



KENT CITY HEALTH BOARD MEETING  
Kent City Health Department  
201 E. Erie Street  
5:30 – 7:00 PM  
May 12, 2026



**MISSION:** Healthy people, Thriving Community, and a Safe Environment.

AGENDA

1. ROLL CALL (1 minute)
2. MINUTES APPROVAL (5 minutes)  
No meeting in April
3. OPEN COMMENTS/GUEST COMMENTS (3 minutes per guest)
4. REPORTS (20 minutes)
  - A. Statistical Report for April – Jalessa Caples
  - B. Health Department Report for April – Jalessa Caples
5. DISCUSSION ITEMS
  - A. Pop-up Pantry
  - B. Proposed increase in AOHC dues
  - C. Mosquito Grant and how to proceed
  - D. Moving July Board Meeting
6. ACTION ITEMS (15 minutes)
  - A. Expenditures and Encumbrances February, March and April 2026
  - B. Voting for Board of Health President and Vice-President
  - C. Voting on revised Board of Health Bylaws
  - D. Voting for Jalessa Caples to become Agency Head, Agency Financial Head, and Program Director in GMIS for the Work Force Grant
  - E. Voting for approval of Joan Seidel's retirement
  - F. Voting for approval of Jalessa Caples as Interim Health Commissioner
  - G. Vote to allow Jalessa Caples as Interim Health Commissioner and Kyle Kelly Sanitarian to be representative and alternate for the Public Entities Pool of Ohio (PEP)
  - H. Vote to sign Interim Compensation Memo and Status Form
7. EXECUTIVE SESSION -Personnel with HR Director
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  
February 10, 2026



**Board Members Present**

Melissa Zullo, Vice-President  
Chris Hook  
Evan Howe  
Lyndsay Nowak

**Absent**

Louise Frederick, President  
Michelle Frederick  
Angela DeJulius

**Staff Present**

Joan Seidel  
Ashley Beavers  
Kyle Kelly

**Guests**

Jennifer Cunningham-Minnick  
Brandi Talley  
Andrew Salib

Melissa Zullo called to order the Kent City Health Board Meeting of February 10, 2026, at 17:34 pm. Melissa Zullo called the roll: *Louise Frederick "absent", Chris Hook "here", Evan Howe "here," Lyndsay Nowak "here", Michelle Frederick "absent"*.

**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 January 13, 2026, meeting as read was made by Evan Howe and seconded by Chris Hook. The motion passed.

**Open Comments:** Introductions were shared by guests Jennifer Cunningham-Minnick and Kyle Kelly.

**Discussion:**

A. Housing:

- a. Jennifer Cunningham-Minnick from Student Legal Services at Kent State University presentation
  - i. Questions/Discussion
    1. Melissa Zullo is interested if this service is only for KSU? Yes, only KSU main campus.
    2. Jennifer mentioned they only handle misdemeanors, no felonies.
    3. Melissa Zullo is interested in how this is being advertised; mentions social media, freshman orientations, campus tours, housing fairs, Jennifer is open to suggestions on other ways for students to learn of this service.
    4. Chris Hook is interested in top emerging trends; Jennifer says international students buying cars and having troubles with dealerships/contracts, underage consumption, security deposits and rental repair issues.

- b. Kyle Kelly REHS from Kent City Health Department presentation on housing
  - i. Questions/Discussion
    - 1. No change in fees since 2014, however, may need re-evaluated soon as expenses are increasing.
    - 2. Kyle answered questions on the differences between Community Development and the Health Dept inspections/programs.
    - 3. Kyle is interested in learning ways we can get the word out about our programs.

### Reports:

- A. Statistical Reports for January 2026 – no discussion
- B. Health Dept. Report for January 2026, given by Kent City Health Commissioner- Joan Seidel
  - 1. Nursing Report
    - i. Communicable Disease –
      - a) One hospitalized flu.
      - b) One Campylobacter case, Sara did follow up.
      - c) Met with Majestic for a complaint on a resident's wound that required transported to CCF, getting more paperwork to review case, needs follow up.
      - d) Kent Ridge has a lot of calls/transport, may be due to agency hires, LPNs and no RNs making them limited assessment of resident health status. Want to be a resource. KFD wants to be available but is tied up with nonurgent transport calls that could with a standard ambulance service. Also hospice needs to be involved in their cases because often the decline is a part of end of life process.
      - e) Local Public Health is a liaison to ODH who has authority over Assisted Living and Skilled facilities. ODH wants locals to investigate first and then report up as warranted. ODH wants us to look into these cases, including chart review.
      - f) Still providing Flu vaccines although interest seems to be slowing.
    - 2. Community Outreach –
      - i. On February 3<sup>rd</sup>, Sara, Lanika, and Joan volunteered for the Point in Time (PIT) count of unhoused in Portage County. There was bad weather so many were finding shelter in warming centers.
      - ii. Community BP screens Sara provides at Kentway and Tower 43, Joan providing at City Hall and Kent Free Library. Various dates throughout the month.
    - 3. Environmental
      - i. Food Service Organizations –
        - a) Concerns about undercooked chicken at Eastway. Jason following up. This seems to return periodically perhaps as student employees rotate in and out.

- b) Blacktail event space having difficulties understanding appliances must be listed on the plan review, no sterno for heating per Kent Fire allowed and they cannot simply state each caterer will supply their own appliances.
  - c) Thunderstruck Donuts met all criteria for opening and are legitimately operating.
- ii. Housing –
- a) Indian Valley had a sewage back up. Repairs were made, found a children’s toy and “flushable wipes.” Jason and Kyle followed up on, it was alarming that contracted cleaning crew disposed of the dirty mop water on the lawn and sidewalks of the building. Followed up with property management and will be keeping an eye on this concern.
- iii. Recreational Water and Campgrounds – No updates
- iv. Body Art – No Updates
- v. Smoke Free Workplace – No updates
- vi. Solid Waste and Water Quality – No updates
- vii. Vector Control – No updates
- viii. Nuisance complaints- No updates
4. Vital Statistics –
- i. Ashley checking in with State regarding excess of old security paper on hand. Hopefully there may be a mechanism to return full and half boxes for some percentage of cost.
  - ii. OVRS is running more smoothly, funeral homes are getting more comfortable with the new program.
5. Grants –
- i. HEAL –Grant was awarded to PCHD this year. We will submit again next year and prepare for Farm to Table Grant.
  - ii. FDA – Because we are well along, we decided to attempt reapplication for the next cycle.
  - iii. AmeriCorps VISTAs – 3 interns current.
  - iv. EPA Grant - Eric submitted for mosquito control.
6. Accreditation –
- i. Met with Bob Walker as there were PHEP related documents he has that can be used for reaccreditation.
7. Other –
- i. Initial meetings for the Tyler Permitting build scheduled. Staff are very stressed with workload. Concerning that now CD has gone live the platform is not working as anticipated. Evidently IT is working to fix the known issues.

- ii. May want to consider OPHA program for interim REHS placement during Jason's FMLA (2 months) when we may be down to one REHS.
- iii. Bob Walker shared that KCHD has been failing the OPHCS alerts. When combined with PCHD there is still a passing level. PHEP funds are tied to passing. The majority of the failures are with Board members.

### **Action Items:**

#### **A. January 2026 Expenditures and Encumbrances**

<b>Expenditures - January 2026</b>			
1/5/2026	Local Public Health Services Colab, LLC	2026 Membership Dues	\$9,500.00
1/5/2026	NALBOH	2026 Membership Dues	\$250.00
1/5/2026	Ohio Division of Real Estate	Burial Permit Fees December 2025	\$1,007.00
1/8/2026	Treasurer, State of Ohio Dept of Health	Security Paper	\$8,564.00
1/14/2026	Hummel Funeral Homes	Indigent Cremation 2026-1	\$1,000.00
1/21/2026	Treasurer, State of Ohio	Vital Statistics Feeds Oct-Dec 2025	\$23,714.00
1/28/2026	HS Govtech	EHS (HealthSpace) Annual Licenses- 5 Users 2026	\$1,500.00
1/28/2026	Amazon	Utility Carts (HEAL Grant)	\$767.90
1/29/2026	4imprint	Power Clips, Grocery Totes	\$1,143.59

#### **Encumbrances - January 2026**

\*Indicates Blanket PO

1/2/2026	Angela DeJulius, MD	Medical Director	* \$10,000.00
1/2/2026	Cintas	Uniforms	* \$1,600.00
1/2/2026	City of Kent, Vehicle	Maintenance to KCHD Vehicles	* \$1,000.00
1/2/2026	Crystal Clear	Janitorial Services	* \$10,092.00
1/2/2026	PARTA	Rent Feb. 2026-Jan. 2027	* \$53,550.00
1/2/2026	PARTA	Floor Maintenance	* \$1,750.00
1/2/2026	PARTA	Utilities	* \$11,775.00
1/2/2026	PARTA	Parking Permits	* \$11,000.00
1/2/2026	PARTA	Parking Vouchers	* \$1,400.00
1/2/2026	Stericycle	Medical Waste Services	* \$520.00
1/2/2026	Ryan Staffing	Americorps VISTA Supervisor	* \$80,000.00
1/23/2026	Ryan Staffing	Intern, FDA Standards	* \$5,000.00

**Motion:** A motion to approve the expenditures and encumbrances for January was made by Evan Howe and a second by Lyndsay Nowak. The motion passed.

**Motion:** A motion to approve the 2025 Annual Report – (after basic edits mentioned are made) was made by Lyndsay Nowak and a second by Evan Howe. The motion passed.

**Motion:** A motion was made by Lyndsay Nowak to move into executive session to consider personnel matters and was seconded by Evan Howe. Roll call vote: *Melissa Zullo "YES", Chris Hook "YES", Evan Howe "YES", Lyndsay Nowak "YES"*. With no objections, the business meeting closed at 1855 and executive session was entered.

At 1900 a motion to end executive session was made by Chris Hook and a second by Lyndsay Nowak. Roll call vote to leave executive session: *Melissa Zullo "YES", Chris Hook "YES", Evan Howe "YES", Lyndsay Nowak "YES"*. With no objections, executive session closed.

Motion to adjourn was made by Evan Howe at 1900.





**KENT CITY HEALTH DEPARTMENT  
STATISTICAL REPORT 2026**

HEALTH DEPT. \$ COLLECTED		Feb-26	YTD 2026	Feb-25	YTD 2025
Vital Statistics	\$	23,938.07	\$ 39,518.57	\$ 21,498.00	\$ 42,522.00
Retail Food Establishments	\$	13,360.00	\$ 16,190.00	\$ 16,280.00	\$ 16,280.00
Food Service Operations	\$	64,630.10	\$ 78,990.10	\$ 62,887.04	\$ 63,997.04
Recreational Water- Pools & Spas	\$	-	\$ -	\$ -	\$ -
Housing	\$	5,175.00	\$ 8,800.00	\$ 2,960.00	\$ 10,795.00
Body Art Establishments	\$	-	\$ -	\$ -	\$ 1,500.00
Solid Waste Haulers	\$	-	\$ -	\$ -	\$ -
Tobacco Retail Establishments	\$	2,800.00	\$ 3,200.00	\$ 5,300.00	\$ 5,300.00
Trash Ticketing	\$	-	\$ -	\$ -	\$ -
Smoke-Free Investigation	\$	-	\$ -	\$ 525.00	\$ 525.00
Nat'l Env. Health Assoc.- FDA Grant	\$	-	\$ -	\$ -	\$ -
Tobacco Use Grant	\$	-	\$ -	\$ -	\$ -
EPA Grant for Vector Control	\$	-	\$ -	\$ -	\$ -
COVID Grants	\$	-	\$ -	\$ -	\$ -
Workforce Development Grant	\$	-	\$ -	\$ -	\$ -
Healthy Eating & Active Living (HEAL) Grant	\$	-	\$ 3,750.00	\$ -	\$ -
Falls-Staying Active & Independent (SAIL) Grant	\$	-	\$ -	\$ -	\$ -
Americorps (VISTA) Grant	\$	-	\$ -	\$ 5,508.80	\$ 9,640.40
State Subsidies	\$	15,412.99	\$ 15,412.99	\$ 17,781.31	\$ 17,781.31
Medicaid Administrative Claiming	\$	-	\$ -	\$ -	\$ 4,219.76
Nurse Clinic	\$	715.95	\$ 1,478.58	\$ 293.49	\$ 3,116.82
Miscellaneous:					
Other	\$	-	\$ -	\$ -	\$ -
Copy Fees	\$	-	\$ -	\$ 5.80	\$ 12.65
Mailing Fees	\$	198.00	\$ 396.95	\$ 219.30	\$ 393.60
Overpayments	\$	-	\$ -	\$ -	\$ -
<b>TOTAL COLLECTED</b>		<b>\$ 126,230.11</b>	<b>\$ 167,737.19</b>	<b>\$ 133,258.74</b>	<b>\$ 176,083.58</b>
<b>TO STATE</b>					
Vital Statistics	\$	2,772.00	\$ 29,030.00	\$ -	\$ 29,138.16
Burial Permit Fees	\$	969.00	\$ 2,337.00	\$ 135.00	\$ 135.00
Retail Food Establishments	\$	728.00	\$ 868.00	\$ 896.00	\$ 896.00
Food Service Operations	\$	2,644.00	\$ 3,232.00	\$ 2,768.00	\$ 2,796.00
Recreational Water- Pools & Spas	\$	-	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$</b>	<b>7,113.00</b>	<b>\$ 35,467.00</b>	<b>\$ 3,799.00</b>	<b>\$ 32,965.16</b>

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**TOTAL ASSETS** **\$ 119,117.11** **\$ 132,270.19** **\$ 129,459.74** **\$ 143,118.42**

KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT Continued

	Feb-26	YTD 2026	Feb-25	YTD 2025
<b>PERMIT/License</b>				
Retail Food Establishments	22	27	32	32

Food Service Operations	74	96	103	104
Food Service Operations- Vending	2	2	4	4
Recreational Water- Pools & Spas	0	0	0	0
Housing	15	29	19	36
Body Art Establishments	0	0	0	2
Solid Waste Haulers	0	0	0	0
Tobacco Retail Establishments	6	7	11	11

**TOTAL** **119** **161** **169** **189**

**MOSQUITO CONTROL**

	<b>Interns</b>	<b>Staff</b>	<b>Total</b>		
Surveillance Hours	0.0	0.0	0.0	0.0	0.0
Larvicide Hours	0.0	0.0	0.0	0.0	0.0
Adulticide Hours	0.0	0.0	0.0	0.0	0.0
Office Hours	0.0	0.0	0.0	11.3	35.3
Sites Visited		0	0	0	0

**COMPLAINTS**

<b>Received</b>	11	23	13	18
<b>Abated</b>	11	23	13	18

**COMMUNICABLE DISEASE**

17 17 67 114

**IMMUNIZATIONS- COVID**

0 0 0 0

Child	0	0	0	0
Adult	0	0	0	0

**IMMUNIZATIONS- INFLUENZA**

0 5 0 0

Child	0	0	0	0
Adult	0	5	0	0

**IMMUNIZATIONS- OTHER**

0 0 0 0

Child	0	0	0	0
Adult	0	0	0	0

**VITAL STATISTICS- Certified Copies Issued**

Birth Certificates	405	791	287	569
Death Certificates	393	758	602	1189



## KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT 2026

HEALTH DEPT. \$ COLLECTED	Mar-26	YTD 2026	Mar-25	YTD 2025
Vital Statistics	\$ 16,854.00	\$ 56,372.57	\$ 19,860.00	\$ 62,382.00
Retail Food Establishments	\$ 530.00	\$ 16,720.00	\$ 2,240.00	\$ 18,520.00
Food Service Operations	\$ 13,166.00	\$ 92,156.10	\$ 20,126.02	\$ 84,123.06
Recreational Water- Pools & Spas	\$ 680.00	\$ 680.00	\$ -	\$ -
Housing	\$ 7,113.75	\$ 15,913.75	\$ 7,597.50	\$ 18,392.50
Body Art Establishments	\$ -	\$ -	\$ -	\$ 1,500.00
Solid Waste Haulers	\$ -	\$ -	\$ -	\$ -
Tobacco Retail Establishments	\$ 2,080.00	\$ 5,280.00	\$ 4,320.00	\$ 9,620.00
Trash Ticketing	\$ 280.00	\$ 280.00	\$ -	\$ -
Smoke-Free Investigation	\$ -	\$ -	\$ -	\$ 525.00
Nat'l Env. Health Assoc.- FDA Grant	\$ -	\$ -	\$ 19,000.00	\$ 19,000.00
Tobacco Use Grant	\$ -	\$ -	\$ -	\$ -
EPA Grant for Vector Control	\$ -	\$ -	\$ -	\$ -
COVID Grants	\$ -	\$ -	\$ -	\$ -
Workforce Development Grant	\$ -	\$ -	\$ -	\$ -
Healthy Eating & Active Living (HEAL) Grant	\$ -	\$ 3,750.00	\$ -	\$ -
Falls-Staying Active & Independent (SAIL) Grant	\$ -	\$ -	\$ -	\$ -
Americorps (VISTA) Grant	\$ -	\$ -	\$ 6,886.00	\$ 16,526.40
State Subsidies	\$ -	\$ 15,412.99	\$ -	\$ 17,781.31
Medicaid Administrative Claiming	\$ -	\$ -	\$ 4,114.86	\$ 8,334.62
Nurse Clinic	\$ -	\$ 1,478.58	\$ 170.27	\$ 3,287.09
Miscellaneous:				
Other	\$ 20.00	\$ 20.00	\$ -	\$ -
Copy Fees	\$ 1.00	\$ 1.00	\$ 6.50	\$ 19.15
Mailing Fees	\$ 144.00	\$ 540.95	\$ 263.40	\$ 657.00
Overpayment	\$ 33.67	\$ 33.67	\$ -	\$ -
<b>TOTAL COLLECTED</b>	<b>\$ 40,902.42</b>	<b>\$ 208,639.61</b>	<b>\$ 84,584.55</b>	<b>\$ 260,668.13</b>
<b>TO STATE</b>				
Vital Statistics	\$ 2,760.00	\$ 31,790.00	\$ -	\$ 29,138.16
Burial Permit Fees	\$ 1,026.00	\$ 3,363.00	\$ 130.00	\$ 265.00
Retail Food Establishments	\$ 28.00	\$ 896.00	\$ 140.00	\$ 1,036.00
Food Service Operations	\$ 616.00	\$ 3,848.00	\$ 992.00	\$ 3,788.00
Recreational Water- Pools & Spas	\$ 80.00	\$ 80.00	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 4,510.00</b>	<b>\$ 39,977.00</b>	<b>\$ 1,262.00</b>	<b>\$ 34,227.16</b>

