



Board of Health Meeting
Wednesday, December 15, 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 Wednesday, December 15, 2021 at 12:04 PM with a quorum present.

A roll call found the following Board members present: Dr. Stephen Hickman, Patrick Wyatt, Cleo Lucas and Dr. Amy Lakritz. Dr. Jim Johns was present via Microsoft Teams and was excused from participating as a voting member.

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

Approve November 22, 2021 Board of Health Meeting Minutes

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve the November 22, 2021 Board of Health meeting minutes. Motion carried unanimously.

Approve List of Bills

Mrs. Lucas moved and Dr. Lakritz seconded a motion to approve the list of bills totaling \$484,746.69. Dr. Lakritz mentioned the \$9,500 advertising cost and requested the provision of data to show the effectiveness of the advertising methods currently deployed by CCPH. Jim Adams informed Dr. Lakritz and the Board that although no concrete data has been collected, there has been anecdotal evidence from individuals who have attended the clinics. Mayor Bernabei suggested that CCPH construct a method for analyzing the effectiveness of current advertising methods; Jim Adams agreed, but added that it will be difficult at this time, as the majority of resources are being dedicated to COVID. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Personnel

a. Probationary Period Ending for Christina Berardinelli, Staff Sanitarian I (R4), Retroactive to December 13, 2021

Dr. Hickman moved and Mrs. Lucas seconded a motion to approve the probationary period ending for Christina Berardinelli, Staff Sanitarian I (R4), retroactive to December 13, 2021 with a pay raise of \$923.00 and a new salary of \$41,771.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

b. Probationary Period Ending for Valerie Fletcher, Staff Sanitarian I (R4), Retroactive to December 12, 2021

Dr. Hickman moved and Mrs. Lucas seconded a motion to approve the probationary period ending for Valerie Fletcher, Staff Sanitarian I (R4), retroactive to December 12, 2021 with a pay raise of \$923.00 and a new salary of \$41,771.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

c. Probationary Period Ending for Deiego Robinson, EH Public Health Technician (PT1) Retroactive to December 6, 2021

Dr. Hickman moved and Mrs. Lucas seconded a motion to approve the probationary period ending for Deiego Robinson, EH Public Health Technician (PT1) retroactive to December 6, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

d. UPDATED Position Description for Full-Time Staff Sanitarian I (R4) to Change Position Title to Environmental Health Specialist in Training (R4) (Health Inspector I)

Dr. Lakritz moved and Mrs. Lucas seconded a motion to approve the updated position description for Full-Time Staff Sanitarian I (R4) to change position title to Environmental Health Specialist in Training (R4) (Health Inspector I). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

e. UPDATED Position Description for Full-Time Staff Sanitarian II (R5) to Change Position Title to Registered Environmental Health Specialist (R5) (Health Inspector II)

Dr. Lakritz moved and Mrs. Lucas seconded a motion to approve the updated position description for Full-Time Staff Sanitarian II (R5) to change position title to Registered Environmental Health Specialist (R5) (Health Inspector II). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

f. UPDATED Position Description for Part-Time Outreach Specialist (PT2) to Change “Reports to” to Overdose Prevention Coordinator

Mr. Wyatt moved and Dr. Hickman seconded a motion to approve the updated position description for Part-Time Outreach Specialist (PT2) to change “Reports to” to the Overdose Prevention Coordinator.” A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

g. Updated Position Classification Schedule for Air Pollution Control

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve the updated Position Classification Schedule for Air Pollution Control, changing the “allowed number of employees” for a full-time APC Monitoring & Inspection Technician (#846) from three (3) to four (4) and the “allowed number of employees” for a part-time APC Technician (#851) from two (2) to one (1).” A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

h. Updated Position Classification Schedule for Environmental Health

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve the updated Position Classification Schedule for Environmental Health to change the title of Staff Sanitarian I (#885) to Environmental Health Specialist in Training (Health Inspector I) and to change the title of Staff Sanitarian II (#855) to Environmental Health Specialist (Health Inspector II).” A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

i. Appointment of Part-time Overdose Prevention Coordinator (PT4)

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve the appointment of a part-time Overdose Prevention Coordinator (PT4) to Michelle Streetman with a start date of December 22, 2021 at \$20.95 an hour with a 90-day probationary period.

Mrs. Lucas expressed concern over Michelle living out of state and performing the requirements of this position one-hundred percent remotely, adding that it could set a precedent for hiring individuals who do not live in the state of Ohio. Jim Adams mentioned that Michelle has been an employee of CCPH since 2019 and has been working one hundred percent remotely for over a year. Mr. Adams added that hiring Michelle for this position is a special circumstance because Michelle has been performing many of the functions of this position already and has proven to this point that working remotely is a non-issue.

Mayor Bernabei suggested that CCPH reports back to the Board of Health in 60 days on Michelle’s performance in the new position. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

j. Appointment of a Full-Time Staff Sanitarian II (R5)

Mr. Wyatt moved and Mrs. Lucas seconded a motion to approve the appointment of a full-time Staff Sanitarian II (R5) to James Smiraldo with a start date of January 10th, 2022 at an annual salary of \$44,287.00 with a 90-day probationary period. A roll call to vote was taken:

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Dr. Hickman – Yes Mr. Wyatt – Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes
Motion carried unanimously.

Approve Recommendations of the Hearing Officer for December 15, 2021

Dr. Lakritz moved and Mrs. Lucas seconded a motion to approve the recommendations of the Hearing Officer for December 15, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes
Motion carried unanimously.

Approve 2022 Board of Health Schedule

Mr. Wyatt moved and Mrs. Lucas seconded a motion to approve the 2022 Board of Health meeting schedule. Dr. Lakritz requested that the September 2022 meeting be moved from September 26, 2022 to September 19, 2022.

Mr. Wyatt moved and Mrs. Lucas seconded a motion to amend the 2022 Board of Health meeting schedule so that the September 2022 meeting will be held on September 19, 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes
Motion carried unanimously.

Approve Resolutions

a. 2021-10: Amending Section 251.02 of the Canton City Health Code: License Fees

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve Resolution 2021-10, amending 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. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Abstained
Dr. Lakritz – Yes Mrs. Lucas – Yes
Motion carried with 3 votes yes and 1 abstention.

b. 2021-11: Amending Section 207.10 of the Canton City Health Code: Hours worked; compensatory time; overtime pay

Mrs. Lucas moved and Mr. Wyatt seconded a motion to approve Resolution 2021-11, amending section 207.10 of the Canton City Health Code to amend hours worked and overtime compensation for designated holidays. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes
Dr. Lakritz – Yes Mrs. Lucas – Yes
Motion carried unanimously.

c. 2021-12: Approving Wage and Salary Cost of Living Adjustments, Essential Worker Bonus, and COVID-19 Vaccination Bonus

Dr. Hickman moved and Mrs. Lucas seconded a motion to approve Resolution 2021-12, approving wage and salary cost of living adjustments, essential worker bonus, and COVID-19 vaccination bonus for Board of Health Employees. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve an Agreement to Pay up to \$21,330.00 to Richardson Compensation Consulting, LLC for an Evaluation of the Health Department’s Salary Structure Design, Job Evaluation, Merit Increase Analysis and Point Factor Design

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve an agreement to pay up to \$21,330.00 to Richardson Compensation Consulting, LLC for an evaluation of the Health Department’s salary structure design, job evaluation, merit increase analysis and point factor design. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Authorize a FY22 Contract with Jon Elias, MD as the Health Department’s Medical Director for \$14,700.00 for a Period of January 1, 2022 through December 31, 2022 (\$1,10.00 a Month Plus up to \$1,500.00 for Reimbursement for Travel and Training); Paid from Fund 7601 303001, Nursing Fund

Dr. Hickman moved and Dr. Lakritz seconded a motion to authorize a FY22 contract with Jon Elias, MD as the Health Department’s Medical Director for \$14,700.00 for a period of January 1, 2022 through December 31, 2022 (\$1,100.00 per month plus up to \$1,500.00 for reimbursement for travel and training); paid from Fund 7601 303001, Nursing Fund.

