



**Board of Health Meeting**  
Monday, January 23, 2023 @ 12:00 PM – Goldsmith Room  
**Minutes**

**Call to Order and Roll Call**

Mayor Bernabei called to order the regular meeting of the Board of Health of Canton City Public Health (CCPH) on Monday, January 23, 2023 at 12:05 PM.

A roll call found the following Board members present: Dr. Stephen Hickman, Patrick Wyatt, Cleo Lucas, Dr. Jim Johns, and Dr. Amy Lakritz.

Staff members present: James Adams, Annie Butusov, Gus Dria, Laura Roach, Terri Dzienis, Dr. Jon Elias, Sean Green, Christi Allen, Rob Knight, Dawn, Miller, Ashley Archer, Pam Gibbs, Tiffany Biedenbach, Tammy Stolicny, Janet Copeland, Amanda Stone, Molly Malloy, Serena Draper Hendershot, and Angela Moustaris.

Also present were Dr. Jon Elias, Medical Director, and Kevin L’Hommedieu and Carrie D’Andrea of the City of Canton Law Department.

**Approve January 23, 2023 Board of Health Meeting Agenda**

Dr. Johns moved, and Dr. Hickman seconded a motion to approve the January 23, 2023 Board of Health meeting agenda.

Motion carried unanimously. The meeting agenda was approved.

**Approve December 14, 2022 Board of Health Meeting Minutes**

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the December 14, 2022 Board of Health Work Session minutes. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes

Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The minutes were approved.

**Approve December 19, 2022 Special Board of Health Meeting Minutes**

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the December 19, 2022 Board of Health meeting minutes. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes

Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The minutes were approved.

**Unfinished Business**

**a. Introduction of New Hire, Angela Moustaris**

Kelli Trenger introduced the Board to Angela Moustaris, the new full-time Clinical Receptionist/Office Assistant in the CCPH Nursing division. Angela was hired at the special Board of Health meeting held on December 6, 2022.

The Board welcomed Angela to the health department.

**b. Hearings as Public Meetings**

Jim Adams informed the Board that he is working with the Canton City Law Department to determine if the monthly nuisance hearings should be conducted as public meetings since at least 3 Board of Health members are generally in attendance for these hearings.

Mayor Bernabei suggested that the health department provide a separate meeting notice for the monthly nuisance hearings to ensure compliance with Ohio Sunshine Laws.

**Approve List of Bills from December 19, 2022 Board Meeting - \$582,482.58**

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the list of bills from the December 19, 2022 Board meeting in the amount of \$582,482.58.

This list of bills was not approved at the December 19, 2022 meeting due to a noted discrepancy between the amount listed on the agenda (582,482.58) and the total amount listed on the invoices (\$553,851.12). It has since been determined that the correct amount was \$582,48.58. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes  
Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The list of bills was approved.

**Approve List of Bills – \$267,386.03**

Dr. Johns moved and Mrs. Lucas seconded a motion to approve the list of bills totaling \$267,386.03. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes  
Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The list of bills was approved.

**Approve Personnel**

**a. Termination of Jehvon Clarke, EH Public Health Technician (PT1), Effective December 28, 2022**

Dr. Hickman moved, and Dr. Johns seconded a motion to approve the termination of Jehvon Clarke, EH Public Health Technician (PT1) effective December 28, 2022. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes  
Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The termination was approved.

**b. Probationary Period Ending for Hunter Jepsen, Environmental Health Specialist in Training (Health Inspector I) (R4), Retroactive to December 25, 2022**

Dr. Lakritz moved, and Mr. Wyatt seconded a motion to approve the probationary period ending for Hunter Jepsen, Environmental Health Specialist in Training (Health Inspector I) (R4), retroactive to December 25, 2022 with a pay raise of \$951.00 and a new annual salary of \$43,024.00. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes  
Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The probationary period ending was approved.

