



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Board of Health Meeting

Monday, March 28, 2022 @ 12:00 PM – Board Room

Minutes

Call to Order and Roll Call

Dr. Stephen Hickman called to order the regular meeting of the Board of Health of Canton City Public Health (CCPH) on Monday, March 28, 2022 at 12:01 PM with a quorum present.

A roll call found the following Board members present: Dr. 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, Serena Draper Hendershot, Kaelyn Boyd, Jordan Mastrocola and Sade Tyson.

Introduction of New Staff

Jim Adams introduced Serena Draper Hendershot, Community Health Equity Coordinator, to the Board.

Amanda Archer introduced Kaelyn Boyd, Community Epidemiologist I, and Jordan Mastrocola, Community Health Educator, to the Board.

Dawn Miller introduced Sade Tyson, THRIVE Neighborhood Navigator, to the Board.

Unfinished Business

Jim Adams mentioned the THRIVE 2021 Stark County OEI Annual Report that was initially discussed during the January 2022 meeting and again at the February 2022 meeting. Mr. Adams informed the Board that Dawn Miller provided a strategic plan to address infant mortality in her THRIVE report for this meeting.

Approve February 28, 2022 Board of Health Meeting Minutes

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the February 28, 2022 Board of Health meeting minutes. Motion carried unanimously.

Salary Structure Study Update by Daniel Richardson

Jim Adams introduced Daniel Richardson of Richardson Compensation Consultants to the Board. Mr. Richardson is working with the health department to evaluate its salary structure and develop a point factor system. Mr. Richardson provided an update to the Board on the progress of the point factor system.

The Board requested that they be provided with copies of the second draft of the point factor design once it is completed and then meet informally to discuss prior to the scheduled April meeting. Jim Adams informed the Board that the second draft will be finished within the next couple of weeks and an informal meeting (potentially via Microsoft TEAMS) labeled as a “work session” will be scheduled for April 8, 2022 at 12:00pm.

Approve List of Bills - \$155,425.67

Mr. Wyatt moved and Mrs. Lucas seconded a motion to approve the list of bills totaling \$155,425.80. 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. Probationary Period Ending for Hunter Jepsen, EH Public Health Technician (PT1), Retroactive to March 6, 2022

Mrs. Lucas moved and Dr. Johns seconded a motion to approve the probationary period ending for Hunter Jepsen, EH Public Health Technician (PT1), retroactive to March 6, 2022 with a pay raise of \$0.33 an hour and a new hourly rate of \$14.82 per hour. 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 APC Engineering Technician II (R6)

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the appointment of a full-time APC Engineering Technician II (R6) to Kimberly Campbell with a start date of April 4, 2022 at an annual salary of \$60,769.44 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 APC Permitting & Compliance Supervisor (R7)

Dr. Johns moved and Mrs. Lucas seconded a motion to approve the appointment of a full-time APC Permitting & Compliance Supervisor (R7) to Carl Safreed with a start date of April 4, 2022 at an annual salary of \$62,219.58 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.

d. Accept Resignation of David McCartney, Early Intervention Specialist Navigator (R5), Effective April 14, 2022

Dr. Lakritz moved and Mrs. Lucas seconded a motion to accept the resignation of David McCartney, Early Intervention Specialist Navigator (R5), effective April 14, 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.

e. Accept Resignation of Nathan Sobczak, APC Engineer (R6) Effective April 7, 2022

Mrs. Lucas moved and Dr. Johns seconded a motion to accept the resignation of Nathan Sobczak, APC Engineer (R6), effective April 7, 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.

f. Approve Updated Position Descriptions for:

- 1) Full-time Staff Sanitarian III (R6), EH - Change to Environmental Health Specialist III
- 2) Part-time Staff Sanitarian II (PT5), EH - Change to Environmental Health Specialist II
- 3) Full-time Administrative Specialist III (R4), EH
- 4) Full-time Health Services Coordinator/DIS and LTC Supervisor (R6), Nursing
- 5) Part-time Dental Program Manager (PT4), Nursing
- 6) Full-time Director of Nursing (R8), Nursing
- 7) Full-time Early Intervention Specialist Navigator (R5), Nursing
- 8) Full-time Project Manager (R7), THRIVE – Change to THRIVE Project Director
- 9) Full-time Pathways HUB Manager (R5), THRIVE
- 10) Full-time WIC Dietitian III (R6), WIC

Dr. Johns moved and Mr. Wyatt seconded a motion to approve the above position descriptions. The Board suggested that the position description for Full-time Project Manager (R7), THRIVE be updated so that a relevant master's degree is required rather than just any master's degree. Jim Adams agreed to make these adjustments to the description. 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. Updated Position Classification Schedule for EH, THRIVE and Nursing

Mrs. Lucas moved and Mr. Wyatt seconded a motion to approve the updated Position Classification Schedule as presented for EH, Nursing and THRIVE. 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.