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<b>TOTAL ASSETS</b>	<b>\$ 36,392.42</b>	<b>\$ 168,662.61</b>	<b>\$ 83,322.55</b>	<b>\$ 226,440.97</b>
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KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT Continued

PERMIT/License	Mar-26	YTD 2026	Mar-25	YTD 2025
Retail Food Establishments	4	31	5	37

Food Service Operations	30	126	36	140
Food Service Operations- Vending	0	2	2	6
Recreational Water- Pools & Spas	1	1	0	0
Housing	25	54	31	67
Body Art Establishments	0	0	0	2
Solid Waste Haulers	0	0	0	0
Tobacco Retail Establishments	4	11	9	20

**TOTAL** **64** **225** **83** **272**

**MOSQUITO CONTROL**

	<b>Interns</b>	<b>Staff</b>	<b>Total</b>		
Surveillance Hours	0.0	0.0	0.0	0.0	0.0
Larvicide Hours	0.0	0.0	0.0	0.0	0.0
Adulticide Hours	0.0	0.0	0.0	0.0	0.0
Office Hours	0.0	0.0	0.0	0.0	35.3
Sites Visited		0	0	0	0

**COMPLAINTS**

<b>Received</b>	9	32	6	24
<b>Abated</b>	9	32	6	24

**COMMUNICABLE DISEASE**

8 25 21 135

**IMMUNIZATIONS- COVID**

	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Child	0	0	0	0
Adult	0	0	0	0

**IMMUNIZATIONS- INFLUENZA**

	<b>0</b>	<b>5</b>	<b>3</b>	<b>3</b>
Child	0	0	3	3
Adult	0	5	0	0

**IMMUNIZATIONS- OTHER**

	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>
Child	0	0	0	0
Adult	4	4	0	0

**VITAL STATISTICS- Certified Copies Issued**

Birth Certificates	395	1186	286	855
Death Certificates	410	1168	453	1642



**KENT CITY HEALTH DEPARTMENT  
STATISTICAL REPORT 2026**

HEALTH DEPT. \$ COLLECTED		Apr-26	YTD 2026	Apr-25	YTD 2025
Vital Statistics	\$	14,658.61	\$ 71,031.18	\$ 46,014.00	\$ 108,396.00
Retail Food Establishments	\$	-	\$ 16,720.00	\$ 1,623.50	\$ 20,143.50
Food Service Operations	\$	2,800.00	\$ 94,956.10	\$ 3,745.00	\$ 87,868.06
Recreational Water- Pools & Spas	\$	8,565.00	\$ 9,245.00	\$ 10,530.00	\$ 10,530.00
Housing	\$	5,886.25	\$ 21,800.00	\$ 4,565.00	\$ 22,957.50
Body Art Establishments	\$	-	\$ -	\$ -	\$ 1,500.00
Solid Waste Haulers	\$	-	\$ -	\$ 350.00	\$ 350.00
Tobacco Retail Establishments	\$	2,120.00	\$ 7,400.00	\$ 880.00	\$ 10,500.00
Trash Ticketing	\$	-	\$ 280.00	\$ 70.00	\$ 70.00
Smoke-Free Investigation	\$	-	\$ -	\$ -	\$ 525.00
Nat'l Env. Health Assoc.- FDA Grant	\$	-	\$ -	\$ -	\$ 19,000.00
Tobacco Use Grant	\$	-	\$ -	\$ 21,400.00	\$ 21,400.00
EPA Grant for Vector Control	\$	-	\$ -	\$ -	\$ -
Workforce Development Grant	\$	-	\$ -	\$ -	\$ -
Healthy Eating & Active Living (HEAL) Grant	\$	-	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00
Americorps (VISTA) Grant	\$	-	\$ -	\$ 5,508.80	\$ 22,035.20
State Subsidies	\$	-	\$ 15,412.99	\$ -	\$ 17,781.31
Medicaid Administrative Claiming	\$	-	\$ -	\$ -	\$ 8,334.62
Nurse Clinic	\$	110.12	\$ 1,588.70	\$ -	\$ 3,287.09
Miscellaneous:					
Other	\$	-	\$ 20.00	\$ -	\$ -
Copy Fees	\$	-	\$ 1.00	\$ 5.85	\$ 25.00
Mailing Fees	\$	2.00	\$ 542.95	\$ 2,436.00	\$ 3,093.00
Overpayment/NSF Fees	\$	-	\$ 33.67	\$ -	\$ -
<b>TOTAL COLLECTED</b>	<b>\$</b>	<b>34,141.98</b>	<b>\$ 242,781.59</b>	<b>\$ 175,878.15</b>	<b>\$ 436,546.28</b>

**TO STATE**

Vital Statistics	\$	34,618.13	\$ 66,408.13	\$ 33,359.92	\$ 62,498.08
Burial Permit Fees	\$	817.00	\$ 4,180.00	\$ 140.00	\$ 405.00
Retail Food Establishments	\$	-	\$ 896.00	\$ 56.00	\$ 1,092.00
Food Service Operations	\$	112.00	\$ 3,960.00	\$ 140.00	\$ 3,928.00
Recreational Water- Pools & Spas	\$	965.00	\$ 1,045.00	\$ 1,180.00	\$ 1,180.00
<b>TOTAL</b>	<b>\$</b>	<b>36,512.13</b>	<b>\$ 76,489.13</b>	<b>\$ 34,875.92</b>	<b>\$ 69,103.08</b>

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<b>TOTAL ASSETS</b>	<b>\$</b>	<b>(2,370.15)</b>	<b>\$ 166,292.46</b>	<b>\$ 141,002.23</b>	<b>\$ 367,443.20</b>
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KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT Continued

		Apr-26	YTD 2026	Apr-25	YTD 2025
<b>PERMIT/License</b>					
Retail Food Establishments		0	31	2	39
Food Service Operations		4	130	5	145
Food Service Operations- Vending		0	2	0	6

Recreational Water- Pools & Spas	13	14	15	15
Housing	27	81	14	81
Body Art Establishments	0	0	0	2
Solid Waste Haulers	0	0	7	7
Tobacco Retail Establishments	5	16	2	22

**TOTAL** **0** **274** **67** **317**

**MOSQUITO CONTROL**

	<b>Interns</b>	<b>Staff</b>	<b>Total</b>		
Surveillance Hours	0.0	0.0	0.0	0.0	0.0
Larvicide Hours	0.0	0.0	0.0	0.0	0.0
Adulticide Hours	0.0	0.0	0.0	0.0	0.0
Office Hours	0.0	0.0	0.0	4.0	39.3
Sites Visited		0	0	0	0

**COMPLAINTS**

<b>Received</b>	11	43	18	42
<b>Abated</b>	11	43	18	42

**COMMUNICABLE DISEASE**

	12	37	24	159
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**IMMUNIZATIONS- COVID**

	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Child	0	0	0	0
Adult	0	0	0	0

**IMMUNIZATIONS- INFLUENZA**

	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>
Child	0	0	0	3
Adult	0	5	0	0

**IMMUNIZATIONS- OTHER**

	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>
Child	0	0	0	0
MMR Adult	1	5	0	0

**VITAL STATISTICS- Certified Copies Issued**

Birth Certificates	349	1535	1170	2025
Death Certificates	392	1560	683	2325



Mission: Healthy people, Thriving Community, and a Safe Environment.

