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
September 30, 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, September 30, 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, Gus Dria, Sherry Smith, Robert Knight, Kristina Gantz, Laura Roach, Pam Gibbs, Mindy Groff, Dawn Miller, Terri Dzienis, Kelli Trenger, Sarah Thomas, and Sean Green
Others Present:	Vivianne Duffrin (Canton City Law Department); Jennifer Horning (Public)

Agenda Corrections and Approval

1. Approve agenda for the September 30, 2025 Board of Health meeting.

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to approve the agenda for the September 30, 2025 Board of Health meeting. A roll call vote was taken to approve the agenda:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agenda was approved.

Approval of Previous Meeting Minutes

2. Approve minutes of the August 26, 2025 Board of Health hearings.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the minutes for the August 26, 2025 Board of Health public health 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.

3. Approve minutes of the August 26, 2025 Board of Health meeting.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the minutes for the August 26, 2025 Board of Health regular 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.

Board of Health Committee Reports.

4. Reports

a. **Finance Committee** – Ms. Kingsbury reported the Finance Committee met earlier in September and discussion items included Canton City Public Health's budget, the position classification schedule, and the new statewide birth/death certificate paper. She noted the 2026 CCPH Budget will be presented to the Board of Health in November.

b. **Personnel Committee** – Nothing to report.

c. **Governance Committee** – Dr. Johns reported that, during its September meeting, the Governance Committee drafted a fiduciary statement for the Board of Health members. He noted that the statement is included on this meeting agenda as a resolution for the Board's consideration.

Unfinished Business

No unfinished business was discussed.

Fiscal Items

5. Approve list of invoices (08/22/2025 09/26/2025) - $354,458.32

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to approve the list of invoices from 08/22/2025 to 09/26/2025, totaling $354,458.32. 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. Accept Financial Report.

Ms. Kingsbury 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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The report was accepted.

Personnel Actions

7. Appointment of part-time WIC Assistant (B) (appointment of either one or two).

Mr. Wyatt moved, and Mr. Ritschard seconded a motion to approve the appointment of a part-time WIC Assistant (B) to Samantha Morales at $17.1537 per hour with a 90-day probationary period, and the appointment of a second part-time WIC Assistant (B) to Kimberly Johnson at $17.1537 per hour with a 90-day probationary period; and to alternatively appoint Jillian Moore at 17.1537 an hour should one of the other two candidates not accept the appointment or does not complete their 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.

8. Accept the resignation of Corey Walker, Vector Control Technician (A), effective September 15, 2025.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to accept the resignation of Corey Walker, Vector Control Technician (A), effective September 15, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Approval of Recommendations of the Hearing Officer

9. Approve recommendations from public hearings held September 30, 2025.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve recommendations from the public hearings held September 30, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Abstain Mr. Ritschard – Yes

Motion carried (3 Yes, 0 No, 1 Abstain). The recommendations were approved.

Approval of Resolutions

10. Approve a resolution amending section 251.02 of the Canton City Health Code to amend a schedule of fees for the food protection program.

Mayor Sherer provided a second 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.

11. Approve a resolution adopting the City of Canton's IT Cybersecurity Program, pursuant to Ohio Revised Code 9.64 (pass on first reading).

Mayor Sherer provided a first reading of a resolution adopting the City of Canton's Cybersecurity Program, pursuant to Ohio Revised Code Section 9.64 (HB 96) and declaring the same to be an emergency. Ms. Kingsbury 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, Ms. Kingsbury 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

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-14.

12. Approve a resolution adopting the Fiduciary Statement for the members of the Board of Health (pass on first reading).

Mayor Sherer provided a first reading of a resolution by the Board of Health of Canton City Public Health, State of Ohio, formally adopting a Fiduciary Statement for its members. Ms. Kingsbury 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.

Subsequently, Ms. Kingsbury made a motion to approve the resolution as presented; seconded by Mr. Ritschard.

