BOARD OF HEALTH
Canton City Public Health

420 Market Ave., N.
Canton, OH 44702
330-489-3231

Board of Health Regular Meeting
August 26, 2025
MEETING MINUTES

Call to Order and Roll Call

Ms. Kimberly Kingsbury called to order the regular meeting of the Board of Health on Tuesday, August 26, 2025 at 5:00 PM. Ms. Kingsbury 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:	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, Sarah Thomas, and Sean Green
Others Present:	

Agenda Corrections and Approval

1. Approve agenda for the August 26, 2025 Board of Health meeting.

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the agenda for the August 26, 2025 Board of Health meeting. A roll call vote was taken to approve the agenda:

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

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The agenda was approved.

Approval of Previous Meeting Minutes

2. Approve minutes of the July 23, 2025 Board of Health hearings.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the minutes for the July 23, 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 July 23, 2025 Board of Health meeting.

Mr. Ritschard moved, and Dr. Johns seconded a motion to approve the minutes for the July 23, 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** – Mrs. Lucas reported that the Personnel Committee met on August 14, noting that Mr. Wyatt was excused from attending. She stated that several staff updates were discussed and included on the agenda for this meeting. The committee also reviewed a potential realignment of the Vital Statistics Division to better reflect staff responsibilities and to distribute workload more effectively. In addition, the committee supported dedicating the Health Department's new training room to James Adams and the new Board meeting room to Dr. Stephen Hickman; resolutions to approve these dedications will be presented in October.

c. **Governance Committee** – Dr. Johns reported that the Governance Committee had a meeting scheduled in August; however, the meeting was cancelled. He added that this committee will defer adding additional members until after the committee bylaws are established

Unfinished Business

No unfinished business was discussed.

Fiscal Items

5. Approve list of invoices (07/18/2025 - 08/21/2025) $293,940.94

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the list of invoices from 07/18/2025 to 08/21/2025, totaling $293,940.94. 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. 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 write off for MRN #40254 for $218.29.

Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve a write off for MRN #40254 in the amount of $218.29. 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 write off was approved.

8. Approve the payment of the Health Department's portion of the 2024 State Audit paid to the City of Canton for 2024 for $5,000.00.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the payment of the Health Department's portion of the 2024 State Audit paid to the City of Canton for 2024 for $5,000.00. 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 payment was approved.

Personnel Actions

9. Accept the resignation of Jadah Weirich, part-time seasonal Vector Control Technician (A), effective August 18, 2025.

Mrs. Lucas moved, and Dr. Johns seconded a motion to accept the resignation of Jadah Weirich, part-time seasonal Vector Control Technician (A), effective August 18, 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.

10. Accept the resignation of Hannah Newsome, full-time Environmental Health Specialist I (Health Inspector I) (F), effective August 12, 2025.

Mr. Wyatt moved, and Mr. Ritschard seconded a motion to accept the resignation of Hannah Newsome, full-time Environmental Health Specialist I (Health Inspector I) (F), effective August 12, 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.

11. Accept the resignation of Wallace Vann, full-time EH Public Health Technician (A), effective August 1, 2025.

Dr. Johns moved, and Mr. Wyatt seconded a motion to accept the resignation of Wallace Vann, full-time EH Public Health Technician (A), effective August 1, 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.

12. Accept the resignation of Marissa McMullen, part-time WIC Assistant (B), effective August 22, 2025.

Mr. Wyatt moved, and Dr. Johns seconded a motion to accept the resignation of Marissa McMullen, part-time WIC Assistant (B), effective August 22, 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.

13. Approve up to 12 weeks of unpaid medical leave of absence for Dawn Johnson, full-time Staff Nurse II (G), beginning September 22, 2025, per Health Code 207.11 (b).

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve up to 12 weeks of unpaid medical leave of absence for Dawn Johnson, full-time Staff Nurse II (G), beginning September 22, 2025, per Health Code 207.11 (b). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

14. Appointment of a full-time Engineering Specialist II (G).

Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve the appointment of a full-time Engineering Specialist II (G) to Nicholas Maio at an annual salary of $56,007.2313 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 appointment was approved.

