



Board of Health Meeting
Monday, April 24, 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, April 24, 2023 at 12:00 PM.

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

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 CCPH Medical Director Dr. Jon Elias, as well as Kevin L’Hommedieu and Carrie D’Andrea of the Canton City Law Department.

Amend April 24, 2023 Board of Health Meeting Agenda to Add Executive Sessions

Mayor Bernabei requested that the Board make a motion to amend the meeting agenda to add two separate executive sessions at the end of the meeting.

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to amend the April 24, 2023 Board of Health meeting agenda, adding two executive sessions (items 22a and 22b) at the end of the meeting.

Motion carried unanimously.

Approve April 24, 2023 Board of Health Meeting Agenda (As Amended)

Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve the April 24, 2023 Board of Health meeting agenda as amended.

Motion carried unanimously. The meeting agenda was approved as amended.

Approve March 27, 2023 Board of Health Meeting Minutes

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

Motion carried unanimously. The meeting minutes were approved.

Approve March 27, 2023 Board of Health Hearing Minutes

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the March 27, 2023 Board of Health hearing minutes.

Motion carried unanimously. The hearing minutes were approved.

Approve List of Bills (03/18/2023 – 04/17/2023) - \$261,311.21

Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the list of bills totaling \$261,311.21. 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 Resolutions

a. Adopt Resolution to Authorize Abatement of Public Nuisances from January 1, 2023 to March 31, 2023 for \$5,227.91

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve a resolution to authorize the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from January 1, 2023 to March 31, 2023 for a total of \$5,227.91. 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 resolution was adopted as Resolution 2023-08.

Personnel

a. Accept Resignation of Shameem Ahmad, Disease Intervention Specialist (R5), Effective April 14, 2023

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the resignation of Shameem Ahmad, Disease Intervention Specialist (R5), effective April 14, 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.

b. Accept Resignation of Joni Mitzel, WIC Peer Helper (PT1), Effective March 31, 2023

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve the resignation of Joni Mitzel, WIC Peer Helper (PT1), effective March 31, 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.

c. Approve Probationary Period Ending for Christina Reardon, WIC Assistant (PT2), Retroactive to April 3, 2023

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve the probationary period ending for Christina Reardon, WIC Assistant (PT2), retroactive to April 3, 2023 with a pay increase of \$0.37 per hour and a new hourly rate of \$17.33. 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.

d. Appointment of a full-time Disease Intervention Specialist (R5)

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the appointment of a full-time Disease Intervention Specialist to Jennifer Brindle at an annual salary of \$45,616.00 with a 90-day probationary

period, and a backup of Karen Esposito (if Jennifer does not accept the offer of employment) at an annual salary of \$45,616.00 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.

e. Appointment of up to 2 part-time WIC Peer Helpers (PT1)

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the appointment of a part-time WIC Peer Helper to Tateana Foster at \$14.92 per hour with a 90-day probationary period, and to Erica Stephenson at \$14.92 per hour with a 90-day probationary period and a backup of Nicole Orr (if either Tateana or Erica does not accept the offer of employment) at \$14.92 per hour 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 appointments were approved.

f. Appointment of up to 2 part-time seasonal Vector Control Technicians (PT13)

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve the appointment of a part-time seasonal Vector Control Technician to Tanner Guist at \$11.18 per hour with no 90-day probationary period, and to Jonathan West at \$11.18 per hour with no 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 appointments were approved.

g. Approve Unpaid Leave Request for Emily Mehta, APC Engineering Technician I (R5)

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve an unpaid leave request for Emily Mehta, APC Engineering Technician I (R5), for up to 11 days.

Mrs. Lucas commented that since Ms. Mehta is still within her 90-day probationary period, the date which her probationary period ends should be extended by 11 days upon approval of this unpaid leave request. The other Board members agreed that the probationary period should be extended as a condition of the unpaid leave approval.

