



KENT CITY HEALTH BOARD MEETING  
Kent City Health Department  
201 E. Erie Street  
5:30 – 7:00 PM  
June 10, 2025



**MISSION:** Improving Kent City communities by promoting health, preventing disease, and connecting people to public health services.

**AGENDA**

1. ROLL CALL (1 minute)
2. MINUTES APPROVAL (5 minutes)  
May 13, 2025
3. OPEN COMMENTS/GUEST COMMENTS (3 minutes per guest)
  - A. Jalessa Caples, Accreditation Coordinator
4. REPORTS (20 minutes)
  - A. Statistical Report for May 2025- Joan Seidel
  - B. Health Department Report for May 2025- Joan Seidel
5. DISCUSSION ITEMS (15 minutes)
  - A. Mission, Vision, and Core Values
  - B. Health Commissioner Performance Appraisal
6. ACTION ITEMS (10 minutes)
  - A. Expenditures for May 2025
  - B. Addendum to Kent State MOU Epidemiology Contract
7. EXECUTIVE SESSION
8. ADJOURN MEETING

If you require assistance to attend this meeting, please contact the Health Department at (330) 678-8109.

CC: Health Board  
City Manager  
Clerk of Council

Health Staff  
File  
News Media

Post



Kent City Health Department  
201 E Erie St. 2<sup>nd</sup> Floor  
Kent, Ohio 44240  
BOARD OF HEALTH MEETING MINUTES  
May 13, 2025



**Board Members Present**

Louise Frederick, President  
Melissa Zullo, Vice-President  
Evan Howe  
Kazeem Adewole

**Absent**

Michelle Frederick  
Chris Hook

**Staff Present**

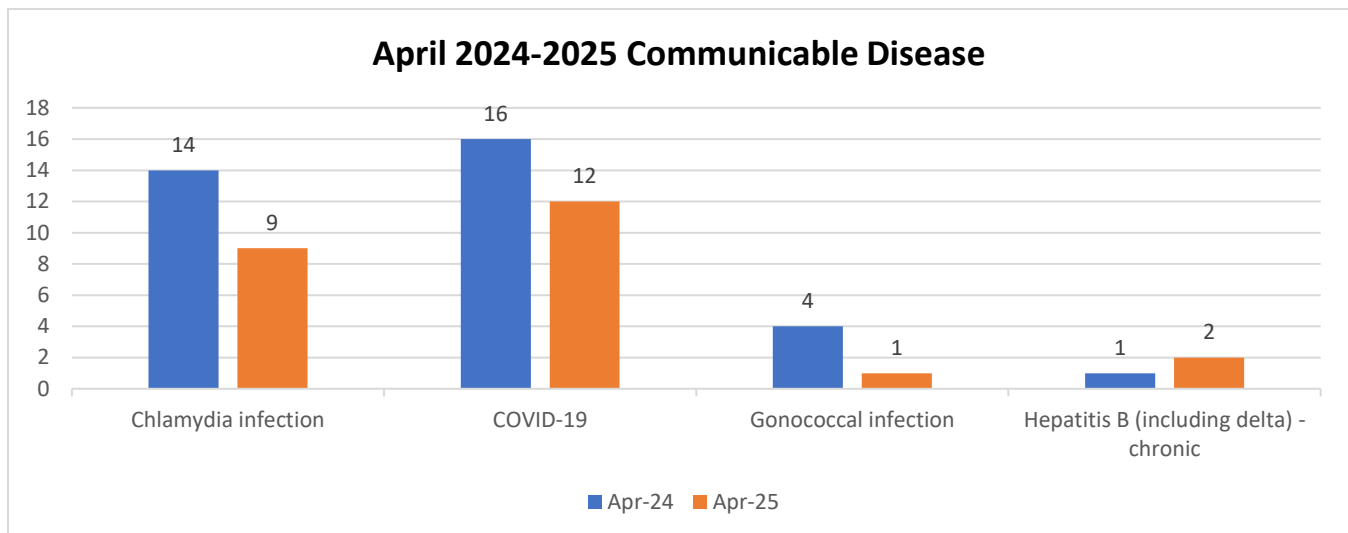
Joan Seidel  
Linda Grimm  
Jalessa Caples  
Dr. Angela DeJulius

Louise Frederick called to order the Kent City Health Board Meeting of May 13, 2025, at 5:37 pm.  
Joan Seidel called the roll: *Louise Frederick "here", Melissa Zullo "here", Evan Howe "here".*

