



Kent City Health Department
 Belleria in Kent
 Kent, Ohio 44240
HEALTH BOARD MINUTES
 February 19, 2019

Board Members Present

Chris Woolverton
 Joan Seidel
 Jack Amrhein
 Emily Mattern

Absent

Michelle Frederick
 Pam Ferguson

Staff Present

Mike Anguilano
 Tracy Radovic
 Jeff Neistadt

Chris Woolverton called to order the Kent City Health Board meeting of February 19, 2019 at 5:19 p.m.

The Kent City Health Board meeting minutes from the January 8, 2019 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 January 8, 2019 meeting was made by Joan Seidel and seconded by Emily Mattern. With no further discussions or objections, the motion passed.

Expenditures and Encumbrances Report January 2019

Expenditures & Encumbrances for January 2019			
1/3/2019	Kyle Kelly	Reimbursement for RS License Renewal fees	\$93.50
1/3/2019	Justin Smith	Reimbursement for RS License Renewal fees	\$93.50
1/3/2019	Eric Gorczynski	Reimbursement for RS License Renewal fees	\$93.50
1/3/2019	Ohio Div. of Real Estate	Burial permit transmittal fees for December 2018	\$182.50
1/3/2019	AOHC	Registration for Joan Seidel to attend AOHC Meeting in Sept. 2018	\$180.00
1/3/2019	Ohio Associate of Boards of Health	2019 Dues	\$180.00
1/3/2019	AOHC	2019 Dues	\$681.00
1/3/2019	Tracy Radovic	Fitness Reimbursement	\$148.86
1/3/2019	Friends Services Co.	Office Supplies	\$1,200.00
1/3/2019	Summa Emergency Associates, Inc.	Dr. Stiffler qtrly. Contract payments for Serving as Medical Dir.	\$3,000.00
1/3/2019	Swift First Aid	Replenish stock of First Aid Supplies	\$75.00
1/3/2019	Lowes Company	Small tools and operating materials for Health Dept.	\$500.00
1/3/2019	Spectrum cable-Time Warner Cable	Cable Services from Spectrum	\$2,400.00
1/7/2019	Jeff Neistadt	Reimbursement for NEHA Membership Renewal	\$100.00
1/7/2019	Treasurer, State of Ohio	Vital Stats transmittal fees for Oct, Nov, Dec 2018	\$31,957.12
1/8/2019	Jason Revesz	Reimbursement for RS License Renewal fees	\$93.50
1/16/2019	Healthspace USA	Annual Licenses for 2019	\$1,500.00
1/24/2019	NEHA	Conference Registration fees for Jeff Neistadt	\$630.00

Motion: A motion to approve the expenditures and encumbrances for the month of January 2019 was made by Emily Mattern and seconded by Jack Amrhein. With no further discussions or objections, the motion passed.

HEALTH COMMISSIONER'S REPORT

The health department will have an annual audit for Swimming Pools February 21, 2019. Even though they were here less than one year ago apparently ODH is just not nearly as busy as we are so they need to visit us every 9 months or so. A new auditor works in this area.

Jeff stated that are going to be several new policies to review next month in response to some items that have been occurring in the office. There will be a policy on taking lunches at the end of the day as well as a policy on field work. Unfortunately, the sanitarians are not yet finished with their second round of food services. This is due to the extensive office time that was spent in the office instead of being out in the field during the colder weather.

Jeff stated he has submitted for two grants this month which was more work than he had anticipated and they ate up way more time than expected. Jeff stated that he feels really positive about the tobacco grant not as confident with the mosquito grant submission. The tobacco grant that was submitted is worth 100K per year for the next three years and the mosquito grant is annual funding worth 25K.

The Ohio Department of Agriculture completed their food safety program survey with us last week. We received a verbal that everyone did great, but we will see once we get the report. It was my understanding that the report would have been done by now as I planned on sharing it but unfortunately it is not yet available. Staff will be standardizing how the inspection reports are filled out so that everyone is doing them the same way.

We have a GIS student who is going to be doing some work for us over the next several months on our Access to Care Project as well as mosquito surveillance mapping.

