



Kent City Health Department
414 East Main Street
Kent, Ohio 44240
HEALTH BOARD MINUTES
March 12, 2019

Board Members Present

Chris Woolverton
Joan Seidel
Jack Amrhein
Emily Mattern
Michelle Frederick

Absent

Pam Ferguson

Guests

Rose Ferraro
Hope Jones
Suzanne Stemnock

Staff Present

Mike Anguilano
Jeff Neistadt

Chris Woolverton called to order the Kent City Health Board meeting of March 12, 2019 at 5:30 p.m.

The Kent City Health Board meeting minutes from the February 19, 2019 were distributed and reviewed prior to the meeting. A motion for approval with changes to signatures was requested by Chris Woolverton.

Motion: A motion to approve the minutes from the February 19, 2019 meeting was made by Joan Seidel and seconded by Emily Mattern. With no further discussions or objections, the motion passed.

Executive Session – 5:31 p.m.

Adjourn From Executive Session – 6:44pm

Nursing and Preparedness Report

Rose Ferraro provided information on the following items:

- Public Health Emergency response Plan has been approved by ODH. Will go to PCHD Board of Health for approval next week. Portage County Mass Fatality Plan has also been approved and will be going in front of the PC BOH next week.
- Rose provided a schedule and a general overview of the PHAB site visit.
- Hepatitis A outbreak in Ohio. 1189 cases in Ohio and 7 deaths. The outbreak is concentrated on the homeless and IV drug users.

HEALTH COMMISSIONER'S REPORT

- We are starting to take a real good look at how we do reports and other items for the board and in the office so please think about the reports, especially the statistical report and the information on them and tell me what you think needs to be added or deleted entirely from the reports. This is a great opportunity going forward to make changes.
- I still have yet to hear on our Tobacco grant 3 year funding and from the EPA grant. I will let you know as soon as I do.
- We have started our Tobacco compliance checks and store audits as well as have new outreach billboards on the back of the PARTA busses aimed at smoking cessation.

- I attended some of the PHAB site visit at Portage County which was an excellent learning experience.
- I also want to apologize that some of the reports were unavailable this month as we have been short clerical staff at the moment. I have been trying the best I can to pick up that work as we are all pitching in as needed. I am very proud of the staff for all of their efforts through this transitional phase.
- There are also two handouts just provided to you on changes to the food code as well as a food employee illness reporting agreement. We sent both of these out with license renewals. Some of the changes to the food code include employee health additions, more requirements for person in charge which we write up a lot in our inspection reports, and also a more robust section on existing facilities and equipment on page 2.
- Due to the changes in employee health reporting, we developed an agreement for food service operations to assist in ensuring that employees are reporting their illnesses correctly to the person in charge.

DISCUSSION ITEMS

PHAB Update – Mike provided an update on our PHAB progress. Our site visit team has been named and we are looking at September through November for our actual site visit.

Tobacco Store Audits and Compliance Checks – Mike also provided an update on our tobacco store audits and our compliance checks. We have completed all of the store audits for Kent and will be starting our compliance checks soon.

ACTION ITEMS

Expenditures and Encumbrances Report February 2019

2/4/2019	2019-00000701	Division of Real Estate	Burial permit transmittal for January 2019	\$230.00
2/13/2019	2019-00000781	Ohio Restaurant Assoc.	Associate Membership dues for 2019	\$105.00
2/19/2019	2019-00000808	National Restaurant Assoc.	Servsafe Coursebooks	\$1,766.90
2/20/2019	2019-00000813	NEHA	NEHA Conference RFE Self assessment Workshop	\$95.00

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

Ohio Environmental Health Association Annual Conference – Chris asked for the board to approve all travel expenditures for Jeff Neistadt and Justin Smith to attend the annual OEHA conference on April 11-12.

Motion: A motion to approve OEHA travel costs was made by Jack Amhrein and seconded by Joan Seidel. With no further discussions or objections, the motion passed.

NACCHO Vector Summit from April 16 – 18. Chris asked for the board to approve all travel costs associated with attending the NACCHO Vector Summit in Pittsburg, PA from April 16-18, 2019.

Motion: A motion to approve travel costs for attending the NACCHO Vector Summit for up to 3 employees was made by Joan Seidel and seconded by Jack Amhrein. With no further discussions or objections, the motion passed.

AOHC Conference from May 13 – 15, 2019. Chris asked for the board to approve all travel costs associated for Jeff Neistadt to attend the annual mandatory conference for Health Commissioners.

Motion: A motion to approve travel costs for Jeff Neistadt attending the annual AOHC conference was made by Emily Mattern and seconded by Michelle Frederick. With no further discussions or objections, the motion passed.

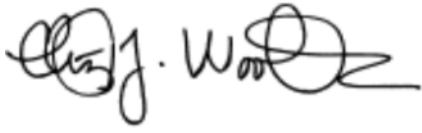
Well Installations - Jeff stated that there are 3 properties on Newcomer Road that will need to be permitted for drinking water wells. There are currently no water lines on Newcomer Road and due to the costs associated to extend the lines we really do not have a choice. We currently do not have a well installation program so we would need to contract this out as we have only done a handful of wells total for Kent and they all were replacement wells – not for new construction. Jeff asked for approval for the installation on new wells at the Newcomer Road properties. The board discussed the concerns they have with wells and about the lack of information that was provided to the health department regarding the approval of these lots.

Motion: A motion to disapprove of the health department issuing well permits for the Newcomer Road properties was made by Michelle Frederick and seconded by Emily Mattern. All were in favor of the motion except for Jack Amhrein who abstained. With no further objections the motion passed.

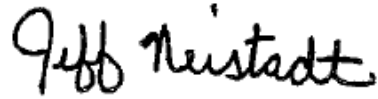
Being no further business to discuss, Chris Woolverton asked for a motion to adjourn.

Motion: A motion to adjourn the health board meeting of February 19, 2019 was made by Joan Seidel and seconded by Michelle Frederick. With no further discussion the motion passed. Meeting adjourned at 7:34 p.m.

Approved:

A handwritten signature in black ink, appearing to read "Chris Woolverton". The signature is stylized with a large "C" and "W".

Chris Woolverton, President

A handwritten signature in black ink, appearing to read "Jeff Neistadt". The signature is written in a cursive style.

Jeff Neistadt, Secretary