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

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

Chris Woolverton called to order the Kent City Health Board Meeting of November 13, 2018 at 5:32 p.m.

The Kent City Health Board Meeting minutes from the October 10, 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 October 10, 2018 meeting was made by Michelle Frederick and seconded by Pam Ferguson. With no objections, the motion passed.

Statistical Report for October 2018 – Money collected is up. We are where we need to be.

Expenditures and Encumbrances Report October 2018

Expenditures & Encumbrances for October 2018			
10/2/2018	Division of Real Estate	Burial Permit Fee Transmittal for September 2018	$132.50
10/2/2018	Treasurer, State of Ohio	FSO Transmittal Fees for September 2018	$56.00
10/3/2018	Vehicle Maintenance	Maintenance of Health Dept. vehicles	$253.85
10/16/2018	Kent State University	Lease Payment from August through December 2018	$5,206.30
10/22/2018	Survey Monkey	Annual Subscription for Health Department	$360.00
10/22/2018	Jeff Neistadt	Reimbursement for expenses for AOHC Fall Conference	$25.37
10/22/2018	Kyle Kelly	Reimbursement for Work shoes as per AFSCME Contract	$125.00
10/22/2018	Treasurer, State of Ohio	Vital Statistic tech fees for July through September 2018	$32,772.08
10/24/2018	Memorial Animal Hospital	Raccoon specimen prep for rabies testing	$76.00
10/30/2018	Jeff Neistadt	Reimbursement for Paying Online domain name GoDaddy.com	$20.17

Motion: A motion to approve the expenditures and encumbrances for the month of October 2018 was made by Jack Amrhein and seconded by Pam Ferguson. With no objections, the motion passed.

COMMUNICABLE DISEASE REPORT –

There was a Salmonella case noted in our jurisdiction, after investigating, we became aware that the child had been handling turtles and reptiles and did not wash his hands.

HEALTH COMMISSIONER'S REPORT

Jeff stated that he recently completed the annual food service and retail food establishment cost analysis. Most of the food fees stayed the same for the risk categories. For the vending fees we are limited to the CPI. The areas where we did see an increase in costs are the mobile food program and the plan reviews. We conducted quite a few plan reviews last year due to Kent State remodeling. Many of those locations were large class 4 FSO's which took longer than needed to obtain compliance with the food code. The letters were sent to the food services with the changes in fees and we will be reviewing the proposed fees at next month's meeting. We will also be discussing the nursing contract next month as well.

Jeff applied for several grants for the health department from the FDA. We applied for 3 mini grants of up to $5,000 each.

Jeff asked the board to keep their eyes out for advertisements on the PARTA busses for Tobacco Cessation. There are going to be several more over the next few months as part of our tobacco grant requirement.

One of the last accreditation requirements to submit is a transportation assessment which was not ready to be reviewed yet. I am going to send the assessment out to the board soon and have you comment and approve via email.

Jeff will be exploring a contract for the removal of animal heads as well as to euthanize an animal that has been bitten. He hopes to have something for the Health Board to review at next month's meeting.

Jeff stated he wanted to make Board members aware of a complaint that the Health Department is investigating at the Kent State Michael Schwartz building. The complaint stated that asbestos was removed the week of March 15, 2018 in the building (no one in the building was informed it was occurring to provide themselves with any protection). Since then the individual has had breathing and inflammation problems. The complainant also is concerned with the mold and mildew in the building as apparently there are active leaks that are not being addressed. Jeff also stated that he has contacted air quality to go in and do some testing.

DISCUSSION ITEMS

Collaboration with University Health Center - Chris Woolverton stated that he and Jeff made a site visit to look at a possible new space in the DeWeese Health Center to relocate the Kent City Health Department. It is about the size of the current building's second floor and there is one office. It is a modernized space and would just need to be fitted with partitions. The director, Julie is excited to bring in the health department and they have discussed other opportunities for bringing in the health department. Jeff supplied a document in the Board packet which indicates other potential collaborations possible with a move to DeWeese. A few collaborations could be: nursing services; medical director services; occupational health and employee health services as well. Chris stated that there are many possibilities that will continue to roll out as conversations continue.

Pam Ferguson asked what would be done about the parking situation. Chris stated that currently parking is not too big of an issue. We would ask that they select 4 or 5 spaces for Health Department parking only, like they have done at the current facility. There is also some track space that University Health Services has considered expanding out too.

Michelle Frederick stated that the Kent Health Department is City municipal government and residents may not be open to them moving on to campus fearing that they will no longer part of the city. Michelle stated and Jack Amrhein agreed that it may be a hard sell to Kent citizens.

Pam stated that there will definitely be concerns from the public but enough benefit exists that it's worth a try and we can brainstorm through the tougher issues. Pam asked when this move could occur. Chris Woolverton stated that once a new president comes in we'll have to see how things go, but a move would be possible any time after the first of the year but more likely more towards June 2019.

CHA/CHIP MOU – This document sets the terms and understanding between the Kent City Health Department and Portage County Health District in regards to the Community Health Assessment and the Community Health Improvement Plan. This item was circulated to Health Board Members via email last week and was unanimously approved.

LGBTQ Follow up – Jeff stated that there were two meetings held with this group, which he felt went very well. There were a few issues they brought to our attention. The use of improper pronouns, HIV Testing, and transportation.

Accreditation Update - Mike Anguilano stated that this time last year we still had 170 documents to retrieve and today we are at about 9 to go.

ACTION ITEMS

Strategic Plan Review - Revisions have been made. Mike stated that he added a 2018 update page to the plan which shows all completed goal items. The Board of Health SWOT Analysis was also updated. New Goals and objectives were also added to the plan.

Motion: A motion to approve to the Strategic Plan was made by Jack Amrhein and seconded by Michelle Frederick. With no further discussion the motion passed.

AAR Guidelines Update and Discussion – Jeff stated that it is necessary for us to have After Action Report Guidelines. As a miscommunication had occurred regarding a Legionella Disease case.

Motion: A motion to approve the AAR guidelines was made by Jack Amrhein and seconded by Pam Ferguson. With no further discussion the motion passed.

Tobacco 21 Enforcement Procedures – Mike attended a training conference regarding Tobacco 21 enforcement inspections. The enforcement protocol was provided in the Health Board packet. Chris Woolverton asked the board members if they had any questions regarding the procedures. Jeff stated that he has gotten Law Department approval as well.

Motion: A motion to approve the Tobacco 21 Enforcement Procedures by Pam Ferguson and seconded by Jack Amrhein. With no further discussion the motion passed.

Branding Strategy Update - Mike stated that this document had a few small revisions. It was previously approved back in June 2018. We reduced the number of logos to use.

Motion: A motion to approve the Branding Strategy was made by Pam Ferguson and seconded by Michelle Frederick. With no further discussion the motion passed.

Risk Communication Plan Update – Mike stated that this plan was completed by the Interns last year. Mike made a few changes and additions to the plan as needed for Accreditation.

Motion: A motion to approve the Risk Communication Plan was made by Jack Amrhein and seconded by Michelle Frederick. 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 November 13, 2018 was made by Jack Amrhein and seconded by Pam Ferguson. With no further discussion the motion passed. Meeting adjourned at 6:45 p.m.

Approved:

Chris Woolverton, President

Jeff Neistadt, Secretary