DISCUSSION ITEMS

Epidemiologist There is an opportunity to get KSU student Taylor Kula to do some summer Epi work with the health department. Chris Woolverton stated that there are 2 models here. The first model would be on their dime a practicum student, the downside to that is that they can only work part-time for a semester (4 months). The other model would be to actually bring on an intern or trainee for the Epi then it becomes our liability at that point so we will have to decide if that is what we want. A downside is that if we take on a practicum student and they work out really well, how do we entice them to stay? There would have to be a mechanism that would encourage them to do the practicum first then have some level assuredness that they would then have a position beyond that. Joan Seidel asked Jeff if there was money in the

budget, so that if someone did workout, you would be able pay them? Jeff stated that full time would be tough but part time or contract yes. Chris stated that it can done by contract.

ODA Survey Jeff stated that he does not have any of the results yet to share. Jeff did state though that they thought his cost analysis was completed wrong, until he pointed out to them how to do a cost analysis and he had contacted the supervisor to give him the information.

ACTION ITEMS

Policy Updates – These updates are dates only for policies that were up for review for Division of Hours Policy, Mac Time Policy, Sick Time Policy and Money Collections policy. No changes have been made just reviewed and the date.

Motion: A motion to approve policy updates for the Division of hours, Mac time, Sick time usage and Money collections was made by Joan Seidel and seconded by Emily Mattern. With no further discussions or objections, the motion passed.

Temporary Tattoo Vendors – There is to be a motorcycle rally in Kent this summer and there was a request by a tattoo establishment to set up a temporary tattoo vending location. This has not been requested in past so a policy, process and application had to be established.

Motion: A motion to approve the Temporary Tattoo Vendor permit was made by Jack Amrhein and seconded by Chris Woolverton. With no further discussion the motion passed.

Tobacco Compliance Checks – Procedures and processes were discussed.

Motion: A motion to approve the Tobacco Compliance check procedures was made by Joan Seidel and seconded by Emily Mattern. With no further discussions or objections, the motion passed.

Summer Employment (Epi, Mosquito interns, R.S.) – Jeff would like to be able to post for 2 mosquito interns, get an epi in here from our academic health department and possibly look to hire a retired RS through Ryan Staffing for additional work as needed.

Motion: A motion to approve summer employment was made by Joan Seidel and seconded by Emily Mattern to approve With no further discussions or objections the motion passed.

5314 South Water Street (State Route 43)– Well installation – We have been working with an owner of a property on Route 43 that has no water and cannot get any easements from the neighbors to be able to tap into City Water. With no choice in the situation, we need to approve a well installation so the property has water.

Motion: A motion to approve Well installation at 5314 South Water Street was made by Emily Mattern and seconded by Jack Amrhein. With no further discussions or objections, the motion passed.

Nursing Contract – With the staffing shortage at the KSU Health Center, we need to contract for this year for nursing services for 2019. We have a commitment from the Health Center to work with us for next year on contracted services.

Motion: A motion to approve the Contract with Portage County for Nursing Services was made by Emily Mattern and seconded by Jack Amrhein. With no further discussions or objections, the motion passed.

Health Commissioner – Due to his ongoing excellent performance and in lieu of any monetary raise, an additional week of vacation for the Health Commissioner was brought up by the Health Board.

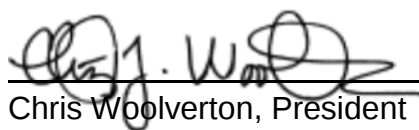
Motion: A motion to approve one additional week of vacation for Jeff Neistadt in lieu of a monetary raise was made by Chris Woolverton and seconded and seconded by Joan Seidel

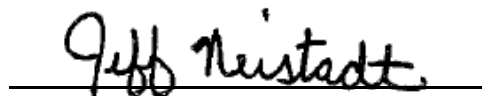
Executive Session – None

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

Motion: A motion to adjourn the health board meeting of January 8, 2019 was made by Joan Seidel and seconded by Emily Mattern. With no further discussion the motion passed. Meeting adjourned at 6:52p.m.

Approved:


Chris Woolverton, President


Jeff Neistadt, Secretary