Dr. Lakritz expressed concern over Dr. Elias having been absent from the majority of recent Board of Health meetings, adding that she feels that there should be verbiage within the Medical Director’s contract which would require them to be present for these meetings. Jim Adams stressed that although Dr. Elias’ busy schedule has forced him to miss several Board meetings, he has always been readily available when needed and has fulfilled his duties as Medical Director admirably. Diane Thompson added that the pandemic has had a significant impact on Dr. Elias’ availability and he is making efforts to be present for Board meetings. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve a FY22 Agreement with LaToya Dickens-Jones to Provide Nurse Practitioner Services on an as Needed Basis for the Health Department from January 1, 2022 through December 31, 2022 at a Rate of \$35.48 per Hour not to Exceed \$2,128.80 (up to 60 hours); Paid from Fund 7601 303001, Nursing Fund

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve a FY22 agreement with LaToya Dickens-Jones to provide Nurse Practitioner services on an as needed basis for the Health Department from January 1, 2022 through December 31, 2022 at a rate of \$35.48 per hour not to exceed \$2,128.80 (up to 60 hours); paid from Fund 7601 303001, Nursing Fund. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve a FY22 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, 2022 through December 31, 2022; Paid from Fund 7601 301001, Administration/VS Fund

Mrs. Lucas moved and Dr. Hickman seconded a motion to approve a FY22 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 of January 1, 2022 through December 31, 2022; paid out of Fund 7601 301001, Administration/VS Fund. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve Agreements for the Stark County THRIVE Program for the period of January 1, 2022 to June 30, 2022 for a total of \$335,398.90 from the Ohio Department of Medicaid Funding for the following Grantees; Paid from Fund 2314, THRIVE Program

- a. **Access Health Stark County for the Community Health Worker Program for an Amount not to Exceed \$61,777.20**
- b. **Alliance Family Health Center for the Community Health Worker Program for an Amount not to Exceed \$40,998.44**
- c. **CommQuest for the Community Health Worker Program for an Amount not to Exceed \$15,260.29**
- d. **Community Legal Aid for the Health, Education, Advocacy and Law (H.E.A.L) Program for an Amount not to Exceed \$4,614.82**
- e. **Margaret B. Shipley Child Health Clinic for the Community Health Worker Program for an Amount not to Exceed \$21,596.48**
- f. **My Community Health Center for the Community Health Worker Program for an Amount not to Exceed \$63,358.82**
- g. **Stark County Department of Job & Family Services for the Community Health Worker Program and the Fatherhood Program Administrator \$38,202.00**
- h. **Stark County Health Department for the Community Health Worker Program for an Amount not to Exceed \$31,333.33**
- i. **Stark County Mental Health and Addiction Recovery for the Racial Equity, Implicit Bias and Cultural Competency Humility Programs for an Amount not to Exceed \$21,263.00**

- j. Stark Metropolitan Housing Authority for the Community Health Worker Program for an Amount not to Exceed \$23,949.03**
- k. YWCA of Canton for the Community Health Worker Program for an Amount not to Exceed \$13,045.49**

Mrs. Lucas moved and Mr. Wyatt seconded a motion to approve agreements for the Stark County THRIVE program for the period of January 1, 2022 to June 30, 2022 for a total of \$335,398.90 from the Ohio Department of Medicaid Funding for the above grantees; paid from Fund 2314, THRIVE program. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve the FY22 OEI Grant Application and Initial Budget in the Amount of \$322,375.00 with a Grant Period of January 1, 2022 to December 31, 2022 along with the following subgrantee:

- a. Stark County Health Department for an Amount not to Exceed \$19,375.00**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY22 OEI Grant Application and Initial Budget in the amount of \$322,375.00 with a grant period of January 1, 2022 to December 31, 2022 with the above subgrantee. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve an Agreement with Access Health Stark County to Pay up to \$50,000.00 for the Stark County THRIVE Payment Outcomes with a period of January 1, 2022 to December 31, 2022

Dr. Hickman moved and Mr. Wyatt seconded a motion to approve an agreement with Access Health Stark County to pay up to \$50,000.00 for the Stark County THRIVE Payment Outcomes with a period of January 1, 2022 to December 31, 2022.

