



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Monday, December 19, 2022 @ 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, December 19, 2022 at 12:07 PM.

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

Staff members present: James Adams, Annie Butusov, Gus Dria, Laura Roach, Terri Dzienis, Dr. Jon Elias, Sean Green, Christi Allen (remote), Madisyn Smith (remote), Serena Draper Hendershot (remote), Christina Henning (remote), Amanda Archer (remote), Jessica Boley (remote), Pam Gibbs (remote) and Dr. Jon Elias.

Approve December 19, 2022 Board of Health Meeting Agenda

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve the December 19, 2022 Board of Health meeting agenda.

Motion carried unanimously.

Approve November 21, 2022 Board of Health Meeting Minutes

Dr. Johns moved, and Mrs. Lucas seconded a motion to approve the November 21, 2022 Board of Health meeting minutes.

Mrs. Lucas pointed out that the minutes did not articulate clearly enough that the motion for personnel item “d” had been tabled during the November 2022 meeting. Jim Adams explained that he added a clarifying sentence to the meeting minutes stating that personnel item “d” had been tabled, but that this correction was made after the Board had already received their meeting packets. The Board requested that Sean Green e-mail all members the corrected version of these minutes. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The November 21, 2022 Board of Health meeting minutes were approved with the above corrections.

Approve December 6, 2022 Special Board of Health Meeting Minutes

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the December 6, 2022 Board of Health meeting minutes. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Unfinished Business

a. Postpone Indefinitely the Tabled Motion to Approve Compensation Adjustment for Robert Knight, Performance Improvement & Accreditation Coordinator (R5)

Mayor Bernabei requested that the Board make a motion to postpone indefinitely the previously tabled motion to approve a compensation adjustment for Robert Knight, retroactive to January 1, 2022. Mrs. Lucas moved, and Mr. Wyatt seconded the motion to postpone the tabled motion indefinitely.

This item had been tabled during the November 21, 2022 Board of Health meeting. Postponing this motion indefinitely means it will no longer be discussed or considered for approval until or unless it appears on the agenda for a future meeting. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The tabled motion was postponed indefinitely.

Approve List of Bills - \$582,482.58

Mrs. Lucas moved, and Mr. Wyatt seconded a motion to approve the list of bills totaling \$582,482.58.

Mr. Wyatt noted a difference between the amount listed on the agenda (\$582,482.58) and the total amount listed on the invoices (\$553,851.12). Jim Adams suggested that the Board table this agenda item until the next regular meeting so that the cause for the discrepancy in the list of bills total can be identified before Board approval.

Mr. Wyatt moved, and Dr. Johns seconded a motion to table the motion to approve the list of bills until the next regular meeting of the Board. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. The motion to approve the list of bills was tabled until the January 2023 Board meeting.

Approve Personnel

a. Revised Position Description for Air Pollution Control Engineering Technician I (R5)

Dr. Hickman moved, and Dr. Johns seconded a motion to approve the revised position description for Air Pollution Control Engineering Technician I (R5).

Air Pollution Control Director, Terri Dzienis, informed the Board that she would like to amend the position description for the Air Pollution Control Engineering Technician I (R5) position by removing the “Preferred Qualifications” section from this position description entirely per recommendations made by Daniel Richardson, Compensation Consultant.

Dr. Hickman moved, and Dr. Johns seconded a motion to approve the position description for Air Pollution Control Engineering Technician I (R5), with the amendment suggested by Terri Dzienis. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously. Amended version of the position description was adopted.

b. Probationary Period Ending for Wallace Vann, EH Public Health Technician (PT1) Retroactive to November 27, 2022

Mrs. Lucas moved, and Dr. Hickman seconded a motion to approve the probationary period ending for Wallace Vann, EH Public Health Technician (PT1), retroactive to November 27, 2022 with a pay raise of \$0.33 per hour and a new hourly rate of \$15.25 per hour. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Page (3)

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Recommendations of the Hearing Officer for December 19, 2022

Mr. Wyatt moved, and Dr. Johns seconded a motion to approve the recommendations of the Hearing Officer for December 19, 2022. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve 2023 Board of Health Meeting Schedule

Mayor Bernabei pointed out that the provided 2023 Board of Health meeting schedule included not only the regular Board of Health meetings which are to occur once every month, but also quarterly work sessions. The Mayor requested that the Board make a motion to approve only the regular monthly meetings included on the 2023 meeting schedule, and at a later date the Board can determine if the additional quarterly work sessions are necessary.

