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
June 24, 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, June 24, 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 William Sherer II, Ms. Kimberly Kingsbury, Mr. Patrick Wyatt, Dr. James Johns, and Mr. Steve Ritschard
Members Absent:	None
Members Excused:	Mrs. Cleo Lucas
Staff Present:	Health Commissioner Amanda Archer, Christi Allen, Diane Thompson, Gus Dria, Sherry Smith, Laura Roach, Pam Gibbs, Mindy Groff, Dawn Miller, Terri Dzienis, Kelli Trenger, Frank Catrone, Sarah Thomas, and Sean Green
Others Present:	Aaron Yeh (public)

Agenda Corrections and Approve

1. Approve agenda for the June 24, 2025 Board of Health meeting.

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the agenda for the June 24, 2025 Board of Health meeting.

Commissioner Archer then recommended two amendments to be added under the Other Business section of the agenda:

- Add a motion to approve the expenditure of a new multi-function printer from Visual Edge IT, in an amount not to exceed $7,243.50 for the Nursing Department and authorize Health Commissioner to sign maintenance agreement, adding equipment to existing department contract (LG7564-COP). (Capital Funds 7601.301011).
- Add a motion to approve the expenditure of a new multi-function printer from Visual Edge IT, in an amount not to exceed $7,243.50 for the WIC Department and authorize Health Commissioner to sign maintenance agreement, adding equipment to existing department contract (LG7564-COP). (WIC Fund – 2316.301001).

Ms. Kingsbury then recommended an additional amendment to be added under Other Business:

- Add a motion to accept the Financial Report.

A roll call vote was taken to approve the agenda as amended:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agenda was approved as amended.

Approval of Previous Meeting Minutes

2. Approve minutes of the May 20, 2025 Board of Health meeting.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the minutes for the May 20, 2025 Board of Health meeting. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

3. Approve minutes of the May 20, 2025 Board of Health hearings.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the minutes for the May 20, 2025 Board of Health public nuisance hearings. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

Board of Health Committee Reports.

4. Reports
   a. **Finance Committee –** Ms. Kingsbury reported that the Finance Committee met in June and that some of the items discussed during the meeting appear on the current agenda for approval.
   b. **Personnel Committee –** Mr. Wyatt reported that the Personnel Committee met on June 12th, and topics of discussion included the Health Department's drug-free policy and attendance policy. He also noted that the committee reviewed the Nursing Division's structure and the possibility of organizing WIC and Nursing as two independent divisions.
   c. **Governance Committee** – Dr. Johns informed Commissioner Archer that he would like to schedule a meeting to discuss the next steps for the Governance Committee.

Unfinished Business

No unfinished business was discussed.

Fiscal Items

5. Approve list of invoices (05/14/2025 - 06/17/2025) - $235,928.10

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the list of invoices from 05/14/2025 to 06/17/2025, totaling $235,928.10. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The invoices were approved.

6. Approve the expenditure to the Stark County Health Department to pay for a portion of the Stark County Community Health Assessment for an amount not to exceed $12,407.00 (PH Workforce grant fund 2330.301001).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the expenditure to the Stark County Health Department to pay for a portion of the Stark County Community Health Assessment for an amount not to exceed $12,407.00 (PH Workforce grant fund 2330.301001). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The expenditure was approved

7. Approve the expenditure to the Public Entities Pool (PEP) of Ohio for the health department's liability insurance for an amount not to exceed $11,737.00. (Admin general fund 7601.301001).

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the expenditure to the Public Entities Pool (PEP) of Ohio for the health department's liability insurance for an amount not to exceed $11,737.00. (Admin general fund 7601.301001). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The expenditure was approved.

Personnel Actions

8. Approve the updated 800-030-P_Compensation Program Policy.

Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to approve the updated 800-030-P Compensation Program Policy. After some discussion on the details of the policy, a roll call vote was taken to approve:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The policy was approved.

9. Approve the updated APC Engineering Technician I (F) position description and change the name to Engineering Specialist I (F).

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the updated APC Engineering Technician I (F) position description and change the name to Engineering Specialist I (F). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The position description was approved.

10. Approve the updated APC Engineering Technician II (G) position description and change the name to Engineering Specialist II (G).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the APC Engineering Technician II (G) position description and change the name to Engineering Specialist II (G). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The position description was approved.

11. <u>Approve the updated Linkage to Care Specialist (E) position description to update the name to Linkage to Care (LTC) Specialist and change the pay grade from E to F.</u>

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the updated Linkage to Care Specialist (E) position description to update the name to Linkage to Care (LTC) Specialist and change the pay grade from E to F. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The position description was approved.