Mayor Bernabei asked what additional services are being provided for the \$50,000.00. Dawn Miller explained that the money will be used to front outcome payments to Access Health Stark County in order to assist with their cash flow. Pat Wyatt expressed concern with fronting money to an agency that may be experiencing cash flow issues. Jim Adams suggested that the motion be tabled until the details are worked out.

Mrs. Lucas moved and Mr. Wyatt seconded a motion to withdraw the motion to approve the agreement with Access Health Stark County. Motion carried unanimously.

Dr. Lakritz moved and Mrs. Lucas seconded a motion to table the motion to approve the agreement with Access Health Stark County. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve the FY22 Early Intervention Services (EIS) Grant Application and Initial Budget in the Amount of \$115,740.00 with a Grant Period of April 1, 2022 to March 31, 2023

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the FY22 Early Intervention Services (EIS) Grant application and initial budget in the amount of \$115,740.00 with a grant period of April 1, 2022 to March 31, 2023. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve an Agreement with Wendy Monaghan for Interpretation Services for COVID Vaccination Clinics for a Period of January 1, 2022 to December 31, 2022 at \$23.00 an Hour not to Exceed 65 hours or up to \$1,495.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with Wendy Monaghan for interpretation services for COVID vaccination clinics for a period of January 1, 2022 to December 31, 2022 at \$23.00 an hour not to exceed 65 hours up to \$1,495.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Approve an Agreement with Alicia Rozenbom for Interpretation Services for COVID Vaccination Clinics for a Period of January 1, 2022 to December 31, 2022 at \$23.00 an Hour not to Exceed 65 hours or up to \$1,495.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve an agreement with Alicia Rozenbom for interpretation services for COVID vaccination clinics for a period of January 1, 2022 to December 31, 2022 at \$23.00 per hour not to exceed 65 hours or up to \$1,495.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Acceptance of Division Reports

a. **Nursing/WIC** – COVID vaccination clinics remain at full capacity. Almost all recent adult vaccinations have been boosters. Clinics will continue to be scheduled through January 2022.

WIC is currently experiencing issues with client EBT cards; Ohio WIC cards require clients to stop into WIC offices to reload cards, which is an inconvenience to the clients. WIC is hoping to switch to an online card reload system but may take at least a couple of years.

b. **Laboratory** – Nothing additional.

c. **OPHII/Surveillance** – Nothing additional.

d. **Vital Statistics** – Nothing additional.

- e. **Health Commissioner** – CCPH has been assigned two employees from the CDC Foundation. One of these employees will serve as a school liaison, working primarily with Canton City Schools to help with contact tracing and data management. The other employee is an epidemiologist who will be working remotely from Pittsburgh. Both employees will be working with CCPH for at least the next 6 months.

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

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

Motion carried unanimously.

Announcement of Next Meeting: Monday, January 24, 2022 at 12:00 PM

The next regular meeting of the Board of Health of Canton City Public Health will be Monday, January 24, 2022 at 12:00PM.

Adjourn

Dr. Hickman moved and Mrs. Lucas seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 2:01 PM.

President of the Board of Health

Secretary to the Board of Health

Date of Approval

- e. **Health Commissioner** – CCPH has been assigned two employees from the CDC Foundation. One of these employees will serve as a school liaison, working primarily with Canton City Schools to help with contact tracing and data management. The other employee is an epidemiologist who will be working remotely from Pittsburgh. Both employees will be working with CCPH for at least the next 6 months.

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

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Mrs. Lucas – Yes

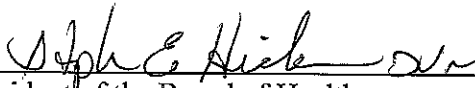
Motion carried unanimously.

Announcement of Next Meeting: Monday, January 24, 2022 at 12:00 PM


The next regular meeting of the Board of Health of Canton City Public Health will be Monday, January 24, 2022 at 12:00PM.

Adjourn

Dr. Hickman moved and Mrs. Lucas seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 2:01 PM.



President of the Board of Health



Secretary to the Board of Health

January 24, 2022
Date of Approval