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
May 20, 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, May 20, 2025 at 5:20 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:	None
Staff Present:	Health Commissioner Amanda Archer, Christi Allen, Diane Thompson, Gus Dria, Sherry Smith, Laura Roach, Pam Gibbs, Mindy Groff, Dawn Miller, Laura Roach, Terri Dzienis, Kelli Trenger, Robert Knight, Frank Catrone, Sarah Thomas, and Sean Green
Others Present:	Aaron Yeh (public)

Agenda Corrections and Approve

1. Approve agenda for the May 20, 2025 Board of Health meeting.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the agenda for the May 20, 2025 Board of Health meeting.

Commissioner Archer then recommended an amendment to the agenda:

- Add a motion to approve a no-cost MOU with Stark County Health Department for the utilization of their Health Mobile to deliver testing opportunity on June 14, 2025 (Stark County PRIDE event) under the Approval of Contracts and Agreements section.

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

Ms. Kingsbury – Yes   Mrs. Lucas – 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 April 22, 2025 Board of Health meeting.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the minutes for the April 22, 2025 Board of Health meeting. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

3. Approve minutes of the April 22, 2025 Board of Health hearings.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the minutes for the April 22, 2025 Board of Health hearings. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

4. Approve minutes of the May 14, 2025 Work Session.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the minutes for the May 14, 2025 Board of Health Work Session. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

Unfinished Business

No unfinished business was discussed.

Fiscal Items

5. Approve list of invoices (04/18/2025 - 05/13/2025) - $320,894.99.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the list of invoices from 04/18/2025 – 05/13/2025, totaling $320,894.99. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The bills were approved.

6. Accept Financial Report.

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

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The Financial Report was accepted.

Board Committee Reports

7. Reports:

   a. **Finance Committee** – Ms. Kingsbury reported that the Finance Committee was scheduled to meet next week.

   b. **Personnel Committee** – Mrs. Lucas reported that the Personnel Committee was unable to meet in May and planned to reschedule for June.

   c. **Governance Committee** – Dr. Johns reported that there were no updates from the Governance Committee at this time.

Personnel Actions

8. Appointment of a full-time Harm Reduction Administrative Specialist (E).

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the appointment of full-time Harm Reduction Administrative Specialist (E) to Kimberly Mason at an annual salary of $45,655.90 with a 90-day probationary period. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The appointment was approved.

9. Appointment of a Clinical Receptionist/Office Assistant (B).

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the appointment of a full-time Clinical Receptionist/Office Assistant (B) to Katelyn Smith at an annual salary of $35,680.00 with a 90-day probationary period, and to Taylor Jordan at $35,680.00 with a 90-day probationary period; included in the motion was an option to alternatively appoint Jennifer Addis at an annual salary of $35,680.00 should either of the primary candidates not accept the appointment or not complete their 90-day probationary period. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The appointments were approved.

10. Approve Cade Harmon, Maternal & Child Health Epidemiologist, 70.40 hours of sick time from a previous employer.

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve Cade Harmon, Maternal & Child Health Epidemiologist, 70.40 hours of sick time from a previous employer. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

11. Accept the resignation of Dea Most, full-time WIC Dietitian (F), effective May 16, 2025.

Mrs. Lucas moved, and Dr. Johns seconded a motion to accept the resignation of Dea Most, full-time WIC Dietitian (F), effective May 16, 2025. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

12. Approve updated position description for full-time Early Intervention Specialist (EIS) Navigator, changing the name to Early Intervention Navigator (EIN) and changing the pay grade from an E to an F.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the updated position description for full-time Early Intervention Specialist (EIS) Navigator, changing the name to Early Intervention Navigator (EIN) and changing the pay grade from an E to an F. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The updated position description was approved.

13. Approve updated position description for full-time Overdose Prevention Outreach Specialist (D) changing the name to Harm Reduction Outreach Specialist (D) and moving from the Health Promotions & Planning division to the Nursing division.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the updated position description for the full-time Overdose Prevention Outreach Specialist (D), changing the name to Harm Reduction Outreach Specialist (D) and moving from the Health Promotion & Planning division to the Nursing division. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The updated position description was approved.