February, March, and April Health Commissioner Report

May 12<sup>th</sup>, 2026

## 1. Nursing Report

### a) Communicable Disease

- i. Suspect case for Varicella transferred to us. Case seen in a Portage County CVS for exposure to Chicken Pox, one of 5 suspect exposures. Case had a rash and fever but had received two Varicella vaccines as a child and so the CVS NP chose not to test. A sibling seems to have been the source and was from Southwest Columbus but may have been living with suspect case. Neither Dayton HD nor we could contact their local cases Worked with BID division of ODH.
- ii. Confirmed case of *Neisseria meningitidis* in a fully vaccinated KSU student. Contacts and ED staff were provided prophylaxis by DeWeese and UH Portage Medical Center. No community contacts. Case was quite ill and required SNF after hospital stay.
- iii. Valley Fever in a young Kent resident. Spoke with ID office who would not provide details, 3 calls to case went unreturned a letter was sent.
- iv. Several hospitalized flu cases between February and March. Epicenter alerted for greater than expected ILI on 3/30/26, an adolescent and young adult in ED with ILI symptoms, many others from Portage County also in area EDs.
- v. Have seen an uptick in requests for free COVID tests. A new heavily mutated strain of COVID circulating, from the Omicron branch. Not causing more severe illness, but infecting children more frequently. Thought to be a new dominant strain, but stalling out in Europe. No need at this time for an updated vaccine and we have not seen any COVID hospitalizations.
- vi. Sara and I returned to Majestic to discuss the wound care case. The facility focused on why the transferring hospital did not notify them of the MDRO. We were trying to get them to focus on why a dressing that

was documented as being changed daily was adhered to the point of needing to remove it in the operating room.

## 2. Community Outreach

- a) KSU Health Fair at Recreation and Wellness Center April 7th 1000-1400
- b) KSU job fair college for PH April 9th 1100-1500
- c) KSU CoPH Day of Giving at Kentway – Bingo April 16th 1230-1400
- d) Skeels Health Fair April 11th 1030-1330
- e) NAACP/CAC Health Fair United Church of Christ April 25th 1000-1400
- f) Pop up pantry- stopped until fall. Waiting to hear more from KSU and looking at other options to continue doing pop up pantries
  - (i) Continuing to give out carts to the community.

## 3. Environmental

### a) Food Service Organizations

- i. All FSO license fees, including late fees, were all collected by 3/16/26. This is nearly 30 days earlier than any other year, including last year.
- ii. Kyle is working with Tyler builders for licensing program.
- iii. Grazers went out of business 3/31/26, new prospects Good Golly (candy and ice cream), &Totally 80s ice cream and games.
- iv. Majestic working with REHS and Building to correct multiple issues
- v. House Bill 134 Authorize home kitchen registration for sale of certain foods, passed by Ohio House, now working through the Ohio Senate
- vi. Possible food fees increased, changes from the state. The State is increasing their food licensing fee portion, which will mean us increasing our portion to ensure that the program is paying for itself.

### b) Housing

- i. Villages of Franklin Crossing with significant outstanding debt to city for water bill. They have paid a portion of the bill but have not signed the repayment plan. They have also taken out electrical permits for needed work. City Lawyer working to obtain access to building in case water needs to be shut off and housing condemned. The water main that feeds these units also supplies Miller and Freedom Houses. At the time there were approximately 300 families, about 1000 individuals, 39 whom are PMHA vouchers. Plan worked out with city manager, legal, CD for possible eviction but does not appear to be required at this time.

Concerning that they will not complete payment to city. Jason will not inspect for licensing until they pay the fee.

- ii. March 11th Eric was citing a rental on University for trash and noticed a tree that was splitting and unsafe. He notified Kyle who called the property owner. The property owner made arrangements for the tree to be taken down the next day. Tree broke during night and landed on 125 University - both properties have the same owner. Thankfully it was spring break or the tree which partially came through a 2nd floor window, and wall might have injured a tenant.

c) Recreational Water and Campgrounds-

- i. Windchimes confirmed they would not be opening their pool this season. But paid for a license which then requires an inspection.

d) Body Art-No Updates

e) Smoke Free Workplace-No Updates

f) Solid Waste and Water Quality-No updates

g) Vector Control is looking at how to continue to the program because grant funding has been denied. Not identified as a current EH priority.

h) Nuisance complaints- No updates

4. Vital Statistics -FYI Summit County dropped their fees to \$22.

5. Grants-

a) FDA – We were awarded \$10,000 to continue work on this grant. Taking FDA Grant to May City Council

b) AmeriCorps VISTAs – AmeriCorps changed hour requirements from 20 to 32-40 per week. Lost one intern who could not commit to that time frame.

c) Rural Health Transformation (RHT) grants will be opening at the state level

- **Promoting evidence-based, measurable interventions** to improve prevention and chronic disease management.
- **Promoting consumer-facing, technology-driven solutions** for the prevention and management of chronic diseases.
- **Providing payments to healthcare providers** for the provision of healthcare items or services.
- **Providing training and technical assistance** to develop and adopt technology enabled solutions that improve care delivery in rural hospitals, including remote monitoring, robotics, artificial intelligence, and other advanced technologies.
- **Recruiting and retaining clinical workforce talent** to rural areas, with commitments to serve rural communities for a minimum of five years.

- **Providing technical assistance, software, and hardware** for significant information technology advances that are designed to improve efficiency, enhance cybersecurity capability development, and improve patient health outcomes.
- **Assisting rural communities** to right size their healthcare delivery systems by identifying needed preventive, ambulatory, pre-hospital, emergency, acute inpatient care, outpatient care, and post-acute care service lines.
- **Supporting access** to opioid use disorder treatment services, other substance use disorder treatment services, and mental health services.
- **Developing projects** that support innovative models of care that include value-based care arrangements and alternative payment models.
- **Designing additional activities** to promote sustainable access to high-quality rural healthcare services, as determined by the CMS administrator.
- **Designing/implementing other programs** that support sustainable access to high-quality rural healthcare services

d) Denial of Mosquito grant

e) WFD Grant possible additional money coming soon, looking at budget revision and what can be done with the funds

#### 6. Accreditation

a) Jalessa submitted the annual report to PHAB a week before the deadline.

b) Pausing Accreditation documentation. Starting in July all PHAB documents will need to be formatted in a new template with new standards and measures. Hopefully this will be an improvement in the workflow.

#### 7. Other-

a) Ryan Schackleford from PC EMA sent a document for damages from the 3/13-16/2026 high windstorms. No damage from our routes or building were noted. Also, Portage County Hazard Mitigation Plan presented to Council Committee 4/1/26. Preparedness and recovery are often overlooked and underestimated as needs to be addressed. Reminder as a part of our 5 year strategic plan we included education to community on these topics.

b) Ban of intoxicating Hemp, TBD and CBD products went into effect March 20th. Still awaiting guidance from state on role of LHD in any enforcement. We would only enforce if it can as a food or drink, if it is a supplement then we do not believe that would be ours to enforce. Awaiting guidance from ODA and ODH. Paper and Leaf went out of business because of this. Currently only Beware the Leopard and Water Street Tavern were serving prior to 3/20/2026. There is a

one-year delay on the Federal hemp ban which may be slowing Ohio's ability to create guidance.

## Kent City Health Department

### Communicable disease report (February 2026)

#### February 2026 vs February 2025 and February 2026 Context

##### Overview

This report summarizes reportable communicable disease conditions in Kent City, Ohio, for February 2026 with contextual comparison to February 2025. Data was obtained from the Ohio department of health (ODH) via the Ohio Disease Reporting System (ODRS).

The purpose of this report is to:

- Provide an overview of the recent communicable disease activity of Kent City.
- Compare the recent disease composition across the selected periods.
- Support local public health awareness response planning.

##### Key findings

- A total of 22 reportable communicable disease cases were recorded in February 2026.
- Sexually transmitted infections (STIs) accounted for majority of reported conditions.
- Other reported conditions occurred at low frequency, including one case of *Neisseria meningitidis*.
- No unusual disease clusters or outbreak activity were identified.

#### Reportable Conditions — February 2026

Condition	Number of cases
Chlamydia infection	8
Gonococcal infection	7
Influenza-associated hospitalization	2
Meningococcal disease - <i>Neisseria meningitidis</i>	1
Immigrant Investigation	1
Varicella	1
Hepatitis B (including delta) - chronic	1
Lyme Disease	1
Total	22

## Contextual comparison of Surveillance Activity

To provide context for February 2026 activity, case counts were compared with February 2025. These comparisons are intended to provide situational context only and do not represent trend analysis.

