

Board of Health Work Session
May 14, 2025
MEETING MINUTES

Call to Order and Roll Call

Ms. Kimberly Kingsbury called to order the 2025 second quarter work session of the Board of Health of Canton City Public Health on Wednesday, May 14, 2025 at 3:30 PM. Ms. Kingsbury presiding. The meeting location was Canton City Public Health, second floor Board room, 420 Market Ave. N., Canton, OH.

Roll Call:

Members Present: Ms. Kimberly Kingsbury, Mrs. Cleo Lucas, Mr. Patrick Wyatt, Dr. James Johns, and Mr. Steve Ritschard

Members Absent: None

Members Excused: None

Staff Present: Health Commissioner Amanda Archer and Sean Green

Others Present: Kevin L'Hommedieu of the Canton City Law Department; Karen McQueen of Krugliak, Wilkins, Griffiths & Dougherty Law Firm

Board of Health Training (to satisfy ORC 3701.342)

1. Structure and Function of the Board of Health – City of Canton Law Department

Kevin L'Hommedieu began the discussion by reaffirming the Board of Health's role as an independent political subdivision with a responsibility to safeguard the health and well-being of the Canton community. He explained that the Board has the authority to independently make decisions that are in the best interest of public health.

Mr. L'Hommedieu also addressed the Board's authority over employment matters, stating that the Board of Health hires and terminates its own employees subject to Civil Service regulations. This led to a discussion on the Canton City Public Health discipline policy, including the procedural steps for addressing employee misconduct and the Civil Service discipline appeal process, which provides employees with due process rights in cases of disciplinary action.

Further discussion centered around the types of enforcement actions the Board may be required to take in the interest of public health, such as issuing orders related to quarantine and isolation for communicable diseases like tuberculosis and measles. Mr. L'Hommedieu underscored the importance of ensuring that such orders are grounded in established public health protocols and aligned with state and federal guidelines to protect the community effectively.

2. Roles and Responsibilities of Board Members – Karen Sohnien McQueen, Esq.; Krugliak, Wilkins, Griffiths & Dougherty Co., L.P.A

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Karen Soehnien McQueen presented on the duties and responsibilities of Board members. She began with an introduction on the fiduciary and financial obligations of a Board, followed by an outline of the expectations for Board members to actively participate in meetings, review reports, monitor financials, and exercise independent judgment in decision-making.

Ms. McQueen also addressed the Board's authority to set policies, approve budgets, and oversee the Health Commissioner, noting that the Board does not directly manage staff beyond the Commissioner. She also clarified that the Board must act as one body, and that individual members cannot act independently on behalf of the Board.

Additionally, she reviewed the Sunshine Laws, explaining the requirements for open meetings and the conditions under which the Board may enter Executive Session. She concluded with a brief overview of Robert's Rules of Order, detailing the procedural steps for motions, amendments, and voting.

Adjourn

Mr. Wyatt moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 4:53 PM.

APPROVED:



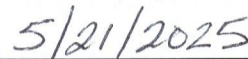
President of the Board of Health



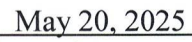
Date Signed



Secretary to the Board of Health



Date Signed



Date of Approval