



Board of Health Meeting
Monday, February 27, 2023 @ 12:00 PM – Goldsmith Room
Minutes

Call to Order and Roll Call

Dr. Hickman called to order the regular meeting of the Board of Health of Canton City Public Health (CCPH) on Monday, February 27, 2023 at 12:02 PM.

A roll call found the following Board members present: Dr. Hickman, Patrick Wyatt, Cleo Lucas, Dr. Johns, and Dr. Lakritz. Mayor Bernabei was excused from the meeting.

Staff members present: James Adams, Annie Butusov, Rachel Stefaniak, Christi Allen, Tammy Stolicny, Dona McCullough, Janet Copeland, Laura Roach, Amanda Archer, Gus Dria, Madisyn Smith, Amanda Stone, Tiffany Biedenbach, Ashley Archer, Angela Moustaris, Sarah Thomas, Kelli Trenger, Diane Thompson, Terri Dzienis, and Dawn Miller.

Also Present were Carrie D’Andrea of the Canton City Law Department, and CCPH’s Medical Director, Dr. Jon Elias.

Approve February 27, 2023 Board of Health Meeting Agenda

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the February 27, 2023 Board of Health meeting agenda.

Motion carried unanimously. The meeting agenda was approved.

Approve January 23, 2023 Board of Health Meeting Minutes

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the January 23, 2023 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.

Election of Board of Health Officers

a. President Pro Tempore

Dr. Hickman nominated Pat Wyatt as President Pro Tempore of the Canton City Board of Health, and Dr. Lakritz seconded the nomination. A roll call to vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. Mr. Wyatt was elected President Pro Tempore of the Board.

b. Vice-President Pro Tempore

Dr. Johns nominated Dr. Hickman as Vice-President Pro Tempore of the Canton City Board of Health.

Mrs. Lucas nominated Dr. Lakritz as Vice-President Pro Tempore of the Canton City Board of Health.

With two nominees in place, the Board took a vote by show of hands.

Those in favor of Dr. Lakritz - 3

Those in favor of Dr. Hickman - 2

Dr. Lakritz was elected Vice-President Pro Tempore.

Newly elected officers will take effect at the March 2023 Board of Health meeting.

Approve List of Bills (01/20/23 – 02/24/23) – \$288,582.47

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve the list of bills totaling \$288,582.47. 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.

Correspondence – Letter to Board of Health – Justification of cost of living pay increase. Commissioner Adams

The Board confirmed receipt of the correspondence letter sent by Commissioner Adams.

Approve Resolutions

a. 2023-03: Update Section 207.19 Holidays in Canton Health Code

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve Resolution 2023-03, amending section 207.19 of the Canton City Health Code to add Juneteenth as a paid holiday. 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 2023-03 was approved.

b. 2023-04: Amend Schedule of Fees for Swimming Pools [First Reading – No vote needed]

Commissioner Adams provided a first reading of Resolution 2023-04, which is a motion to amend section 227.02 of the Canton City Health Code to amend a schedule of fees for Swimming Pools.

No action was taken on this agenda item.

c. 2023-05: Cost of Living Pay Increase

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve Resolution 2023-05, approving cost of living pay raises for Board of Health employees with the following exceptions:

- a) Employees that are in their probationary period will not receive a cost-of-living increase until the end of their probationary period. At the end of their probationary period, they will receive a 3% increase in their current rate of pay in lieu of any other scheduled probationary increases.
- b) Employees who received an adjustment of their pay pursuant to resolution 2022-07 are not eligible for this 3% increase.

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

Motion carried unanimously. Resolution 2023-05 was approved.

Approve Personnel

a. Resignation of Marquetta Esper, Pathways Community HUB Coordinator (R4), Effective February 24, 2023

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to approve the resignation of Marquetta Esper, Pathways Community HUB Coordinator (R4), effective February 24, 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 resignation was approved.

b. Probationary Period Ending for Adam Jasso, EH Public Health Technician (PT1), Retroactive to February 5, 2023

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the probationary period ending for Adam Jasso, EH Public Health Technician (PT1), with a 3% raise retroactive to February 5, 2023 (increase of \$0.45 per hour; new total of \$15.37 per hour). 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. Extend the Probationary Period for Amanda Stone, HIV/STI Prevention Educator (R5), another 90 days to June 5, 2023

