BOARD OF HEALTH
Canton City Public Health

PublicHealth
Prevent. Promote. Protect.
Canton City Public Health

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

Board of Health Regular Meeting
October 28, 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, October 28, 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; and Mr. Steve Ritschard
Members Absent:	None
Members Excused:	Dr. James Johns
Staff Present:	Health Commissioner Amanda Archer, Christi Allen, Gus Dria, Sherry Smith, Laura Roach, Mindy Groff, Dawn Miller, Terri Dzienis, Kelli Trenger, Sarah Thomas, Frank Catrone, and Sean Green
Others Present:	Carrie D'Andrea (Canton City Law Department); Jennifer Horning (Public)

Agenda Corrections and Approval

1. Approve agenda for the October 28, 2025 Board of Health meeting.

Mrs. Lucas moved, and Ms. Kingsbury seconded a motion to approve the agenda for the October 28, 2025 Board of Health meeting. A roll call vote was taken to approve the agenda:

Ms. Kingsbury – 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 September 30, 2025 Board of Health hearings.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the minutes for the September 30, 2025 Board of Health public health nuisance hearings. A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

3. Approve minutes of the September 30, 2025 Board of Health meeting.

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

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

4. Approve minutes of the October 15, 2025 Board of Health work session.

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve the minutes for the October 15, 2025 Board of Health work session. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The minutes were approved.

Board of Health Committee Reports.

5. Reports

a. ***Finance Committee*** – Commissioner Archer reported that the Finance Committee did not meet in October. The next meeting will be held in November to review the 2026 budget.

b. ***Personnel Committee*** – Commissioner Archer reported that the Personnel Committee did not meet in October.

c. ***Governance Committee*** – Commissioner Archer reported that the Governance committee meets bi-monthly and would next meet in November.

Unfinished Business

No unfinished business was discussed.

Fiscal Items

6. Approve list of invoices (09/27/2025 - 10/25/2025) - $507,766.45

Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to approve the list of invoices from 09/27/2025 to 10/25/2025, totaling $507,766.45. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The invoices were approved.

7. *Accept Financial Report.*

Ms. Kingsbury moved, and Mrs. Lucas seconded a motion to accept the Financial Report. A roll call vote was taken on the motion:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The report was accepted.

Personnel Actions

8. *Approve purchase of Articulate Global LLS for Articulate 360 (content creation software) and Reach 360 (Learning Management System) for the period of November 29, 2025 to November 28, 2026 for a total amount not to exceed $7,499.00 (Public Workforce Grant Fund 2330).*

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve the purchase of Articulate Global LLS for Articulate 360 (content creation software) and Reach 360 (Learning Management System) for the period of November 29, 2025 to November 28, 2026 for a total amount not to exceed $7,499.00 (Public Workforce Grant Fund 2330). A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The purchase was approved.

9. *Approve purchase of one 49iOzone Analyzer from Thermo Fisher Scientific at a cost not to exceed $21,000 (APC funds 2331).*

Mr. Ritschard moved, and Mrs. Lucas seconded a motion to approve the purchase of one 49iOzone Analyzer from Thermo Fisher Scientific at a cost not to exceed $21,000 (APC funds 2331). A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The purchase was approved.

Personnel Actions

10. *Appointment of a full-time Environmental Health Specialist I (Health Inspector I) (F).*

Mrs. Lucas moved, and Mr. Ritschard seconded a motion to approve the appointment of a full-time Environmental Health Specialist I (Health Inspector I) (F) to Ila Klick at an annual salary of $49,448.00 with a 90-day probationary period. A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The appointment was approved.

11. Accept the resignation of Brock Bucklew, Administrative Specialist I (A), effective November 7, 2025.

Mr. Ritschard moved, and Mrs. Lucas seconded a motion to accept the resignation of Brock Bucklew, Administrative Specialist I (A), effective November 7, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Approval of Recommendations of the Hearing Officer

12. Approve recommendations from public hearings held October 28, 2025.

Mrs. Lucas moved, and Ms. Kingsbury seconded a motion to approve recommendations from the public hearings held October 28, 2025. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The recommendations were approved.

Public Hearing

13. Public hearing with regard to a resolution amending the food protection license fees as required by Ohio law.

At 5:13 PM, Mayor Sherer called to order a public hearing with regard to a resolution amending section 251.02 of the Canton City Health Code to amend a schedule of fees for the food protection program as required by Ohio law. Mayor Sherer opened the floor for public comment.

There being no one wishing to speak, Mayor Sherer closed the public hearing and returned to the regular order of business at 5:14 PM.

Approval of Resolutions

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

Mayor Sherer provided a third 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. Ms. Kingsbury then made a motion to approve the resolution as presented; motion was seconded by Mrs. Lucas. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Abstain Mr. Ritschard – Yes

Motion carried (3 Yes, 0 No, 1 Abstain). The resolution was approved and adopted as Resolution 2025-17.

15. Adopt a resolution recognizing James M. Adams, RS, MPH for his exemplary public health career and formally dedicating the 2nd floor Training Room at Canton City Public Health in his honor. (Pass on first reading).

Mayor Sherer provided a first reading of a resolution formally recognizing the thirty-nine years of service and exemplary career of James M. Adams, RS, MPH, to Canton City Public Health and formally dedicating the 2nd floor Training Room in his honor. Mr. Wyatt then made a motion to pass the resolution on its first reading; motion was seconded by Mrs. Lucas. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Abstain Mr. Ritschard – Yes

Motion carried unanimously.