12. <u>Approve the updated Position Classification Schedule to change the name of Linkage to Care Specialist to Linkage to Care (LTC) Specialist and change the pay grade from E to F and change the name of APC Engineering Technician I to Engineering Specialist I and change the name of APC Engineering Technician II to Engineering Specialist II.</u>

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve updated Position Classification Schedule to change the name of Linkage to Care Specialist to Linkage to Care (LTC) Specialist and change the pay grade from E to F and change the name of APC Engineering Technician I to Engineering Specialist I and change the name of APC Engineering Technician II to Engineering Specialist II. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The classification schedule was approved.

13. <u>Approve moving Tiffany Biedenbach, part-time Linkage to Care (LTC) Specialist, from pay grade E to pay grade F with no pay adjustment.</u>

Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to approve moving Tiffany Biedenbach, part-time Linkage to Care (LTC) Specialist, from pay grade E to pay grade F with no pay adjustment. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

14. <u>Approve Appointment of a full-time Environmental Health Specialist I (Health Inspector I) (F).</u>

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the appointment of a full-time Environmental Health Specialist I (Health Inspector I) (F) to Paris Grant at an annual salary of $49,448.00 with a 90-day probationary period and to Hannah Newsome at an annual salary of $49,448.00 with a 90-day probationary period. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The appointments were approved.

15. Appointment of a full-time Early Intervention Navigator (EIN) (F).

This agenda item was tabled per the recommendation of Commissioner Archer.

16. Approve a pay adjustment for Hunter Jepsen, full-time Environmental Health Specialist I (Health Inspector I) (F).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a pay adjustment for Hunter Jepsen, full-time Environmental Health Specialist I (Health Inspector I) (F) of $2,057.36 for a new annual salary of $51,505.36, retroactive to March 25, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The pay adjustment was approved.

17. Approve a pay adjustment for Valerie Fletcher, full-time Environmental Health Specialist II (Health Inspector II) (G).

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve a pay adjustment for Valerie Fletcher, full-time Environmental Health Specialist II (Health Inspector II) (G) of $2,693.28 for a new annual salary of $56,344.28, retroactive to March 25, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The adjustment was approved.

18. Approve a pay adjustment for Bethany Perkowski, part-time Environmental Health Specialist II (Health Inspector II) (G).

Dr. Johns moved, and Ms. Kingsbury seconded a motion to Approve a pay adjustment for Bethany Perkowski, part-time Environmental Health Specialist II (Health Inspector II) (G), of $1.783 per hour for a new hourly wage of $28.1710, retroactive to March 25, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The adjustment was approved.

19. Approve vacation credit for Katelyn Smith, Clinical Receptionist/Office Assistant (B).

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve a vacation credit of five years for Katelyn Smith, Clinical Receptionist/Office Assistant (B). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The credit was approved.

Approval of Recommendations of the Hearing Officer

20. Approve recommendations from public hearings held June 24, 2025.

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to approve the recommendations made from the public hearings held June 24, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Approval of Resolutions

21. Approve resolution rescinding Health Code section 205.052 regarding cholesterol/lipid panel testing service fee (First reading).

Mayor Sherer provided a first reading of a resolution rescinding Health Code section 205.052 regarding cholesterol/lipid panel testing. No voting action was taken.

22. Approve resolution updating Health Code section 205.051 regarding tuberculosis skin testing service fees (First reading).

Mayor Sherer provided a first reading of a resolution updating Health Code section 205.051 regarding tuberculosis skin testing service fees. No voting action was taken.

23. Approve resolution authorizing the Health Commissioner to enter into no-cost Program Partnership Agreements related to the Syringe Access Program (SWAP) (Pass on first reading).

Mayor Sherer provided a first reading of a resolution authorizing the Health Commissioner to execute no-cost partnership agreements related to the Syringe Access Program (SWAP). Dr. Johns then made a motion to pass the resolution on its first reading; seconded by Mr. Ritschard. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Mr. Wyatt then made a motion to approve the resolution as presented; seconded by Dr. Johns. During discussion, Ms. Kingsbury emphasized that the Board of Health is responsible for overseeing public health strategies, including no-cost Memoranda of Understanding (MOUs); she indicated that she felt inclined to vote against the resolution in order to maintain oversight of such agreements.

In response, Commissioner Archer explained that the organizations involved in these agreements have long-standing, established relationships with the Health Department. She further noted that requiring the Board's approval for each agreement can create administrative delays and potentially hinder the timely implementation of services supported by grant funding for the SWAP program.