Kevin L’Hommedieu of the Canton City Law Department commented that the Canton City Civil Service Commission does have the authority to approve an extension of an employee’s probationary period if necessary.

Dr. Johns moved, and Mr. Wyatt seconded a motion to amend the original motion, and to add an 11-day extension to Ms. Mehta’s probationary period as a condition of her unpaid leave approval, with the probationary period now ending on August 17, 2023.

A roll call vote was taken on the original motion as amended:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The unpaid leave request was approved with an 11-day extension to the employee's probationary period, subject to approval by the Civil Service Commission.

h. Approve Updated OPHII Public Health Support Specialist (PT1) Job Description

Dr. Johns moved, and Dr. Hickman seconded a motion to approve the updated OPHII Public Health Support Specialist (PT1) job description as presented.

Dr. Lakritz questioned why the Board is going through the process of approving positions which cannot yet be filled due to the absence of sufficient funding. Commissioner Adams explained that since there is a long lead time to getting a position approved, it is important to have these positions already included on the classification schedule so that they can quickly be filled once funding does become available. Mayor Bernabei commented that this process is consistent with other departments within the City of Canton, as there are many positions which are not filled for a variety of reasons which include insufficient funding.

A roll call vote was taken on the motion:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The job description was approved.

i. Approve New Community Engagement Specialist (R4) Job Description

Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve the new Community Engagement Specialist (R4) job description as presented. 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 job description was approved.

j. Approve Updated OPHII Position Classification Schedule

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the updated OPHII Position Classification Schedule to replace the Community Health Educator (R5) position with the Community Engagement Specialist (R4). 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 classification schedule was approved.

Approve Recommendations of the Hearing Officer for April 24, 2023

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the recommendations of the Hearing Officer for April 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 recommendations were approved.

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

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- a. Ford Fusion or similar vehicle with a vendor to be determined later at an Amount not to Exceed \$30,000 (from approved Capital Expenditures)
- b. Sharp Model Color Copier with Visual Edge IT, Inc at an Amount not to Exceed \$7,177.50 (from approved Capital Expenditures)

Dr. Hickman moved, and Dr. Lakritz seconded a motion to approve the above purchases/services that are equal to or greater than \$5,000.00 (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 purchases were approved.

Travel Approval

- a. Amanda Stone, HIV/STI Prevention Health Educator, for Travel from 05/22/2023 to 05/23/2023, Harm Reduction Conference, in Columbus, Ohio at a Cost Not to Exceed \$293.99 (STI Grant, 2312)
- b. Tiffany Biedenbach, Linkage to Care Specialist, for Travel from 05/22/2023 to 05/23/2023, Harm Reduction Conference, in Columbus, Ohio at a Cost Not to Exceed \$293.99 (HIV Grant, 2318)
- c. Rachel Brown, APC Monitoring and Inspections Technician, for Travel from 5/8/2023 to 5/9/2023, Teledyne T640 Training in Indianapolis, Indiana at a Cost Not to Exceed \$198.05 (APC Grant, 2331)

Mrs. Lucas moved, and Dr. Lakritz 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.

Approve the FY24 Innovative Approaches to STI Prevention Application and Initial Budget to Receive an Amount not to Exceed \$50,000.00 for a Period of July 1, 2023 through June 30, 2024 through the Ohio Department of Health

Dr. Johns moved, and Dr. Lakritz seconded a motion to approve the FY24 Innovative Approaches to STI Prevention application and initial budget to receive an amount not to exceed \$50,000.00 for a period of July 1, 2023 through June 30, 2024 through 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.

Approve the FY23 Integrated Harm Reduction Application and Initial Budget to Receive an Amount not to Exceed \$30,000.00 for a Period of April 1, 2023 through September 29, 2023 through the Ohio Department of Health

Dr. Hickman moved, and Mr. Wyatt seconded a motion to approve the FY23 Integrated Harm Reduction application and initial budget to receive an amount not to exceed \$30,000.00 for a period of April 1, 2023 through September 29, 2023 through 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.

