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
February 25, 2025
MEETING MINUTES

Call to Order and Roll Call

Mr. Patrick Wyatt called to order the regular meeting of the Board of Health on Tuesday, February 25, 2025 at 5:00 PM. Mr. Wyatt 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:	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, Gus Dria, Sherry Smith, Pam Gibbs, Mindy Groff, Dawn Miller, Laura Roach, Terri Dzienis, Frank Catrone, Kelli Trenger, Sarah Thomas, Rob Knight, Ken Barton, and Sean Green
Others Present:	None

Agenda Corrections and Approval

1. Approve agenda for the February 25, 2025 Board of Health meeting.

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the agenda for the February 25, 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 agenda was approved.

Approval of Previous Meeting Minutes

2. Approve minutes for the January 28, 2025 Board of Health meeting.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the minutes for the January 28, 2025 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 28, 2025 Board of Health hearings.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the minutes for the January 28, 2025 Board of Health public health nuisance hearings. 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.

Election of Board of Health Officers

a. President Pro Tempore

Dr. Lakritz nominated Ms. Kimberly Kingsbury as President Pro Tempore of the Canton City Board of Health; Dr. Johns seconded the nomination. A roll call to vote was taken:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously. Ms. Kingsbury was elected President Pro Tempore of the Board of Health.

b. Vice President Pro Tempore

Dr. Lakritz nominated Mrs. Cleo Lucas as Vice President Pro Tempore of the Canton City Board of Health; Mr. Wyatt seconded the nomination. A roll call to vote was taken:

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

Mrs. Lucas – Yes Ms. Kingsbury – Yes

Motion carried unanimously. Mrs. Lucas was elected Vice President Pro Tempore of the Board of Health.

Fiscal Items

4. Approve list of invoices (01/29/2025 - 02/24/2025) $292,248.55.

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the list of invoices from 01/29/2025 – 02/24/2025, totaling $292,248.55. 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 bills were approved.

**Mrs. Lucas left the meeting at 5:05 PM.*

5. Approve the purchase of mosquito supplies from Clarke Mosquito Control Products for an amount not to exceed $59,030.40 (EH Fund 7601.307001).

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the purchase of mosquito supplies from Clarke Mosquito Control Products for an amount not to exceed $59,030.40 (EH Fund 7601.307001). A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The purchase was approved.

Board Committee Reports

6. Reports.

   a. **Finance Committee** – Ms. Kingsbury reported that the Finance Committee had not met since the last Board of Health meeting and that this committee planned to meet again on March 19, 2025. She apologized for not yet providing a monthly budget report but explained that it would be forthcoming.

   b. **Personnel Committee** – Mr. Wyatt reported that he and Mrs. Lucas had met with Commissioner Archer and Workforce Development Coordinator Madisyn Smith on February 20, 2025. He explained that the focus of the meeting was reviewing data from the 2024 Exit Interview Survey and the 2024 90-Day New Hire Survey.

   He noted that the discussion provided valuable insight into why employees chose to leave Canton City Public Health, as well as what aspects of the onboarding process contributed to employee retention. He voiced support for conducting these surveys annually to facilitate continuous improvement in employee retention and onboarding practices.

Personnel Actions

7. Appointment of a full-time EH Public Health Technician (A).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the appointment of a full-time EH Public Health Technician (A) to Logan Dennis at $32,885.00 annually with a 90-day probationary period. A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The appointment was approved.

8. Approve a new full-time Harm Reduction Administrative Specialist position description (E).

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the new full-time Harm Reduction Administrative Specialist (E) position description. A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The description was approved.

9. Approve updated Position Classification Schedule to add the position Harm Reduction Administrative Specialist (E) and to remove the part-time Overdose Prevention Program Manager (E).

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the updated Position Classification Schedule to add the position Harm Reduction Administrative Specialist (E) and to remove the part-time Overdose Prevention Program Manager (E). A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The updated Position Classification Schedule was approved.

10. Approve a 90-day probationary extension for Dawn Johnson, Staff Nurse II (G), extended from March 12, 2025 to June 10, 2025.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a 90-day probationary extension for Dawn Johnson, Staff Nurse II (G), extended from March 12, 2025 to June 10, 2025. A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously.

Approval of Recommendations of the Hearing Officer

11. Approve recommendations from the public health hearings held February 25, 2025.

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the recommendations from public hearings held February 25, 2025. A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously.

Approval of Contracts and Agreements

12. Approve a no-cost Partnership Agreement with Edward May to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective February 25, 2025 with annual renewal periods that will automatically renew every year.

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve a no-cost Partnership Agreement with Edward May to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective February 25, 2025 with annual renewal periods that will automatically renew every year. A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The agreement was approved.

Approval of Travel Authorizations

13. Gus Dria, Director of Environmental Health, for travel from 04/09/2025 to 04/11/2025, OEHA Annual Educational Conference in Dublin, Ohio for an

amount not to exceed $572.50 (EH Fund 7601.307001).

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve Gus Dria, Director of Environmental Health, for travel from 04/09/2025 to 04/11/2025, OEHA Annual Educational Conference in Dublin, Ohio for an amount not to exceed $572.50 (EH Fund 7601.307001). A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

14. Hunter Jepsen, Environmental Health Specialist in Training, for travel from 04/09/2025 to 04/11/2025, OEHA Annual Educational Conference in Dublin, Ohio for an amount not to exceed $682.50 (EH Fund 7601.307001).

Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to approve Hunter Jepsen, Environmental Health Specialist in Training, for travel from 04/09/2025 to 04/11/2025, OEHA Annual Educational Conference in Dublin, Ohio for an amount not to exceed $682.50 (EH Fund 7601.307001).). A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously. The travel was approved.

Other Business

Diane Thompson introduced CCPH's new Harm Reduction Manager, Ken Barton, to the Board of Health. The Board welcomed Mr. Barton to the health department.

Acceptance of Reports

15. Accept staff reports.

a. **Health Commissioner report** – Dr. Lakritz inquired about plans to address potential changes in federal funding which could impact the Health Department's initiatives. Commissioner Archer explained that filling the vacant Health Equity Coordinator position has been paused due to uncertainty surrounding funding for Diversity, Equity, and Inclusion (DEI) programs. She also stated that, despite these challenges, the Health Department remains committed to providing equitable services to the community and would continue exploring alternative funding sources to support these efforts.

b. **HPP report** – Dr. Johns asked whether the Board could anticipate monthly updates on the bird flu. Sherry Smith confirmed that regular updates would be provided.

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

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

e. **Vital Statistics report** – Nothing additional.

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

Ms. Kingsbury moved, and Dr. Lakritz seconded a motion to accept the division reports. A roll call vote was taken:

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

Ms. Kingsbury – Yes

Motion carried unanimously.

Announcements

Dr. Lakritz announced that, with her term set to expire, the March 2025 Board of Health meeting will be her final meeting as a Board of Health member. Mayor Sherer will appoint a new Board of Health member to fill the vacancy.

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

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, March 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 Dr. Lakritz seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 5:40 PM.

APPROVED:

______________________ 4·8·25
President of the Board of Health Date Signed

______________________ APR 0 2 2025
Secretary to the Board of Health Date Signed

March 25, 2025
Date of Approval