Figure 1 Reported conditions: February 2025 vs February 2026

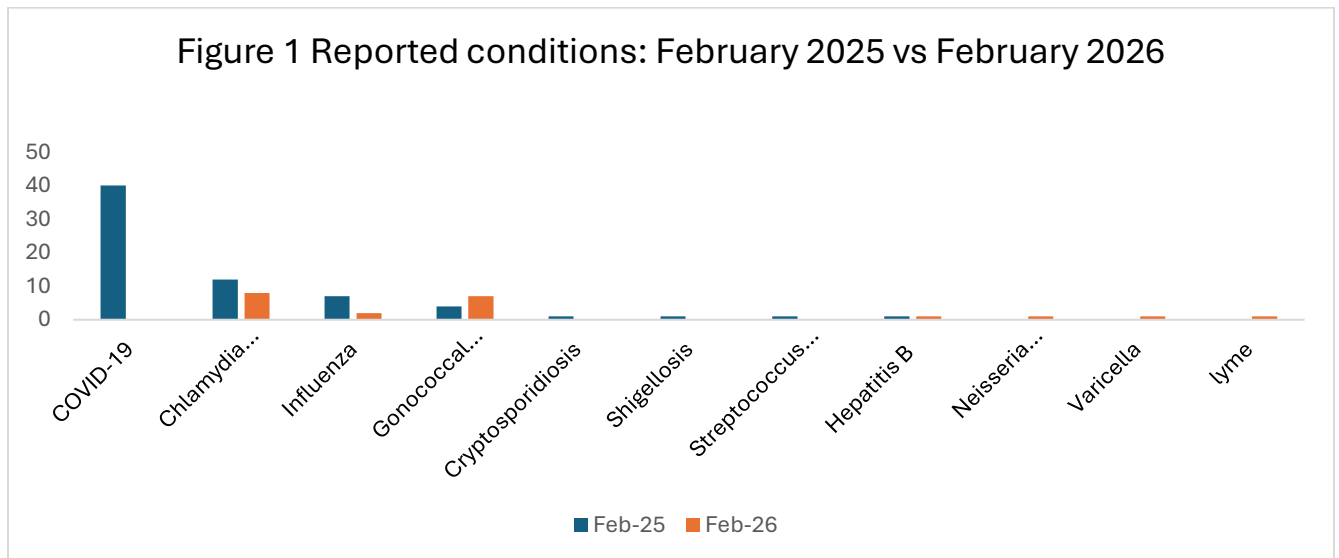


Figure 1 compares reportable communicable disease cases by condition for February 2025 and February 2026. Both months recorded different total cases with variation in reported disease condition.

### Public Health Implications:

- Sexually transmitted infections continue to represent a significant portion of reportable disease activity in Kent City, underscoring the importance of ongoing screening, education and prevention efforts.
- Continued routine communicable disease surveillance remains essential for early detection and timely response to both common and rare conditions.

### Public Health Recommendations

- Maintain ongoing STI prevention, testing and treatment outreach including routine screening efforts.
- Continue seasonal respiratory illness preparedness including influenza prevention
- Sustain comprehensive communicable disease surveillance and timely reporting in collaboration with health care providers.
- Monitor for changes in disease patterns through continued monthly surveillance review.

#### Data Source

Ohio Department of Health (ODH). Reportable Infectious Disease- Surveillance Data. Access via the ODH Gateway (authorized access required)

## **Kent City Health Department, Ohio**

### **Communicable Disease Surveillance Report (March 2026)**

**Comparison Period: March 2025 vs March 2026**

**Data Source: Ohio Disease Reporting System (ODRS)**

**Report Date: April 9<sup>th</sup>, 2026**

#### **Executive Summary**

In March 2026, a total of 12 reportable communicable disease cases were reported among Kent City residents, compared with 14 cases in March 2025, representing an overall approximately 14% decrease. This decline was largely attributable to absence of reported COVID-19 cases in March 2026, compared with 10 cases in March 2025. Sexually transmitted infections increased modestly, with chlamydia cases rising from 2 to 5 and gonococcal infections increasing from 0 case in March 2025 to 2 cases in March 2026. Influenza-associated hospitalizations increased from 0 cases in March 2025 to 1 case in March 2026.

Several conditions, including coccidiomycosis, E coli Shiga toxin, and CPO, were newly reported in March 2026. These findings underscore the importance of continued communicable disease surveillance, STI prevention efforts, and monitoring of emerging infections.

#### **Purpose**

This report summarizes reportable communicable disease activity among Kent City's residents during March 2026 and compares observed patterns with March 2025. The purpose of this report is to describe disease burden, identify notable year-to-year changes, and support public health surveillance, prevention, and response activities.

#### **Data Sources and Methods**

Data for this report was obtained from the Ohio Disease Reporting System (ODRS). All reportable communicable disease cases with a Date Reported to the Local Health Department (LHD) between March 1 and March 31 of each year were included. Cases were classified according to Ohio Department of Health (ODH) case definitions in effect during the respective reporting periods. Confirmed, probable, and suspected cases are included, consistent with routine surveillance reporting practices. Analyses were descriptive and focused on disease-specific case counts and year-to-year comparisons.

Case counts for both periods were verified at the individual CaseID level to ensure accuracy.

## Overall Communicable Disease Activity

A total of 12 reportable communicable disease cases were reported in March 2026, compared with 14 cases reported in March 2025, representing an overall approximately 14% decrease in reported cases. The observed decline was driven primarily by a substantial reduction in reported COVID19 cases, which accounted for a large proportion of communicable disease reports in March 2025 but were not reported in March 2026. Despite the overall decrease, sexually transmitted infections (STIs) remained key contributors to communicable disease activity.

## Comparison of Reportable conditions: March 2025 vs March 2026

Reportable conditions	Number of cases (March 2025)	Number of cases (March 2026)	Interpretation
COVID-19	10	0	Decreased
Chlamydia infection	2	5	Increased
Influenza-associated hospitalization	0	1	Increased
Hepatitis C	0	1	No change
Gonococcal Infection	0	2	Increased
Streptococcus pneumoniae	1	0	Decreased
Varicella	1	0	Decreased
Coccidiomycosis	0	1	Newly reported
CPO	0	1	Newly reported
Ecoli shiga toxin	0	1	Newly reported
Total	14	12	

## **Sexually Transmitted Infections (STIs)**

Sexually transmitted infections represented a substantial proportion of communicable disease activity in both reporting periods. Chlamydia infection remained the most frequently reported STI, increasing from 2 cases in March 2025 to 5 cases in March 2026. Gonococcal infections increased from 0 cases in March 2025 to 2 cases in March 2026.

## **Respiratory Illness Activity**

Influenza-associated hospitalizations were reported, with 0 cases in March 2025 and 1 case in March 2026. 10 cases of COVID-19 were reported on March 25, 2025, and 0 cases in March 2026.

## **Emerging and Other Reportable Conditions (March 2026)**

Newly reported conditions included Coccidiomycosis, carbapenemase-producing organism (CPO), Campylobacteriosis, and E. coli Shiga toxins.

## **Case Classification Summary (March 2026)**

Confirmed: 10 cases

Suspected: 2 cases

## **Limitations**

Communicable disease surveillance data are influenced by testing availability, healthcare seeking behavior, and reporting delays. Reported cases may not fully capture the total burden of disease in the community.

## **Key Public Health Takeaways**

Reportable communicable disease cases declined by approximately 14% in March 2026 compared with March 2025. STIs increased modestly, influenza-associated hospitalizations increased, and newly reported coccidiomycosis, PO and E. coli Shiga toxin.

# Kent City Health Department

## Communicable Disease Report: April 2026

Comparison Period: April 2025 and April 2026 | Data Source: ODH Ohio Disease Reporting System

### Executive Summary

- A total of 11 reportable communicable disease cases were recorded for Kent City in April 2026, compared with 24 cases in April 2025. This represents a decrease of 13 cases, or 54.2%.
- The decrease was driven primarily by COVID-19: 12 COVID-19 cases were reported in April 2025, while no COVID-19 cases appeared in the April 2026 file.
- Chlamydia infection remained the most frequently reported condition in April 2026, accounting for 8 of 11 cases (72.7%).
- Sexually transmitted infections, including chlamydia and gonococcal infection, accounted for 9 of 11 cases (81.8%) in April 2026.
- April 2026 also included one probable chronic hepatitis C case and one suspected Lyme disease case; neither condition appeared in the April 2025 comparison file.

### Data Source and Methods

This report summarizes reportable communicable disease records from the ODH Ohio Disease Reporting System. The comparison uses cases with Date Reported to Local Health Department (LHD) during April 2025 and April 2026.