Dr. Johns then suggested that, rather than requiring Board approval for each of these agreements, the Board could instead be informed of them at the Board of Health meetings that follow.

A roll call vote was then taken to approve the resolution as presented:

Ms. Kingsbury – No Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried with 3 votes Yes, and 1 vote No. The resolution was approved and adopted as Resolution 2025-06.

24. Approve resolution updating Health Code section 207.10 for Hours worked; compensatory time; overtime pay (Pass on first reading).

Mayor Sherer provided a first reading of a resolution amending Section 207.10 of the Canton City Health Code and declaring the same to be an emergency. Mr. Wyatt then made a motion to pass the resolution on its first reading; seconded by Dr. Johns. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Subsequently, Dr. Johns made a motion to approve the resolution as presented; seconded by Mr. Wyatt. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-07.

25. Approve resolution updating Health Code section 207.32; Drug Free Workplace Act Policy Statement (Pass on first reading).

This agenda item was tabled per the recommendation of Commissioner Archer.

26. Approve resolution abolishing the position of full-time Recycle Center Manager, pay grade (D), per Ohio Revised Code Section 124.321 (Pass on first reading).

Mayor Sherer provided a first reading of a resolution to abolish the position of full-time Recycle Center Manager, pay grade (D), due to lack of work following the cancellation of the Recycle Center Management Agreement by the City of Canton, and declaring the same to be an emergency. Mr. Wyatt then made a motion to pass the resolution on its first reading; seconded by Dr. Johns. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Subsequently, Mr. Wyatt made a motion to approve the resolution as presented; seconded by Mr. Ritschard. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-08.

Approval of Contracts and Agreements

27. Approve a FY25 agreement with the Zion Community Development Corp. to address overdose disparities and promote harm reduction strategies in Canton's Black community for an amount not to exceed $10,500.00 for a period of May 1, 2025 through September 29, 2025 (Integrated Harm Reduction Grant Fund 2324.301001).

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a FY25 agreement with the Zion Community Development Corp. to address overdose disparities and promote harm reduction strategies in Canton's Black community for an amount not to exceed $10,500.00 for a period of May 1, 2025 through September 29, 2025 (Integrated Harm Reduction Grant Fund 2324.301001). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

28. Approve the FY25 HIV Prevention Ohio Department of Health grant and initial budget to receive an amount not to exceed $208,560.00 for the period of June 1, 2025 to May 31, 2026 with the following sub-grantees (totaling $45,000.00):
    a. Alliance City Health Department for an amount not to exceed $5,833.00
    b. Equitas Health for an amount not to exceed $19,131.00
    c. Jefferson County General Health District for an amount not to exceed $9,036.00
    d. New Philadelphia City Health Department for an amount not to exceed $11,000.00

Before a motion was made, Commissioner Archer requested that the Board table consideration of the subgrantees listed in items a, b, c., and d, and consider only approval of the grant award and initial budget amount.

Mr. Wyatt then moved, and Mr. Ritschard seconded, to approve the FY25 HIV Prevention Ohio Department of Health grant and initial budget to receive an amount not to exceed $208,560.00 for the period of June 1, 2025 to May 31, 2026 with the following sub-grantees (totaling $45,000.00). A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

29. Approve an addendum with R&G Janitorial Inc. to extend the current contract end date from June 30 2025 to October 31, 2025 for the following three agreements:
    a. Main location: 420 Market Ave N, Canton, Ohio 44702 for an additional amount not to exceed $8,000.00.
    b. Rental location: 128 Wertz Ave, Suite B, Canton, Ohio 44708 for an additional amount not to exceed $5,400.00.
    c. Rental location: 832 McKinley Ave NW, Canton, Ohio 44703 for an additional amount not to exceed $4,800.00.

Dr. Johns moved, and Mr. Ritschard seconded a motion to approve an addendum with R&G Janitorial Inc. to extend the current contract end date from June 30 2025 to October 31, 2025 for the three agreements listed above. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The addendum was approved.

30. <u>Approve an agreement with the Ohio Department of Health for the Medicaid Administrative Claiming (MAC) Local health department process to receive funding for a period of July 1, 2025 through June 30, 2027.</u>

    Dr. Johns moved, and Mr. Ritschard seconded a motion to approve an agreement with the Ohio Department of Health for the Medicaid Administrative Claiming (MAC) Local health department process to receive funding for a period of July 1, 2025 through June 30, 2027. A roll call vote was taken:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

    Motion carried unanimously. The agreement was approved.