Dr. Johns moved, and Mr. Wyatt seconded a motion to approve only the regular monthly meeting dates included on the 2023 Board of Health Meeting Schedule.

Mrs. Lucas conveyed that she would prefer to also approve the schedule of all quarterly work sessions now and then cancel them on an individual basis later if necessary. Mr. Wyatt, Dr. Johns, and Dr. Hickman agreed with Mrs. Lucas' preference to approve the 2023 Board of Health Meeting Schedule with all regular monthly meetings and quarterly work sessions included.

Mrs. Lucas moved, and Dr. Johns seconded a motion to amend the previous motion, and to approve the 2023 Board of Health Meeting schedule as presented with regular monthly meetings and quarterly work sessions included. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

The amended motion carried unanimously. The 2023 Board of Health Meeting Schedule was adopted with regular monthly meetings and quarterly work sessions included.

Approve Resolutions

a. 2022-10-: Amend Schedule of Fees for Food Protection Licenses, 2nd Reading

Jim Adams provided a second reading of Resolution 2022-10, which is a motion to amend 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.

No Board action was taken.

b. 2022-11: 2023 Authorizing Payment of Regular Expenses

Dr. Johns moved, and Dr. Hickman seconded a motion to approve Resolution 2022-11, authorizing payment of regular expenses which require prior Board approval. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Page (4)

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

c. 2022-12: 2023 Periodic Program-Related Travel Expenses

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve Resolution 2022-12, approving periodic program related travel expenses pursuant to section 207 of the Canton City Health Code. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Authorize a FY23 Contract with Jon Elias, MD as the Health Department’s Medical Director for an Amount not to Exceed \$14,700.00 for a Period of January 1, 2023 through December 31, 2023; Paid from Fund 7601 303001, Nursing Fund

Dr. Johns moved, and Dr. Hickman seconded to authorize a FY23 contract with Jon Elias, MD as the Health Department’s Medical Director for an amount not to exceed \$14,700.00, for a period of January 1, 2023 through December 31, 2023; paid from Fund 7601 303001, Nursing Fund. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve a FY23 Agreement with LaToya Dickens-Jones to Provide Nurse Practitioner Services on an as Needed Basis for the Health Department from January 1, 2023 through December 31, 2023 for an Amount not to Exceed \$2,128.80; Paid from Fund 7601 303001, Nursing Fund

Dr. Johns moved, and Dr. Hickman seconded a motion to approve a FY23 agreement with LaToya Dickens-Jones to provide Nurse Practitioner services on an as needed basis for the Health Department from January 1, 2023 through December 31, 2023 for an amount not to exceed \$2,128.80; Paid from fund 7601 303001, Nursing Fund. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve a FY23 Contract with R & G Janitorial Inc. at an amount not to Exceed \$26,400.00 (\$2,200.00/month) for Custodial Cleaning Services for the Health Department for the period January 1, 2023 through December 31, 2023; Paid from Fund 7601 301001, Administration/VS Fund

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve a FY23 contract with R&G Janitorial Inc. at an amount not to exceed \$26,400.00 (\$2,200.00/month) for custodial cleaning services for the Health Department for the period January 1, 2023 through December 31, 2023: paid from Fund 701 301001, Administration/VS Fund. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Agreements for Interpretation Services

- a. **Agreement with Wendy Monaghan for Interpretation Services for COVID Vaccination Clinics for a Period of January 1, 2023 to December 31, 2023 for an Amount not to Exceed \$600.00; Paid from Fund 2328.301019, COVID**
- b. **Agreement with Alicia Rozenbom for Interpretation Services for COVID Vaccination Clinics for a Period of January 1, 2023 to December 31, 2023 for an Amount not to Exceed \$600.00; Paid from Fund 2328.301019, COVID**

Mr. Wyatt moved, and Dr. Hickman seconded a motion to approve the above agreements for interpretation services in the proposed amounts. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Memorandum of Understanding with 3 health departments (Alliance, Massillon, and Stark County) and 3 hospitals (Aultman, Cleveland Clinic, and Aultman Alliance) in Stark County where each of the three hospitals will store, maintain and utilize IsoPod Units and one spare kit for their use as needed for highly pathogenic patients.