**c. Appointment of Part-time EH Public Health Technician (PT1)**

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the appointment of a part-time EH Public Health Technician (PT1), to Matthew McDougal at a starting rate of \$14.92 per hour and with a 90-day probationary period. A roll call vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Lakritz – Yes  
Dr. Johns – Yes      Mrs. Lucas – Yes

Motion carried unanimously. The appointment was approved.

**d. Appointment of Full-time EH Public Health Technician (R1)**

Dr. Johns moved, and Dr. Hickman seconded a motion to approve the appointment of a full-time EH Public Health Technician (R1) to Wallace Vann at an annual salary of \$29,098.00 and with a 90-day probationary period. A Roll call vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Lakritz – Yes  
Dr. Johns – Yes      Mrs. Lucas – Yes

Motion carried unanimously. The appointment was approved.

**Approve Patient Write offs**

- a. MRN #39337      \$131.25
- b. MRN #39243      \$147.50

Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve the above patient write offs. A roll call vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Lakritz – Yes  
Dr. Johns – Yes      Mrs. Lucas – Yes

Motion carried unanimously. The patient write offs were approved.

**Approve Recommendations of the Hearing Officer for January 23, 2023**

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the recommendations of the Hearing Officer for January 23, 2023. A roll call vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Lakritz – Yes  
Dr. Johns – Yes      Mrs. Lucas – Yes

Motion carried unanimously. The recommendations were approved.

**Approve Updated 2023 Board of Health Meeting Schedule**

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the updated 2023 Board of Health Meeting schedule.

Mrs. Lucas suggested that the quarterly work sessions begin at 3:30 p.m. rather than 12:30 p.m. to accommodate the schedules of all Board members. All Board members agreed to amend the schedule and adjust the meeting times for the quarterly work sessions to 3:30 p.m.

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Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the updated 2023 Board of Health meeting schedule with amendments. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes

Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The updated 2023 Board of Health Meeting schedule was approved with amendments.

### Approve Resolutions

#### **a. 2023-01-: Amend Schedule of Fees for Food Protection Licenses, 3<sup>rd</sup> Reading**

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve Resolution 2023-01, amending section 251.02 of the Canton City Health Code to amend a schedule of fees for food protection licenses and to declare the same to be an emergency. This was the third and final reading of this resolution. A roll call vote was taken:

Dr. Hickman – Yes    Dr. Lakritz – Yes    Dr- Johns – Yes

Mrs. Lucas – Yes    Mr. Wyatt – Abstain

Motion carried. Resolution 2023-01 was adopted.

#### **b. 2023-02: Abatement of Public Health Nuisances**

Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve Resolution 2023-02, authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public health nuisances from October 1, 2022 to December 31, 2022. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes

Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. Resolution 2023-02 was adopted.

### Travel Approval

- a. Madisyn Smith, Workforce Development Specialist, for Travel from 02/07/2023 to 02/09/2023, CDC E-Learning Institute Fellowship in Atlanta, Georgia at a Cost Not to Exceed \$370.25, Fund - TBD
- b. Annmarie Butusov, Director of Environmental Health, for Travel from 06/19/2023 to 06/21/2023, AOHC Leadership Essentials for Health District Success in Marysville, Ohio at a Cost Not to Exceed \$254.00, EH General Fund (7601.307001)
- c. Patty McConnell, Preparedness Coordinator, for Travel from 04/23/2023 to 04/27/2023, 2023 Preparedness Summit in Atlanta, Georgia at a Cost not to Exceed \$2,332.36, OPHII General Fund

Mr. Wyatt moved and Mrs. Lucas seconded a motion to approve the above travel. A roll call vote was taken:

Dr. Hickman – Yes    Mr. Wyatt – Yes    Dr. Lakritz – Yes

Dr. Johns – Yes    Mrs. Lucas – Yes

Motion carried unanimously. The travel was approved.

