



Public Health

Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Wednesday, February 28, 2022 @ 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 Wednesday, February 28, 2022 at 12:03 PM with a quorum present.

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

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

Election of Board of Health Officers

Mayor Bernabei nominated Dr. Stephen Hickman as President Pro Tempore of the Board of Health. Dr. Hickman nominated Patrick Wyatt as Vice President of the Board of Health. Dr. Lakritz moved and Dr. Johns seconded a motion to elect Dr. Hickman as President Pro Tempore and Mr. Wyatt as Vice President of the Board of Health. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Unfinished Business

Jim Adams mentioned the THRIVE 2021 Stark County OEI Annual Report provided during the January 2022 meeting and the Board's desire to hold a group work session to review the infant mortality information included in the report. Mr. Adams explained that there has not yet been an opening to schedule a work session, but that he has asked Dawn Miller to prepare updates on the plan to address racial disparity in baby survival rates.

Approve January 24, 2022 Board of Health Meeting Minutes

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the January 24, 2022 Board of Health meeting minutes. Motion carried unanimously.

Approve List of Bills - \$489,146.67

Dr. Hickman moved and Dr. Johns seconded a motion to approve the list of bills totaling \$489,146.67. Christi Allen informed the Board that page 15 of the list of bills contained an error, as the invoice amount from Telelanguage, Inc. should be \$212.90 rather than \$787.10, making a new list of bills total of \$488,572.47.

Dr. Hickman moved and Mr. Wyatt seconded a motion to amend the previous motion with a new list of bills amount of \$488,572.47. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Personnel

- a. **Vacation Credit and Sick Time for James Smiraldo, Environmental Health Specialist (R5), from Previous Employer**

Mr. Wyatt moved and Dr. Johns seconded a motion to approve vacation credit for James Smiraldo, Environmental Health Specialist (R5), for five (5) years vacation credit and a sick balance carryover of 517.04 hours from his previous employment. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

b. Appointment of Full-time Community Epidemiologist I (R5)

Mr. Wyatt moved and Dr. Hickman seconded a motion to approve the appointment of a full-time Community Epidemiologist I (R5) to Kaelyn Boyd with a start date of March 7, 2022 at an annual salary of \$45,616.00 with a 90-day probationary period. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

c. Appointment of Full-time Community Health Educator (R5)

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the appointment of a full-time Community Health Educator (R5) to Jordan Mastrocola with a start date of March 12, 2022 at an annual salary of \$45,616.00 with a 90-day probationary period. Included in the motion is a second choice of Jessica Wingert. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes
Dr. Lakritz – No Mrs. Lucas – Yes

Motion carried unanimously.

d. Appointment of Full-time Community Health Equity Coordinator (R5)

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the appointment of a full-time Community Health Equity Coordinator (R5) to Serena Hendershot with a start date of March 14, 2022 at an annual salary of \$45,616.00 with a 90-day probationary period. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

e. Appointment of Neighborhood Navigator (PT2)

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the appointment of a part-time Neighborhood Navigator to Sade Tyson with a start date of March 7, 2022 at \$16.46 an hour with a 90-day probationary period. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

f. Probationary Period Ending for Onthida Kosasang, APC Engineer (R6), Retroactive to February 27, 2022

Dr. Hickman moved and Dr. Johns seconded a motion to approve the probationary period ending for Onthida Kosasang, APC Engineer (R6), retroactive to February 27, 2022 with a pay raise of \$1,259.00 and a new salary of \$50,173.84. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

g. Resignation of Maria Hall, Environmental Health Specialist (Health Inspector II) (R5) Effective March 4, 2022

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the resignation of Maria Hall, Environmental Health Specialist (Health Inspector II), (R5), effective March 4, 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

h. Resignation of Lillian Boehm, OPHII Public Support Specialist (PT1), Effective March 31, 2022

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the resignation of Lillian Boehm, OPHII Public Support Specialist (PT1), effective March 31, 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

i. Updated Position Description for Part-Time Linkage to Care Specialist (PT5)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the updated position description for part-time Linkage to Care Specialist (PT5). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns - Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Recommendations of the Hearing Officer for February 28, 2022

Mrs. Lucas moved and Mr. Wyatt seconded a motion to approve the recommendations of the Hearing Officer for February 28, 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Travel Requests

a. Gus Dria, Staff Sanitarian III, for Travel from 04/13/2022 to 04/15/2022, Annual Educational Conference in Dublin, Ohio at a cost not to exceed \$591.41 (EH General Fund 7601.307001)

