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
July 23, 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, July 23, 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; Mrs. Cleo Lucas; Mr. Patrick Wyatt; Dr. James Johns; and Mr. Steve Ritschard
Members Absent:	None
Members Excused:	
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:	Carrie D'Andrea

Agenda Corrections and Approve

1. Approve agenda for the July 23, 2025 Board of Health meeting.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the agenda for the July 23, 2025 Board of Health meeting.

Before the vote, Commissioner Archer proposed amending the agenda to (1) correct Item 12 to read "Approve recommendations from public hearings held July 23, 2025," and (2) add the following items under "Other Business" for Board of Health consideration:

- Approve resolution authorizing the transfer of ownership of a CAT Skid Steer Loader to the City of Canton; and declaring the same to be an emergency.
- Approve resolution authorizing the transfer of ownership of an Air Monitoring Shelter to the City of Canton for insurance purposes, while retaining operational use by Canton City Public Health; and declaring the same to be an emergency.
- Approve an extension of employment for Corey Walker, Vector Control Technician (A), to work an additional three weeks to September 15, 2025.

- Agreement with the Stark County Health Department for the Public Health Emergency Preparedness grant FY26 (PH26) for an amount not to exceed $55,000 for the period of July 1, 2025 to June 30, 2026.
- Approve updated agreement with Ohio Department of Health for FY26 Fetal Infant Mortality Review to include FY27 for an additional amount not to exceed $19,375.00 (total FY26-FY27 $38,750.00) and extend through June 30, 2027.

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

Ms. Kingsbury – Yes Dr. Johns – Yes Mrs. Lucas – 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 June 24, 2025 Board of Health hearings.

Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve the minutes for the June 24, 2025 Board of Health public health nuisance hearings. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

3. Approve minutes of the June 24, 2025 Board of Health meeting.

Dr. Johns moved, and Mr. Ritschard seconded a motion to approve the minutes for the June 24, 2025 Board of Health regular meeting. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

Board of Health Committee Reports.

4. Reports
   a. **Finance Committee –** No report for this month.
   b. **Personnel Committee –** No report for this month.
   c. **Governance Committee** – Dr. Johns reported that the Governance Committee had its inaugural meeting in July. Discussion topics of the meeting included the committee's responsibilities, continuing education for the Board of Health, and reviewing Board of Health bylaws.

Unfinished Business

No unfinished business was discussed.

Fiscal Items

5. Approve list of invoices (06/18/2025 - 07/17/2025) - $235,271.17

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the list of invoices from 06/18/2025 to 07/17/2025, totaling $235,271.17. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The invoices were approved.

6. Accept Financial Report.

Mrs. Lucas moved, and Dr. Johns seconded a motion to accept the Financial Report.

During discussion, Mrs. Lucas requested that the Board receive an overview of the health department's various funds during the October Board of Health Work Session. Commissioner Archer responded that the overview could be provided. A roll call vote was taken on the motion:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The report was accepted.

7. Approve moral obligation for Julian & Grube invoice for $4,300.00 for the 2024 audit (Admin fund 7601.301001).

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a moral obligation for Julian & Grube invoice for $4,300.00 for the 2024 audit (Admin fund 7601.301001). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The moral obligation was approved.

8. Approve the purchase of one Mesa/BGI PQ200 PM2.5 Sampler from Mesa Labs at a cost not to exceed $14,000.00 (APC fund 2331).

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the purchase of one Mesa/BGI PQ200 PM2.5 Sampler from Mesa Labs at a cost not to exceed $14,000.00 (APC fund 2331). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The purchase was approved.

9. Approve the purchase of 5 clinic exam tables (table, table top and table arms) from McKesson at a cost not to exceed $33,868.80 (Capital fund 7601.301011).

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the purchase of 5 clinic exam tables (table, table top and table arms) from McKesson at a cost not to exceed $33,868.80 (Capital fund 7601.301011). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The purchase was approved.

Personnel Actions

10. Approve updated Position Classification Schedule to remove the full-time Recycling Center Manager (D) position description (#849).

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the updated Position Classification Schedule to remove the full-time Recycling Center Manager (D) position description (#849). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The classification schedule was approved.

11. Appointment of two Environmental Health Specialist I (Health Inspector I) (F).

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the appointment of two Environmental Health Specialist I (Health Inspector I) (F) to Blayne Brocious at an annual salary of $49,448.00 with a 90-day probationary period, and to Benjamin Selby 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 Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The appointments were approved.

Approval of Recommendations of the Hearing Officer

12. Approve recommendations from public hearings held July 23, 2025.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the recommendations from the public health nuisance hearings held July 23, 2025. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried with 4 votes Yes, and 1 Abstain. The recommendations were approved.

Approval of Resolutions

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

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

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

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

15. Authorizing the certification to the Auditor of Stark County of costs and expenses for purification and abatement of public nuisances from April 1, 2025 through June 30, 2025 for a total of $7,197.21 (Pass on first reading).

Mayor Sherer provided a first reading of a resolution authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances for the period of April 1, 2025 through June 30, 2025 for an amount of $7,197.21. 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 Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

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

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-09.

16. Approve resolution updating Health Code section 207.30 - Funeral Leave (pass on the first reading).

Mayor Sherer provided a first reading of a resolution amending Chapter 207.30 of the Canton City Health Code – Funeral Leave, and declaring the same to be an emergency. Mrs. Lucas 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 Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

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

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-10.