During discussion, Ms. Kingsbury asked whether this resolution was prompted by any prior incident involving a failure by Board of Health members to fulfill duties set forth in the proposed fiduciary statement; she pointed to language in the resolution which could be interpreted this way.

Commissioner Archer explained that the fiduciary statement arose from a Governance Committee discussion in which Dr. Johns recommended adopting one as a best practice, citing his service on other boards that maintain their own fiduciary statements. She clarified that the proposal affirms the Board of Health's fiduciary duties and ethical standards and is not in response to any incident or lapse by current Board members.

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

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-15.

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

Mayor Sherer provided a first reading of a resolution rescinding and amending Section 207.32 of the Canton City Health Code; Drug-Free Workplace Act Policy Statement and declaring the same to be an emergency. Ms. Kingsbury 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.

Subsequently, Ms. Kingsbury 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 2025-16.

Policy Approvals

14. Approve 800-061-P_Drug-Free Workplace Policy.

Dr. Johns moved, and Mr. Ritschard seconded a motion to approve the 800-061_Drug-Free Workplace Policy for Canton City Public Health. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The policy was approved.

15. Approve 600-002-P_Indigent Cremations/Burial Policy.

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to approve the 600-002-P_Indigent Cremations/Burial Policy for Canton City Public Health. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The policy was approved.

Approval of Contracts and Agreements

16. 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.

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve Memorandum of Understanding with the City of Canton as authorized by Canton City Ordinance 240/2013 for Canton City Health Department to manage the indigent persons program. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The MOU was approved.

17. Approve the FY26 Integrated Harm Reduction Grant from the Ohio Department of Health to receive an amount not to exceed $168,000.00 for the period of September 30, 2025 to September 29, 2026 (Fund 2324.301001).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve the FY26 Integrated Harm Reduction Grant from the Ohio Department of Health to receive an amount not to exceed $168,000.00 for the period of September 30, 2025 to September 29, 2026 (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 funding was approved.

18. Approve an agreement with the Canton Fire Department for Communitywide CPR and Overdose Response Training personnel costs for an amount not to exceed $7,500.00 for the period of September 30, 2025 to September 29, 2026 (Fund 2324.301001).

Dr. Johns moved, and Ms. Kingsbury seconded a motion to approve an agreement with the Canton Fire Department for Communitywide CPR and Overdose Response Training personnel costs for an amount not to exceed $7,500.00 for the period of September 30, 2025 to September 29, 2026 (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 funding was approved.

19. Authorize a contract with Zion Community Development Corporation for labor costs associated with the HOPE Coalition for an amount not to exceed $21,000.00 for the period of September 30, 2025 to September 29, 2026 (Fund 2324.301001).

Ms. Kingsbury moved, and Dr. Johns seconded a motion to authorize a contract with Zion Community Development Corporation for labor costs associated with the HOPE Coalition for an amount not to exceed $21,000.00 for the period of September 30, 2025 to September 29, 2026 (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 contract was approved.

20. Authorize a contract with the City of Canton, Community Development in the amount of $50,000.00 to support the Stark Wide Approach to Prevention (SWAP) and harm reduction programming.

Dr. Johns moved, and Ms. Kingsbury seconded a motion to authorize a contract with the City of Canton, Community Development in the amount of $50,000.00 to support the Stark Wide Approach to Prevention (SWAP) and harm reduction programming. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The contract was approved.

21. Approve a no-cost Memorandum of Understanding with the City of Canton regarding access to and use of the Canton Recycle Center grounds and equipment in the event of a public health crisis.

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to approve a no-cost Memorandum of Understanding with the City of Canton regarding access to and use of the Canton Recycle Center grounds and equipment in the event of a public health crisis. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The MOU was approved.

22. Approve a no-cost Memorandum of Understanding with the Canton City School District regarding the use of a portion of Thurman Munson Stadium parking lot and its physical facilities and equipment for drive-through clinics.

