrect. While Ms. Archer was uncertain of the exact salary, she clarified that it should be higher per the department's compensation plan. She explained that she would need to consult with Fiscal Manager Christi Allen, who was not present, to determine the correct amount.

Subsequently, Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to amend the original motion to read as follows: Approve the appointment of Kenneth Barton as the full-time Harm Reduction Manager at an annual salary of $63,158.00 with a 90-day probationary period, and to alternatively hire Kristina Gantz at a salary calculated in accordance with the health department's compensation plan should Kenneth Barton decline to accept the position.

A roll call vote was taken to approve the amended motion:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

10. Approve updated Workforce Development Specialist (F) position description.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the updated Workforce Development Specialist (F) position description. 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 position description was approved.

Approval of Recommendations of the Hearing Officer

11. Approve the recommendations from public hearings held January 28, 2025.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the recommendations from the public hearings held January 28, 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 recommendations were approved.

Approval of Resolutions

12. First 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 October 1, 2024 to December 31, 2024 for a total of $6,616.47 (pass on first reading).

b. Resolution approving payroll adjustments for certain employees (pass on the first reading).

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 October 1, 2024 to December 31, 2024 for a total of $6,616.47. Ms. Kingsbury 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.

Subsequently, Ms. Kingsbury 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 2025-01, effective immediately.

b. Mayor Sherer provided a first reading of a resolution approving payroll adjustments for certain employees of Canton City Public Health. Ms. Kingsbury 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, Ms. Kingsbury made a motion to approve the resolution as presented; 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 2025-02, effective immediately.

13. Second reading

There were no resolutions presented for a second reading.

14. Third reading

There were no resolutions presented for a third reading.

Approval of Contracts and Agreements

15. Authorize the Health Commissioner to sign any and all translation agreements with Asian Services in Action, Inc. in 2025 on an as needed basis for printed material translation services for the Health Department at a cost to be determined for each document as needed. Total cost for 2025 shall not exceed $2,500.00 (Admin/VS fund 7601.301001).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to authorize the Health Commissioner to sign any and all translation agreements with Asian Services in Action, Inc. in 2025 on an as needed basis for printed material translation services for the Health Department at a cost to be determined for each document as needed. Total cost for 2025 shall not exceed $2,500.00 (Admin/VS 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.

16. Approve FY25 agreements with R&G Janitorial for cleaning of Canton City Public Health offices for the period of January 1, 2025 to June 30, 2025 for the following three agreements:

    a. Main location: 420 Market Ave N, Canton, Ohio 44702 location for an amount not to exceed $12,000.00.
    b. Rental location: 128 Wertz Ave, Suite B, Canton, Ohio 44708 for an amount not to exceed $8,100.00.
    c. Rental location: 832 McKinley Ave NW, Canton, Ohio 44703 for an amount not to exceed $7,200.00.

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve FY25 agreements with R&G Janitorial for cleaning of Canton City Public Health offices for the period of January 1, 2025 to June 30, 2025 for the agreements listed above. 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 agreements were approved.

17. Accept 2025 Holdover funds from the Ohio Department of Health, not to exceed $31,000.00 for harm reduction activities from January 1, 2025 through March 31, 2025. (Fund 2324).

Dr. Johns moved, and Mr. Wyatt seconded a motion to accept 2025 Holdover funds from the Ohio Department of Health, not to exceed $31,000.00 for harm reduction activities from January 1, 2025 through March 31, 2025. (Fund 2324). A roll call vote was taken:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

18. Approve FY25 Dental Sealant grant application and initial budget in the amount of $78,750.00 for the period of January 1, 2025 to December 31, 2025 (Dental fund 2322).

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the FY25 Dental Sealant grant application and initial budget in the amount of $78,750.00 for the period of January 1, 2025 to December 31, 2025 (Dental fund 2322). A roll call vote was taken:

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

Mrs. Lucas – Yes Ms. Kingsbury – Abstain

Motion carried with 4 votes "Yes" and 1 "Abstain."

19. Approve the updated FY24 STI Prevention Grant budget to receive an additional $41,712.72 from ODH for a new total not to exceed $524,813.72 and to extend the end date of the grant from 01/31/2025 to 02/28/2025 (STI fund 2312).