Approve FY23 Integrated Harm Reduction Grant Agreements with the below organizations for the Period of April 1, 2023 through September 29, 2023 to Distribute Naloxone Kits

- a. Community Drop-In in the Amount of \$500.00
- b. I.M.P.A.C.T Evangelical Center COGIC in the Amount of \$500.00
- c. Zion Community Development Corp in the Amount of \$500.00
- d. Beacon Charitable Pharmacy in the Amount of \$1,500.00

Mrs. Lucas moved, and Dr. Lakritz seconded a motion to approve the FY23 Integrated Harm Reduction Grant agreements with the organizations listed above for the period of April 1, 2023 through September 29, 2023 to distribute Naloxone kits. 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 agreements were approved.

Approve updated Partnership Agreements to Distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), Effective April 24, 2023 with Annual Renewal Periods that will Automatically Renew Every Year with the following Organizations:

- a. Alliance City Fire Department
- b. Beacon Charitable Pharmacy
- c. Canton Fire Department
- d. Canton for All People
- e. Community Drop In
- f. Emmanuel Tabernacle Family Worship
- g. Family Empowerment Ministries
- h. ICAN Housing
- i. IMPACT
- j. Jackson Township Fire Department
- k. OhioCAN(Change Addition Now)
- l. Phoenix Rising BHR, Inc.
- m. Plain Township Fire Department
- n. Stark County TASC
- o. The Jesus Spot
- p. Zion Community Development Corp

Dr. Johns moved, and Dr. Hickman seconded a motion to approve the updated partnership agreements to distribute Naloxone under CCPH's Overdose Education and Naloxone Distribution Program (OENDP), effective April 24, 2023 with annual renewal periods that will automatically renew every year with the organizations listed above. 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 agreements were approved.

Approve Addendum for Access Health Stark County for the Stark County THRIVE Program for the Period of July 1, 2022 to June 30, 2024 to add an additional amount of \$42,973.48 for a new total grant award of \$313,185.73

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve an addendum for Access Health Stark County for the Stark County THRIVE Program for the period of July 1, 2022 to June 30, 2024 to add an additional amount of \$42,973.48 for a new total grant award of \$313,185.73. 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 addendum was approved.

Approve Addendum to the Infant Mortality Grant Agreement by and between Canton City Public Health and Buckeye Health Plan, Inc., CareSource, Ohio, Inc., Molina Healthcare of Ohio, Inc., Paramount Advantage and United HealthCare Services, Inc., individually and collectively with the managed care organizations being referred herein as the (“MCOs”), effective as set forth below

- a. The following provision is effective as of July 1, 2022:
 - The MCO “Paramount Advantage” is hereby deleted from the Agreement and replaced with “Community Insurance Company d/b/a Anthem Blue Cross and Blue Shield”.
- b. The following provision is effective as of February 1, 2023:
 - The opening paragraph of the Agreement is hereby supplemented to include two additional MCO’s “Amerihealth Caritas Ohio” and “Humana Health Plan of Ohio, Inc.”.

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve an addendum to the Infant Mortality Grant agreement by and between Canton City Public Health and Buckeye Health Plan, Inc., CareSource, Ohio, Inc., Molina Healthcare of Ohio, Inc., Paramount Advantage and United HealthCare Services, Inc., individually and collectively with the managed care organizations being referred herein as the (“MCOs”), effective as set forth above. 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 addendum was approved.

Approve memorandum of understanding for membership with the Stark County Crime Prevention Collaborative effective April 24, 2023

Dr. Lakritz moved, and Dr. Johns seconded a motion to approve a memorandum of understanding for membership with the Stark County Crime Prevention Collaborative effective April 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 memorandum of understanding was approved.