**Table 1. Reportable Conditions, April 2025 vs. April 2026**

Reportable condition	April 2025	April 2026	Numeric change	Percent change	Share of April 2026 cases
Chlamydia infection	9	8	-1	-11.1%	72.7%
Gonococcal infection	1	1	0	0.0%	9.1%
COVID-19	12	0	-12	-100.0%	0.0%
Hepatitis B (including delta) - chronic	2	0	-2	-100.0%	0.0%
Hepatitis C - chronic	0	1	1	New in 2026	9.1%
Lyme Disease	0	1	1	New in 2026	9.1%
<b>Total</b>	<b>24</b>	<b>11</b>	<b>-13</b>	<b>-54.2%</b>	<b>100.0%</b>

**Interpretation:** The overall decrease from April 2025 to April 2026 was largely attributable to the absence of COVID-19 cases in the April 2026 file. Chlamydia infection decreased slightly, while gonococcal infection remained unchanged.

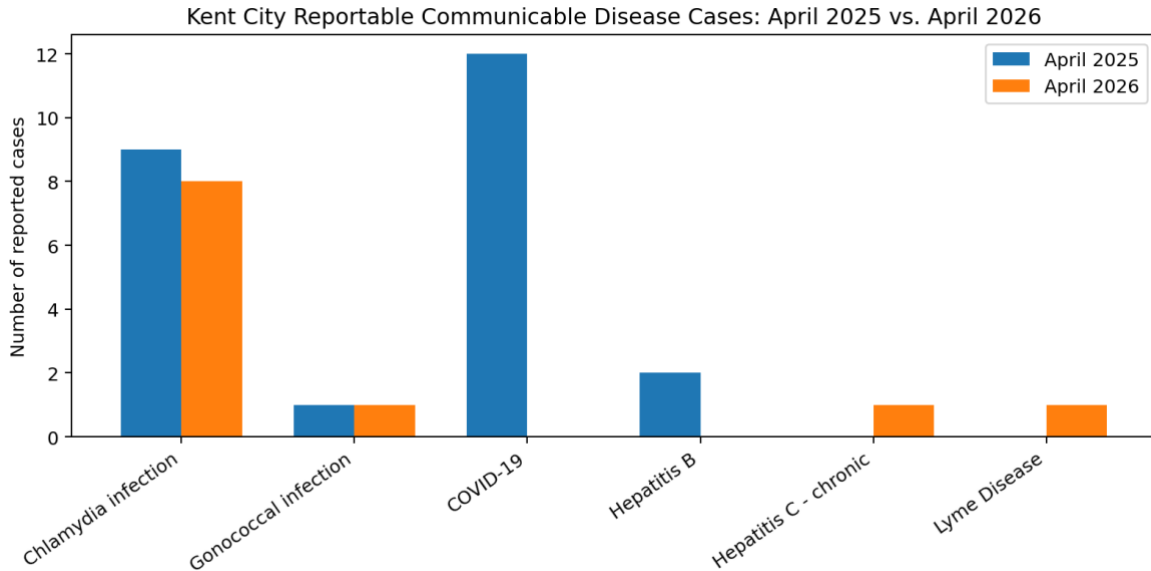


Figure 1. Reported communicable disease cases by condition, April 2025 and April 2026.

**Table 2. Disease Group Summary**

Disease group	April 2025	April 2026	Numeric change	Percent change
STIs (chlamydia/gonorrhea)	10	9	-1	-10.0%
Respiratory illness (COVID-19)	12	0	-12	-100.0%
Viral hepatitis	2	1	-1	-50.0%
Vector-borne disease	0	1	1	New in 2026

**Table 3. Case Classification Status**

Classification status	April 2025	April 2026	April 2025 share	April 2026 share
Confirmed	15	9	62.5%	81.8%
Probable	8	1	33.3%	9.1%
Suspected	1	1	4.2%	9.1%

### Epidemiologic Interpretation

**Overall communicable disease activity:** Kent City recorded fewer reportable communicable disease cases in April 2026 than in April 2025. Total reported cases declined from 24 to 11. Because counts are small and reflect only two monthly snapshots, the year-over-year decrease should be interpreted cautiously.

**COVID-19 and respiratory disease reporting:** COVID-19 accounted for half of all April 2025 records but did not appear in the April 2026 file. This substantially lowered the total number of reportable cases in April 2026. A zero count in this monthly file should not be interpreted as proof of no community transmission; it may reflect lower disease activity, testing patterns, reporting practices, or case ascertainment.

**Sexually transmitted infections:** STIs represented the largest disease burden in April 2026. Chlamydia infection was the leading condition, with 8 reported cases, and there was 1 gonococcal infection case.

Continued attention to testing, timely treatment, partner notification, and prevention education remains warranted.

**Viral hepatitis:** April 2026 included one probable chronic hepatitis C case, while April 2025 included two chronic hepatitis B records. Chronic hepatitis reports often represent newly identified or newly reported existing infections rather than infections acquired during the reporting month; follow-up should emphasize linkage to care, counseling, and documentation completion.

**Vector-borne disease:** The April 2026 file included one suspected Lyme disease case. Because April begins the higher-risk period for tick exposure in Ohio, this finding supports continued seasonal public education on tick avoidance, prompt tick removal, symptom awareness, and timely provider evaluation.

### **Recommended Public Health Actions**

1. Continue STI surveillance, case follow-up, treatment verification, partner services, and prevention messaging, with emphasis on chlamydia and gonorrhea.
2. Continue monitoring respiratory disease and COVID-19 reporting trends even though no COVID-19 cases appeared in the April 2026 file.
3. Ensure appropriate follow-up for the probable chronic hepatitis C case, including confirmatory documentation, counseling, and linkage to care as applicable.
4. Promote seasonal Lyme disease prevention messaging during spring and summer, including tick checks, use of repellents, protective clothing, and early symptom recognition.

### **Limitations**

- This report uses two one-month comparison periods only. It does not assess longer-term trends or seasonality.
- Counts are small; therefore, percentage changes can appear large and should be interpreted cautiously.
- The report does not include population denominators, so case rates were not calculated.
- Reported cases may be affected by testing access, reporting delays, case definition changes, provider reporting practices, and data entry timing.

### **Conclusion**

In April 2026, Kent City had fewer reported communicable disease cases than in April 2025, primarily because COVID-19 cases were absent from the April 2026 ODRS monthly file. However, STIs remained the dominant reportable disease category, accounting for more than four-fifths of April 2026 cases. Continued attention to STI prevention and follow-up, hepatitis linkage to care, respiratory illness surveillance, and seasonal Lyme disease prevention is recommended.

**Expenditures - February 2026**

2/2/2026	Ohio Division of Real Estate	Burial Permit Fees January 2026	\$1,368.00
2/2/2026	Ace of Kent	Cleaning Supplies	\$39.15
2/2/2026	Ace of Kent	Insect Repellent, Drano	\$59.34
2/12/2026	Precision Monogramming	AFSCME Article 38.03 Shirt Allowance Heather Harouff	\$251.59
2/16/2026	Staples	Envelopes for Licences	\$130.19
2/19/2026	Sanofi	Vaccine - MMR	\$1,185.78

**Expenditures - March 2026**

3/2/2026	Ohio Division of Real Estate	Burial Permit Fees February 2026	\$969.00
3/5/2026	Amazon	Batteries, Envelopes, Binder Clips, Envelope Moistener	\$69.20
3/17/2026	Cleveland Psychological Testing	Psychological Testing	\$28.00
3/18/2026	Amazon	Soap; Soap Refills	\$150.15
3/18/2026	Treasurer, State of Ohio/Dept of Health	FSO Transmittal Fees December 2025	\$28.00
3/18/2026	Treasurer, State of Ohio/Dept of Health	FSO Transmittal Fees January 2026	\$560.00
3/18/2026	Treasurer, State of Ohio/Dept of Health	FSO Transmittal Fees February 2026	\$2,140.00
3/18/2026	Treasurer, State of Ohio/Dept of Health	RFE Transmittal December 2025	\$28.00
3/18/2026	Treasurer, State of Ohio/Dept of Agricult	RFE Transmittal January 2026	\$140.00
3/18/2026	Treasurer, State of Ohio/Dept of Agricult	RFE Transmittal February 2026	\$672.00
3/19/2026	Ohio Health Combined Conference	Ohio Public Health Conference Registration - Jalessa Caples	\$250.00
3/20/2026	Public Health Accreditation Board	Annual Accreditation Services Fee	\$5,600.00
3/26/2026	Hometown Bank	ServSafe Online Course	\$212.50

