



Board of Health Work Session
Wednesday, December 14, 2022 – Board Room
Minutes

Call to Order and Roll Call

Mayor Bernabei called to order the work session of the Board of Health of Canton City Public Health on Wednesday, December 14, 2022 at 12:30 PM.

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

Staff members present: James Adams, Christi Allen, Diane Thompson, Terri Dzienis, Annie Butusov, Josh Fontes, Jessica Boley, Madisyn Smith, Frank Catrone, Serena Hendershot, Christina Henning, and Sean Green.

Also present was City of Canton Finance Director, Mark Crouse.

Discussion of “pay equity” raises from the October 24, 2022 and November 21, 2022 meetings.

Mayor Bernabei requested a motion that the Board enter an executive session to discuss the compensation of a public official to include board members, Commissioner Adams, and City of Canton Finance Director Mark Crouse. Dr. Johns moved and Mrs. Lucas seconded the motion. A roll call vote was taken:

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

Dr. Johns – Yes Dr. Lakritz – Yes

Motion carried unanimously. The Board entered executive session at 12:33PM.

Return to Normal Session

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

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

Dr. Johns – Yes Dr. Lakritz – Yes

Motion carried unanimously. The Board meeting returned to normal session at 1:15 PM.

No further discussion occurred related to the meeting agenda item for “pay equity” raises.

Discussion of proposed new pay structure/compensation plan

Jim Adams began the discussion by reviewing the information provided to the Board before this meeting. This information included a rough draft of a new salary structure policy, proposed pay grades, proposed pay grade assignments, and method of assigning current staff into the new pay structure. Other supporting documentation included a point factor tool and a market rate analysis developed by the compensation consultant and the health department leadership team.

Mr. Adams reminded the board of health that the department contracted with Richardson Consulting to help develop this compensation plan. Mr. Richardson is based in Ohio and is an experienced compensation consultant with years of experience in the public sector, including public health departments and school districts. He was highly recommended by several health districts in Ohio.

Section 3709.16 of the Ohio Revised Code authorizes the the board of health of a city or general health district to determine the duties and fix the salaries of its employees. The last meaningful change in the salary plan for the health department was in 2007. It has been difficult to recruit and retain qualified staff due to low pay and the outdated salary plan. This proposed **restructuring** of the compensation plan represents many hours of work by the compensation consultant and the department leadership team. It

represents the best proposal for a compensation plan that will allow the department to recruit and retain qualified public health workers.

The compensation plan consists of 13 pay grades. Each pay grade has a minimum, midpoint, and a maximum salary. The same 13 pay grades apply to full time and part time employees. The pay grades assume a 2,080-hour work year for hourly pay calculations. There are no “steps” in the pay grades, which is a change from the current pay structure. These pay grades were recommended after careful consideration of the current market rates for similar positions in similar employment settings (governmental public health, City of Canton non-bargaining and management, Ohio local air pollution control agencies) as well as an analysis of the current budgetary environment.

Next, Mr. Adams reviewed the proposed pay grade assignments. Each approved job description was analyzed using a point factor tool to help determine a job hierarchy of all jobs in the health department. The point factor tool was modified from the Bureau of Labor Statistics “leveling tool.” It consists of 9 compensable factors. Each factor has several levels with a point value assigned to each level. The consultant analyzed the job description and assigned a point value to each. These point values were then reviewed and discussed with the department leadership team to help develop the recommended pay grade assignments. Also considered were the current organizational structure of the department and the market rate analysis done by the consultant.

Finally, the compensation plan proposal includes a recommended method to assign current employees to the new salary structure. The assignment method considers the reclassification of our current job titles into the new pay grade structure and the years of service of existing employees in their current pay grade. This is the method recommended by the consultant. A description of this method is attached to these minutes.

The following issues and topics were raised and discussed during the meeting:

1. How sustainable is this salary plan for the next 3 to 5 years?

The 2023 budget submitted for the health department used the assumptions in this compensation proposal. After discussion it was suggested that we review this budget proposal with the Finance Director (City of Canton) to clarify its budget impact for the next five years.

2. How often will the compensation structure be updated and how will the plan be administered?

It is anticipated that the same pay grades will remain in place for at least 3 years. The consultant recommended that a review of the pay grades should take place every three to five years. It is anticipated that pay increases for staff will be cost of living adjustments. New staff will start at the minimum salary. No pay adjustments will be made at the end of the probationary period. There are no step increases in this plan. Details of how the plan will be administered, including promotional advancement, will be documented in the Compensation Plan Policy (800-030-P).

3. What happens when an employee reaches the maximum rate of pay in a pay grade.

Employees will not make more than the maximum rate of pay in an assigned pay grade unless approved by the board of health. Employees do not automatically advance in a **pay grade** if the maximum is reached. Each job description is a separate job. One cannot advance from one job to another without board action.

4. What is the relationship between the board of health and city council regarding funding?

The previous law director has verbally advised the Health Commissioner that the board of health is a separate jurisdiction (3709.36 ORC) and has sufficient authority to determine the duties and set the compensation of its employees (3709.16 ORC). The city council has the responsibility to authorize budgetary allocations for the operation of various functions of city government, including the provision of public health services. The law director further advised that the board of health, the administration, and city council work closely on any budgetary issues, including this compensation plan proposal.

5. Does the Civil Service Commission need to approve this compensation plan?

6. The board of health and its employees are subject to the rules and regulations of the Canton Civil Service Commission. It is the understanding of the Health Commissioner that the commission will need to review and approve any compensation plan adopted by the board. Related to this issue, the Budget Director provided a line listing of management, non-bargaining unit and health department wages by job title.

7. When will the board act on this proposal?

Board members clearly stated they would need more time to consider this proposal. Action will not happen quickly. No time was established for the board to act on this proposal.

8. City of Canton non-bargaining and management employees are scheduled for a 3% cost of living adjustment starting on January 1, 2023. Will this also apply to the board of health employees?

No, not without a specific board of health action. The board declined to discuss cost of living increases at this meeting.

9. What about merit raises?

The consultant's scope of work originally included the development of a merit raise recommendation. The consultant recommended this be developed later due to the complexity of the development of the compensation plan. Additional time was taken by the consultant, under the leadership team's direction, to develop the recommended pay grade assignments, compression recommendations, and point factor tool. The development of a merit raise recommendation would have exceeded the authorized cost of the contract.

10. What will be done next?

After discussion, the Health Commissioner directed to take the following actions:

- Meet with the Canton Civil Service Commission to review this compensation proposal and seek concurrence or approval.
- Meet with the City of Canton Finance Director to review and determine the budgetary impacts of this proposal for the next five years.
- Work with the Mayor to consult with city council leadership on this proposal.

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Adjourn

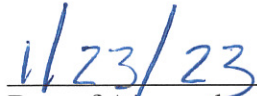
Dr. Hickman moved and Dr. Lakritz seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 2:57 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval