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
March 25, 2025
MEETING MINUTES

Call to Order and Roll Call

Mayor William Sherer II called to order the regular meeting of the Board of Health on Tuesday, March 25, 2025 at 5:00 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 Sherer, Mr. Patrick Wyatt, Dr. Amy Lakritz, Dr. James Johns, Mrs. Cleo Lucas, and Ms. Kimberly Kingsbury
Members Absent:	None
Members Excused:	
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:	Carrie D'Andrea; Steve Ritschard; Members of the public (signed in)

Agenda Corrections and Approve

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

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the agenda for the March 25, 2025 Board of Health meeting.

During discussion, Commissioner Archer informed the Board that she had provided a Commissioner Report for inclusion in the Staff Reports section of the agenda and that she would also present it verbally during the meeting.

A roll call vote was taken to approve the agenda:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes   Dr. Johns – Yes

Mr. Wyatt – Yes   Dr. Lakritz – Yes

Motion carried unanimously. The agenda was approved.

Approval of Previous Meeting Minutes

2. Approve minutes of the February 25, 2025 Board of Health meeting.

Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to approve the minutes for the February 25, 2024 Board of Health meeting. A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes   Dr. Johns – Yes

Mr. Wyatt – Yes   Dr. Lakritz – Yes

Motion carried unanimously. The minutes were approved.

3. Approve minutes of the February 25, 2025 Board of Health hearings.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the minutes for the February 25, 2024 Board of Health hearings. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Dr. Lakritz – Yes

Motion carried unanimously. The minutes were approved.

Fiscal Items

4. Approve list of invoices (02/25/2025 - 03/19/2025) - $212,145.34.

Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve the list of invoices from 02/25/2025 – 03/19/2025, totaling $212,145.34. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Dr. Lakritz – Yes

Motion carried unanimously. The bills were approved.

Board Committee Reports

5. Reports

a. **Finance Committee** – Dr. Lakritz reported that the Finance Committee met during the week of March 17th and is working on the format of the monthly fiscal report for CCPH. The goal is to provide a more detailed overview of CCPH finances beyond the current accounts payable report. She stated that the new monthly overview should be ready by the April regular meeting.

b. **Personnel Committee** – Mrs. Lucas reported that the Personnel Committee also met during the week of March 17th to review personnel matters presented by Commissioner Archer. Ms. Archer will follow up with the Law Department to determine if certain items discussed can legally be moved forward.

Personnel Actions

6. Appointment of a full-time Maternal & Child Health Epidemiologist I (F).

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the appointment of a full-time Maternal & Child Health Epidemiologist I (F) to Cade Harmon at $49,448.00 annually with a 90-day probationary period. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Dr. Lakritz – Yes

Motion carried unanimously. The appointment was approved.

7. Accept the resignation of Rachel Brown, full-time Air Monitoring Specialist I (F) effective March 20, 2025.

Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to accept the resignation of Rachel Brown, full-time Air Monitoring Specialist I (F) effective March 20, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Dr. Lakritz – Yes

Motion carried unanimously.

8. Accept resignation of Tateana Blasingame, part-time WIC Peer Helper (A), effective May 29, 2025.

   Mr. Wyatt moved, and Dr. Lakritz seconded a motion to accept the resignation of Tateana Blasingame, part-time WIC Peer Helper (A), effective May 20, 2025. A roll call vote was taken:

   Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

   Mr. Wyatt – Yes Dr. Lakritz – Yes

   Motion carried unanimously.

9. Approve the updated position description for the full-time Environmental Health Specialist in Training (Health Inspector I), changing the name to Environmental Health Specialist I (Health Inspector I) and changing the pay grade from E to F.

   Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the updated position description for the full-time Environmental Health Specialist in Training (Health Inspector I), changing the name to Environmental Health Specialist I (Health Inspector I) and changing the pay grade from E to F. A roll call vote was taken:

   Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

   Mr. Wyatt – Yes Dr. Lakritz – Yes

   Motion carried unanimously. The updated position description was approved.

10. Approve the updated position description for the part-time Environmental Health Specialist in Training (Health Inspector I) changing the name to Environmental Health Specialist I (Health Inspector I) and changing the pay grade from E to F.

    Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the updated position description for the part-time Environmental Health Specialist in Training (Health Inspector I) changing the name to Environmental Health Specialist I (Health Inspector I) and changing the pay grade from E to F. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The updated position description was approved.

11. Approve the updated position description for the full-time Environmental Health Specialist (Health Inspector II) changing the name to Environmental Health Specialist II (Health Inspector II) and changing the pay grade from F to G.

    Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the updated position description for the full-time Environmental Health Specialist (Health Inspector II) changing the name to Environmental Health Specialist II (Health Inspector II) and changing the pay grade from F to G.

    A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Dr. Lakritz – Yes

Motion carried unanimously. The updated position description was approved.

12. Approve the updated position description for the part-time Environmental Health Specialist (Health Inspector II) changing the name to Environmental Health Specialist II (Health Inspector II) and changing the pay grade from F to G.

    Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the updated position description for the part-time Environmental Health Specialist (Health Inspector II) changing the name to Environmental Health Specialist II (Health Inspector II) and changing the pay grade from F to G. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The updated position description was approved.

13. Approve updated Position Classification Schedule as of March 25, 2025.

    Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the updated Position Classification Schedule as of March 25, 2025. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The updated classification schedule was approved.

14. Approve pay adjustment of Hunter Jepsen, full-time Environmental Health Specialist I (Health Inspector I), from pay grade E to pay grade F.

    Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve Motion to approve the pay adjustment of Hunter Jepsen, full-time Environmental Health Specialist I (Health Inspector I), from pay grade E to pay grade F with a pay increase of $1,977.82 for a new annual salary of $49,448.00. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The pay adjustment was approved.

15. Approve pay adjustment for Valerie Fletcher, full-time Environmental Health Specialist II (Health Inspector II) from pay grade F to pay grade G.

    Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the pay adjustment of Valerie Fletcher, full-time Environmental Health Specialist II (Health Inspector II) from pay grade F to pay grade G with a pay increase of $1,722.14 for a new annual salary of $53,9651.00. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The pay adjustment was approved.

16. Approve moving Bethany Perkowski, part-time Environmental Health Specialist II (Health Inspector II), from pay grade F to pay grade G with no pay adjustment.

    Dr. Lakritz moved, and Ms. Kingsbury seconded a motion to approve moving Bethany Perkowski, part-time Environmental Health Specialist II (Health Inspector II), from pay grade F to pay grade G with no pay adjustment. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

Motion carried unanimously. The pay adjustment was approved.

Approval of Recommendations of the Hearing Officer

17. Approve recommendations from public health hearings held March 25, 2025.
    Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to approve the recommendations from the public health hearings held March 25, 2025. A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously.

Approval of Contracts and Agreements

18. Approve a maintenance agreement with Allied Infotech Corporation for Microfilm Scanner for the period of 06/01/2025 to 12/31/2025 for an amount not to exceed $491.77 (Admin/VS Fund 7601.301001).
    Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve a maintenance agreement with Allied Infotech Corporation for Microfilm Scanner for the period of 06/01/2025 to 12/31/2025 for an amount not to exceed $491.77 (Admin/VS Fund 7601.301001). A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The agreement was approved.

19. Approve an agreement with Maria Anaya for interpretation/translation services for the period of 03/25/2025 to 02/28/2026 for an amount not to exceed $15,000.00 (STI Grant fund 2312.301001).
    Mr. Wyatt moved, and Dr. Johns seconded a motion to approve an agreement with Maria Anaya for interpretation/translation services for the period of 03/25/2025 to 02/28/2026 for an amount not to exceed $15,000.00 (STI Grant fund 2312.301001).
    During discussion, Dr. Lakritz asked why the health department would not instead utilize the video remote option offered by Propio Language Services. Diane Thompson explained that much of the work is conducted in remote areas with poor internet and cell phone service, which makes video conferencing difficult.

    A roll call vote was taken on the motion:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The agreement was approved.

20. Approve a service agreement with Sterile Waste Solutions for pickup and disposal of regulated medical waste for the period of March 26, 2025 to March 25, 2028 at a rate of $0.73/lb or a minimum $50 pickup fee (Lab fund 7601.304001).
    Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a service agreement with Sterile Waste Solutions for pickup and disposal of regulated medical waste for the period of March 26, 2025 to March 25, 2028 at a rate of $0.73/lb or a minimum $50 pickup fee (Lab fund 7601.304001). A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The agreement was approved.

Approval of Travel Authorizations.

21. Kaelyn Boyd, Community Epidemiologist I, for travel from 06/07/2025 to 06/11/2025, Council of State and Territorial Epidemiologists (CSTE) annual conference in Grand Rapids, MI for an amount not to exceed $2,326.00 (HPP Fund 7601.308001).
    Dr. Lakritz moved, and Dr. Johns seconded a motion to approve travel for Kaelyn Boyd, Community Epidemiologist I, from 06/07/2025 to 06/11/2025, Council of State and Territorial Epidemiologists (CSTE) annual conference in Grand Rapids, MI for an amount not to exceed $2,326.00 (HPP Fund 7601.308001). A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The travel was approved.

22. Mindy Groff, Laboratory Manager, for travel from 05/04/2025 to 05/09/2025, Association of Public Health Laboratories (APHL) in Portland, OR for an amount not to exceed $3,078.00 (Lab Fund 7601.304001).
    Mrs. Lucas moved, and Dr. Johns seconded a motion to approve travel for Mindy Groff, Laboratory Manager, from 05/04/2025 to 05/09/2025, Association of Public Health Laboratories (APHL) in Portland, OR for an amount not to exceed $3,078.00 (Lab Fund 7601.304001). A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The travel was approved.

23. Sherry Smith, Health Promotions & Planning Director, for travel from 04/28/2025 to 04/30/2025, Association of Health Commissioners (AOHC) conference in Lewis Center, Ohio for an amount not to exceed $719.81 (HPP Fund 7601.308001).
    Dr. Lakritz moved, and Dr. Johns seconded a motion to approve travel for Sherry Smith, Health Promotions & Planning Director, from 04/28/2025 to 04/30/2025, Association of Health Commissioners (AOHC) conference in Lewis Center, Ohio for an amount not to exceed $719.81 (HPP Fund 7601.308001). A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The travel was approved.