**Expenditures - April 2026**

4/7/2026	Public Health Combined Conference	Ohio Public Health Conference Registration for Angela DeJulius	\$250.00
4/7/2026	Ohio Division of Real Estate	Burial Permit Fees March 2026	\$1,026.00
4/7/2026	Treasurer, State of Ohio/Dept of Health	FSO Transmittal Fees March 2026	\$1,120.00
4/7/2026	Treasurer, State of Ohio/Dept of Agriculture	RFE Transmittal Fees March 2026	\$112.00
4/7/2026	Amazon	HP LaserJet M507 Printer Toner	\$344.52
4/16/2026	Amazon	Printable Address Labels	\$48.42
4/20/2026	Treasurer, State of Ohio	Vital Statistics Fees Jan-Mar 2026	\$31,449.44
4/21/2026	Amazon	Copy Paper	\$199.56
4/29/2026	Amazon	Printable Business Cards	\$108.72
4/29/2026	Amazon	Laminating Paper	\$35.14
4/30/2026	Hometown Bank	Hotel for Jalessa Caples for OPHCC	\$188.57

# **CITY OF KENT BOARD OF HEALTH BYLAWS**



Adopted: December 2009  
Revised: December 2021  
Revised December 2025

# Table of Contents

ARTICLE I: PURPOSE:.....3  
ARTICLE II: MISSION: .....3  
ARTICLE III: ORGANIZATIONAL VALUES AND VISION:.....3-4  
ARTICLE IV: ROLES AND RESPONSIBILITIES:.....4  
ARTICLE V: APPOINTMENT OF BOARD MEMBERS.....4-4  
ARTICLE VI: MEETINGS.....5  
ARTICLE VII : OFFICERS .....6  
ARTICLE VIII: SECRETARY OF THE BOARD OF HEALTH .....7  
ARTICLE IX: COMMITTEES .....7  
ARTICLE X: BOARD MEMBER RESPONSIBILITIES-RIGHTS-RESTRICTIONS.....7-8  
ARTICLE XI: COMPENSATION AND EXPENSES.....9  
ARTICLE XII: AMENDMENTS.....9

## **ARTICLE I: PURPOSE**

These Bylaws are the basic rules of governance for the Board of Health of the Kent City Health District to conduct business as required by the Ohio Revised Code Title 37 and the Kent City Charter Article XV.

## **ARTICLE II: MISSION**

The mission of the Board of Health is as follows:

To improve the overall health of the community by preventing disease and injury, promoting health and wellness, and connecting Kent City residents to public health services.

- Providing the services mandated by the statutes of the State of Ohio.
- Assessing the needs of the citizens and evaluating the effectiveness of programs to determine what course of action will provide the healthier environment.
- Promoting additional services deemed necessary to enhance the health of the citizens.
- Educating the community to adopt health practices which enhance individual and collective health.

## **ARTICLE III: ORGANIZATIONAL VALUES AND VISION**

The Board of Health believes that:

- Health is more than absence of disease. Health is a state of optimal well-being.
- The attainment of optimal health encompasses cultural, sociological, biologic, physical, psychological and environmental issue.
- Small investments in prevention will save large costs for care.
- People must assume individual and family responsibility for their health; our role is to assist them to do so,
- Our community, in its best self-interest, must assure that all citizens understand the benefits and consequences of individual practices affecting health based on the science of epidemiology.
- Planning for local public health systems must be influenced by active community participation which reflects the diversity of the population
- Wise stewardship of public dollars and the need to clearly communicate that stewardship is important in all that we do.
- Measurement of progress toward goals is necessary to assure continuous improvement in all that we do.

## Vision

Elevate the public health status of Kent City residents through the promotion of health equity and the prevention of acute and chronic health conditions and injuries. Whenever possible, employ strategies, policies, and interventions driven by data and evidence based practice to promote positive health outcomes and reduce health disparities in our community.

## Core Values

Access, Accountability, Community Service, Education, Partnerships, Protection

## **ARTICLE IV: ROLES AND RESPONSIBILITIES**

The role of the Board of Health is to adopt a departmental budget, approve bills for payment, and appoint a Health Commissioner according to ORC. 3709.11, approve the hiring of other staff, receive program reports, and enter into necessary contracts.

The Board shall make such orders and regulations as are necessary for the promotion of health, prevention of disease, and the abatement or suppression of nuisances. The Board shall enforce the laws and rules established by the State of Ohio Legislature, the Ohio Department of Health, the Ohio Environmental Protection Agency, and other applicable state agency and the requirements of the Ohio Public Health Council.

The Board shall make such orders and establish such policies and procedures as needed for the administration of the health department in accordance with the Board of Health mission and laws of the state and federal governments.

Power and authority to perform such quasi-legislative, executive and administrative functions as are specified or implied in appropriate sections of the Ohio Revised Code, Ohio Administrative Code, and regulations of the Board of Health adopted under the authority of ORC 3709.21.

The Board may hold hearings and meetings on matters of the public health and act on appeals in accordance with established administrative hearing procedures or other hearing procedures as may be required by law.

The Board cooperates and contracts with area health agencies and citizen groups to promote community health programs

The Board must name at least one official newspaper in which ordinances and other official notices shall be published.

## **ARTICLE V: APPOINTMENT OF BOARD MEMBERS**

The Kent City Board of Health membership is set by the Kent City Charter as six members. One member is appointed from membership of City Council. The remainder of the members of the Board are appointed by City Council. Each member, except the Councilmember, is appointed for a five-year term. The Health Commissioner (a Board appointment) serves as secretary and non-voting member of the Board.

## **ARTICLE VI: MEETINGS**

The regular meeting of the Board of Health shall be held on the second Tuesday of each month at 5:30 PM at the offices of the Kent City Health Department. If there is not a quorum, said meeting shall be held at the discretion of the President of the Board for information purposes only. The President of the Board, with consent of the members and the Health Officer, may temporarily change meeting time to accommodate exigencies.

Notice of the monthly meeting shall be given to all Board members at least two days in advance of the meeting and shall include an agenda, minutes of previous meeting, commissioner's monthly report, and expenditures and encumbrances for the previous month.

Notice of meetings shall be given to the newspaper and radio stations at least 24 hours in advance of the meeting.

Special or emergency meetings may be called either by the President, by any three members of the Board of Health or by the Secretary of the Board. All special or emergency meetings shall be held at the offices of the Board of Health or at a location determined by the President or by the Board.

At least 24 hours prior notice shall be provided for each special meeting unless an emergency condition warrants meeting with shorter notification.

A majority of the members of the Board shall constitute a quorum. An action of the Board of Health shall be effective if a majority of the quorum consents.

Robert's Rules of Order shall govern all meetings of the Board of Health. (Implicit in Robert's Rules is that the Board has authority to adopt Rules which supersede Robert's Rules).

### **Public Attendance and Conduct:**

Meetings of the Board of Health are open to the public. The presiding officer shall have the authority to preserve order and decorum and to prevent disruption of the Board's proceedings, consistent with Robert's Rules of Order and applicable law.

Guests wishing to speak before the Board will have three (3) minutes to state their concern unless they fall under an approved agenda item. Board members may ask questions to clarify or respond to these comments.

**Executive Sessions:**

The Board of Health may enter into an Executive Session at any regular monthly or emergency meeting following procedures in the Ohio Revised Code (Section 121.22). Executive sessions must begin and end within a public meeting in which a quorum of Board members are present and for which proper public notices have been made. Executive sessions must be called by a motion made, seconded, passed on roll call vote, and recorded in full in the minutes of said meeting. The motion shall fully state the purpose or purposes for entering into an Executive Session.

Matters discussed during an Executive Session must be limited to the purpose or purposes stated in open meeting as reasons for entering into an Executive Session, and no official action may be taken during an executive session. The time entered into session and the time the session ended must be stated in the open meeting. Executive sessions are not open to the public although the Board may ask specific individuals to participate in executive sessions. Discussions in executive sessions must be limited to the following categories:

- Personnel: Consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the regulated public employee, official, licensee, or regulated individual requests a public hearing.
- Property: Consideration of purchase of property.
- Court Action: May meet in Executive Session with the Board of Health's legal representative from the Kent City Law Director's Office to discuss pending or imminent court action.

**ARTICLE VII: OFFICERS****Section 1: Election**

The elected officers of the Board of health shall be the President and Vice-President. These officers shall be elected each year at the March meeting of the Board of health.

**Section 2: Duties**

The President shall conduct all meetings of the Board, sign records thereof, and perform generally all the duties performed by presidents of like bodies or commissions. The President shall have a vote on all issues and shall be an ex-officio member of all committees with the right to vote.

The Vice-President shall perform the duties of the President in his or her absence and provide the President with assistance required.