15. Appointment of a part-time WIC Dietitian (F).

Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve the appointment of Paige Henry as a part-time WIC Dietitian (F) at an hourly rate of $23.7729, 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 appointment was approved.

Approval of Recommendations of the Hearing Officer

16. Approve recommendations from public hearings held August 26, 2025.

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve recommendations from the public hearings held August 26, 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 recommendations were approved.

Approval of Resolutions

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

Ms. Kingsbury provided a third reading of a resolution rescinding Health Code section 205.052 of the Canton City Health Code regarding cholesterol/lipid panel testing service fees. Mr. Wyatt then 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 2025-12.

18. Approve resolution updating Health Code section 205.051 regarding tuberculosis skin testing services fee (third reading).

Ms. Kingsbury provided a third reading of a resolution amending Section 205.051 of the Canton City Health Code regarding tuberculosis skin testing services fees and declaring the same to be an emergency. Mr. Wyatt then 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 2025-13.

19. Approve a resolution amending section 251.02 of the Canton City Health Code to amend a schedule of fees for the food protection program (first reading).

Ms. Kingsbury provided a first reading of a resolution amending section 251.02 of the Canton City Health Code to amend a schedule of fees for the food protection program. No voting action was taken.

Policy Approvals.

20. Approve 600-002-P_Indigent Cremations/Burials Policy.

Christi Allen informed the Board that the 600-002-P_Inidigent Cremations/Burials Policy was not included in the Board meeting packet, and therefore approval of the following agenda items should be tabled until the September 2025 meeting:

- *Agenda item 20:* Approve 600-002-P_Indigent Cremations/Burials Policy.
- *Agenda item 21*: Approve a Memorandum of Understanding with the City of Canton as authorized by Canton City Council Ordinance 240/2013 for Canton City Health Department to manage the indigent persons program.

Mr. Wyatt then moved to table approval of agenda items 20 and 21, and to consider their approval under the "Other Business" section of the September 2025 meeting agenda; the motion was 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. Agenda items 20 and 21 were tabled.

Approval of Contracts and Agreements

21. Approve a Memorandum of Understanding with the City of Canton as authorized by Canton City Council Ordinance 240/2013 for Canton City Health Department to manage the indigent persons program.

Tabled until the September 2025 meeting (per motion under agenda item 20).

22. Approve an addendum for Stark County Health Department for the FY25 WIC Grant for an additional amount of $3,372.00 for a new total not to exceed $447,681.00 for the period of October 1, 2024 to September 30, 2025 (WIC fund 2316).

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve an addendum for Stark County Health Department for the FY25 WIC Grant for an additional amount of $3,372.00 for a new total not to exceed $447,681.00 for the period of October 1, 2024 to September 30, 2025 (WIC fund 2316). 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 addendum was approved.

23. Approve the FY26 WIC Ohio Department of Health grant and initial budget to receive an amount not to exceed $1,679,589.00 for the period of October 1, 2025 to September 30, 2026 with the following subgrantees (totaling $819,942.00):

- ***a. Alliance City Health Department contract in the amount notto exceed $181,060.00.***
- ***b. Massillon City Health Department contract in the amount not to exceed $183,646.00.***
- ***c. Stark County Health Department contract in the amount notto exceed $455,236.00.***

Mr. Ritschard moved, and Dr. Johns seconded a motion to approve the FY26 WIC Ohio Department of Health grant and initial budget to receive an amount not to exceed $1,679,589.00 for the period of October 1, 2025 to September 30, 2026 with the above subgrantees (totaling $819,942.00). A roll call vote was taken:

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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

24. Approve FY25 Greater Stark County Urban League agreement to Enhance Harm Reduction Services for Black and Minority Communities for an amount not to exceed $25,000.00 for the period of August 1, 2025, to December 31, 2025 (OneOhio Grant Fund 2324.308010).

