

Board of Health - Work Session
January 15, 2025
MEETING MINUTES

Call to Order and Roll Call

Mr. Patrick Wyatt called to order the 2025 first quarter work session of the Board of Health of Canton City Public Health on Wednesday, January 15, 2025 at 3:30 PM. Mr. Patrick Wyatt presiding. The meeting location was at the Stark Library – North Branch, Lower Level Meeting Room, 189 25th St. NW, 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

Absent:

Members Excused: None

Excused:

Staff Present: Health Commissioner Amanda Archer, Diane Thompson, Dawn Miller, Gus Dria, Sherry Smith, Laura Roach, Mindy Groff, and Sean Green.

Discussion on staff retention strategy - Finance Committee

Commissioner Archer began the discussion by presenting the Board of Health with a draft resolution to approve payroll adjustments for 16 Canton City Public Health employees. She provided supporting documents detailing the methodology used to calculate the adjusted salaries for 15 of these employees. She also noted one exception to this methodology: an adjustment to the salary of Kimberly Koons, WIC Dietician III. Commissioner Archer explained that Kimberly Koons was hired in 2009 and promoted to a WIC Dietician III (Supervisor) in 2011 but is currently earning a lower hourly rate than a WIC Dietician I who was also hired in 2009; the adjustment for Kimberly Koons was proposed to address this discrepancy.

Commissioner Archer also mentioned that the goal is to present the resolution for consideration at the January 28, 2025, regular meeting. If approved, the pay adjustments would be made retroactive to January 1, 2025.

There was further discussion on the resolution document, particularly a section stating that the Board of Health is committed to completing a pay grade analysis on an annual basis. Dr. Lakritz explained that while the Board is committed to providing fair and equitable pay to Health Department employees, she felt that the resolution should not include language mandating an annual analysis. Ms. Kingsbury suggested conducting the analysis every three years in

conjunction with the recently approved compensation plan.

After discussion, the Board agreed that it would be more comfortable moving forward with the resolution if the wording requiring an annual analysis was removed. Instead, during the motion at the January 28, 2025, regular meeting, the Board could affirm its commitment to periodically reviewing the Health Department's pay without setting an annual requirement.

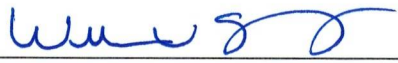
Next Quarterly Work session – Wednesday, April 16, 2025 at 3:30pm (Tentative)

The next quarterly Work Session of the Canton City Board of Health is tentatively scheduled for Wednesday, April 16, 2025 at 3:30pm. The meeting location will be announced once it is determined.

Adjournment.

The meeting adjourned at 4:23 PM.

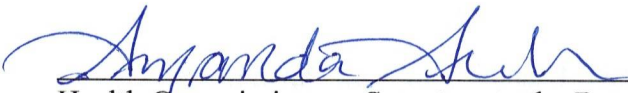
APPROVED:



President of the Board of Health

1-31-25

Date Signed



Health Commissioner - Secretary to the Board of Health

2/3/2025

Date Signed

January 28, 2025

Date Approved by the Board of Health