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve to extend the probationary period for Amanda Stone, HIV/STI Prevention Educator (R5), another 90 days to June 5, 2023 (current probationary period ends 03/07/2023). 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 probationary period extension was approved.

d. Updated THRIVE Position Classification Schedule to remove the positions of Pathways HUB Manager, Pathways HUB Coordinator, and Part-Time Neighborhood Navigator from the Schedule

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve the updated THRIVE Position Classification Schedule to remove the positions of Pathways HUB Manager, Pathways HUB Coordinator, and Part-Time Neighborhood Navigator from the Schedule. 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 THRIVE Position Classification Schedule was approved.

e. New Position Description for Community Resource Connector (R4) and add it to THRIVE Position Classification Schedule

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the new position description for Community Resource Connector (R4), and add it to the THRIVE Position Classification Schedule. A roll call vote was taken:

Page (4)

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The description was approved and added to the THRIVE Classification Schedule.

*Dr. Johns temporarily stepped away from the meeting at 12:41 PM.

f. Appointment of a Staff Nurse II (R5)

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the appointment of a full-time Staff Nurse II (R5) to Barbara Butler at an annual salary of \$51,460.00 with a 90-day probationary period. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously. The appointment was approved.

Approve Recommendations of the Hearing Officer for February 27, 2023

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the recommendations of the Hearing Officer for February 27, 2023. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously. The recommendations were approved.

Approve Patient Write Offs:

a. MRN 39685 \$159.25

b. MRN 39678 \$159.25

Mr. Wyatt 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 Mrs. Lucas – Yes

Motion carried unanimously. The write offs were approved.

Travel Approval

a. Hunter Jepsen, Environmental Health Specialist I, for Travel from 03/27/2023 to 03/28/2023, Midwest Workshop and Principals, in Columbus, Ohio at a Cost Not to Exceed \$290.81 (EH Fund 7601.307001).

b. Rachel Stefaniak, Environmental Health Specialist I, for Travel from 03/27/2023 to 03/28/2023, Midwest Workshop and Principals, in Columbus, Ohio at a Cost Not to Exceed \$290.81 (EH Fund 7601.307001).

c. Christina Berardinelli, Environmental Health Specialist I, for Travel from 03/27/2023 to 03/28/2023, Midwest Workshop and Principals, in Columbus, Ohio at a Cost Not to Exceed \$290.81 (EH Fund 7601.307001).

- d. Gus Dria, Environmental Health Specialist III, for Travel from 04/12/2023 to 04/14/2023, Annual Education Conference, in Dublin, Ohio at a Cost Not to Exceed \$596.41 (EH Fund 7601.307001).

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 Mrs. Lucas – Yes

Motion carried unanimously. The travel was approved.

*Dr. Johns returned to the meeting at 12:48 PM

Approve Purchases/Services of the following items that are equal to or greater than \$5,000.00 (per resolution 2016-04):

- a. Purchase of Mosquito Control Supplies from Clarke for an Amount not to Exceed \$28,880.00 (from EH General Funds).

Dr. Lakritz moved, and Mrs. Lucas seconded a motion to approve purchases/services of the above items which are equal to or greater than \$5,000 (per resolution 2016-04). 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 purchase was approved.

Authorize the Health Commissioner, or his designee, to accept and enter into any contracts to receive TechCred grants in an amount not to exceed a total amount of \$20,000.00 for 2023.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to authorize the Health Commissioner, or is designee, to accept and enter into any contracts to receive TechCred grants in an amount not to exceed a total amount of \$20,000.00 for 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.

Approve a Software Maintenance and Support Agreement with The Baldwin Group, Inc. for the Health Department Information System (HDIS) for an amount not to exceed \$2,184.45 for the period of 04/01/2023 to 03/31/2024.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve a Software Maintenance and Support Agreement with The Baldwin Group, Inc. for the Health Department Information System (HDIS) for an amount not to exceed \$2,184.45 for the period of 04/01/2023 to 03/31/2024. 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 MOU with the Massillon City Health Department for Storage of Vaccines for Emergency Situations Effective February 27, 2023 with Annual Renewal Periods that will automatically renew unless one party notifies the other within 30 days.

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an MOU with the Massillon City Health Department for storage of vaccines for emergency situations, effective February 27, 2023, with annual renewal periods that will automatically renew unless one party notifies the other within 30 days. 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 MOU was approved.