31. <u>Approve an agreement with the Ohio Department of Children and Youth for the infant vitality program (previously known as the OEI grant) for an amount not to exceed $606,000.00 for the period of July 1, 2025 through June 30, 2027.</u>

    Mr. Wyatt moved, and Dr. Johns seconded a motion to approve an agreement with the Ohio Department of Children and Youth for the infant vitality program (previously known as the OEI grant) for an amount not to exceed $724,560.00 for the period of July 1, 2025 through June 30, 2027. A roll call vote was taken:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

    Motion carried unanimously. The agreement was approved.

32. <u>Approve a FY26 Fetal Infant Mortality Review agreement with the Ohio Department of Health for an amount not to exceed $19,375.00 for the period of July 1, 2025, to June 30, 2026.</u>

    a. Approve an agreement with Melanie Hartong, Fetal Infant Mortality Program Coordinator, for duties as outlined, medical record review and abstraction, case summarization, family outreach and interviews, FIMR Team and THRIVE Team participation, and NCFRP data entry, for an amount not to exceed $15,000.00 for a period of July 1, 2025, to June 30, 2026. (ODH FIMR funds).
    b. Approve an agreement with Emitrr for a Customer Relationship Management Platform for an amount not to exceed $1,749.00 for the period of July 1, 2025, to June 30, 2026. (ODM FIMR funds).

    Dr. Johns moved, and Mr. Ritschard seconded a motion to approve a FY26 Fetal Infant Mortality Review agreement with the Ohio Department of Health for an amount not to exceed $19,375.00 for the period of July 1, 2025, to June 30, 2026, with the related agreements and expenditures as outlined in a and b above. A roll call vote was taken:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

33. Approve an agreement with the Ohio Department of Development for a Tech Cred Grant for an amount not to exceed $21,000.00 for a period of February 1, 2025 through May 31, 2026.

    Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve an agreement with the Ohio Department of Development for a Tech Cred Grant for an amount not to exceed $21,000.00 for a period of February 1, 2025 through May 31, 2026. A roll call vote was taken:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

    Motion carried unanimously. The agreement was approved.

34. Approve a no-cost Memorandum of Understanding (MOU's) with community-based social service agencies to provide monthly outreach services during the Stark Wide Approach to Prevention (SWAP) clinic with the following organizations:

    a. Stark Area Regional Transit Authority (SARTA)
    b. Goodwill Industries International
    c. Lifecare Family Health & Dental Center
    d. Molina Healthcare
    e. AmeriHealth Caritas Ohio
    f. Community Legal Aid Services Inc.

    This agenda item was tabled per the recommendation of Commissioner Archer.

35. Approve a no-cost Partnership Agreement with Neil Finnicun to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective June 24, 2025 with annual renewal periods that will automatically renew every year.

    Before a motion was made, Commissioner Archer informed the Board that agenda items 35 and 36 could be considered under the same motion if the Board wished to do so. Subsequently, Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the following:

    a. Item 35: A no-cost Partnership Agreement with Neil Finnicun to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective June 24, 2025 with annual renewal periods that will automatically renew every year.
    b. Item 36: A no-cost Partnership Agreement with Eric Scott to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective June 24, 2025 with annual renewal periods that will automatically renew every year.

    A roll call vote was then taken to approve agenda items 35 and 36:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

    Motion carried unanimously. The agreements were approved.

36. Approve a no-cost Partnership Agreement with Eric Scott to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective June 24, 2025 with annual renewal periods that will automatically renew every year.

    Approved under item 35.

37. Approve an agreement with the Canton Medical Foundation (CMEF) to provide patient care training to CMEF resident physicians. CCPH will receive $13.00 per completed segment effective July 1, 2025 through June 30, 2026.

    Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve an agreement with the Canton Medical Foundation (CMEF) to provide patient care training to CMEF resident physicians. CCPH will receive $13.00 per completed segment effective July 1, 2025 through June 30, 2026. A roll call vote was taken:

    Ms. Kingsbury – Yes   Dr. Johns – Yes

    Mr. Wyatt – Yes   Mr. Ritschard – Yes

    Motion carried unanimously. The agreement was approved.

Approval of Travel Authorizations.

38. Carl Safreed, APC Permitting & Compliance Supervisor, for travel from July 22, 2025, to July 23, 2025, 34th Annual Environmental Permitting in Ohio Conference in Westerville, Ohio for an amount not to exceed $196.75 (APC fund 2331.301001).

