

**Board of Health Minutes
November 23, 2020**



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting
Monday, November 23, 2020 @ 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 on Monday, November 23, 2020 at 12:02 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Lakritz, Dr. Johns and Ms. Lucas were present. Also present were James Adams, Sean Green, Gus Dria and Kristen Kennedy.

Unfinished Business

Commissioner James Adams provided a committee report on the ethics review committee regarding the provision of vaccines to department staff. While reviewing the committee structure, it was determined that there should be broader representation on this committee; it is currently comprised only of members of the department and the Canton City Law Director. Mr. Adams also agreed to remove himself from the committee to avoid a conflict of interest since he was a recipient of this vaccine. In addition, Mr. Adams will ask the Canton City Human Resources Director to participate in the discussion on administering the vaccine because it is considered a health benefit.

Mayor Bernabei proposed that the committee should potentially include one Board of Health member as well as a representative from outside the department; the mayor will send out an e-mail to the Board for input on what the makeup of this committee should be.

Approve October 26, 2020 Board of Health Meeting Minutes

Ms. Lucas moved and Mr. Wyatt seconded a motion to approve the October 26, 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 November 10, 2020 Special Board of Health Meeting Minutes

Dr. Hickman moved and Dr. Johns seconded a motion to approve the November 10, 2020 special 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 - \$117,043.81

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$117,043.81. 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 Personnel:

a. Approve Executive Assistant/Office Manager (R4) Position Description, THRIVE

Ms. Lucas moved and Dr. Lakritz seconded a motion to approve the Executive Assistant/Office Manager (R4) position 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.

b. Accept Resignation of Brooklyn Walker, Peer Helper (PT13), Effective November 25, 2020, WIC

Mr. Wyatt moved and Dr. Hickman seconded a motion to accept the resignation of Brooklyn Walker, Peer Helper (PT13), WIC effective November 25, 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.

c. Approve Carryover from 2020 to 2021 Unused Vacation Days

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the following employees to carryover vacation days from 2020 to 2021 with an exception to Health Code 207.18 Vacations, allowing staff to carryover more than five (5) days and to not be required to use them by March 31 of 2021 if carrying over days due to COVID-19 response:

Employees asking to carry over vacation days due to COVID-19 response:

James Adams – 3.75 days

Frank Catrone – 8 days

Patricia McConnell – 8 days

Amy Rehm – 5 days

Amanda Archer – 5 days

Janet Copeland – 5 days

Amanda Morningstar – 6 days

Molly Malloy – 10 days

Tammy Stolicny – 4 days

Kelli Trenger – 9 days

Pamela Johnson-Gibbs – 8 days

Diane Thompson – 15 days

Employees asking to carry over vacation days **not due to COVID-19 response:**

Laura Roach – 5 days

Nathan, Sobczak – 4 days

Dr. Lakritz questioned the equity of vacation carryover because not all employees are offered this as an option. Commissioner Adams stated that the employees carrying over their vacation time were asked to forego this vacation time based on the needs of the department.

Approve Recommendations of the Hearing Officer for November 23, 2020

Dr. Johns 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:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

Dr. Johns – Yes

Ms. Lucas – Yes

Motion carried unanimously.

Approve Early Payment of Invoices for December 2020 and January 2021

Dr. Hickman moved and Ms. Lucas seconded a motion to approve early payment of invoices for December 2020 and January 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 2021 Proposed Budget

Dr. Hickman moved and Dr. Johns seconded a motion to approve the proposed budget for 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. 2020-10: Strategic Plan

Ms. Lucas moved and Dr. Hickman seconded a motion to approve resolution 2020-10: Strategic Plan approving department Strategic Plan 2021 to 2023. Changes can still be made to the plan as the Board of Health sees fit after approval. 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. 2020-11: Change Health Code 203.10 - Legal Action, Repeat Violator

Dr. Lakritz moved and Dr. Johns seconded a motion to approve resolution 2020-11: Change Health Code 203.10 amending section 203.10 of the Canton City Health Code adding referral for prosecution for individuals who fail to comply with Board of Health orders. 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. 2020-12: Change Health Code 203.10 - Cleanup Fees

Dr. Lakritz moved and Dr. Johns seconded a motion to approve resolution 2020-12: Change Health Code 209.03 amending section 209.03 of the Canton City Health Code adding an option for an agreed cleanup procedure. 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 Purchase of a 2021 F-450 from Liberty Ford and with Modifications for a Dump Truck from Cross Truck Equipment for an Amount not to Exceed \$60,000.00 (Paid from City Approved Capital Money)

Ms. Lucas moved and Dr. Johns seconded a motion to approve purchase of a 2021 F-450 from Liberty Ford and with modifications for a dump truck from Cross Truck Equipment for an amount not to exceed \$60,000.00 (paid from city approved capital money). 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 Purchase of 2020 Ford Fusion Hybrid from Liberty Ford for an Amount not to Exceed \$25,000.00 (Paid from City Approved Capital Money)

Dr. Johns moved and Dr. Lakritz seconded a motion to approve the purchase of a 2020 Ford Fusion Hybrid from Liberty Ford for an amount not to exceed \$25,000.00 (paid from City approved capital money). A roll call to vote was taken:

Dr. Hickman – Yes

Dr. Lakritz – Yes

Mr. Wyatt – Yes

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Dr. Johns – Yes Ms. Lucas – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. Nursing/WIC – Public health clinics have been temporarily suspended due in large part to the current state of COVID-19. Diane Thompson stated that more guidance is needed from the state regarding contact tracing and more resources are needed for interviewing cases of COVID-19.
- b. Laboratory – Nothing additional.
- c. OPHII– Amanda Archer is excited to see the benefits that quality improvement adds to the department. She added that the OPHII staff are willing to aid in COVID-19 response.
- d. Environmental Health – Nothing additional.
- e. Vital Statistics – Christi Allen thanked the Board for approving the 2021 budget.
- f. Fiscal Officer – Nothing additional.
- g. Health Commissioner – Commissioner Adams is truly appreciative of the hard work that all staff members have been putting in, especially in the midst of this pandemic.

Dr. Lakritz moved and Dr. Johns 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.

Other Business

Dr. Johns and Commissioner Adams sent a letter to the Canton City Schools athletic director, Antonio Hall, recommending that at no time should there be more than two teams competing within a 24-hour period; this is in response to the desire to hold tournaments. Included in the recommendation are cleaning guidelines as well as a request that only local teams be involved in these tournaments.

Announcement of Next Meeting: Monday, December 21, 2020 at 12:00 PM

The next regular scheduled meeting of the Board of Health of Canton City Public Health will be on Monday, December 21, 2020 at 12:00 PM.

Adjourn

Dr. Hickman moved and Mr. Wyatt seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:43 PM.

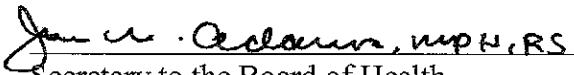
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President of the Board of Health



Secretary to the Board of Health

December 21, 2020
Date of Approval