14. Approve the updated Position Classification Schedule to move the Early Intervention Navigator (EIN) from pay grade E to pay grade F and to update the titles for the Early Intervention Navigator (EIN) and Harm Reduction Outreach Specialist (D) and to move the Harm Reduction Outreach Specialist from the Health Promotion & Planning division to the Nursing division.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve the updated Position Classification Schedule to move the Early Intervention Navigator (EIN) from pay grade E to pay grade F and to update the titles for the Early Intervention Navigator (EIN) and Harm Reduction Outreach Specialist (D) and to move the Harm Reduction Outreach Specialist from the Health Promotion & Planning division to the Nursing division. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The updated position classification schedule was approved.

Approval of Recommendations of the Hearing Officer

15. Approve recommendations from public health hearings held May 20, 2025.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the recommendations from the public health hearings held May 20, 2025. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Approval of Contracts and Agreements

16. Approve the FFY 2024-2025 Ohio EPA Air Pollution Control Contract Amendment and Renewal to extend the existing contract term of October 1, 2023 to June 30, 2025 by 3 months to end on September 30, 2025 and to provide additional funding and funding adjustments for a total funding amount of $1,594,690 ($788,770 FFY24 and $805,920 FY25); and to retain prior approval of the regular annual obligation for the provision of $40,000 per year for two years for a total of $80,000 from Local Funds for APC Programming for the contract local match funding. (APC fund 2331)

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the FFY 2024-2025 Ohio EPA Air Pollution Control Contract amendment and renewal to extend the existing contract term of October 1, 2023 to June 30, 2025 by 3 months to end on September 30, 2025 and to provide additional funding and funding adjustments for a total funding amount of $1,594,690 ($788,770 FFY24 and $805,920 FY25); and to retain prior approval of the regular annual obligation for the provision of $40,000 per year for two years for a total of $80,000 from Local Funds for APC Programming for the contract local match funding. (APC fund 2331). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The contract was approved.

17. Authorize an agreement with the Ohio Department of Health for Tobacco Enforcement Smoke Free investigations for the period of July 1, 2025 to June 30, 2027. Payment for each completed investigation shall not exceed $175.00.

Dr. Johns moved, and Mr. Wyatt seconded a motion to authorize an agreement with the Ohio Department of Health for Tobacco Enforcement Smoke Free investigations for the period of July 1, 2025 to June 30, 2027. Payment for each completed investigation shall not exceed $175.00. A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

*Approve a no-cost MOU with Stark County Health Department for the utilization of their Health Mobile to deliver testing opportunity on June 14, 2025 (Stark County PRIDE event) (added to agenda by amendment)

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a no-cost MOU with Stark County Health Department for the utilization of their Health Mobile to deliver testing opportunity on June 14, 2025 (Stark County PRIDE event). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

Approval of Travel Authorizations.

18. Valerie Fletcher, Environmental Health Specialist II, for travel from April 28, 2025 to April 30, 2025, AOHC Spring Conference in Lewis Center, Ohio for an amount not to exceed $77.06 (EH General Fund 7601.307001). (Approve retroactively).

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve, retroactively, Valerie Fletcher, Environmental Health Specialist II, for travel from April 28, 2025 to April 30, 2025, AOHC Spring Conference in Lewis Center, Ohio for an amount not to exceed $77.06 (EH General Fund 7601.307001). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The travel was approved.

19. Kaelyn Boyd, Community Epidemiologist I, for travel from May 20, 2025 to May 23, 2025, APIC Epi Intensive Training in Columbus, OH for an amount not to exceed $1,030.00 (HPP Fund 7601.308001). (Approve retroactively).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve, retroactively, Kaelyn Boyd, Community Epidemiologist I, for travel from May 20, 2025 to May 23, 2025, APIC Epi Intensive Training in Columbus, OH for an amount not to exceed $1,030.00 (HPP Fund 7601.308001). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The travel was approved.

20. Sarah Thomas, Staff Nurse III, for travel from May 21, 2025 to May 23, 2025, APIC Epi Intensive Training in Columbus, Ohio for an amount not to exceed $709.00 (Nursing general fund 7601.303001). (Approve retroactively).

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve, retroactively, Sarah Thomas, Staff Nurse III, for travel from May 21, 2025 to May 23, 2025, APIC Epi Intensive Training in Columbus, Ohio for an amount not to exceed $709.00 (Nursing general fund 7601.303001). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The travel was approved.