24. Amanda Archer, Health Commissioner, for travel from 04/27/2025 to 04/30/2025, Association of Health Commissioners (AOHC) conference in Lewis Center, Ohio for an amount not to exceed $965.06 (Admin Fund 7601.301001).
    Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve travel for Amanda Archer, Health Commissioner, from 04/27/2025 to 04/30/2025, Association of Health Commissioners (AOHC) conference in Lewis Center, Ohio for an amount not to exceed $965.06 (Admin Fund 7601.301001). A roll call vote was taken:

    Ms. Kingsbury – Yes Mrs. Lucas – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Dr. Lakritz – Yes

    Motion carried unanimously. The travel was approved.

25. Mindy Groff, Laboratory Manager, for travel from 04/28/2025 to 04/30/2025, Association

of Health Commissioners (AOHC) conference in Lewis Center, Ohio for an amount not to exceed $719.81 (Lab Fund 7601.304001).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve travel for Mindy Groff, Laboratory Manager, from 04/28/2025 to 04/30/2025, Association of Health Commissioners (AOHC) conference in Lewis Center, Ohio for an amount not to exceed $719.81 (Lab Fund 7601.304001). A roll call vote was taken:

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

Motion carried unanimously. The travel was approved.

Other Business

Acceptance of Reports

26. Acceptance of reports.
    - **a. HPP report** – Nothing additional.
    - **b. APC report** – Nothing additional.
    - **c. Environmental Health**
        - **Presentation on EH Case # SCF1815530** - Gus Dria provided a detailed presentation on Environmental Health Case #SCF1815530. He shared photographs of the property and outlined the case background, including the nature of the violations and a timeline of enforcement actions taken by the Environmental Health Division. The Board acknowledged that the property had previously been presented at the January 28, 2025 hearings, during which Mr. Dria noted some progress by the tenants and recommended an extension on the order to abate. However, after reviewing the most recent progress photos, the Board concluded that the improvements were insufficient to warrant an extension. The Board emphasized the need for clearly defined progress expectations before future extensions are considered.

          Commissioner Archer stated that, moving forward, properties with certain substandard conditions will also be reviewed by her prior to being brought before the Board.
    - **d. Vital Statistics report** – Nothing additional.
    - **e. Workforce Development report** – Mrs. Lucas complemented Maddy Smith, Workforce Development Coordinator, for visiting local schools and promoting public health as a career option.
    - **f. Health Commissioner report** – Commissioner Archer reported that new legislation will permit Boards to meet virtually. She explained that if this Board is interested in utilizing this option, a policy would need to be developed and formally approved by the Board.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to accept the division reports. A roll call vote was taken:

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

Motion carried unanimously.

Announcements

With Dr. Lakritz's term expiring and this being her final meeting as a member of the Canton City Board of Health, Mayor Sherer formally recognized her for 12 years of dedicated service to the City of Canton. Dr. Lakritz expressed her gratitude, stating that it had been an honor to serve on the Board. She thanked her fellow Board members and extended her appreciation to the staff of Canton City Public Health, with special acknowledgment to Diane Thompson for her guidance and support.

Announcement of Next Board of Health Work Session

The Board discussed the possibility of rescheduling its upcoming work session from April 16, 2025, to May 14, 2025, at 3:30 PM. Members agreed to review their schedules and confirm at a later date whether the proposed May 14th meeting date is feasible. Once confirmed, a public meeting notice reflecting the new date will be issued.

Announcement of Next Regular Meeting: Tuesday, April 22, 2025 at 5:00 PM

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, April 22, 2025 at 5:00PM. The meeting will be held at 420 Market Ave N, Canton, OH, 44702, 2nd floor Board meeting room.

Adjourn

Dr. Lakritz moved, and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 6:39 PM.

Reopening of Meeting

At 6:40 PM, Mrs. Lucas moved, and Dr. Johns seconded a motion to reopen the meeting to discuss performance appraisal options for the Health Commissioner. A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes   Dr. Johns – Yes

Mr. Wyatt – Yes   Dr. Lakritz – Yes

Motion carried unanimously. The meeting reopened at 6:40 PM.

Discussion on Performance Appraisal for the Health Commissioner

Mrs. Lucas began the discussion by explaining that the Personnel Committee had explored the idea of drafting a policy specifically for evaluating the Health Commissioner's performance. She clarified that this policy would be separate from the department's existing Career Development policy, which applies to all staff.

The Board then discussed the possibility of forming a governance committee to assist in the development of additional health department policies such as this one.

Commissioner Archer shared that she has been in communication with the Law Department to determine whether Civil Service laws would permit the implementation of such an appraisal process for the Health Commissioner. She stated that she is still awaiting a definitive response.

Adjourn

Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 6:57 PM.

APPROVED:

______________________________ 4-25-25
President of the Board of Health Date Signed

______________________________ 4/23/2025
Secretary to the Board of Health Date Signed

April 22, 2025
Date of Approval