



KENT CITY HEALTH BOARD MEETING
Kent City Health Department
201 E. Erie Street
5:30 – 7:00 PM
August 12, 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)
July 8, 2025
3. OPEN COMMENTS/GUEST COMMENTS (3 minutes per guest)
 - A. Jalessa Caples, Accreditation Coordinator
4. REPORTS (20 minutes)
 - A. Statistical Report for July 2025- Joan Seidel
 - B. Health Department Report for July 2025- Joan Seidel
5. DISCUSSION ITEMS (15 minutes)
 - A. Housing needs
 - B. Ideas from Board for the department
6. ACTION ITEMS (15 minutes)
 - A. Expenditures for July 2025
 - B. Approval of three new policies
7. EXECUTIVE SESSION matters pertaining to personnel
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. 2nd Floor
Kent, Ohio 44240
BOARD OF HEALTH MEETING MINUTES
July 8, 2025

Board Members Present

Melissa Zullo, Vice-President
Evan Howe
Chris Hook
Kazeem Adewole

Absent

Louise Frederick
Michelle Frederick

Staff Present

Joan Seidel
Linda Grimm
Jalessa Caples
Dr. Angela DeJulius

Guests

Dominique Bollenbacher

Melissa Zullo called to order the Kent City Health Board Meeting of July 8, 2025, at 5:36 pm.

Joan Seidel called the roll: *Melissa Zullo "here", Kazeem Adewole "here" Evan Howe "here", Chris Hook "here"*.

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

Motion: A motion to approve the minutes from the June 10, 2025 meeting was made by Evan Howe and seconded by Chris Hook. The motion passed.

Open Comments: Jalessa Caples reported finishing the Tobacco Grant. Community Engagement Coordinator Dominique Bollenbacher introduced herself and shared her roles within the city of Kent.

Reports:

- A. Statistical Report June 2025 – Chris Hook inquired regarding the increases in Vital Statistics. Joan Seidel mentioned the elevated numbers are due to the ongoing state changes.
- B. Health Dept. Report for June 2025, given by Kent City Health Commissioner- Joan Seidel
 1. Nursing Report
 - a. Communicable Disease –
 - i. One resident was hospitalized with Rocky Mountain Spotted Fever. They were admitted for other issues, had not traveled, & did not recall a tick bite, but the Hospitalist drew broad set of labs due to symptom presentation. Case was difficult to reach because of other ongoing health needs. Spoke with Lab and Hospitalists. Hospitalists only treat while in-patients did not want the case lost to follow up. Once contacted the case was set up to be seen at Access Family Services.
 - ii. Concern with a Kent resident who had troubling symptoms and was admitted to hospital. An out of state parent called to share concerns of symptoms and possible diagnoses, case was under the care of an Infectious Disease Specialist. Had several negative/non-reactive test results concerning for West Nile since they live in the area that had a positive WNV pool. We never received any notice from ODRS so we could not follow up since those diseases guide our investigations. Eric did a barrier spray on their property at the resident's request.
 - iii. Epinet alert for suspect measles case in Portage County not our jurisdiction, but we want to stay prepared. Later found to be negative.

