Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240
HEALTH BOARD MINUTES
July 16, 2018

Board Members Present	Absent	Staff Present
Chris Woolverton	Pam Ferguson	Jeff Neistadt
Joan Seidel		Tracy Radovic
Michelle Frederick		Mike Anguilano
Jack Amrhein		
Emily Mattern		

Chris Woolverton called to order the Health Board Meeting of July 16, 2018 at 5:02 p.m.

The Health Board Meeting minutes from the May 8, 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 May 8, 2018 meeting was made by Michelle Frederick and seconded by Jack Amrhein. With no objections, the motion passed.

Statistical Report for May 2018 & June 2018 – Revenue steadily increasing. Housing was slightly down, only because a couple of larger housing units have yet to submit payment.

Expenditures and Encumbrances Report for May & June 2018

Expenditures & Encumbrances for May 2018			
5/1/2018	Treasurer, State of Ohio	FSO Transmittal Fees for April 2018	$28.00
5/1/2018	Treasurer, State of Ohio	RFE Transmittal Fees for April 2018	$84.00
5/1/2018	Division of Real Estate	Burial Permit Transmittal fees for April 2018	$177.50
5/1/2018	Ryan Alternative Staffing, Inc.	Intern staffing	$8,000.00
5/18/2018	Portage Co. Health Dept.	Rabies Titer for Eric G. & Justin Smith	$148.00
5/18/2018	Jeff Neistadt	Reimbursement for expenses for PHCC	$42.75
5/29/2018	Jeff Neistadt	Reimbursement for expenses for NEHA airfare	$427.37
5/30/2018	National Restaurant Assoc.	ServSafe Course books and Answer sheets	$2,206.55
5/30/2018	Uline	Saline bottles, nitrile gloves, ear muffs, insulated foam shipping containers	$417.00

Expenditures & Encumbrances for June 2018			
6/7/2018	Gehm & Sons	Dry Ice for Mosquito Traps	$500.00
6/7/2018	Division of Real Estate	Burial Permit transmittal fees	$170.00
6/11/2018	Treasurer, State of Ohio	Food Service Transmittal Fees for May	$28.00
6/11/2018	Treasurer, State of Ohio	Recreation Program Transmittal Fees - POOLS	$1,365.00
6/15/2018	Tracy Radovic	Mileage Reimbursement for June 2018	$130.00
6/20/2018	Jeff Neistadt	Shuttle service for NEHA Travel	$40.12

Motion: A motion to approve the expenditures and encumbrances for the months of May and June 2018 was made by Jack Amhrein and seconded by Joan Seidel. With no objections, the motion passed.

COMMISSIONER'S REPORT

The bill that is going to allow dogs on the patios of food services is on the governor's desk for signature. I expect we will be receiving guidance from ODH on this issue but nothing yet.

We have had six positive pools of West Nile Virus in our mosquito traps with at least one more positive per week. We have received very little complaints this year in our mosquito program so our efforts are working. We have only sprayed twice this year before the Heritage Festival.

We have for a while now been receiving phone calls from residents regarding commercial trash haulers picking up at 5 or 6 in the morning. After a thorough review of the ordinances there were no time restrictions in place for commercial pickup. We brought that to council in June and now the same restrictions apply for commercial and residential trash pickup which is 7am.

We had our public entities pool here to meet last week. Our representative had the recommendation to get a few fire extinguisher for the building. He also gave us a small grant opportunity to purchase fire extinguishers as well as an AED for the waiting room. Chris Woolverton wanted to discuss a new app developed by the Safety Ambassadors called Pulse Point, which is a software program that runs in the background of the dispatching software while they are dispatching emergency services. While the dispatcher is typing information an app picks up key words like heart attack or someone needs CPR. CPR certified individuals who sign up through the application would be notified by their phone that someone within .25 mile of their current vicinity is in need of CPR. They are sent step by step foot directions to where the person in need is. This only occurs for emergencies in public places not for incidences that occur in someone's home or a residence. Chris stated part II of this app, is to eventually provide a complete city wide database of all AED's in public places. Chris stated that he has asked Jeff to have the sanitarians that inspect restaurants etc., to ask if there is an AED or not, take a picture of it and text it to Chief Tosko and he will have it put into the database, so if someone is contacted to perform CPR they will also be alerted to whether there is an AED available and exactly where it is.