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 Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve an Addendum with Richardson Compensation Consulting, LLC for a Compression Analysis to Pay an Additional \$1,750.00 (Originally Approved on December 15, 2022 to Pay \$21,330.00 for Evaluation of the Health Department’s Salary Structure Design, Job Evaluation, Merit Increase Analysis and Point Factor Design) New Total of \$23,080.00

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve an addendum with Richardson Compensation Consulting, LLC for a compression analysis in an additional amount of \$1,750.00 (contract originally approved on December 15, 2022 in an amount of \$21,330.00 for evaluation of the Health Department’s salary structure design, job evaluation, merit increase analysis and point factor design). New contract total of \$23,080.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve an Addendum with Mary Church Terrell for the Queens Village Replication Site for Start-up Funds for an Additional Amount of \$20,000.00 for a new total not to Exceed \$40,000.00 with a Grant Period of October 1, 2021 through October 1, 2022 (Originally approved September 27, 2021 for \$20,000.00 with a grant period of September 1, 2021 to December 31, 2021)

Mrs. Lucas moved and Dr. Johns seconded a motion to approve an addendum with Mary Church Terrell for the Queens Village replication site for start-up funds for an additional amount of \$20,000.00 for a new total not to exceed \$40,000.00 with a grant period of October 1, 2021 through October 1, 2022 (originally approved September 27, 2021 for \$20,000.00 with a grant period of September 1, 2021 to December 31, 2021). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Addendum for the Stark County THRIVE Program for the Period of January 1, 2022 through June 30, 2022 to Margaret B. Shipley Child Health Clinic for an Additional \$13,571.00 for a New Total of \$35,167.48 (Originally Approved December 15, 2021 for \$21,596.48)

Mrs. Lucas moved and Dr. Johns seconded a motion to approve an addendum for the Stark County THRIVE Program for the period of January 1, 2022 through June 30, 2022 to Margaret B. Shipley Child Health Clinic for an additional \$13,571.00 for a new total of \$35,167.48 (Originally approved December 15, 2021 for \$21,596.48). A roll call to vote was taken:

**Board of Health Minutes
February 28, 2022**

Page (5)

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Addendum for the Stark County THRIVE Program for the Period of January 1, 2022 through June 30, 2022 to Stark County Mental Health and Addiction Recovery for a Reduction of \$13,571.00 for a new Total of \$7,692.00 (Originally Approved December 15, 2021 for \$21,263.00)

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve an addendum for the Stark County THRIVE program for the period of January 1, 2022 through June 30, 2022 to Stark County Mental Health and Addiction Recovery for a reduction of \$13,571.00 for a new total of \$7,692.00 (Originally approved December 15, 2021 for \$21,263.00). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – 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** - The health department will be relaxing its protocol for use of face coverings in indoor settings per the most current CDC guidelines.

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

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Other Business

Jim Adams informed the Board that he has a schedule conflict on April 25th that would prevent him from being available for the Board meeting that is scheduled for that day. Mr. Adams requested that the meeting be rescheduled to April 18th so that he may be present. All Board members agreed to move the April meeting to April 18, 2022.

Announcement of Next Meeting: Monday, March 28, 2022 at 12:00 PM

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, March 28, 2022 at 12:00PM.

Executive Session to Discuss the Compensation of a Public Employee and to Discuss Medical Records Associated with Patient Write-Offs

Board of Health Minutes
February 28, 2022

Page (6)

Dr. Hickman moved and Mr. Wyatt seconded a motion to enter into executive session to discuss the compensation of a public employee and to discuss medical records associated with patient write-offs to include Board of Health members, Health Commissioner, APC Director, Nursing Director and Kelli Trenger of the Nursing division. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously. The Board entered executive session at 1:10pm.

Return to Regular Session

Mr. Wyatt moved and Dr. Hickman seconded a motion to exit executive session and return to regular session. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously. The Board returned to regular session at 1:40 pm.

Approve Patient Write Offs – Total \$2,397.50

a. MRN #38546	\$152.50
b. MRN #38652	\$131.25
c. MRN #38568	\$131.25
d. MRN #37121	\$130.50
e. MRN #37122	\$686.75
f. MRN #38661	\$131.25
g. MRN #37878	\$136.50
h. MRN #38508	\$131.25
i. MRN #37553	\$280.50
j. MRN #30673	\$485.75

Mr. Wyatt moved and Mrs. Lucas seconded a motion to approve the above patient write-offs totaling \$2,397.50. A roll call to vote was taken:

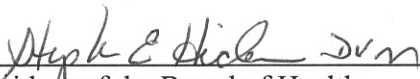
Dr. Hickman – Yes Mr. Wyatt – Yes Dr. Johns – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Adjourn

Mrs. Lucas moved and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:42 PM.



President of the Board of Health



Secretary to the Board of Health

March 28, 2022
Date of Approval