Dr. Johns moved and Mr. Ritschard seconded a motion to approve the FY25 Greater Stark County Urban League agreement to Enhance Harm Reduction Services for Black and Minority Communities for an amount not to exceed $25,000.00 for the period of August 1, 2025, to December 31, 2025 (OneOhio Grant Fund 2324.308010). 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.

25. Approve the FFY 2026-2027 Ohio EPA Air Pollution Control Contract for contract term of October 1, 2025 to June 30, 2027 for a total funding amount of $1,736,508 ($991,319 FFY26 and $745,189 FFY27) and the provision of $34,500 in federal Inflation Reduction Act (IRA) grant funds for period June 1, 2024 through May 31, 2029; and to approve 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 2026-2027 Ohio EPA Air Pollution Control Contract for contract term of October 1, 2025 to June 30, 2027 for a total funding amount of $1,736,508 ($991,319 FFY26 and $745,189 FFY27) and the provision of $34,500 in federal Inflation Reduction Act (IRA) grant funds for period June 1, 2024 through May 31, 2029; and to approve 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 Dr. Johns – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The contract was approved.

26. Approve a FY26 Agreement with the YWCA of Canton for the purpose of receiving grant funding for performing on-site clinic services (Early Head Start Outreach) for the period of September 1, 2025 through August 31, 2026 for an amount not to exceed $16,882.00 (Fund 2335).

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a FY26 agreement with the YWCA of Canton for the purpose of receiving grant funding for performing on-site clinic services (Early Head Start Outreach) for the period of September 1, 2025 through August 31, 2026 for an amount not to exceed $16,882.00 (Fund 2335). 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.

Approval of Travel Authorizations

27. Amanda Archer, Health Commissioner, for travel from September 22, 2025 to September 24, 2025, AOHC Fall Conference in Dublin Center, Ohio for an amount not to exceed $509.81 (Admin general fund 7601.301001).

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve Amanda Archer, Health Commissioner, for travel from September 22, 2025 to September 24, 2025, AOHC Fall Conference in Dublin Center, Ohio for an amount not to exceed $509.81 (Admin general 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 travel was approved.

Other Business

a. Mrs. Lucas announced that if Canton City Public Health would like to host a table at the Red S.H.O.E. 5K run on Saturday, August 30th, it may do so at no charge. She added that CCPH informational materials will be included in participant bags.

b. Ms. Kingsbury mentioned the quarterly Work Session scheduled for October 15, 2025, and the Board of Health's interest in receiving an overview of Environmental Health (EH) programming as part of the agenda. She explained that EH Director Gus Dria is scheduled to be out of the office during the Work Session, but if the Board still wished to receive the EH overview, Commissioner Archer could coordinate with Mr. Dria and EH staff to prepare a presentation in his absence. Ms. Kingsbury explained that another division could provide an overview instead, however, several divisions will be in transition during the week of the scheduled Work Session (due to the conclusion of renovations) and would therefore be unavailable. Following discussion, the Board agreed to review THRIVE's financial report during the October 15, 2025 Work Session, and to postpone the EH overview until Mr. Dria's return.

Acceptance of Reports

28. Accept staff reports.

a. **Health Commissioner report** – Mrs. Lucas thanked Commissioner Archer for her in-depth legislative report.

b. **Environmental Health report** – Nothing additional.

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

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

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

f. **Workforce Development report** – Nothing additional.

Mr. Wyatt made a motion to accept the staff reports; 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.

Announcements

Commissioner Archer announced that the September 17, 2025, CCPH All-Staff Meeting will now be held at the Canton Civic Center, as the previously scheduled location is no longer available due to extenuating circumstances. She added that a meeting agenda will be provided to the Board members.

Next Meeting Date

Announcement of Next Regular Meeting: Tuesday, September 30, 2025 at 5:00 pm

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, September 30, 2025 at 5:00PM. The meeting will be held at 420 Market Ave N, Canton, OH, 44702, 2nd floor Board meeting room.

Adjournment

Mr. Wyatt moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 5:59 PM.

APPROVED:

______________________ 10/3/25
President of the Board of Health — Date Signed

______________________ 10/13/25
Secretary to the Board of Health — Date Signed

September 30, 2025
Date of Approval