**Reports (moved ahead due to awaiting a quorum):**

- A. Statistical Report April 2025 – Louise Frederick commented regarding the increase in Vital Statistics fees collected. Joan Seidel mentioned that the complaints included ones received concerning high grass, responding to Louise Frederick's inquiry.
- B. Health Dept. Report for April 2025, given by Kent City Health Commissioner- Joan Seidel
  - 1. Nursing Report
    - a. Communicable Disease –
      - i. Flu circulation is minimal in Ohio. No hospitalized cases in Kent. This season has been one of the deadliest for reported pediatric cases.
      - ii. No COVID hospitalizations. State has notified they will send their last shipment of free COVID test kits.
      - iii. Continue to work with Kent State regarding Measles preparedness.
      - iv. Continue to work on Epi contract with KSU.
  - 2. Community Outreach –
    - a. May 15 Mental Health & Recovery Board Paint and Practice Gratitude 1200-1400.
    - b. May 16 "All of Us" NIH funded Research recruitment 1000-1600.
    - c. May 31 Portage Metropolitan Housing Authority Resource Fair.
  - 3. Environmental
    - a. Food Service Organizations –
      - i. Katie's Corner, Wild Goats, & Battlegrounds complied with correcting all critical violations, so they are all licensed.
      - ii. KSU Eastway fire from Chagrill. Ansel system deployed when salt would have been adequate – training on response and routine grease cleaning needed.
    - b. Housing – Completing inspections, no other current issues.
    - c. Recreational Water and Campgrounds –
      - i. Lake Street Apartments pool is out of business.
      - ii. Eagles Landing is 2 years into plumbing renovation and still no plan review sent to state; Justin holding license.
      - iii. Province also on hold to open.
    - d. Body Art –
      - i. New establishment interested in using a rental property, currently a house across parking lot from The Pub. They want to rent out 6 spaces to independent artists.
    - e. Smoke Free Workplace – No updates.
    - f. Solid Waste and Water Quality –
      - i. EPA audited the water program, final report not yet available. This was under the Service Department, Eric invited for outflows, I was invited for septic.

- ii. Eric organized a cleanup with 10-12 volunteers for an encampment under the Haymaker Bridge. 3 dumpsters were filled. Person staying there had been arrested on another charge. Upon release he returned and started the encampment again.
- 4. Vital Statistics – No updates.
- 5. Grants –
  - a. EPA – We were not awarded this grant. Very disappointing after so many years of recognition from the state on our participation. The grant funding was cut and the competition increased. Probably County based although we have more population density than many counties.
  - b. HEAL – Lanika working on deliverables. Jalessa Caples updated the board on the status and information about the handouts ordered.
  - c. TOBACCO – Jalessa Caples reported quit kit handouts that include nicotine patches are now ready and confirmed that the next site visit is scheduled in June.
  - d. FDA – Justin working with interns to meet deliverables.
  - e. Americorps VISTAs – Last intern out of 5 onboarded to assist with outreach.
- 6. Accreditation – New published guidance being followed. Training for 4 scheduled at KSU in July.
- 7. Other –
  - a. Acella update postponed several times, robust discussion on the program at AHOC with multiple specific concerns about the ability to use across the state.
  - b. I will be attending a free conference in Columbus sponsored by Association of Professionals in Infection Control and Prevention (APIC) which is an infection prevention intensive with an EPI slant.
  - c. Attended Ohio Public Health Association Nurse section meeting in Columbus.
  - d. Awaiting news on re-appointment to Rare Disease Advocacy Committee by Gov. DeWine.



### 2024/2025 April Communicable Disease

| Communicable Diseases                   | Apr-24    | Apr-25    | Total     |
|-----------------------------------------|-----------|-----------|-----------|
| Chlamydia infection                     | 14        | 9         | 23        |
| COVID-19                                | 16        | 12        | 28        |
| Gonococcal infection                    | 4         | 1         | 5         |
| Hepatitis B (including delta) - chronic | 1         | 2         | 3         |
| <b>Total</b>                            | <b>35</b> | <b>24</b> | <b>59</b> |

Board member Kazeem Adewole was welcomed to the meeting upon his arrival at 5:40pm.

**Motion:** A motion to excuse Michelle Frederick and Chris Hook from the meeting was made by Evan Howe and seconded by Kazeem Adewole. The motion passed.

**Motion:** A motion to approve the minutes from the April 8, 2025 meeting was made by Melissa Zullo and seconded by Kazeem Adewole. With no objections, the motion passed.

**Action Items:**

A.

