



Board of Health Meeting
Monday, November 22, 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, November 22, 2021 at 12:01 PM with a quorum present.

A roll call found the following Board members present: Dr. Stephen Hickman, Patrick Wyatt, Dr. James Johns and Dr. Amy Lakritz. Cleo Lucas was present via Microsoft Teams and could not be 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.

Unfinished Business

Jim Adams mentioned three items from the October 2021 Board of Health meeting which required some form of further action or discussion.

The first item concerned the Early Intervention Grant (PREP) and the effectiveness of program outreach through the use of billboards. Mr. Adams explained that the use of billboards is one of the outreach methods recommended by the Ohio Department of Health (ODH). The budget for this outreach is reviewed and approved by ODH program staff.

The second item concerned a bill paid for \$5,000 in October for handouts as part of the Partners for a Healthy Baby Curriculum. Mr. Adams explained that this is used by community health workers as part of their training. In addition, there are Parent Handouts provided to the parents to promote continued learning.

The third and final item concerned flu clinics. Mr. Adams explained that Canton City Public Health primarily purchases private flu vaccine for the convenience of its travel clinic clientele; this needs to be purchased early in the year. He added that there has not been much demand from clients for the flu vaccine.

Approve October 25, 2021 Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Hickman seconded a motion to approve the October 25, 2021 Board of Health meeting minutes. Motion carried unanimously.

Approve November 10, 2021 Special Board of Health Meeting Minutes

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the November 10, 2021 special Board of Health meeting minutes. Sean Green pointed out an error in the minutes: Mrs. Lucas had been included in a motion, but had not been present for that meeting. Mr. Green stated that he will make this correction to the minutes. The Board agreed to approve the minutes with the correction made. Motion carried unanimously.

Approve List of Bills for \$518,702.17

Dr. Johns moved and Dr. Hickman seconded a motion to approve the list of bills totaling \$518,702.17. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Personnel

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a. UPDATED Full-time Laboratory Technician I (R4) Position Description

Dr. Hickman moved and Dr. Johns seconded a motion to approve the updated full-time Laboratory Technician I (R4) position description as presented. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

b. UPDATED Full-time Workforce Development Specialist (R4) Position Description

Dr. Hickman moved and Dr. Johns seconded a motion to approve the updated full-time Workforce Development Specialist (R4) position description as presented. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

c. UPDATED Full-time Administrative Specialist I (R2) Position Description

Dr. Hickman moved and Dr. Johns seconded a motion to approve the updated full-time Administrative Specialist (R2) position description as presented. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

d. NEW Full-time Community Health Equity Coordinator (R5) Position Description

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve the new full-time Community Health Equity Coordinator (R5) position description as presented.

Dr. Hickman moved and Dr. Lakritz seconded a motion to amend the previous motion to include agenda item 5.e. as part of the same motion. Agenda item 5.e. is a motion to approve the updated Vital Statistics/Administration Classification Schedule to add the full-time Community Health Equity Coordinator (R5). A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

For the approval of agenda items 5.d. and 5.e. a roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

e. Updated Vital Statistics/Administration Classification Schedule

This item was approved in the same motion as item d.

f. Approve Carryover from 2021 to 2022 Unused Vacation Days

Dr. Hickman moved and Dr. Lakritz seconded a motion to approve the following employees to carryover vacation days from 2021 to 2022 per section 2017.18 Vacations of the Canton Health Code:

Employee Name	Hours	Days	Employee Name	Hours	Days
Gibbs, Pamela	24	3	Henning, Christina	40	5
Thomas, Sarah	16	2	Trenger, Kelli	40	5
			Thompson, Diane	104	13

A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

g. Resignation of Christopher Brunner, EH Public Health Technician (PT1), Effective November 1, 2021

Dr. Lakritz moved and Dr. Johns seconded a motion to approve the resignation of Christopher Brunner, EH Public Health Technician (PT1), effective November 1, 2021. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

h. Appointment of a Part-time EH Public Health Technician (PT1)

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve the appointment of a part-time EH Public Health Technician (PT1) to Hunter Jepsen with a start date of December 6, 2021 at \$14.49 per hour with a 90-day probationary period. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

i. Appointment of a Full-time Laboratory Technician I (R4)

Dr. Hickman moved and Dr. Johns seconded a motion to approve the appointment of a full-time Laboratory Technician I (R4) to Jordan Mastrocola with a start date of November 30, 2021 at a salary of \$41,710.50 with a 90-day probationary period. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

j. Probationary Period Ending for Nancy Lopez, WIC Clinic Assistant (PT2), Retroactive to November 7, 2021

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Nancy Lopez, WIC Clinic Assistant (PT2), retroactive to November 7, 2021 with a pay raise of \$0.37 per hour and a new hourly rate of \$16.83. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

k. Probationary Period Ending for Megan Phillips, WIC Peer Helper (PT1), Retroactive to November 7, 2021

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Megan Phillips, WIC Peer Helper (PT1), retroactive to November 7, 2021 with a pay raise of \$0.33 per hour and a new hourly rate of \$14.82. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

l. Probationary Period Ending for Joshua Fontes, Recycling Center Manager (R3), Retroactive to October 31, 2021

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Joshua Fontes, Recycling Center Manager (R3), retroactive to October 31, 2021 with a pay raise of \$799.00 per year and a new annual salary of \$36,179.00. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

m. Probationary Period Ending for Bethany Perkowski, Staff Sanitarian II (PT5), Retroactive to October 31, 2021

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the probationary period ending for Bethany Perkowski, Staff Sanitarian II (PT5), retroactive to October 31, 2021 with a pay raise of \$0.51 per hour and a new hourly rate of \$23.22. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

n. Unpaid Leave of Absence for Christina Berardinelli, Staff Sanitarian I (R4), for up to 12 Weeks

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve an unpaid leave of absence for Christina Berardinelli, Staff Sanitarian I (R4), for up to 12 weeks. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Recommendations of the Hearing Officer for November 22, 2021

Mr. Wyatt moved and Dr. Johns seconded a motion to approve the recommendations of the Hearing Officer for November 22, 2021. A roll call to vote was taken:

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Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Early Payment of Invoices for December 2021 and January 2022

Dr. Hickman moved and Dr. Johns seconded a motion to approve the early payment of invoices for December 2021 and January 2022. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Discuss 2022 Proposed Budget

The Board discussed the 2022 proposed budget. No vote was made.

