

Board of Health Minutes

January 25, 2021



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Monday, January 25, 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, January 25, 2021 at 12:07 PM.

A roll call found the following Board members present: Dr. Stephen Hickman (via Microsoft Teams), Mr. Patrick Wyatt (via Microsoft Teams), Dr. Amy Lakritz (via Microsoft Teams), Dr. James Johns (via Microsoft Teams) and Ms. Cleo Lucas (via Microsoft Teams).

Staff members present: James Adams, Sean Green, Diane Thompson, Christi Allen, Robert Knight and Gus Dria.

Approve December 21, 2020 Board of Health Meeting Minutes

Ms. Lucas moved and Dr. Hickman seconded a motion to approve the December 21, 2020 Board of Health meeting minutes. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

Approve List of Bills - \$233,273.14

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$233,273.14. Ms. Lucas requested further information on the “Get Vaccinated Ohio” program included in the list of bills. Diane Thompson explained that it is a program designed to provide education on vaccinations. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

Approve Personnel:

a. Approve Promotion of Kristen Kennedy from Staff Sanitarian I (R4) to Staff Sanitarian II (R5) Retroactive to January 13, 2021

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the promotion of Kristen Kennedy from Staff Sanitarian I (R4) to Staff Sanitarian II (R5) retroactive to January 13, 2021 with a pay increase to a salary of \$44,287.00 and no probationary period. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

b. Approve Probationary Period Ending for Kewan Umbles, Recycling Public Health Technician (PT13), Retroactive to December 27, 2020

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the probationary period ending for Kewan Umbles, Recycling Public Health Technician (PT13), retroactive to December 27, 2020 with a pay increase to \$10.86. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

c. Approve Part-Time EH Public Health Technician (PT1) Position Description

Ms. Lucas moved and Dr. Johns seconded a motion to approve the part-time EH Public Health Technician (P1) position description. The working description at the Recycling Center is a part-time Recycling Public Health Technician (PT13). The proposition is to add this new description to the position classification schedule and then remove the current description. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

d. Approve Updated Environmental Health Position Classification Schedule

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the updated Environmental Health Position Classification Schedule to add EH Public Health Technician (PT1), remove Environmental Health Technician (R3); remove Recycling Public Health Technician (PT13) and change the allowed number of employees for a Vector Control Technician from one (1) to two (2). A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

e. Appointment of Part-Time EH Public Health Technician (PT1)

Dr. Lakritz moved and Mr. Wyatt seconded a motion to offer the position of part-time EH Public Health Technician (PT1) to Michael Smith with a start date of February 1, 2021 at \$10.85 an hour with a 90-day probationary period. Salary to come out of the Recycling Fund 2354.307001. A roll call to vote was taken:

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

Dr. Johns – Yes Ms. Lucas – Yes

Motion carried unanimously.

f. Reclassify Kewan Umbles from part-time Recycling Public Health Technician (PT13) to part-time EH Public Health Technician (PT1) Effective January 30, 2021

Dr. Hickman moved and Ms. Lucas seconded a motion to reclassify Kewan Umbles from part-time Recycling Public Health Technician (PT13) to part time EH Public Health Technician (PT1) effective January 30, 2021 with a pay rate of \$14.81 an hour. A roll call to vote was taken:

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

Dr. Johns – Yes Ms. Lucas – Yes

Motion carried unanimously.

g. Reclassify Victor Babcock from part-time Recycling Public Health Technician (PT13) to part-time EH Public Health Technician (PT1) Effective January 30, 2021

Dr. Lakritz moved and Dr. Johns seconded a motion to reclassify Victor Babcock from part-time Recycling Public Health Technician (PT13) to part time EH Public Health Technician (PT1) effective January 30, 2021 with a pay rate of \$14.49 an hour and a pay increase to \$14.81 an hour after the completion of his probationary period. A roll call to vote was taken:

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

Dr. Johns – Yes Ms. Lucas – Yes

Motion carried unanimously.

h. Tuition Reimbursement for Annmarie Butusov, Director of Environmental Health (R7) for \$400.00 for the Fall 2020 Semester

Dr. Hickman moved and Ms. Lucas seconded a motion to approve a tuition reimbursement for Annmarie Butusov, Director of Environmental Health (R7) in the amount of \$400.00 for the Fall 2020 Semester in accordance with the Canton City Health Code 207.13 to come out of the Environmental Health Fund (7601.307001). A roll call to vote was taken:

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

Dr. Johns – Yes Ms. Lucas – Yes

Motion carried unanimously.