Approve Client Transfer Agreement with Stark County Community Action Agency for transfer of client records from Stark County THRIVE Pathways Hub to Community Action Pathways Hub

Dr. Hickman moved, and Dr. Johns seconded a motion to approve a client transfer agreement with Stark County Community Action Agency for transfer of client records from Stark County THRIVE Pathways Hub to Community Action Pathways Hub. 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 transfer agreement was approved.

Approve a Service Change form with Qualifacts (Insync Healthcare Solutions Inc.) for Two Electronic Medical Record Scanners and Maintenance for 1-Year for each scanner at a cost not to exceed \$3,360.00

Dr. Johns moved, and Dr. Hickman seconded a motion to approve a service change form with Qualifacts (Insync Healthcare Solutions, Inc.) for two electronic medical record scanners and maintenance for 1-year for each scanner at a total cost not to exceed \$3,360.00. A roll call vote was taken:

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

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve a Rental Agreement with the Canton Garden Center for the Health Department to use its facility for a WIC all-staff meeting on September 13, 2023

Mr. Wyatt moved, and Mrs. Lucas seconded a motion to approve a rental agreement with the Canton Garden Center for the Health Department to use its facility for a WIC all-staff meeting on September 13, 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 rental agreement was approved.

Acceptance of Division Reports

- a. **Nursing/WIC** – Nothing additional.
- b. **Laboratory** – Nothing additional.
- c. **OPHII/Surveillance** – Nothing additional.
- d. **Environmental Health** – Nothing additional.
- e. **Air Pollution Control** – Nothing additional.
- f. **Vital Statistics** – Nothing additional.
- g. **Health Commissioner** – Dr. Hickman asked Commissioner Adams to comment on the next steps in the health department's new compensation plan proposal. Commissioner Adams explained that the health department has completed its internal review of the proposal and that Mr. Adams is ready to write a correspondence to the Board outlining the proposal if and when the Board wishes for him to do so. Mr. Adams added that he could have the correspondence prepared as soon as the next regular meeting in May.

- h. Performance Management** – Dr. Lakritz mentioned the health department’s strategic goal deadlines which have been missed, and asked how the health department intends to move forward with completing these goals. Commissioner Adams explained that COVID slowed the progress of several strategic goals, and that some of the goals and deadline dates have been modified in order to make the goals more achievable.
- i. Health and Racial Equity Initiatives** – Dr. Hickman asked if the LGBTQ+ community is included in the health department’s equity plan. Commissioner Adams commented that CCPH has long been an LGBTQ+ friendly organization and has undergone extensive training on the subject. Mr. Adams added that while the health department has been spending significant time addressing the role that racism has on health equity and health outcomes, the LGBTQ+ community remains a high priority.

Mr. Wyatt moved, and Dr. Johns 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.

Executive Sessions

a. Executive Session to Consider the Investigation of Charges or Complaints Against a Public Employee

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to enter executive session to consider the investigation of charges or complaints against a public employee. Mayor Bernabei requested that this executive session include Board of Health members and Kevin L’Hommedieu of the Canton City Law Department. 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 began at 1:18 PM.

At 2:05 PM, Mr. Wyatt made a motion to exit the executive session and Dr. Johns seconded the motion. 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 2:05 PM.

b. Executive Session to Consider Employment of a Public Employee

Mr. Wyatt moved, and Dr. Lakritz seconded a motion to enter executive session to consider the employment of a public employee. Mayor Bernabei requested that this executive session include Board of Health members, Commissioner Adams, and Kevin L’Hommedieu. 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 began at 2:06 PM.

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At 2:36 PM, Mr. Wyatt made a motion to exit executive session and Dr. Lakritz seconded the motion. 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 2:36 PM.

Announcement of Next Meeting: Monday, May 22, 2023 at 12:00pm

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, May 22, 2023 at 12:00 PM.

Adjourn

Dr. Lakritz moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 2:37 PM.

APPROVED:



President of the Board of Health

MAY 22 2023

Date Signed



Secretary to the Board of Health

5/23/2023

Date Signed

May 22, 2023

Date of Approval