Mrs. Lucas moved, and Dr. Johns seconded a motion to approve a memorandum of understanding with 3 health departments (Alliance City Health Department, Massillon City Health Department, and Stark County Health Department), and 3 hospitals (Aultman, Cleveland Clinic, and Aultman Alliance) in Stark County, where each of the three hospitals will store, maintain, and utilize IsoPod Units and one spare kit for their use as needed for highly pathogenic patients. [This is a no cost agreement as part of our preparedness plans]. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve a FY23 Agreement with the Ohio Department of Health for the Integrated Naloxone Access and Infrastructure Grant in the Amount of \$20,000.00 for the Period of January 1, 2023 through March 31, 2023 with the Following Sub-grantees for this Grant Cycle; Paid from Fund 2324.301001, Naloxone Access Grant Fund.

- a. Beacon Charitable Pharmacy in the Amount of \$1,000.00
- b. Community Drop In in the Amount of \$500.00
- c. Emmanuel Tabernacle Family Worship in the Amount of \$500.00
- d. Family Empowerment Ministries in the Amount of \$500.00
- e. I.M.P.A.C.T Evangelical Center COGIC in the Amount of \$500.00
- f. Ohio Can (Change Addiction Now) in the Amount of \$500.00
- g. Stark County's Treatment Accountability for Safer Communities Agency in the Amount of \$500.00
- h. The Jesus Spot in the Amount of \$500.00
- i. Zion Community Development Corp in the Amount of \$500.00

Page (6)

Mr. Wyatt moved and Dr. Hickman seconded a motion to approve a FY23 agreement with the Ohio Department of Health for the Integrated Naloxone Access and Infrastructure Grant in the amount of \$20,000.00 for the period of January 1, 2023 through March 31, 2023 with the above sub-grantees for this grant cycle; paid from Fund 2324.301001, Naloxone Access Grant Fund. A roll call vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. **Nursing/WIC** – Dr. Hickman thanked the Nursing staff for their efforts in putting together a retirement party for long-time Health Department employee, Connie Standard.
- b. **Laboratory** – Nothing additional
- c. **OPHII/Surveillance** – Nothing additional.
- d. **Environmental Health** – Nothing additional.
- e. **Vital Statistics** – Nothing additional.
- f. **Health Commissioner** – Jim Adams informed the Board that he has begun the process of meeting with the Civil Service Commission and the Canton City budget director to review the budgetary implications of the proposed compensation plan for health department employees.

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. Johns – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Other Business

a. Monthly Nuisance Hearings

The Board discussed the public health nuisance hearings which occur each month on the same day as and immediately prior to the Board of Health meetings. The focus of the discussion was on the recurrent attendance of at least 3 Board of Health members at each hearing and whether or not this constitutes an official meeting of the Board; in the past, the only Board of Health representation at the nuisance hearings was the Board's president pro tempore. If deemed an official meeting, all future nuisance hearings would require a public meeting notice, an agenda, and a call to order.

Jim Adams stated that he will consult with the Canton City Law Department for guidance on this matter.

b. Gratitude for Services of Board Members and Health Department Employees

Commissioner Adams and Mayor Bernabei thanked the Board of Health and all health department employees for their hard work and dedicated service to the Canton community in 2022 and beyond.

Announcement of Next Meeting: Monday, January 23, 2023 at 12:00 PM

Board of Health Minutes
December 19, 2022

Page (7)

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, January 23, 2023 at 12:00PM.

Adjourn

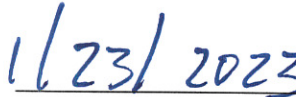
Mr. Wyatt moved, and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 12:58 PM.



President of the Board of Health



Secretary to the Board of Health



Date of Approval