Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240
HEALTH BOARD MINUTES
March 13, 2018

Board Members Present	**Absent**	**Staff Present**
Chris Woolverton	Pam Ferguson	Jeff Neistadt
Joan Seidel		Tracy Radovic
Michelle Frederick		Kyle Kelly
Jack Amrhein	**Guests**	Mike Anguilano III
	Taylor Kachmarik, ODH	
	Tobacco Program Grant Constultant	

Chris Woolverton called to order the Health Board Meeting of March 13, 2018 at 5:26 p.m.

The Health Board Meeting minutes from the February 13, 2018, were distributed and reviewed prior to the meeting. A motion for approval was requested by Chris Woolverton.

Motion: A motion to approve the minutes from the February meeting was made by Michelle Frederick and seconded by Joan Seidel. With no objections, the motion passed.

Open Comments from Guests

Kyle Kelly, Public Health Sanitarian introduced himself to the Board members and explained he will be giving a presentation about Tobacco 21.

Mike Anguilano, Accreditation Coordinator introduced himself to the Board members and stated he will be going over the updates to the Performance Management Plan and operating system.

Taylor Kachmarik, Public Health Consultant from ODH performing a site visit regarding the tobacco grant.

Statistical Report for February - No Issues

Expenditures and Encumbrances Report for February 2018

Expenditures & Encumbrances for February 2018			
2/1/2018	Treasurer, State of Ohio	FSO Fee Transmittal Jan 2018	$56.00
2/5/2018	Justin Smith	OEHA Membership reimbursement	$61.80
2/5/2018	Bissler & Sons Funeral Home	Services provided for an indigent resident #1	$1,000.00
2/8/2018	Ohio Restaurant Assoc.	Associate Membership dues for 2018	$105.00
2/8/2018	Swift First Aid	First Aid kit replacement items	$50.00
2/12/2018	Tracy Radovic	Fitness Reimbursement for 2018	$148.86
2/19/2018	Bissler & Sons Funeral Home	Services for indigent Kent resident #2	$1,000.00

Motion: A motion to approve the expenditures and encumbrances for the month of February was made by Joan Seidel and seconded by Michelle Frederick. With no objections, the motion passed.

COMMISSIONER’S REPORT

No Health Commissioner’s report this month.

Jeff stated that there is a lot of new things happening in City. The Erie & Franklin project has been approved by the Planning Commission. It is a 6 story structure, with restaurants and upscale housing. Parking will be an issue here surely.

There was no PHEP Report or communicable disease report this month.

The Emergency Preparedness Report has been submitted to the State for approval. They have until the end of March to approve it.

DISCUSSION ITEMS

Administrative Quality Improvement Project – Jeff stated that the Health Department will address complaint intake. The information gathering and sharing needs to be standardized and written so that all staff are following the same procedure with complaint intake and information sharing. The entire complaint process is going to be reworked. Jeff stated that there will be a standard complaint form to be used for any and all complaints across all programs. This form will need to be updated to capture all the information needed. Jeff stated he would like to see the complaints to go completely electronic.

Local Health Department Rule Review – Draft rule changes for 3701-36-03 Minimum standards. Jeff stated that the only major change to these standards that could really affect this department is the requirement that a full-time registered nurse as nursing director is required. This will be a problem for any health department that contracts out nursing services like we do. Jeff will gather comments and sent to the State.

ACTION ITEMS

Resolution 2018-002 Swimming Pool Cost Analysis - Swimming Pool fee increase to $425; 3rd and final reading.

Motion: A motion to approve the third and final reading of Resolution 2018-002 Swimming Pool fees was made by Joan Seidel and seconded by Jack Amrhein. With no further discussion the motion passed by roll call vote; Seidel, Aye; Amrhein, Aye; Frederick, Aye; Woolverton, Aye.

Tobacco 21 Presentation by Kyle Kelly

Kyle Kelly defined Tobacco 21 as raising the legal age for purchasing tobacco products to 21 in Kent, to reduce tobacco use, save lives and improve health. Tobacco 21 is nationally supported and is growing in many communities. Five entire states have gone to the minimum age of 21. Nine (9) Ohio cities have already raised the tobacco age to 21, including Cleveland, Columbus, Euclid and Dublin to name a few. There still needs to be some work completed on this issue as well as meeting with the Law Director and City officials.

In January 2018, a survey was sent out to 250 Kent residents. There were 130 completed surveys for strongly agreeing to Tobacco 21, and 61 agree. So there is strong support for this local initiative.

Some interesting statistics regarding tobacco use - nearly 90% of smokers start by age 20; 99% of lifetime smokers started by the age of 25. So it’s safe to say that if you don’t start smoking by the age of 25 you most likely will never smoke.

Proposed timeline for Tobacco 21. January 2018, community surveys. March 2018, Gain support of Kent Board of Health. July 2018, make a formal proposal to City Council. July 2019, effective date of new ordinance.

Motion: A motion to support the Tobacco 21 initiative for Kent and a formal presentation to City Council was made by Joan Seidel and seconded by Michelle Frederick. With no further discussion the motion passed.

Vital Statistics Fee Structure - Jeff stated he would like to table this discussion for a later meeting.

Motion: A motion to approve to table Vital Statistics Fee Structure was made by Jack Amrhein and seconded by Michelle Frederick. With no further discussion the motion passed.

Performance Management plan and operating System – Mike Anguilano stated that one of his first orders of business as a full-time employee was to rewrite the Performance management plan. In the past the staff was to use VSMG software for tracking their performance. Due to the VSMG software not being user friendly, we have moved to the utilizing the Dash. It is a webpage and cloud based performance management system. It is capable of displaying trends and graphs by the use of google docs. It is very easy use and there is definitely evidence of more staff buy in with this system. The performance management plan was updated to include this change in software use. The Dash is more user friendly and simpler to use than the VSMG software was. It is very easy to share the data that is being uploaded by providing a simple link to it on our website.

Motion: A motion to approve the amended performance management plan was made by Jack Amrhein and seconded by Michelle Frederick. With no further discussion the motion passed.

Executive Session

Motion: A motion at 6:32 p.m. to go into executive session to address a personnel matter was made by Jack Amrhein and seconded by Joan Siedel. With no objections, the motion passed by roll call vote: Amrhein, Aye; Seidel, Aye; Frederick, Aye; Woolverton, Aye.

Motion: A motion at 6:43 p.m. to return from executive session was made by Michelle Frederick and seconded by Jack Amrhein. With no objections, the motion passed by roll call vote: Amrhein, Aye; Seidel, Aye; Frederick, Aye; Woolverton, Aye.

Motion: A motion to approve the provision of one additional week of vacation for the Health Commissioner in lieu of being able to offer a salary adjustment was made by Jack Amrhein and seconded by Michelle Frederick. With no objections the motion passed.

Being no further business to discuss, Chris Woolverton asked for a motion to adjourn.

Motion: A motion to adjourn the health board meeting of March 13, 2018, was made by Michelle Frederick and seconded by Jack Amrhein. With no further discussion the motion passed. Meeting adjourned at 6:45 p.m.

Approved:

Chris J. Woolverton

Chris Woolverton, President

Jeff Neistadt

Jeff Neistadt, Secretary