



Board of Health Meeting
Monday, September 27, 2021 @ 12:00 PM – Board 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, September 27, 2021 at 12:03 PM with a quorum present.

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

Staff members present: James Adams, Sean Green, Christi Allen, Christina Henning, Diane Thompson, Annie Butusov, Amanda Archer, Robert Knight and Gus Dria.

Approve August 23, 2021 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the August 23, 2021 Board of Health meeting minutes. Mrs. Lucas pointed out that Dr. Johns is named in some of the motions, but he was not present for this meeting. Sean Green agreed to make the necessary corrections. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve September 3, 2021 Board of Health Special Meeting Minutes

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the September 3, 2021 Board of Health special meeting minutes. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve List of Bills for \$200,353.12

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the list of bills totaling \$200,353.12. Dr. Lakritz mentioned the \$2,000 CCPH contributed to YWCA's Sip & Stroll fundraiser, expressing concern over the use of public funds for this sponsorship. Mayor Bernabei suggested that CCPH look into whether or not it is permissible for public funding to be used to sponsor fundraisers. Jim Adams stated that he will look into it. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Personnel:

a. Accept Resignation of Nejla Shaheen, Sanitarian I (R4), Effective September 22, 2021

Mr. Wyatt moved and Dr. Hickman seconded a motion to accept the resignation of Nejla Shaheen, Sanitarian I (R4), effective September 22, 2021. A roll call to vote was taken:

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

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Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

b. **Accept Resignation of Madisyn Smith, Vector Control Technician (PT13), Effective September 10, 2021**

Mr. Wyatt moved and Dr. Johns seconded a motion to accept the resignation of Madisyn Smith, Vector Control Technician (PT13), effective September 10, 2021. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

c. **Approve Pay Grade Change for Annmarie Butusov, Director of Environmental Health (R7), to an R8 Retroactive to August 21, 2021**

Dr. Lakritz moved and Mrs. Lucas seconded a motion to approve the pay grade change for Annmarie Butusov, Director of Environmental Health (R7), to an R8 retroactive to August 21, 2021 with a new rate of pay of \$57,444.00. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

d. **Approve Probationary Period Ending for Juliana Welling, Public Health Clerk II (R2), Retroactive to September 5, 2021**

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Juliana Welling, Public Health Clerk II (R2), retroactive to September 5, 2021 with a pay increase of \$725.00 to a new salary of \$32,831.00. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

e. **Approve Probationary Period Ending for Justin Kuemerle, Public Health Clerk II (R2), Retroactive to September 5, 2021**

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the probationary period ending for Justin Kuemerle, Public Health Clerk II (R2), retroactive to September 5, 2021 with a pay increase of \$725.00 to a new salary of \$32,831.00. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

f. **Approve Probationary Period Ending for Christian Vissoc, EH Public Health Technician (PT1), Retroactive to August 30, 2021**

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Christian Vissoc, EH Public Health Technician (PT1), retroactive to August 30, 2021 with a pay increase of \$0.33 per hour to a new hourly rate of \$14.82. A roll call to vote was taken:

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

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Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

g. **Appointment of Full-Time Staff Nurse II (R5)**

Mrs. Lucas moved and Dr. Johns seconded a motion to approve the appointment of a full-time Staff Nurse (R5) to Cara Grimmett with a start date to be determined at \$49,548.00 with a 90-day probationary period and a second choice of Gina Larkins with a start date to be determined at \$49,548.00 with a 90-day probationary period. Salary to come out of the Nursing general fund 7601.303001. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

h. **Appointment of Full-Time Deputy Registrar (R3)**

Dr. Johns moved and Dr. Hickman seconded a motion to approve the appointment of a full-time Deputy Registrar to Justin Kuemerle with a start date to be determined at \$35,380.00 with a 90-day probationary period. Salary to come out of the Administration/Vital Statistics general fund 7601.301001. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

i. **Approve Position Descriptions**

- 1) **NEW Full-time Community Epidemiologist I (R5) for OPHII**
- 2) **NEW Full-time Community Health Educator (R5) for OPHII**
- 3) **NEW Full-time Workforce Development Specialist (R4) for OPHII**
- 4) **NEW Part-Time Overdose Prevention Program Manager (PT4) for OPHII**