**Expenditures - April 2025**

|           |                              |                                               |             |
|-----------|------------------------------|-----------------------------------------------|-------------|
| 4/2/2025  | 4 Imprint                    | Logoed Promotional Handout Items (HEAL Grant) | \$4,831.19  |
| 4/2/2025  | Ohio Division of Real Estate | Burial Permit Fees Mar 2025                   | \$130.00    |
| 4/2/2025  | Treasurer, State of Ohio     | Vital Statistics Fees Jan-Mar 2025            | \$33,359.92 |
| 4/2/2025  | Treasurer, State of Ohio     | FSO Transmittal Fees Mar 2025                 | \$992.00    |
| 4/2/2025  | Treasurer, State of Ohio     | RFE Transmittal Fees Mar 2025                 | \$140.00    |
| 4/8/2025  | Amazon                       | #10 Window Envelopes, Ink Pads                | \$72.81     |
| 4/8/2025  | Staples                      | HP Printer Toner, Paper, Tape                 | \$499.41    |
| 4/8/2025  | Hometown Bank Card           | 100 USPS Priority Mail Prepaid Envelopes      | \$1,010.00  |
| 4/18/2025 | Billow Company               | Indigent Cremation 2025-2                     | \$1,000.00  |

**Motion:** A motion to approve the expenditures for April 2025 was made by Evan Howe and seconded by Melissa Zullo. The motion passed.

**Adjourn:**

**Motion:** A motion to adjourn the health board meeting was made by Kazeem Adewole and seconded by Evan Howe. The motion passed and the meeting was adjourned at 6:04 pm.

Approved:

\_\_\_\_\_  
Lousie Frederick, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joan Seidel, Secretary

\_\_\_\_\_  
Date



# KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT 2025

| HEALTH DEPT. \$ COLLECTED                       |              | May          | YTD 2025      | May-24       | YTD 2024      |
|-------------------------------------------------|--------------|--------------|---------------|--------------|---------------|
| Vital Statistics                                | \$           | 29,805.00    | \$ 138,201.00 | \$ 18,987.00 | \$ 101,678.68 |
| Retail Food Establishments                      | \$           | 180.00       | \$ 20,323.50  | \$ -         | \$ 20,563.50  |
| Food Service Operations                         | \$           | 2,230.00     | \$ 90,098.06  | \$ 2,495.00  | \$ 84,646.13  |
| Recreational Water- Pools & Spas                | \$           | 1,360.00     | \$ 11,890.00  | \$ 2,838.75  | \$ 12,463.75  |
| Housing                                         | \$           | 13,552.00    | \$ 36,509.50  | \$ 3,621.25  | \$ 35,821.25  |
| Body Art Establishments                         | \$           | -            | \$ 1,500.00   | \$ -         | \$ 1,350.00   |
| Solid Waste Haulers                             | \$           | 600.00       | \$ 950.00     | \$ 550.00    | \$ 1,150.00   |
| Tobacco Retail Establishments                   | \$           | 2,840.00     | \$ 13,340.00  | \$ -         | \$ 1,600.00   |
| Trash Ticketing                                 | \$           | 20.00        | \$ 90.00      | \$ -         | \$ 170.00     |
| Smoke-Free Investigation                        | \$           | -            | \$ 525.00     | \$ -         | \$ -          |
| Nat'l Env. Health Assoc.- FDA Grant             | \$           | -            | \$ 19,000.00  | \$ -         | \$ 5,000.00   |
| Tobacco Use Grant                               | \$           | -            | \$ 21,400.00  | \$ -         | \$ 9,550.00   |
| EPA Grant for Vector Control                    | \$           | -            | \$ -          | \$ -         | \$ -          |
| COVID Grants                                    | \$           | -            | \$ 75,000.00  | \$ -         | \$ -          |
| Workforce Development Grant                     | \$           | -            | \$ -          | \$ -         | \$ 24,804.17  |
| Healthy Eating & Active Living (HEAL) Grant     | \$           | -            | \$ 3,750.00   | \$ -         | \$ 5,000.00   |
| Falls-Staying Active & Independent (SAIL) Grant | \$           | -            | \$ -          | \$ -         | \$ -          |
| Americorps (VISTA) Grant                        | \$           | 5,451.97     | \$ 27,487.17  | \$ 6,666.18  | \$ 24,887.15  |
| State Subsidies                                 | \$           | -            | \$ 17,781.31  |              | \$ 15,870.12  |
| Medicaid Administrative Claiming                | \$           | 7,668.34     | \$ 16,296.45  | \$ -         | \$ 8,788.88   |
| Nurse Clinic                                    | \$           | 121.83       | \$ 4,511.86   | \$ 591.60    | \$ 770.16     |
| Miscellaneous:                                  | Other        | \$ -         | \$ -          | \$ 8.80      | \$ 130.30     |
|                                                 | Copy Fees    | \$ 6.00      | \$ 31.00      | \$ -         | \$ -          |
|                                                 | Mailing Fees | \$ 810.00    | \$ 3,903.00   | \$ -         | \$ 923.80     |
| TOTAL COLLECTED                                 |              | \$ 64,645.14 | \$ 502,587.85 | \$ 35,758.58 | \$ 355,167.89 |
| TO STATE                                        |              |              |               |              |               |
| Vital Statistics                                | \$           | -            | \$ 62,498.08  | \$ -         | \$ 63,914.24  |
| Burial Permit Fees                              | \$           | 97.50        | \$ 502.50     | \$ 122.50    | \$ 690.00     |
| Retail Food Establishments                      | \$           | -            | \$ 1,092.00   | \$ -         | \$ 1,288.00   |
| Food Service Operations                         | \$           | 84.00        | \$ 4,012.00   | \$ 84.00     | \$ 3,962.00   |
| Recreational Water- Pools & Spas                | \$           | 160.00       | \$ 1,340.00   | \$ 295.00    | \$ 1,420.00   |
| TOTAL                                           | \$           | 341.50       | \$ 69,444.58  | \$ 501.50    | \$ 71,274.24  |
| TOTAL ASSETS                                    |              | \$ 64,303.64 | \$ 433,143.27 | \$ 35,257.08 | \$ 283,893.65 |

# KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT Continued

|                                  | May       | YTD 2025   | May-24    | YTD 2024   |
|----------------------------------|-----------|------------|-----------|------------|
| <b>PERMIT/License</b>            |           |            |           |            |
| Retail Food Establishments       | 1         | 40         | 0         | 46         |
| Food Service Operations          | 6         | 151        | 3         | 144        |
| Food Service Operations- Vending | 0         | 6          | 0         | 7          |
| Recreational Water- Pools & Spas | 2         | 17         | 3         | 19         |
| Housing                          | 30        | 111        | 23        | 111        |
| Body Art Establishments          | 0         | 2          | 0         | 3          |
| Solid Waste Haulers              | 12        | 19         | 7         | 19         |
| Tobacco Retail Establishments    | 2         | 24         | 0         | 0          |
| <b>TOTAL</b>                     | <b>53</b> | <b>370</b> | <b>36</b> | <b>349</b> |

|                         |                                                       |              |              |       |       |
|-------------------------|-------------------------------------------------------|--------------|--------------|-------|-------|
| <b>MOSQUITO CONTROL</b> | <i>(Information not available at time of report.)</i> |              |              |       |       |
|                         | <b>Intern</b>                                         | <b>Staff</b> | <b>Total</b> |       |       |
| Surveillance Hours      | 0.0                                                   | 0.0          | 0.0          | 103.0 | 126.0 |
| Larvicide Hours         | 0.0                                                   | 0.0          | 0.0          | 2.0   | 16.5  |
| Adulticide Hours        | 0.0                                                   | 0.0          | 0.0          | 18.5  | 30.5  |
| Office Hours            | 0.0                                                   | 0.0          | 39.3         | 0.0   | 17.0  |
| Sites Visited           |                                                       | 0            | 0            | 48    | 48    |

|                   |                 |    |    |    |    |
|-------------------|-----------------|----|----|----|----|
| <b>COMPLAINTS</b> |                 |    |    |    |    |
|                   | <b>Received</b> | 13 | 55 | 14 | 71 |
|                   | <b>Abated</b>   | 13 | 55 | 14 | 71 |

|                             |                                                       |   |     |    |     |
|-----------------------------|-------------------------------------------------------|---|-----|----|-----|
| <b>COMMUNICABLE DISEASE</b> | <i>(Information not available at time of report.)</i> |   |     |    |     |
|                             |                                                       | 0 | 159 | 37 | 346 |

|                                 |       |   |   |   |   |
|---------------------------------|-------|---|---|---|---|
| <b>IMMUNIZATIONS- COVID</b>     |       | 0 | 0 | 0 | 7 |
|                                 | Child | 0 | 0 | 0 | 0 |
|                                 | Adult | 0 | 0 | 0 | 7 |
| <b>IMMUNIZATIONS- INFLUENZA</b> |       | 0 | 3 | 0 | 4 |
|                                 | Child | 0 | 3 | 0 | 0 |
|                                 | Adult | 0 | 0 | 0 | 4 |
| <b>IMMUNIZATIONS- OTHER</b>     |       | 0 | 0 | 0 | 2 |
|                                 | Child | 0 | 0 | 0 | 0 |
|                                 | Adult | 0 | 0 | 0 | 2 |

| VITAL STATISTICS- Certified Copies Issued |     |      |     |      |
|-------------------------------------------|-----|------|-----|------|
| Birth Certificates                        | 749 | 2774 | 269 | 1498 |
| Death Certificates                        | 486 | 2811 | 516 | 2557 |