- iv. Summit County resident wanted Mantoux read, which appeared positive. She then presented a letter stating that she was treated for latent TB in the past and should never have Mantoux again. She was attempting to obtain a job in the medical field and that office ordered Mantoux to be planted. The planting facility did not want to read it. Shared that she should obtain a CXR, possibly an IGRA for this evaluation and follow the letter stating no further Mantoux.
 - v. Sara obtained temporary housing for a resident going through a situational and medical crisis, had set up camp under the bridge. Hopefully they can get a permanent solution.
2. Community Outreach –
- a. Heritage Fest 7/5/25
 - b. Rough Riders Read 7/12/25
 - c. Movie nights 7/15, 8/14
 - d. Pop-up Pantry 7/23/25 from 1230-1430
3. Environmental
- a. Food Service Organizations –
 - i. AOHC sent a letter to ODH regarding the functional problems with Acella. They requested and met with Dr. Vanderhoff. Specific concerns were presented. As a result, Acella is being revised for defects that should have been in place upon release, and enhancements, which are items that were not included in the initial purchase. ODH working on specific needs for their agency. Some updates were supposed to be in place before the end of June, others will be rolled out as completed.
 - ii. Justin shared concerns with BiBiBop. Corporate wants conformity with other facilities, but the footprint of this facility does not accommodate their full menu. Some issues are being resolved such as rebuilding torn out wall. Others, if not resolved, may need to be brought to the Board for review and decisions. Justin had a follow up on 7/1/25 and they were much improved. Justin will go back in with Kent Fire on their next visit to ensure no back sliding.
 - iii. Magdalena's had 30-day review opened on 7/1/25. Evidently, they were serving gelato out the pass-through window without approval prior to their opening date.
 - iv. Madcap brewery closed. Lee Angelos is still operating on site until the location at University Plaza is renovated. They have started demo at the new location but have not submitted plans yet.
 - v. Madcap facility will be repurposed for dairy bacteria culturing. Concern where milk waste will be deposited.
 - vi. KSU is going to try re-fillable drink cups for fountain drinks only. Pepsi is supporting the trial. Effort to decrease waste.
 - vii. Several small mobile events. One went well except for long arrival wait time. The other was not processed because the mobile did not turn in the application prior to the deadline of 10 days prior to the event.
 - b. Housing –
 - i. Franklin Mills Apartments had an issue with water shut off. Plumber fixing tub found leak with back flow preventer and so removed. Ongoing issues caused the City to get involved and water was shut off 6/27/25. Bottles of water were brought over by the city for drinking, but there was no access to toilets or showers. Health Commissioner was notified 6/29/25 when it was clear the problem could not be repaired and the apartment with 8 units remained without water. Temporary condemnation was instituted. Concern for plumber being unlicensed in the city, concern for water contamination with back flow removal. After repair water needed retested. Property manager put most up at a hotel, some went with family or friends. Service worked with Building department to obtain required permits, water was restored, tested and passed on 7/2/25. Condemnation was removed and residents returned 7/2/25.
 - ii. Service opportunity received from a multi-property landlord, who in the past we have had very good working relations. Their licensing paperwork was not received as expected and were contacted to see if there were any problems. The owner assured they would call to

obtain a copy, evidently, they never called. By the time it was sorted out it was past the deadline. They did not ask late fee to be returned but were disappointed in the process.

Kyle has marked his calendar for follow up in 2026 so there is no chance of a late fee.

Ultimately it is the property owner's responsibly to ensure they have the proper paperwork, and it is submitted on time.

- iii. Update on a complaint of a resident hoarding items including feces. APS came out and the resident is under behavioral health care.
- c. Recreational Water and Campgrounds –
 - i. Justin is working on pool license inspections.
- d. Body Art –
 - i. Kent Tattoo at Franklin Ave opened. (See Mayor's TikTok) Justin only licensed the downstairs disturbed the building does not have an elevator or ramps to access second floor and so is not ADA accessible. Building Inspector licensed it with only an upstairs bathroom, stating that accessibility is evident because one restroom exists, we discussed that accessibility means all can use and adaptations are offered to accommodate all needs.
- e. Smoke Free Workplace –
 - i. Compliance for smoking at PARTA/ UH PMC bus stops. Justin shared with Cuyahoga County since UH as system also follows SFW. No notice was sent to PARTA, because they are not in charge of bus stops at UH PMC properties.
 - ii. BW3 follow up showed no violations on 3 separate visits. Justin spoke with manager he stated he did not know vaping was not allowed and was letting his employees vape on shift.
- f. Solid Waste and Water Quality –
 - i. Eric shared concerns with a building located near the river that was involved with a fire and is currently abandoned. Concern for possible health violations and outflow violations with pooling water in basement. Eric is working on a document listing health violations that will be incorporated with Fire and Community Development compliance issues into a document that will be sent to the property owner asking for a timeline to remediate.
 - ii. Eric also noted that another property that is river adjacent has a sewer line combined with storm water drain and so raw sewage is being released into the river. City Departments are working on evaluating extent of problem.
- g. Vector Control –
 - i. Very Proud of staff who proactively did a barrier spray at Al Lease Park due to aggressive mosquitoes and Movie night coinciding. The following week ODH notified us that a pool from Al Lease tested positive for West Nile. Next sample tested negative with ¼ the number of mosquitos caught.
 - ii. I would really like to implement tick drags, but right now do not have resources mostly staffing to do. The state offers limited free supplies each Spring but need staff plus volunteers to accomplish.
4. Vital Statistics – The city will be posting the vacant Administrative Assistant position, no additional updates.
5. Grants –
 - a. HEAL – Can openers were delivered and are being dispersed through KSS. Jalessa Caples displayed one of the wheeled grocery carts. Awaiting insulated bags. Leftover and usable ice packs from vaccine shipments will be repurposed for use.
 - b. TOBACCO – Jalessa Caples had mentioned completion of the grant in June.
 - c. FDA – Justin working with interns to meet deliverables.
 - d. Americorps VISTAs – Pride month partnership with The Kent Stage went well. Community Outreach intern attending various events.
6. Accreditation –
 - a. Program at KSU in June, Jalessa, Lanika, and myself attended. This should help with PHAB and QI in general and even strategic plan. Jalessa Caples mentioned doing a Clear Impact demo.
7. Other –

- a. Several dog bites, typical of this time of year. One wanted the dog to be put down or labeled as vicious. Kent Police handled, we only interact as far as vaccines for the bitten and the biter.
- b. Tobacco Retail Licensing- The Law Director reported the court ruling allows the program to continue.
- c. South End Health Fair 6/21- Melissa Zullo inquired regarding the outcome and Joan Seidel mentioned it was good overall.