Approve Agreement with My Community Health Center for the Purpose of Outreach and Referral of Pregnant Clients with priority of Black/African American/Multi-racial persons to Stark County THRIVE as part of the OEI Navigation Program for the Period of January 1, 2023 through December 31, 2023 at a Cost not to Exceed \$11,600.00. Paid Through the 2023 Ohio Equity Initiative Grant (OEI) from the Ohio Department of Health.

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve an agreement with My Community Health Center for the purpose of outreach and referral of pregnant clients with priority of black/African American/multi-racial persons to Stark County THRIVE as part of the ODEI Navigation Program for the period of January 1, 2023 through December 31, 2023 at a cost not to exceed \$11,600.00. Paid through the 2023 Ohio Equity Initiative Grant (OEI) from the Ohio Department of Health. 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 Agreement with Julian & Grube, Inc. to Prepare a Compilation Report and Various Audit Services as required by law for the 2022 audit at an amount not to exceed \$4,300.00 with two additional contracted years for the 2023 and 2024 audit at \$4,300.00 each year.

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an agreement with Julian & Grube, Inc. to prepare a compilation report and various audit services as required by law for the 2022 audit at an amount not to exceed \$4,300.00 with two additional contracted years for the 2023 and 2024 audit at \$4,300.00 each year.

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The agreement was approved.

Authorize the Health Commissioner to enter into an agreement with the City of Canton for reimbursement of costs associated with building code clean-up activities.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to authorize the Health Commissioner to enter into an agreement with the City of Canton for reimbursement of costs associated with building code clean-up activities. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. **Nursing/WIC** – Dr. Lakritz complemented the COVID-19 Patient Survey results provided in the Nursing report.
- b. **Laboratory** – Nothing additional.
- c. **THRIVE** – Dawn Miller provided to the Board the 2022 Ohio Equity Institute Annual Report. This report details the efforts to reduce infant mortality by the Stark County THRIVE Project and Stark County THRIVE Pathways HUB.
- d. **OPHII/Surveillance** – OPHII Director, Amanda Archer, reported to the Board that Canton-area overdoses in 2022 were higher than they had been in any previous year.
- e. **Environmental Health** – Nothing additional.
- f. **Vital Statistics** – Dr. Hickman identified a minor error in the 2023 year-to-date death numbers. The Vital Statistics Administrative Supervisor, Sean Green, affirmed that the data will be corrected for the March 2023 report.
- g. **Health Commissioner** – Commissioner Adams reported that the health department remodeling plan and estimated budget for the remodel are close to being finalized. Once complete, the remodeling plan and budget will be forwarded to City Council for approval.

Mrs. Lucas moved, and Mr. Wyatt 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. A Moment to Thank Dr. Hickman

Commissioner Adams thanked Dr. Hickman for the service that he has provided to the Board of Health, CCPH employees, and the Canton community as President Pro Tempore of the Board of Health. The other Board members also thanked Dr. Hickman.

Mr. Wyatt added that he would like Dr. Hickman to continue conducting the monthly nuisance hearings as he did when he was the President Pro-Tempore of the Board. Dr. Hickman agreed to continue conducting the hearings.

b. Correspondence with the Board

Commissioner Adams reported to the Board that he will be working with the Canton City IT Department to create a City email for each Board of Health member. This email will be used for all official communications between Board members and the health department.

c. Term Limits for Board of Health Members

**Board of Health Minutes
February 27, 2023**

Page (8)

Mrs. Lucas asked Commissioner Adams what rules, if any, are in place regarding term limits for members of the Canton City Board of Health.

Commissioner Adams commented that the Ohio Revised Code does not impose a limit on the number of terms which an individual can serve on a Board of Health. Mr. Adams added he will confer with the Law Department for an interpretation and report back to the Board.

d. Board of Health Work Session April 19, 2023

Mrs. Lucas suggested that the Board commit to meeting for the scheduled quarterly work session in April to discuss the THRIVE program spending and its impact on results. The Board agreed to meet for a work session on April 19, 2023 and to focus on the THRIVE program during the meeting.

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

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


Adjourn

Mrs. Lucas moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:37 PM.

APPROVED:



President of the Board of Health



Date Signed



Secretary to the Board of Health



Date Signed

March 27, 2023

Date of Approval