21. Cade Harmon, Maternal & Child Health Epidemiologist I, for travel from June 2, 2025 to June 5, 2025, OSU Summer Program in Population Health in Columbus, Ohio for an amount not to exceed $1,773.32 (OEI Grant fund 2314.301001 - THRIVE).

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve Cade Harmon, Maternal & Child Health Epidemiologist I, for travel from June 2, 2025 to June 5, 2025, OSU Summer Program in Population Health in Columbus, Ohio for an amount not to exceed $1,773.32 (OEI Grant fund 2314.301001 - THRIVE). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The travel was approved.

22. Patricia McConnell, Preparedness Coordinator, for travel from July 14, 2025 to July 16, 2025, Public Information in an All-Hazards Incident in Columbus, Ohio for an amount not to exceed $574.41 (HPP General Fund 7601.308001).

Before a motion was made, Commissioner Archer informed the Board that agenda items 22, 23, and 24 could be considered for approval under a single motion. Subsequently, Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to approve the following travel:

- Patricia McConnell, Preparedness Coordinator, for travel from July 14, 2025 to July 16, 2025, Public Information in an All-Hazards Incident in Columbus, Ohio for an amount not to exceed $574.41 (HPP General Fund 7601.308001).
- Robert Knight, Performance Improvement & Accreditation Coordinator, for travel from July 15, 2025 to July 16, 2025, Public Information in an All- Hazards Incident in

Columbus, Ohio for an amount not to exceed $155.00 (HPP General Fund 7601.308001).

- Sherry Smith, Health Promotion & Planning Director, for travel from July 14, 2025 to July 16, 2025, Public Information in an All-Hazards Incident in Columbus, Ohio for an amount not to exceed $574.41 (HPP General Fund 7601.308001).

A roll call vote was then taken to approve agenda items 22, 23, and 24:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The travel was approved.

23. <u>Robert Knight, Performance Improvement & Accreditation Coordinator, for travel from July 15, 2025 to July 16, 2025, Public Information in an All- Hazards Incident in Columbus, Ohio for an amount not to exceed $155.00 (HPP General Fund 7601.308001).</u>

Approved under # 22.

24. <u>Sherry Smith, Health Promotion & Planning Director, for travel from July 14, 2025 to July 16, 2025, Public Information in an All-Hazards Incident in Columbus, Ohio for an amount not to exceed $574.41 (HPP General Fund 7601.308001).</u>

Approved under # 22.

25. <u>Jorden Snyder, Overdose Prevention Outreach Specialist, for travel from June 8, 2025 to June 10, 2025, Mental Health & Addiction Conference: Advancing Care in Communities in Columbus, Ohio for an amount not to exceed $954.50 (Naloxone cash balance 2324.301001).</u>

Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to approve Jorden Snyder, Overdose Prevention Outreach Specialist, for travel from June 8, 2025 to June 10, 2025, Mental Health & Addiction Conference: Advancing Care in Communities in Columbus, Ohio for an amount not to exceed $954.50 (Naloxone cash balance 2324.301001). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The travel was approved.

Other Business

No other business was discussed.

Acceptance of Reports

26. Acceptance of reports.

   a. **Health Commissioner** report – Nothing additional

   b. **Health Promotion & Planning report** – Nothing additional

   c. **Laboratory report** – Nothing additional

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

   e. **THRIVE report** – Nothing additional

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

   g. **Strategic Planning and Performance update** – Nothing additional.

h. Workforce Development update – Nothing additional.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to accept the division reports.

During discussion, Dr. Johns noted that he had drafted a letter to state legislators on behalf of the Canton City Board of Health in support of maintaining health department funding. Mayor Sherer suggested that the letter be signed by all Board members and Commissioner Archer.

Ms. Kingsbury then extended her appreciation for the division reports and requested that a monthly Environmental Health report be provided moving forward. Mrs. Lucas also requested that each division report include the name of the division leader. A roll call vote was taken to accept the division reports:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Announcements

Announcement of Next Regular Meeting: Tuesday, June 24, 2025 at 5:00 PM

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, June 24, 2025 at 5:00PM. The meeting will be held at 420 Market Ave N, Canton, OH, 44702, 2nd floor Board meeting room.

Adjourn

Dr. Johns moved, and Ms. Kingsbury seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 6:05 PM.

APPROVED:

President of the Board of Health — 6·17·25 Date Signed

Secretary to the Board of Health — 6/25/2025 Date Signed

June 24, 2025
Date of Approval