    Dr. Johns moved, and Mr. Ritschard seconded a motion to approve Carl Safreed, APC Permitting & Compliance Supervisor, for travel from July 22, 2025, to July 23, 2025, 34th Annual Environmental Permitting in Ohio Conference in Westerville, Ohio for an amount not to exceed $196.75 (APC fund 2331.301001). A roll call vote was taken:

    Ms. Kingsbury – Yes   Dr. Johns – Yes

    Mr. Wyatt – Yes   Mr. Ritschard – Yes

    Motion carried unanimously. The travel was approved.

    *Mayor Sherer left the meeting at 5:59 PM. Ms. Kingsbury conducted the remainder of the meeting.

Other Business

39. Approve the expenditure of a new multi-function printer from Visual Edge IT, in an amount not to exceed $7,243.50 for the Nursing Department and authorize Health Commissioner to sign maintenance agreement, adding equipment to existing department contract (LG7564-COP). Capital Funds 7601.301011).

    Dr. Johns moved, and Mr. Ritschard seconded a motion to approve the expenditure of a new multi-function printer from Visual Edge IT, in an amount not to exceed $7,243.50 for the Nursing Department and authorize Health Commissioner to sign maintenance agreement, adding equipment to existing department contract (LG7564-COP). Capital Funds 7601.301011). A roll call vote was taken:

    Ms. Kingsbury – Yes   Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The expenditure was approved.

40. Approve the expenditure of a new multi-function printer from Visual Edge IT, in an amount not to exceed $7,243.50 for the WIC Department and authorize Health Commissioner to sign maintenance agreement, adding equipment to existing department contract (LG7564-COP). WIC fund 2316.301001.

    Dr. Johns moved, and Mr. Ritschard seconded a motion to approve the expenditure of a new multi-function printer from Visual Edge IT, in an amount not to exceed $7,243.50 for the WIC Department and authorize Health Commissioner to sign maintenance agreement, adding equipment to existing department contract (LG7564-COP). WIC fund 2316.301001. A roll call vote was taken:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

    Motion carried unanimously. The expenditure was approved.

41. Accept Financial Report.

    Mr. Wyatt moved, and Dr. Johns seconded a motion to accept the Financial Report as presented. A roll call vote was taken:

    Ms. Kingsbury – Yes Dr. Johns – Yes

    Mr. Wyatt – Yes Mr. Ritschard – Yes

    Motion carried unanimously.

Acceptance of Reports

42. Acceptance of reports.
    - **a. Health Commissioner report** – Nothing additional.
    - **b. Environmental Health report** – Nothing additional.
    - **c. Health Promotion & Planning report** – Nothing additional.
    - **d. Laboratory report** – Nothing additional.
    - **e. Nursing/WIC report** – Nothing additional.
    - **f. THRIVE report** – Nothing additional.
    - **g. Vital Statistics report** – Nothing additional.
    - **h. Workforce Development update** – Nothing additional.

Next Meeting Date

43. Next scheduled Work Session is Wednesday, July 16, 2025 at 3:30pm at 420 Market Ave N, Canton, Ohio 44702, 2nd Floor Board Room.

    This meeting is tentative.

44. July 2025 and August 2025 regular meeting dates.

Commissioner Archer requested that the Board of Health reschedule its July 2025 meeting to Wednesday, July 23, 2025, at 5:00 PM, and its August 2025 regular meeting to Wednesday, August 27, 2025, at 5:00 PM. Subsequently, Mr. Wyatt moved, and Mr. Ritschard seconded a motion to hold the July 2025 regular meeting on Wednesday, July 23 at 5:00 PM and the August 2025 regular meeting on Wednesday, August 27 at 5:00 PM. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The meetings were rescheduled.

Executive Session

45. Executive Session to discuss the discipline of a public employee.

Commissioner Archer requested that the Board of Health enter an executive session to discuss the employment of a public employee, and to include herself, the Board, Diane Thompson, and Carrie D'Andrea in the executive session. Mr. Wyatt then motioned to enter executive session to discuss the discipline of a public employee and to include all parties requested by Commissioner Archer in the session; motion seconded by Mr. Ritschard. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The Board entered into executive session at 6:19 PM.

At 6:50 PM, Mr. Wyatt made a motion to exit the executive session and return to normal session; motion seconded by Dr. Johns. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The Board of Health returned to normal session at 6:50 PM.

Adjourn

Mr. Wyatt moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 6:50 PM.

APPROVED:

[signature] 7-28-25

President of the Board of Health Date Signed

[signature] 7/28/25

Secretary to the Board of Health Date Signed

July 23, 2025

Date of Approval