Dr. Johns moved, and Mr. Ritschard seconded a motion to approve a no-cost Memorandum of Understanding with the Canton City School District regarding the use of a portion of Thurman Munson Stadium parking lot and its physical facilities and equipment for drive-through clinics. A roll call vote was taken:

Ms. Kingsbury – Abstain Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried (3 Yes, 0 No, 1 Abstain). The MOU was approved.

23. Approve a no-cost Partnership Agreement to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective October 1, 2025 with annual renewal periods that will automatically renew every year for the following:

a. **Panther Spurlin**
b. **Marshae Allen**
c. **Syreeta Watkins**
d. **Jody Spurrier**
e. **Brandi Pine**
f. **Eugene Norris**

Ms. Kingsbury moved, and Dr. Johns seconded a motion to approve a no-cost Partnership Agreement to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective October 1, 2025 with annual renewal periods that will automatically renew every year for the partners listed above. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The partnership agreement was approved.

Other Business

24. 2025 National Association of Local Boards of Health (NALBOH) Election - Canton City Public Health Board Vote.

Commissioner Archer provided background on the 2025 National Association of Local Boards of Health (NALBOH) election and explained that Canton City Public Health is entitled to submit one ballot in the election of NALBOH board members. She requested this board's direction on who should cast the ballot on Canton City Public Health's behalf.

After discussion, Ms. Kingsbury moved, and Mr. Wyatt seconded, to authorize the Governance Committee, in consultation with Commissioner Archer, to cast the 2025 NALBOH election ballot on behalf of Canton City Public Health.

- ***Question about potential Government shutdown***

The Board discussed the impending possibility of a federal government shutdown and asked whether any CCPH divisions or programs could be affected. Terri Dzienis explained that the primary impact on Air Pollution Control (APC) would be limited—or no—communication with federal partners; however, APC would continue regular operations using already-obligated funding or alternative resources if necessary. Laura Roach stated that the Women, Infants & Children (WIC) program would remain operational if a federal shutdown were to occur.

Announcements

Commissioner Archer announced that renovations at the main Health Department building located at 420 Market Ave N, were completed and passed the City's building inspection on September 29, 2025. An occupancy permit was issued, and staff will begin moving into the renovated spaces in October. She thanked Terri Dzienis for her leadership in coordinating the project. Ms. Dzienis expressed appreciation for the City's support and the funding that enabled the renovations to be completed.

Acceptance of Reports

25. Accept staff reports.

a. **Health Commissioner report** – Nothing additional.
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. **Strategic Planning & Performance Management report** – Nothing additional.
g. **Workforce Development report** – Nothing additional.

Ms. Kingsbury thanked staff for their reports. Mr. Wyatt then made a motion to accept the staff reports; seconded by Ms. Kingsbury. A roll call vote was taken:

Ms. Kingsbury – Yes Dr. Johns – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Next Meeting Date

26. Next scheduled Work Session is Wednesday, October 15, 2025 at 3:30 PM, located at 420 Market Ave N, Canton, Ohio 44702, 2nd Floor Board Room

The next scheduled Work Session of the Board of Health of Canton City Public Health will be Wednesday, October 15, 2025 at 3:30 PM. The meeting will be held at 420 Market Ave N, Canton, OH, 44702, 2nd floor Board meeting room.

27. Next scheduled Board of Health regular meeting is Tuesday, October 28, 2025 at 5:00 PM, located at 420 Market Ave N, Canton, Ohio 44702, 2nd Floor Board Room

The next regular meeting of the Board of Health of Canton City Public Health will be Tuesday, October 28, 2025 at 5:00 PM. The meeting will be held at 420 Market Ave N, Canton, OH, 44702, 2nd floor Board meeting room.

Adjournment

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 5:59 PM.

APPROVED:

President of the Board of Health Date Signed

11/3/25

Secretary to the Board of Health Date Signed

October 28, 2025

Date of Approval