**Authorize the Health Commissioner to Sign Any and All Translation Agreements with Asian Services in Action, Inc. in 2023 on an as Needed Basis for Printed Materials Translation Services for the Health Department at a Cost to be Determined for Each Documents as Needed. Total cost for 2023 shall not Exceed \$2,500.00**

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to authorize the Health Commissioner to sign any and all translation agreements with Asian Services in Action, Inc. in 2023 on an as needed basis for printed materials translation services for the health department at a cost to be determined for each document as needed. Total cost for 2023 shall not exceed \$2,500.00. A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes  
Dr. Johns – Yes                         Mrs. Lucas – Yes

Motion carried unanimously. The travel was approved.

**Approve an Agreement to Receive a Grant from the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the Solid Waste Inspection Program for a Period of 01/01/2023 to 12/31/2023 to Receive up to \$51,666.00 with a 1-Year Renewal in 2024**

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve an agreement to receive a grant from the Stark-Tuscarawas-Wayne Joint Solid Waste Management District for the Solid Waste Inspection Program for a period of 01/01/2023 to 12/31/2023 to receive up to \$51,666.00 with a 1-year renewal in 2024. A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes  
Dr. Johns – Yes                         Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

**Approve an Agreement with Telma Investments, LLC for Lease of Office space at 400 Market Ave N, 3rd Floor, Canton, Ohio 44702 for the THRIVE Offices for the Period of 02/01/2023 to 01/31/2024 at an Amount not to Exceed \$18,312.36 (\$1,526.03/month)**

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve an agreement with Telma Investments, LLC for lease of office space at 400 Market Ave N., 3<sup>rd</sup> floor, Canton, Ohio 44702 for the THRIVE offices for the period of 02/01/2023 to 01/31/2024 at an amount not to exceed \$18,312.36 (\$1,526.03/month). A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes  
Dr. Johns – Yes                         Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

**Approve a Service Agreement with Cepheid for the Laboratory GeneXpert Unit for a Period of 11/30/2023 to 11/29/2026 for an Amount not to Exceed \$20,893.89 (\$6,964.63/year)**

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve a service agreement with Cepheid for the laboratory GeneXpert unit for a period of 11/30/2023 to 11/29/2026 for an amount not to exceed \$20,893.89 (\$6,964.63/year). A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes  
Dr. Johns – Yes                         Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

**Approve an Agreement with Idexx for Repair and Replacement Parts for the Laboratory Quanti-Tray Sealer Plus for a Period of 01/24/2023 to 01/25/2024 for an Amount not to Exceed \$400.00**

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve an agreement with Idexx for repair and replacement parts for the laboratory Quanti-Tray Sealer Plus for a period of 01/24/2023 to 01/25/2024 for an amount not to exceed \$400.00. A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes

Dr. Johns – Yes                      Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

**Approve Contract with The Lamar Companies for Billboard Design and Advertising from 01/23/2023 to 02/19/2023 in Stark and Jefferson Counties for an Amount not to Exceed \$4,584.00. [HIV and STI program.]**

Dr. Hickman moved, and Dr. Johns seconded a motion to approve a contract with The Lamar Companies for billboard design and advertising from 01/23/2023 to 02/19/2023 in Stark and Jefferson counties for an amount not to exceed \$4,584.00. [HIV and STI program.] A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes

Dr. Johns – Yes                      Mrs. Lucas – Yes

Motion carried unanimously. The contract was approved.

**Approve Contract with The Lamar Companies for Billboard Design and Advertising from 01/23/2023 to 02/19/2023 in Wayne County at an Amount not to Exceed \$780.00. [HIV and STI program.]**

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve a contract with The Lamar Companies for billboard design and advertising from 01/23/2023 to 02/19/2023 in Wayne County at an amount not to exceed \$780.00. [HIV and STI program.] A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes

Dr. Johns – Yes                      Mrs. Lucas – Yes

Motion carried unanimously. The contract was approved.