Approval of Contracts and Agreements

17. Approve the FY25 HIV Prevention sub-grantees:

a. Alliance City Health Department for an amount not to exceed $5,833.00 with a project period date of June 1, 2025 to May 31, 2026.

b. Equitas Health for an amount not to exceed $19,131.00 with a project period date of July 23, 2025 to May 31, 2026.

c. Jefferson County General Health District for an amount not to exceed $9,036.00 with a project period date of June 1, 2025 to May 31, 2026.

d. New Philadelphia City Health Department for an amount not to exceed

$11,000.00. June 1, 2025 to May 31, 2026.

e. Eric Dunn for an amount not to exceed $500.00 for a grant period of July 23, 2025 to May 31, 2026.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the FY25 HIV Prevention sub-grantees listed above. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Other Business

18. Discussion on insurance for Board purchased property.

Commissioner Archer initiated the discussion by explaining that, historically, when the Board of Health approved the purchase of vehicles or equipment, those items were titled to the City of Canton and insured by the City. However, the Canton City Law Department recently advised that any equipment or vehicles approved for purchase by the Board of Health should be titled to the Board.

She further explained that there were two previously Board-approved items which did get titled to the Board of Health—a CAT Skid Steer Loader and a Frost/Shelter One Air Monitoring Shelter—and were thus not covered by the City's insurance. The Law Department has advised that these items be sidelined until appropriate insurance coverage is secured.

Commissioner Archer explained that, moving forward, the Board could choose to do one of the following as it pertains to purchasing equipment:

1. Continue purchasing (and titling) its own vehicles and equipment, and obtain appropriate insurance coverage; or
2. Allow the City of Canton to purchase the vehicles and equipment, with the intent of entering into a Memorandum of Understanding (MOU) that permits Board of Health employees to use the equipment while retaining City title and insurance coverage.

She also presented two resolutions for the Board's consideration:

1. A resolution to transfer ownership and custody of the CAT Skid Steer Loader in full to the City of Canton.
2. A resolution to transfer ownership of the Air Monitoring Shelter to the City of Canton solely for the purpose of maintaining insurance coverage.

She explained that if the Board of Health intended to move forward with insuring its own vehicles/equipment, the resolution transferring ownership of the Air Monitoring shelter could be tabled.

After discussion, the Board agreed to seek out obtaining insurance coverage for its own vehicles/equipment, and to retain ownership of the Air Monitoring Shelter.

19. Approve resolution authorizing the transfer of ownership of a CAT Skid Steer Loader to the City of Canton; and declaring the same to be an emergency.

Mayor Sherer provided a first reading of a resolution authorizing the transfer of ownership of a CAT Skid Steer Loader to the City of Canton; and declaring the same to be an emergency. Ms. Kingsbury then made a motion to pass the resolution on its first reading; seconded by Mrs. Lucas. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Subsequently, Mrs. Lucas 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 Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-11.

20. Approve resolution authorizing the transfer of ownership of an Air Monitoring Shelter to the City of Canton for insurance purposes, while retaining operational use by Canton City Public Health; and declaring the same to be an emergency.

This item was tabled by the Board of Health.

21. Approve an extension of employment for Corey Walker, Vector Control Technician (A), to work an additional three weeks to September 15, 2025.

Dr. Johns moved, and Mr. Ritschard seconded a motion to approve an extension of employment for Corey Walker, Vector Control Technician (A), to work an additional three weeks to September 15, 2025. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The employment extension was approved.

22. Approve an agreement with the Stark County Health Department for the Public Health Emergency Preparedness grant FY26 (PH26) for an amount not to exceed $55,000 for the period of July 1, 2025 to June 30, 2026.

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve an agreement with the Stark County Health Department for the Public Health Emergency Preparedness grant FY26 (PH26) for an amount not to exceed $55,000 for the period of July 1, 2025 to June 30, 2026. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

23. Approve updated agreement with Ohio Department of Health for FY26 Fetal Infant Mortality Review to include FY27 for an additional amount not to exceed $19,375.00 (total FY26-FY27 $38,750.00) and extend through June 30, 2027.

Ms. Kingsbury moved, and Mr. Wyatt seconded a motion to approve an updated agreement with Ohio Department of Health for FY26 Fetal Infant Mortality Review to include FY27 for an additional amount not to exceed $19,375.00 (total FY26-FY27 $38,750.00) and extend through June 30, 2027. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

Acceptance of Reports

24. Accept staff reports.

a. **Health Commissioner report** – Nothing additional.
b. **Air Pollution Control report** – Nothing additional.
c. **Environmental Health report** – Nothing additional.
d. **Health Promotion & Planning report** – Nothing additional.
e. **Nursing/WIC report** – Nothing additional.
f. **THRIVE report** – Mrs. Lucas commended Maggie Bradford for receiving a letter of recognition from State Representative Scott Oelslager, honoring her outstanding contributions to the community through her work in helping pregnant women gain access to vital resources.
g. **Vital Statistics report** – Nothing additional.
h. **Workforce Development update** – Nothing additional.

Next Meeting Date

25. Rescheduling of August regular meeting.

Dr. Johns requested that the Board of Health revert the August regular meeting date back to Tuesday, August 26, 2025, at 5:00 PM, due to a scheduling conflict with the previously rescheduled date of Wednesday, August 27, 2025.

Commissioner Archer then explained that the August meeting had originally been rescheduled due to a conflict in her availability on August 26th. However, she stated she would adjust her schedule if the Board preferred to return to the original date.

After discussion, the Board confirmed that, barring anything unforeseen, all members would be available to meet on Tuesday, August 26, 2025, at 5:00 PM.

Subsequently, Dr. Johns moved, and Mr. Wyatt seconded a motion to reschedule the August meeting back to Tuesday, August 26, 2025 at 5:00 PM. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The meeting was rescheduled.

Adjournment

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

APPROVED:

President of the Board of Health

9-2-25
Date Signed

Secretary to the Board of Health

8/26/2025
Date Signed

August 26, 2025
Date of Approval