We have received $50,000 for year 3 of our tobacco grant which is significantly higher funding than year 1 and 2.

We met with council last week to discuss Tobacco 21 legislation. Overall, it went very well and was moved to authorize. Wendy Hyde, from Tobacco 21 was there to present as well for us as well as a gentlemen from the American Heart Association.

China City has improved their cleaning and management of the facilities since we had to close them down. There are no signs of cockroaches at this time and we are continuing to educate and inspect them to ensure they are continuing their efforts. Wendy’s is becoming an issue for us as they have many violations that are continuing. The building itself definitely needs some renovations but many of the food safety concerns are not being addressed in a timely manner. If improvements are not made quickly they will be in here for a formal hearing.

Jeff will be on vacation from July 23rd to August 4th. Arrangements are being made to ensure operations run smoothly during the absence.

DISCUSSION ITEMS

Kent State Investigation - There was a cancer cluster concern by individuals that work in a particular building on the KSU campus. The biggest concern was regarding the various breast cancers that individuals have been diagnosed with. There was a full epidemiological investigation, water samples were taken and analyzed, we investigated maintenance of the facility, as well as got an asbestos report. Investigations were conducted with current and past employees. We gathered health data from everyone we could. The Medical Director Dr. Stiffler conducted 30 plus interviews with individuals. All the data collected was entered in an epi-study. The cancers reported were all the typical common types of cancers, nothing was flagged as having a specific cause, nor did anything stand out during the investigations that we thought would be of concern. Jeff stated that the final report will be submitted to the health board members after it is delivered to complainants. In the end this issue was not identified as a cancer cluster. The report indicates that no carcinogens were found.

Senior Services Brochures. Jeff stated that we don’t really have much information for the local seniors in the community. He stated he wanted to gather some information regarding the services we are aware exists in Kent and put it in a brochure made for our local seniors. Chris Woolverton stated that a needs assessment for seniors would be beneficial in the future so that maybe we can identify the needs of our senior community and work with community partners to assist and provide what our aging in place residents need.

<u>ACTION ITEMS</u>

Strategic Plan Updates – Jeff stated that we are in the middle of our 5 year Strategic Plan. It started in 2016, it's now 2018. We want to get this document updated prior to adding it to our accreditation dashboard. Chris stated that this document can be placed on a mid-course update schedule. This item will be placed on a future agenda for October or November 2018 so the Board of Health can review and revise Strategic Plan as needed.

Business Associate Agreement – This document was updated with the appropriate name and our current branding strategy. For use with accreditation documentation, this agreement may be filled out by one of our current contract holders, Portage County Nursing for example, or the Medical Director and the Board of Health will review and sign.

Motion: A motion to approve the Business Associate Agreement Form was made by Joan Seidel and seconded by Michelle Frederick. With no further discussion the motion passed.

Updated Branding Strategy – We have updated our branding strategy and logo.

Motion: A motion to approve the Branding Strategy was made by Emily Mattern and seconded by Joan Seidel. With no further discussion the motion passed.

Fiscal Responsibility for Grants. Jeff stated that ODH Grants staff need Health Board Approval for the Health Commissioner to be named as fiscally responsible for all Grants issued to the Kent City Health Department as well as to serve as Grant Director.

Motion: A motion to approve the Kent City Health Commissioner being named the Fiscally Responsible Person for all Grants issued to the Kent City Health Department as well as being Grants Director was made by Michelle Frederick and seconded by Jack Amrhein. With no further discussion the motion passed.

<u>Executive Session</u> - None

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

Motion: A motion to adjourn the health board meeting of July 16, 2018 was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed. Meeting adjourned at 5:58 p.m.

Approved:

Chris J. Woolverton (signature)

Chris Woolverton, President

Jeff Neistadt

Jeff Neistadt, Secretary