Approve Purchases/Services of the following items that are equal to or greater than \$5,000.00 (per resolution 2016-04) Retroactively:

a. Labor and Material for an Electrical Installation at the APC Marietta Site from Hilscher-Clarke Electric Company for an Amount not to Exceed \$6,000.00 (from APC Funds)

Dr. Johns moved and Dr. Hickman seconded a motion to approve the purchases/services of the above item. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Agreement from the Stark County Combined Health District to Receive up to \$230,000.00 for a FY22 Public Health Workforce Grant for a Period of September 1, 2021 through June 30, 2023

Dr. Lakritz moved and Dr. Hickman seconded a motion to approve an agreement from the Stark County Combined Health District to receive up to \$230,000.00 for a FY22 Public Health Workforce Grant for a period of September 1, 2021 through June 30, 2023. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve Partnership Agreement for Integrated Naloxone Access and Infrastructure Grant to Distribute Naloxone Under CCPH's Protocol, Effective November 3, 2021 with Annual Renewal Periods that will Automatically Renew Every Year with The Jesus Spot

Dr. Johns moved and Mr. Wyatt seconded a motion to approve a partnership agreement for Integrated Naloxone Access and Infrastructure Grant to distribute Naloxone under CCPH's protocol, effective November 3, 2021 with annual renewal periods that will automatically renew every year with The Jesus Spot.

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Dr. Johns moved and Mr. Wyatt seconded a motion to amend the previous motion to also include agenda item 13; item 13 is a motion to approve FY23 Integrated Naloxone Access and Infrastructure Grant with The Jesus Spot in the amount of \$1,000.00 for the period of November 3, 2021 to September 30, 2022 to distribute Naloxone kits. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

For the approval of agenda items 12 and 13, a roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve an Agreement with Asian Services in Action, Inc. for them to Provide Translation of Documents from English to Spanish at a Cost not to Exceed \$246.10

Dr. Lakritz moved and Mr. Wyatt seconded a motion to approve an agreement with Asian Services in Action, Inc. for them to provide translation of documents from English to Spanish at a cost not to exceed \$246.10. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Approve agreements with CareSource, Buckeye Health Plan, Paramount Advantage, UnitedHealthcare Community Plan of Ohio, Inc. and Molina Healthcare of Ohio to receive payments for the total amount of \$407,500.00 (combined for all 5 agreements) for the purpose of the implementation of the enhanced maternal health program targeting the reduction of infant mortality in Stark County [Department of Medicaid enhanced infant mortality funding] for the period of January 1, 2022 through June 30, 2022, Paid into Fund 2314, THRIVE Program

Dr. Johns moved and Dr. Hickman seconded a motion to approve agreements with CareSource, Buckeye Health Plan, Paramount Advantage, UnitedHealthcare Community Plan of Ohio, Inc. and Molina Healthcare of Ohio to receive payments for the total amount of \$407,500.00 (combined for all 5 agreements) for the purpose of the implementation of the enhanced maternal health programs targeting the reduction of infant mortality in Stark County [Department of Medicaid enhanced infant mortality funding] for the period of January 1, 2022 through June 30, 2022, paid into Fund 2314, THRIVE program. A roll call to vote was taken:

Dr. Hickman – Yes Mr. Wyatt – Yes

Dr. Lakritz – Yes Dr. Johns – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. Nursing/WIC** – Holding pediatric COVID vaccination clinics for children aged 5-11 on Wednesdays from 3:00pm to 6:00pm; roughly 90 vaccinations performed at each clinic. Adult clinics are being held every Thursday from 9:00am to 2:00pm; majority of vaccinations are now booster doses.
- b. Laboratory** – Nothing additional.
- c. Environmental Health** – Nothing additional.
- d. OPHII/Surveillance** – Nothing additional.
- e. Vital Statistics** – Nothing additional.
- f. Health Commissioner** – Today is National Public Health Thank You Day. Commissioner Adams thanked all Canton City Public Health staff for their extraordinary work.

A public meeting to discuss Republic Steel was held on November 16; meeting was well attended. From the meeting: A second monitoring site will be placed closer to residents in close proximity to the plant; the Ohio Department of Health will be doing a public health consultation; an adult blood lead screening will be conducted on December 8th.

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 Dr. Johns – Yes

Motion carried unanimously.

Announcement of Next Meeting: Wednesday, December 15, 2021 at 12:00 PM

The next regular meeting of the Board of Health of Canton City Public Health was originally scheduled for Monday, December 29, 2021 at 12:00 PM. Due to schedule conflicts, the Board discussed changing the meeting date.

Dr. Hickman moved and Mr. Wyatt seconded a motion to reschedule the next meeting to Wednesday, December 15, 2021. Motion carried unanimously.

Adjourn

Mr. Wyatt moved and Dr. Hickman seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:06 PM.

President of the Board of Health

Secretary to the Board of Health

Date of Approval