Discussion Items:

A. HEAL Grant Purchases- Jalessa Caples spoke about the items mentioning they will be used at the Farmers Market, Pop-Up Pantry, and Kent Social Services.

B. Health Commissioner Performance Appraisal- moved by Joan Seidel to Executive Session.

Action Items:

A.

Expenditures - June 2025

6/2/2025	Billow Company	Indigent Cremation 2025-4	\$1,000.00
6/2/2025	Ohio Division of Real Estate	Burial Permit Fees May 2025	\$97.50
6/2/2025	Treasurer, State of Ohio	FSO Transmittal Fees May 2025	\$84.00
6/2/2025	Treasurer, State of Ohio	Swimming Pool/Spa Transmittal Fees May 2025	\$160.00
6/4/2025	Staples	File Folders, Paperclips, Cardstock, Rubberbands, ChairMat, Hand	\$192.32
6/5/2025	National Restaurant Assoc. Solutions	ServSafe Managers Certification Online Course	\$212.50
6/5/2025	Kent City Health Department	Petty Cash Receipts- Bug Spray, Magnets, Vaccine Return Shipping Fee	\$51.00
6/11/2025	Permitium LLC	Reimbursement for Mar '25 Online Vital Statistics Transaction	\$24.00
6/18/2025	Kent Area Chamber of Commerce	Heritage Fest Booth Registration Fee	\$75.00
6/26/2025	Amazon	Collapsible Wagon, Dolly Cart, Grocery Carts (HEAL Grant)	\$2,662.68
6/30/2025	Billow Company	Indigent Cremation 2025-5	\$1,000.00

Motion: A motion to approve expenditures for June 2025 was made by Evan Howe and seconded by Kazeem Adewole. The motion passed.

B.

Encumbrance - June 2025			*Indicates Blanket PO
6/2/2025	Ryan Staffing	Intern, Mosquito Control	* \$5,000.00

Motion: A motion to approve the encumbrance for June 2025 was made by Chris Hook and seconded by Evan Howe. The motion passed.

C. Public Health Nuisance

Motion: A motion to approve the temporary condemnation of 8 units at 960 Silver Meadows Blvd. on June 29, 2025 as warranted by Joan C. Seidel RN, Kent City Health Commissioner was made by Chris Hook and seconded by Evan Howe; followed by a voice vote, roll call: *Melissa Zullo "YES", Chris Hook "YES", Evan Howe "YES", Kazeem Adewole "YES"*. With no objections, the motion carried.

KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT Continued

	July	YTD 2025	Jul-24	YTD 2024
PERMIT/License				
Retail Food Establishments	1	41	2	49
Food Service Operations	4	165	3	159
Food Service Operations- Vending	0	6	0	7
Recreational Water- Pools & Spas	0	17	0	19
Housing	39	197	40	196
Body Art Establishments	0	3	0	3
Solid Waste Haulers	0	23	0	20
Tobacco Retail Establishments	1	25	1	13
TOTAL	45	477	46	466

MOSQUITO CONTROL

	Intern	Staff	Total		
Surveillance Hours	51.8	16.0	181.3	153.5	463.5
Larvicide Hours	0.0	24.5	77.0	14.5	53.5
Adulticide Hours	4.5	19.5	39.50	42.3	76.8
Office Hours	0.0	0.0	39.3	3.0	23.0
Sites Visited		127	254	142	285

COMPLAINTS

Received	13	73	9	83
Abated	13	73	9	83

(Information was not available at time of report.)

COMMUNICABLE DISEASE	0	187	30	408
-----------------------------	---	-----	----	-----

IMMUNIZATIONS- COVID

	0	0	0	7
Child	0	0	0	0
Adult	0	0	0	7

IMMUNIZATIONS- INFLUENZA

	0	3	0	6
Child	0	3	0	0
Adult	0	0	0	6

IMMUNIZATIONS- OTHER

	0	0	0	2
Child	0	0	0	0
Adult	0	0	0	2

VITAL STATISTICS- Certified Copies Issued

Birth Certificates	498	3969	247	2017
Death Certificates	455	3736	457	3468