



Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240
HEALTH BOARD MINUTES
January 8, 2019

Board Members Present

Michelle Frederick
Joan Seidel
Jack Amrhein
Pam Ferguson
Emily Mattern

Absent

Chris Woolverton

Staff Present

Mike Anguilano
Tracy Radovic
Jeff Neistadt

Joan Seidel called to order the Kent City Health Board meeting of January 8, 2019 at 5:26 p.m.

The Kent City Health Board meeting minutes from the December 11, 2018 were distributed and reviewed prior to the meeting. A motion for approval was requested by Joan Seidel.

Motion: A motion to approve the minutes from the December 11, 2018 meeting was made by Emily Mattern and seconded by Jack Amrhein. With no further discussions or objections, the motion passed.

Statistical Report for December 2018 – Vital statistics revenue is up for the year due to the fee increase that took place in July. Food service revenue is also up compared to last year. There have been some food operations added and some have been deleted but the biggest change here is the offering ServSafe Classes. Mac claiming revenues are also up.

Expenditures and Encumbrances Report December 2018

Expenditures & Encumbrances for December 2018			
12/3/2018	Div. of Real Estate	Burial permit fee transmittal for November 2018	\$157.50
12/3/2018	Treasurer, State of Ohio	FSO transmittal fees for November 2018	\$56.00
12/6/2018	Bissler & Sons	Indigent services for Kent resident #6	\$1,000.00

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

HEALTH COMMISSIONER'S REPORT

Jeff Neistadt stated the health department has officially applied for Public Health Accreditation. The submittal was accepted on January 3rd from PHAB. The next step in the process is that our PHAB accreditation coordinator reviews the documents in their entirety for any errors. Once approved we will be able to pick our site visitor team and then the documents go to them for review prior to the onsite visit.

This month will be extremely busy with grant writing. The health department is going to apply for the Mosquito Control Grant which would provide funding for the mosquito program as well as tobacco control funding with a new 3 year grant.

There is an individual who is selling Elderberry Syrup at the Kent Flea Market. The supplement claims to boost immunity and is safe for children under 1. As you may know, Elderberry's in their raw form are toxic and can be very dangerous. The health department is working with the Department of Agriculture on this issue to get it resolved and off the shelves.

The bi-annual food safety audit from the Ohio Department of Agriculture is scheduled. The auditor will be bringing a new employee as they see us as a good place to learn from. They are coming the last week of this month and will be reviewing all of our current policies as well as rating our sanitarians on their performance out in the field. The food audits have historically been tough on local health departments as most end up on provisional status.

The health commissioner is still engaged with the KSU Health Center on services that we can start to shift their way instead of using Portage County. They currently are getting back to me with some costs for nursing services especially with our infectious disease follow-up.

Join us Wednesday, January 9, 2019 from 1-2pm EST to hear how the Kent City Health Department is utilizing an Academic Health Department (AHD) partnership with Kent State University to expand its capacity and support its journey toward Public Health Accreditation Board (PHAB) accreditation. AHD Learning Community member Michael Anguilano III, Accreditation Coordinator for the Kent City Health Department, will join the webinar to discuss how this partnership is broadening the capabilities of this small health department with seven full-time employees; speeding up PHAB accreditation efforts; and providing a thought-provoking, real-world experience for Kent State students.

DISCUSSION ITEMS

2018 Housing Violation Data – The health department inspected over 5500 units in 2018. There were a total of 3,527 violations written. Of most concern were the 824 fire safety and the 764 plumbing violations, window issues, solid waste issues etc. We have been compiling this data for a couple years in an effort to develop trends that would identify a quality improvement project.

Draft Rule for dogs on patios – The draft rule by Ohio Department of Health is now available for comment. Jeff stated that board members should review this document and submit any comments to him. Jeff will compile a list of comments and submit them to the ODH. This document can change.

ACTION ITEMS

Joan Seidel requested an agenda change by motion to section 5. Action Items, item B. Replace 2019 Nursing Contract with Embargo Guidelines on the agenda in this section.

Motion: A motion to change the agenda item Action Items 5. B. from 2019 Nursing Contract to Embargo Guidelines was made by Jack Amrhein and seconded by Pam Ferguson. With no further discussion or objections, the motion passed.

2019 Food Fees– Resolution 2019-001 Food Operation and Retail Food Establishment license fees. This item was voted December 11, 2018 as a 1st Reading, and it was to be passed by emergency with the 2nd and 3rd Reading suspended due to time constraints. The following motions make the necessary changes.

Motion: A motion to suspend the 2nd and 3rd Reading of Resolution 2019-001 was made by Jack Amrhein and seconded by Emily Mattern. With no further discussion the motion passed by roll call vote: Seidel, Aye; Ferguson, Aye; Amrhein, Aye; Frederick, Aye; Mattern, Aye.

Motion: A motion to approve Resolution 2019-001 being passed by emergency as of December 2018 for Food license fees for 2019 was made by Pam Ferguson and seconded by Emily Mattern. With no further discussion the motion passed by roll call vote: Seidel, Aye; Ferguson, Aye; Amrhein, Aye; Frederick, Aye; Mattern, Aye.

Embargo Guideline – Jeff stated that the Ohio Department Agriculture requires a guideline for embargoing food that maybe contaminated. Our old guideline directed the health department staff to take the contaminated food items with them after inspection so the facility would not use it. After seeking legal advice from our Law Director and reviewing other policies provided by other cities, it has been determined that health department staff should clearly tag contaminated food for non-consumption and get a court order to have the food destroyed. .

Motion: A motion to approve the Embargo Guideline was made by Emily Mattern and seconded by Jack Amrhein. With no further discussions or objections, the motion passed.

NEHA Conference July 2019 – Jeff Neistadt will be required to attend the NEHA conference as well as any preconference activities. This travel is fully funded by the NEHA Grant funds.

Motion: A motion was made by Michelle Frederick and seconded by Emily Mattern to approve all travel related expenses for Jeff Neistadt to attend the NEHA conference and any preconference activities in 2019. Including but not limited to all conference registration fees, meals, accommodations, all fees and costs associated with the travel to the conference and return, as well as any expenses that are incurred during this travel. With no further discussions or objections the motion passed.

Executive Session – None

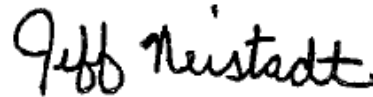
Being no further business to discuss, Joan Seidel asked for a motion to adjourn.

Motion: A motion to adjourn the health board meeting of January 8, 2019 was made by Michelle Frederick and seconded by Pam Ferguson. With no further discussion the motion passed. Meeting adjourned at 6:02p.m.

Approved:



Joan C. Seidel, Vice-President



Jeff Neistadt, Secretary