*At this time, Mrs. Lucas informed the other Board members that she would be leaving the meeting to tend to another commitment. Mrs. Lucas was excused from the meeting at 12:47 PM.

Approve Recommendations of the Hearing Officer for March 28, 2022

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

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

Motion carried unanimously.

Approve Agreements with the following Organizations for the Purpose of Increasing Stark County THRIVE Pathways HUB Community Health Workers Trained in COVID-19 Response in Stark County for the Period of September 1, 2021 through August 30, 2022 Paid Through a Grant from Healthcare Collaborative of Greater Columbus (Grant was approved by the Board on January 24, 2022)

- a. Access Health Stark County - \$37,844.00

Board of Health Minutes
March 28, 2022

Page (4)

- b. Alliance Family Health Center - \$8,080.00
- c. Margaret B. Shipley Child Health Clinic - \$10,440.00
- d. My Community Health Center - \$8,120.00
- e. Stark County Department of Job & Family Services - \$10,080.00
- f. Stark County Health Department - \$32,160.00
- g. YWCA of Canton - \$8,080.00

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve agreements with the above organizations for the purpose of increasing Stark County THRIVE Pathways HUB Community Health Workers trained in COVID-19 response in Stark County for the period of September 1, 2021 through August 30, 2022 paid through a grant from Healthcare Collaborative of Greater Columbus. A roll call to vote was taken:

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

Dr. Lakritz – Yes

Motion carried unanimously.

Approve Addendum for the Stark County THRIVE Program for the Period of January 1, 2022 through June 30, 2022 to Access Health Stark County for an Additional \$11,310.20 for a New Total of \$73,087.40 (Originally Approved December 15, 2021 for \$61,777.20)

Mr. Wyatt 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 Access Health Stark County for an additional \$11,310.20 for a new total of \$73,087.40. A roll call to vote was taken:

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

Dr. Lakritz – Yes

Motion carried unanimously.

Approve Addendum for the Stark County THRIVE Program for the Period of January 1, 2022 through June 30, 2022 to CommQuest for a Reduction of \$11,310.20 for a new Total of \$3,950.09 (Originally Approved December 15, 2021 for \$15,260.29)

Mr. Wyatt 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 CommQuest for a reduction of \$11,310.20 for a new total of \$3,950.09. A roll call to vote was taken:

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

Dr. Lakritz – Yes

Motion carried unanimously.

Acceptance of Division Reports

- a. **Nursing/WIC** – Began wound clinics for SWAP participants on March 18, 2022. Will be offering these services every Friday from 2:00pm – 3:30pm.
- b. **Laboratory** – Nothing additional.
- c. **THRIVE** – Dawn Miller provided a timeline for creating a long-term strategic plan to address infant vitality and maternal health issues.

Page (5)

- d. **Environmental Health** – A corrective plan for swimming pool inspections has been developed. A copy of the action plan will be provided to the Board.
- e. **Vital Statistics** – Nothing additional.
- f. **Health Commissioner** – Nothing additional.
- g. **Performance Management** – Nothing additional.

Mr. Wyatt moved and Dr. Lakritz 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

Motion carried unanimously.

Executive Session to Discuss the Compensation of a Public Employee

Dr. Lakritz moved and Dr. Johns seconded a motion to enter into executive session to discuss the compensation of a public employee; to include the attending Board of Health members and the Health Commissioner. A roll call to vote was taken:

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

Dr. Lakritz – Yes

Motion carried unanimously. The Board entered into executive session at 1:25 PM.

Return to Regular Session

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

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

Dr. Lakritz – Yes

Motion carried unanimously. The Board returned to normal session at 1:37 PM.

Announcement of Next Meeting: Monday, April 18, 2022 at 12:00 PM


The next regular meeting of the Board of Health of Canton City Public Health will be Monday, April 18, 2022 at 12:00PM.

Adjourn

Mr. Wyatt moved and Dr. Johns seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 1:38 PM.



President of the Board of Health



Secretary to the Board of Health

April 18, 2022

Date of Approval