Dr. Hickman moved and Dr. Johns seconded a motion to approve the above position descriptions. Dr. Lakritz recommended that these position descriptions be modified to include equity, diversity and inclusion as part of each description. Dr. Lakritz also suggested that the preference for a bilingual candidate should only be the case if the candidate speaks languages which are relatively prevalent within the community. The Board agreed to vote on the motion with the suggested modifications to the position descriptions. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

5) **NEW Full-time Administrative Specialist I (R2) for Environmental Health**

Dr. Johns moved and Dr. Hickman seconded a motion to approve the new job description for full-time Administrative Specialist as presented. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- j. **Approve UPDATED Position Classification Schedule for EH and OPHII Schedules**
Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the updated position classification schedule for EH and OPHII schedules. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- k. **Approve Resignation of Elonda Williams, Neighborhood Navigator (PT2), Effective September 23, 2021**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the resignation of Elonda Williams, Neighborhood Navigator (PT2), effective September 23, 2021. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Recommendations of the Hearing Officer for September 27, 2021

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the recommendations of the Hearing Officer for September 27, 2021. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Resolutions

- a. **2021-07: Amending Health Code 207.30, Funeral Leave**

Dr. Hickman moved and Dr. Johns seconded a motion to approve resolution 2021-07, amending Chapter 207.30 of the Canton City Health Code – Funeral Leave. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- b. **2021-08: Amending Health Code 207.18, Vacations and Authorizing a Vacation Payout for 2021**

Mrs. Lucas moved and Dr. Johns seconded a motion to approve resolution 2021-08, amending Chapter 207.18 of the Canton City Health Code – Vacations; and Authorizing a Vacation Payout for 2021. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

- c. **2021-09: Amending Health Code 205.09, Public Records**

Dr. Hickman moved and Dr. Johns seconded a motion to approve resolution 2021-09, rescinding and replacing section 205.09 of the Canton City Health Code, Public Records. Mayor Bernabei suggested that CCPH should work with the Director of Public Service, John Highman, and John Runion of the Records Commission to ensure the policy is sound before the Board approves.

Dr. Lakritz moved and Mrs. Lucas seconded a motion to table this agenda item until the October Board of Health meeting. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve 800-017-P New Hire Recruiting Policy

Dr. Hickman moved and Dr. Johns seconded a motion to approve 800-017-P_New Hire Recruiting Policy. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Travel Authorization

a. Samantha Yost, APC Monitoring and Inspection Technician, Tisch Environmental Training 08/31/2021 to 09/01/2021 in Cleves, Ohio at an Amount not to Exceed \$136.80 (APC Fund 2331) Retroactively.

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the above travel. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

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

- a. Installation of Two Heaters at the Recycling Center from Standard Plumbing and Heating for an Amount not to Exceed \$18,589.00 (Paid from approved City Capital Funds)
- b. Installation of Electronic Gate at the Recycling Center from Abbott Electric for an Amount not to Exceed \$11,150.00 (Paid from approved City Capital Funds)

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the above purchases. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve the FY22 STI Prevention Grant Application and Initial Budget in the Amount of \$232,000.00 with a Grant Period of January 1, 2022 to December 31, 2022

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY22 STI Prevention Grant application and initial budget in the amount of \$232,000.00 with a grant period of January 1, 2022 to December 31, 2022. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve the FY22 STI Prevention and Control for Health Departments (PCHD) Grant Application and Initial Budget in the Amount of \$47,000.00 with a Grant Period of January 1, 2022 to December 31, 2022

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the FY22 STI Prevention and Control for Health Departments (PCHD) Grant application and initial budget in the amount of \$47,000.00 with a grant period of January 1, 2022 to December 31, 2022. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve FY22 HIV Grant Application and Initial Budget in the Amount of \$226,193.00 for Grant Period from January 1, 2022 to December 31, 2022 with the Following Sub-grantees for this Grant Cycle:

- a. Alliance City Health Department in the Amount of \$7,000.00
- b. New Philadelphia City Health Department in the Amount of \$12,490.00
- c. Jefferson County Health Department in the Amount of \$13,777.60
- d. Sandra Guist in the Amount of \$348.16

Dr. Lakritz moved and Dr. Johns seconded a motion to approve FY22 HIV Grant application and initial budget in the amount of \$226,193.00 for grant period from January 1, 2022 to December 31, 2022 with the above sub-grantees for this grant cycle. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve an Agreement with the Cincinnati Children’s Hospital Medical Center (which operates the Cradle Cincinnati) for the THRIVE Infant Mortality Program for an Amount not to Exceed \$20,000.00 with a Grant Period of September 27, 2021 to September 26, 2022