Approve Recommendations of the Hearing Officer for January 25, 2021

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve recommendations of the Hearing Officer for November 23, 2020. A roll call to vote was taken:

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Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

Approve 2021 Board of Health Meeting Schedule

Dr. Johns moved and Dr. Hickman seconded a motion to approve the 2021 Board of Health meeting schedule. Dr. Johns requested a change to the December 2021 meeting due to a schedule confliction. The Board agreed to amend the schedule, with the December meeting now being scheduled for Wednesday, December 29, 2021. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

Approve Resolutions

a. 2021-01: 2021 Authorizing Payment of Regular Expenses

Mr. Wyatt moved and Ms. Lucas seconded a motion to approve Resolution 2021-01 authorizing payment of regular expenses which require prior Board approval. Dr. Lakritz asked if there is a way for Board approval to be acquired prior to the creation of a purchase order to avoid issues such as the one that occurred in September 2020, when public funds were used to administer the Shingrix vaccine to CCPH Staff. Jim Adams explained that this could only be accomplished by having the Board approve each purchase order before it is written; this would be impractical, as CCPH generates thousands of purchase orders annually. Mr. Adams added that he has clearly heard the Board's concerns regarding some of these purchases, particularly centered around vaccine, and assured the Board that an incident such as the one that occurred with the Shingrix vaccine will not happen again. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

b. 2021-02: 2021 Periodic Program-Related Travel Expenses

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve Resolution 2021-02 approving periodic program related travel expenses pursuant to Section 207 of the Canton City Health Code. James Adams added that there is very little travel occurring right now. A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

c. 2021-03: Abatement of Public Nuisances (July 1, 2020 – December 31, 2021)

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve Resolution 2021-03 authorizing the certification to the Auditor of Stark County of costs and expenses for the purification and abatement of public nuisances from July 1, 2020 to December 31, 2020. A roll call to vote was taken:

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

Motion carried unanimously.

d. 2021-04: 2021 Food License Fee

Ms. Lucas moved and Dr. Hickman seconded a motion to approve Resolution 2021-04 amending section 251.02 of the Canton City Health Code, License Fees, temporarily suspending food service and food establishment plan review fees and providing a temporary reduction of food service and food establishment license fees during the pandemic. A roll call to vote was taken:

Dr. Hickman – Yes	Dr. Lakritz – Yes	Mr. Wyatt – Abstain
Dr. Johns – Yes	Ms. Lucas – Yes	

Motion carried.

Approve Agreement with the State of Ohio, Development Services Agency to Receive an Ohio TechCred Grant for Reimbursement up to \$30,000.00 for Technical Trainings for a Period of September 1, 2020 through May 31, 2022

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve agreement with the State of Ohio, Development Services Agency to receive an Ohio TechCred Grant for reimbursement up to \$30,000.00 for technical trainings for a period of September 1, 2020 through May 31, 2022. A roll call to vote was taken:

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

Motion carried unanimously.

Approve Agreement with the Center for Marketing & Opinion Research to Operate COVID-19 Vaccination Clinic Call Center for Pre-registration and Clinic Appointment Management at \$50.00 an Hour (up to 320 Hours) not to exceed \$16,000.00 Effective January 13, 2021

Dr. Hickman moved and Ms. Lucas seconded a motion to approve agreement with the Center for Marketing & Opinion Research to operate COVID-19 vaccination clinic call center for pre-

registration and clinic appointment management at \$50.00 an hour (up to 320 hours) not to exceed \$16,000.00 effective January 13, 2021. A roll call to vote was taken:

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

Motion carried unanimously.

Accept Grant from the Association of Food and Drug Officials (AFDO) for a Self-Assessment of FDA (Food and Drug Administration) and AFDO Standards to Receive \$2,500.00 for the Period of January 1, 2021 through December 31, 2021

Dr. Hickman moved and Mr. Wyatt seconded a motion to accept a grant from the Association of Food and Drug Officials (AFDO) for a self-assessment of FDA (Food and Drug Administration) and AFDO standards to receive \$2,500.00 for the period of January 1, 2021 through December 31, 2021. A roll call to vote was taken:

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

Motion carried unanimously.

Acceptance of Division Reports

- a. Nursing/WIC – The Board requested that the written Nursing reports display COVID vaccination clinics separately from the other clinics included in the reports.
- b. Laboratory – Nothing additional.
- c. OPHII – Will begin having Medical Reserve Corps (MRC) volunteers helping with COVID vaccination clinics. Canton Police Department is helping with traffic control for these clinics.
- d. THRIVE – Nothing additional.
- e. Environmental Health – Nothing additional
- f. Air Pollution Control – Nothing additional.
- g. Vital Statistics – Nothing additional.
- h. Fiscal – Nothing additional.
- i. Health Commissioner – Jim Adams provided a briefing on CCPH’s COVID vaccination clinic activities. Ms. Lucas expressed concern over there being such a small percentage of individuals from the African American community receiving the vaccine. Mr. Adams acknowledged that this is an issue that has been identified by CCPH, and that there is a plan to partner with community groups to advocate for vaccination in hard-to-reach populations and to assist with scheduling.

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- j. Performance Management – A number of CCPH strategic goals have been put on hold due to COVID.

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

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

Announcement of Next Meeting: Monday, February 22, 2021 at 12:00 PM


The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, February 22, 2021 at 12:00 PM.

Adjourn

Dr. Hickman moved and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 2:27 PM.



President of the Board of Health



Secretary to the Board of Health

February 22, 2021
Date of Approval