## **ARTICLE VIII: SECRETARY OF THE BOARD OF HEALTH**

The Health Commissioner acts as the official Secretary for the Board of Health (Ohio Revised Code 3709.11), The Secretary shall prepare and permanently maintain full and accurate minutes of all regular and special Board of Health Meetings. Minutes shall be recorded promptly following each and every public meeting. The Secretary shall provide a copy of the minutes to all Board members prior to the meeting at which such minutes shall be reviewed and accepted. If an executive session has been held, the public meeting minutes shall include the full motion made to adjourn to and return from such session, the roll call vote, and the stated purpose for the executive session.

The Secretary of the Board of Health shall notify the public of all public meetings as required by ORC 121.22 by notifying all media outlets that the Board stipulates as their official newspaper. The notification shall be forwarded at least 72 hours prior to the meeting in paper or electronic format and shall include an agenda for said meeting. All public notification of meetings shall include the place, purpose, time and date of such meeting. However, emergency meetings may be called by the Secretary of the Board of Health and must include notification being provided a minimum of twenty four (24) hours prior to the meeting, and may be in verbal form.

## **ARTICLE IX: COMMITTEES**

The President of the Board may establish, modify, or eliminate standing, ad hoc and/or advisory committees to assist the President and the Board of Health in their official functions, The President may determine the scope of committee assignments, appoint membership, and specify the chairperson. Committees may make recommendations but may not act without the approval of the Board at a regular Board of Health meeting. Committees shall consult with Department of Health supervisory staff when matters before the committee involve work-related issues.

## **ARTICLE X: BOARD MEMBER RESPONSIBILITIES, RIGHTS, AND RESTRICTIONS:**

All members will conduct themselves in a professional manner, this includes arriving on time or providing notice of late arrival, being present at the meeting without distractions that would take away from the work of the board and will positively represent the Board of Health in public settings.

A member will notify the Board Secretary, Health Commissioner, or their designee if they will not be able to attend a scheduled meeting so that quorum is known.

All members will review the board packet prior to the meeting. If a meeting is missed, they will follow up with elected board members or the board secretary to remain informed of any urgent or important matters that arise in their absence.

All members are equal and possess equal rights, privileges, and obligations. Those basic rights are:

- To attend meetings;
- To make motions and speak in a debate;
- To nominate;
- To vote;
- To hold office

Should a conflict arise between the rights of a member and the right of the board to conduct its business in an orderly manner, the rights of the board shall prevail.

### **Compliance with Bylaws and Ethics:**

As a condition of appointment, all board members agree to comply with these bylaws, Robert's Rules of Order as adopted by the Board, and all applicable ethical standards and laws. Any violation of these bylaws or applicable ethical requirements may constitute grounds for removal from the Board, subject to applicable law and the authority of the appointing body.

Should a board member break one or more of the by-laws they will be notified in executive session under personnel matters. After hearing from involved parties, the board will exit executive session. The board will vote by roll call on any motion regarding the member's behavior. The member may be absolved of wrongdoing, asked to step down voluntarily, or the matter may be taken to City Council to make a determination of member status. The City Legal Director and Clerk of Council will be notified of any actions.

An individual Board of Health member have no authority to act independently on behalf of the Board or to order or direct the health department staff, except as authorized by action of the Board.

No Board member shall use their position for private gain for themselves or others. The Kent City Health Department may do business with any Board member or with any firm whose controlling interest is in the hands of a Board member provided that there is prior disclosure of the interest (conflict of interest) and exclusion of the affected Board member who shall abstain from discussion and voting on the matter in which there is a conflict.

### **Use of Electronic Devices:**

The use of electronic devices during Board of Health meetings shall be limited to activities directly related to the conduct of Board business and proceedings and for emergency.

### **Orientation of New Members and Continuing Education:**

Board of Health members are expected to become knowledgeable about the duties, operations, and functions of the health district through reading of materials provided to members at Board of Health meetings, consultation with the Health Commissioner, staff presentations at Board of Health meetings, membership in the Ohio Association of Boards of Health and National Association of Local Boards of Health, and, when available, participation in Ohio Department of Health training.

## **ARTICLE XI: COMPENSATION AND EXPENSES**

Board of Health members voluntarily forgo compensation for their service.

Members shall receive reimbursement for travel and expenses for attendance at meetings and seminars authorized by the Board of Health.

## **ARTICLE XII: AMENDMENTS**

These bylaws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing at the previous regular meeting.



GMIS User Access, Access Change or Deactivation Request

One request per person. Requests will only be honored when signed by your Agency Head or Agency Financial Head and complete. The user will receive his/her username and password via e-mail once the request is processed. Refresher guides can be found on the ODH web site: https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/ODH-Grants/ - ODH Grants Page - "GMIS Training Resource" Section.

Date: \_\_\_\_\_

Check the type of Access and complete the information requested:

[ ] New Agency Employee - needs GMIS Access or [ ] Existing Agency Employee - New GMIS User or

[ ] Existing Agency Employee - GMIS User Access Change

Effective New Access or Change Access Date: \_\_\_\_\_

GMIS Project Contact: [ ] Agency Head [ ] Agency Financial Head [ ] Program Director [ ] Program Fiscal Contact [ ] User

Check the type of Deactivation and complete the information requested:

[ ] User no longer needs access to ODH Application Gateway/GMIS 2.0 or [ ] User no longer needs access to GMIS Project(s) listed below under GMIS Project Numbers section. Effective Date of Deactivation: \_\_\_\_\_

Agency Name & Address: \_\_\_\_\_

Employee Name (no nicknames):

Employee Job Title:

Employee Office Phone Number:

Employee Office Fax Number:

Employee Office Email Address:

User Access/Change/ Deactivation: Please check email notification preference and enter requested information:

Email Notifications: [ ] Yes [ ] No

GMIS Project Number(s) - User needs/does not need (circle the one that applies) access to:

\_\_\_\_\_

Authorization Signature for User Access/Change/Deactivation:

\_\_\_\_\_  
Printed Name of Agency Head or Agency Financial Head

\_\_\_\_\_  
Signature of Agency Head or Agency Financial Head

To be completed by Grants System Officer ONLY - Date Received:

Date Processed:

Deliver Requests to GMIS System Administrator,

**PUBLIC ENTITIES POOL OF OHIO  
MEMBER'S DESIGNATION OF REPRESENTATIVE  
AND ALTERNATE**

Pursuant to Article IV of the Intergovernmental Contract, the undersigned Member of PEP designates the following representative and alternate to represent the Member with the Pool. The representative or alternate, consistent with the Intergovernmental Contract, shall cast any votes required by Members. The representative or alternate shall also act as liaison between the Member and the Pool, for purposes of relaying risk reduction and loss control information, and any other information or instructions provided by the Pool to Members. Further, it is agreed that the representative or alternate shall receive any rules or regulations of the Pool.

The undersigned Member ratifies, confirms and adopts all actions taken by the representative or alternate.

Representative:

Alternate:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

In witness whereof, this Designation is executed on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the undersigned duly authorized representative of the Member indicated below:

PEP Member: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_



# KENT CITY HEALTH DEPARTMENT

201-G E. ERIE STREET, KENT OHIO 44240 (330) 678-8109 FAX (330) 678-2082



## MEMORANDUM

**From:** Members of the Board of Health

**Subject:** Authorization of Interim Pay for Interim Coverage Following Health Commissioner Retirement

### **Purpose**

This memo documents the Board of Health's position regarding interim pay for interim coverage and formalizes the Board's approval of such compensation considering the recent retirement of the Health Commissioner.

### **Background**

Historically, the Board of Health has not authorized or provided interim pay for staff members who assume interim leadership responsibilities during periods of transition. While staff have occasionally taken on additional duties to ensure continuity of operations, no formal policy or precedent for interim compensation has been established.

### **Current Need**

With the retirement of the Health Commissioner, essential leadership duties must be covered to maintain uninterrupted public health operations, regulatory compliance, and organizational stability. The scope and complexity of these responsibilities exceed routine workload expectations and require designated interim oversight.

### **Board Action**

The Board of Health acknowledges that the absence of a prior precedent does not reflect the current operational needs of the department. After review and discussion, the Board approves the provision of **interim pay for interim coverage** effective immediately, and retroactively for time served. This approval applies to the individual(s) designated to assume the Health Commissioner's duties until a permanent appointment is made.

## Rationale

- Ensures continuity of leadership and decision-making
- Recognizes the increased workload and responsibility assumed during the transition
- Supports organizational stability and staff retention
- Aligns with common public-sector compensation practices during leadership vacancies

## Next Steps

- Fill out and approve status form for Interim Health Commissioner Pay.
- Send status form to City Manager's Office for approval

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Louise Fredrick

Kent City Health Department Board of Health President

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Date