Dr. Johns moved and Dr. Lakritz seconded a motion to approve an agreement with the Cincinnati Children’s Hospital Medical Center (which operates the Cradle Cincinnati) for the THRIVE Infant Mortality Program for an amount not to exceed \$20,000.00 with a grant period of September 27, 2021 to September 26, 2022. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Agreement with Mary Church Terrell for the Queens Village Replication Site for Start-up Funds for an Amount not to Exceed \$20,000.00 with a Grant Period of September 1, 2021 to December 31, 2021 (Paid from Medicaid Round 4 Money)

Dr. Hickman moved and Dr. Johns seconded a motion to approve an agreement with Mary Church Terrell for the Queens Village Replication Site for start-up funds for an amount not to exceed \$20,000.00 with a grant period of September 1, 2021 to December 31, 2021 (paid from Medicaid round 4 money). A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve the FFY 2022-2023 Ohio EPA Air Pollution Control Contract, for a Period of October 1, 2021 to June 30, 2023, to Receive a Total Funding Amount of \$1,320,066 (\$719,571 FFY22 and \$600,495 FFY23), Including an Obligation for the Provision of \$40,000 per Year of City/Local funds (Renewal with 16.5% overall decrease due to less Title V Fees and Enforcement Penalties).

Dr. Hickman moved and Dr. Johns seconded a motion to approve the FFY 2022-2023 Ohio EPA Air Pollution Control contract for a period of October 1, 2021 to June 30, 2023 to receive a total funding amount of \$1,320,066 (\$719,571 FFY22 and \$600,495 FFY23) including an obligation for the provision of \$40,000 per year of City/Local funds (renewal with 16.5% overall decrease due to less Title V fees and enforcement penalties). A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve FY23 Integrated Naloxone Access and Infrastructure Grant Application and Initial Budget in the Amount of \$86,000.00 for the Period of September 30, 2021 to September 29, 2022 with the Following Sub-grantees for this Grant Cycle:

- a. Ohio Can (Change Addiction Now) in the Amount of \$1,000.00
- b. Family Empowerment Ministries in the Amount of \$1,000.00
- c. Zion Community Church of God in the Amount of \$1,000.00
- d. Community Drop In in the Amount of \$1,000.00
- e. Emmanuel Tabernacle Family Worship in the Amount of \$1,000.00
- f. Beacon Charitable Pharmacy in the Amount of \$1,000.00
- g. I.M.P.A.C.T Evangelical Center COGIC in the Amount of \$1,000.00
- h. Stark County's Treatment Accountability for Safer Communities Agency in the Amount of \$3,000.00

Mrs. Lucas moved and Mr. Wyatt seconded a motion to approve the FY23 Integrated Naloxone Access and Infrastructure Grant application and initial budget in the amount of \$86,000.00 for the period of September 30, 2021 to September 29, 2022 with the above sub-grantees for this grant cycle. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective September 30, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with Beacon Charitable Pharmacy

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve a partnership agreement for Integrated Naloxone Access and Infrastructure Grant to distribute Naloxone under CCPH's protocol, effective September 30, 2021 with annual renewal periods that will automatically renew every year with Beacon Charitable Pharmacy. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective September 30, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with Phoenix Rising BHR, Inc.

Mrs. Lucas moved and Dr. Lakritz seconded a motion to approve a partnership agreement for Integrated Naloxone and Infrastructure Grant to distribute Naloxone under CCPH's protocol, effective September 30, 2021 with annual renewal periods that will automatically renew every year with Phoenix Rising BHR, Inc. A roll call to vote was taken:

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. **Nursing/WIC** – Nothing additional.
- b. **Laboratory** – Nothing additional.
- c. **OPHII/Surveillance** – Nothing additional.
- d. **Environmental Health** – Nothing additional.
- e. **Vital Statistics** – Nothing additional.
- f. **Health Commissioner** – Nothing additional.
- g. **2020 Annual Report** – Nothing additional.

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

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

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Announcement of Next Meeting: Monday, October 25, 2021 at 12:00 PM

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, October 25, 2021 at 12:00 PM.

Adjourn

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Dr. Hickman moved and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:40 PM.

President of the Board of Health

Secretary to the Board of Health

Date of Approval