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

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-18.

16. Adopt a resolution recognizing Stephen E. Hickman, DVM and his dedicated service to the Canton City Board of Health and formally dedicating the Large Boardroom at Canton City Public Health in his honor. (Pass on first reading).

Mayor Sherer provided a first reading of a resolution formally recognizing Stephen E. Hickman, DVM, and his thirty-nine years of dedicated service to the Canton City Board of Health and formally dedicating the large boardroom at Canton City Public Health in his honor. Mr. Wyatt then made a motion to pass the resolution on its first reading; motion was seconded by Mrs. Lucas. A roll call vote was taken:

Ms. Kingsbury – 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; motion was seconded by Mrs. Lucas. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-19.

17. Authorizing the certification to the Auditor of Stark County of costs and expenses for purification and abatement of public nuisances from July 1, 2025 through September 30, 2025 for a total of $7,413.81 (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 July 1, 2025 to September 30, 2025 for an amount of $7,413.81. Ms. Kingsbury then made a motion to pass the resolution on its first reading; motion was seconded by Mr. Ritschard. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

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

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The resolution was approved and adopted as Resolution 2025-20.

Approval of Contracts and Agreements

18. ***Approve an agreement with JORL Properties, LLC for lease of office space at 832 McKinley Ave NW, Canton OH 44703 to support expansion of Stark Wide Approach to Prevention (SWAP) for the period of 12 months at an amount not to exceed $55,000.00 (Harm Reduction Fund 2324).***

Mrs. Lucas moved, and Mr. Ritschard seconded a motion to approve an agreement with JORL Properties, LLC for lease of office space at 832 McKinley Ave NW, Canton OH 44703 to support expansion of Stark Wide Approach to Prevention (SWAP) for the period of 12 months at an amount not to exceed $55,000.00 (Harm Reduction Fund 2324). A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

19. ***Approve an addendum with United Way of Greater Stark County for the Emergency Assistance Program for an additional amount not to exceed $10,000.00 for a new grant amount of $133,860.00 (Medicaid Round 6 grant, THRIVE fund 2314).***

Ms. Kingsbury moved, and Mr. Ritschard seconded a motion to approve an addendum with United Way of Greater Stark County for the Emergency Assistance Program for an additional amount not to exceed $10,000.00 for a new grant amount of $133,860.00 (Medicaid Round 6 grant, THRIVE fund 2314). A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously. The addendum was approved.

20. ***Approve an addendum with R&G Janitorial Inc. to extend the current contract end date from October 31, 2025 to December 31, 2025 for the following agreements:***
    a. ***Main location: 420 Market Ave N, Canton, Ohio 44702 for an additional amount not to exceed $12,800.00.***

b. Rental location: 832 McKinley Ave NW, Canton, Ohio 44703 for an additional amount not to exceed $2,000.00.

Mr. Wyatt moved, and Ms. Kingsbury seconded a motion to approve an addendum with R&G Janitorial Inc. to extend the current contract end date from October 31, 2025 to December 31, 2025 for the agreements listed above. A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The addendum was approved.

21. Approve an agreement with Cintas Corporation to provide rugs bi-weekly for the high traffic areas at CCPH for an amount not to exceed $15,680.64 for a period of October 29, 2025 to October 28, 2028 (36 months).

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve an agreement with Cintas Corporation to provide rugs bi-weekly for the high traffic areas at CCPH for an amount not to exceed $15,680.64 for a period of October 29, 2025 to October 28, 2028 (36 months). A roll call vote was taken:

Ms. Kingsbury – Yes   Mrs. Lucas – Yes

Mr. Wyatt – Yes   Mr. Ritschard – Yes

Motion carried unanimously. The agreement was approved.

Other Business

- Mayor Sherer requested that Gus Dria provide a report showing the total number of property abatement cleanups completed in the city in 2024, as well as the number completed to date in 2025. Mr. Dria confirmed that he would email the report to the Mayor.
- Mayor Sherer recommended that the Health Department consider applying one-way window wraps to the exterior windows on the building to enhance the building's appearance and provide privacy for those inside.

Acceptance of Reports

22. Accept staff reports.

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

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

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

d. **Health Promotion & Planning report** – Ms. Lucas requested a list of members of the revitalized Stark County Minority Health Coalition (SCMHC). Sherry Smith stated that she would provide the list.

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

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

Ms. Kingsbury made a motion to accept the staff reports; motion was seconded by Mrs. Lucas. A roll call vote was taken:

Ms. Kingsbury – Yes Mrs. Lucas – Yes

Mr. Wyatt – Yes Mr. Ritschard – Yes

Motion carried unanimously.

Announcements

Commissioner Archer announced that, with the completion of renovations at the Health Department's main building located at 420 Market Avenue North, all employees have moved into their permanent workspaces. Staff who were temporarily relocated to offsite buildings during the remodel have returned to the main location.

23. Next scheduled Board of Health regular meeting is Tuesday, November 18, 2025 at 5:00 PM, located at 420 Market Ave N, Canton, Ohio 44702, 2nd Floor Board Room

The Board of Health of Canton City Public Health confirmed that its next regular meeting will be Tuesday, November 18, 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. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 5:32 PM.

APPROVED:

_______________________ NOV 24 2025

President of the Board of Health Date Signed

_______________________ 11/19/2025

Secretary to the Board of Health Date Signed

November 18, 2025

Date of Approval