**Approve Memorandum of Agreement with Northern Kentucky University to Precept a Director of Nursing from Lorain County Health Department who is Completing her Master's Degree in Nursing with the Northern Kentucky University Effective 01/09/2023 (No cost agreement).**

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve a memorandum of agreement with Northern Kentucky University to precept a Director of Nursing from Lorain County Health Department who is completing her Master's Degree in Nursing with Northern Kentucky University effective 01/09/2023 (No cost agreement). A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes

Dr. Johns – Yes                      Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

**Approve CliniSync Participant Agreement with Ohio Health Information Partnership, Inc., that Connects Hospitals, Public Health, Practices, Behavioral health, Long-term and Post-acute care facilities to patient care information Effective 01/24/2023 (No cost agreement).**

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve a CliniSync Participant Agreement with Ohio Health Information Partnership, Inc., that connects hospitals, public health, practices, behavioral health, long-term and post-acute care facilities to patient care information effective 01/24/2023 (No cost agreement). A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes

Dr. Johns – Yes                      Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

**Acceptance of Division Reports**

- a. **Nursing/WIC** – Nursing Director Diane Thompson informed the Board that the spread of syphilis has become a significant problem in the Canton community and the entire state of Ohio. Ms. Thompson conveyed that this will be a major focal point of the health department for the foreseeable future.
- b. **Laboratory** – Nothing additional.
- c. **THRIVE** – Nothing additional.
- d. **OPHII/Surveillance** – Nothing additional.
- e. **Environmental Health** – Nothing additional.
- f. **Vital Statistics** – Nothing additional.
- g. **Health Commissioner** – Commissioner Adams reported on the continued efforts to develop a new compensation plan for the health department, providing the Board with a written summary of actions taken since the December 14, 2022 Board of Health work session.

APC Director, Terri Dzienis requested that the Board consider approving a 3% cost of living pay raise now for CCPH employees while the compensation plan is still under review. Mayor Bernabei reminded the Board that a 3% cost of living pay raise is a matter that will need to be discussed, but it was not included on the January meeting agenda and no action would be taken at this meeting as a result.

Dr. Johns voiced concern over the health department employees not receiving a cost of living raise while the Board continues to work through approving a new compensation plan. Dr. Lakritz stated that she empathizes with the CCPH employees, but she does not want to approve the compensation plan without feeling confident that it is viable, sustainable, fair, and equitable.

Commissioner Adams stated that a review of the total impact that the new compensation plan would have on the department budget was ongoing. The Board discussed setting up a work session to review the compensation plan once this review is complete.

- h. **Health & Race Equity** – Serena Draper Hendershot provided a verbal report on the scope of health & equity work for the health department.

Mr. Wyatt moved, and Dr. Hickman seconded a motion to accept the division reports. A roll call vote was taken:

Dr. Hickman – Yes                      Mr. Wyatt – Yes                      Dr. Lakritz – Yes

Dr. Johns – Yes                      Mrs. Lucas – Yes

Motion carried unanimously. The division reports were approved.

**Other Business**

**a. Executive Session to Discuss the Discipline of a Public Employee**

Mayor Bernabei requested that the Board make a motion to enter executive session to discuss the discipline of a public employee. The mayor asked that the executive session include only the Board of Health and Canton City Law Department representatives Kevin L'Hommedieu and Carrie D'Andrea.

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to enter executive session to discuss the discipline of a public employee, with the inclusion of only the Board of Health, Kevin L'Hommedieu, and Carrie D'Andrea in the executive session. A roll call vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Lakritz – Yes  
Dr. Johns – Yes      Mrs. Lucas – Yes

Motion carried unanimously. The meeting entered executive session at 1:22 PM.

**b. Return to Normal Meeting**

Mrs. Lucas moved, and Dr. Johns seconded a motion to exit executive session and return to normal session. A roll call vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Lakritz – Yes  
Dr. Johns – Yes      Mrs. Lucas – Yes

Motion carried unanimously. The executive session ended at 1:42 PM.

**Announcement of Next Meeting: Monday, February 27, 2023 at 12:00 PM**

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, February 27, 2023 at 12:00PM.

**Adjourn**

Mrs. Lucas moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:45 PM.

  
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President of the Board of Health

FEB 28 2023  
 3/1/2023  
\_\_\_\_\_  
Secretary to the Board of Health

February 29, 2023  
\_\_\_\_\_  
Date of Approval