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the updated FY24 STI Prevention Grant budget to receive an additional $41,712.72 from ODH for a new total not to exceed $524,813.72 and to extend the end date of the grant from 01/31/2025 to 02/28/2025 (STI fund 2312). A roll call vote was taken:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

20. Approve contract with The Lamar Companies for billboard design and advertising in Wayne County from 02/10/2025 to 03/09/2025 for an amount not to exceed $3,450.00 to promote PrEP Awareness (paid from FY24 EIS Grant).

Before a motion was made, Commissioner Archer informed the Board that they could consider agenda items 20 and 21 under the same motion. Subsequently, Ms. Kingsbury moved and Dr. Johns seconded a motion to approve the following:

a. Approval of a contract with The Lamar Companies for billboard design and advertising in Wayne County from 02/10/2025 to 03/09/2025 for an amount not to exceed $3,450.00 to promote PrEP Awareness (paid from FY24 EIS Grant).
b. Approval of a contract with The Lamar Companies for billboard design and advertising in Stark County from 02/10/2025 to 03/09/2025 for an amount not to exceed $10,250.00 to promote PrEP Awareness (paid from FY24 EIS Grant.

During discussion, Dr. Lakritz requested that the Board receive data at the March 2025 Board of Health regular meeting demonstrating whether the billboard campaign led to an increase in PrEP awareness. CCPH Nursing Director Diane Thompson confirmed that the requested data would be presented at that time. 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 contracts were approved.

21. Approve contract with The Lamar Companies for billboard design and advertising in Stark County from 02/10/2025 to 03/09/2025 for an amount not to exceed $10,250.00 to promote PrEP Awareness (paid from FY24 EIS Grant).

Approved under item 20.

22. Approve an addendum with Family Empowerment Ministries for an additional amount not to exceed $7,000.00 for a new total amount not to exceed $40,378.52 and to extend the grant end date from December 31, 2024 to June 30, 2025.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve an addendum with Family Empowerment Ministries for an additional amount not to exceed $7,000.00 for a new total amount not to exceed $40,378.52 and to extend the 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.

23. Approve an addendum to the People Baptist Church, People Building Community of Canton Ohio to change the vendor to Rooted in Grace.

Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to approve an addendum to the People Baptist Church, People Building Community of Canton, Ohio to change the vendor to Rooted in Grace. A roll call vote was taken:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously.

24. Approve a FY25 addendum for Monica Coventry for conducting and completing Fetal Infant Mortality Family review program coordinator duties for an additional $4,000.00, for a new total amount not to exceed $14,000.00 for a period of July 1, 2024 to June 30, 2025.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve a FY25 addendum for Monica Coventry for conducting and completing Fetal Infant Mortality Family review program coordinator duties for an additional $4,000.00, for a new total amount not to exceed $14,000.00 for a period of July 1, 2024 to June 30, 2025.

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

25. Jennifer Hayden, Breastfeeding Coordinator, for travel from 03/14/2025 - 03/15/2025, Ohio Lactation Consultants Association Conference in Westerville, Ohio for an amount not to exceed $570.50 (Fund 2316 WIC).

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve Jennifer Hayden, Breastfeeding Coordinator, for travel from 03/14/2025 - 03/15/2025, Ohio Lactation Consultants Association Conference in Westerville, Ohio for an amount not to exceed $570.50 (Fund 2316 WIC). 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.

Acceptance of Reports

26. Accept staff reports.

a. **Health Commissioner report** – Nothing additional.

b. **HPP report** – Nothing additional.

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

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

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

f. **Workforce Development report** – Nothing additional.

Mrs. Lucas 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.

Announcement of Next Meeting: Tuesday, February 25, 2025 at 5:00 PM

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, February 25, 2025 at 5:00PM. The meeting will be held at 420 Market Ave N, Canton, OH, 44702, 2nd floor Board meeting room.

Adjourn

Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 6:26 PM.

APPROVED:

President of the Board of Health   3-10-25
Date Signed

Secretary to the Board of Health   2/28/2025
Date Signed

January 28, 2025
Date of Approval