



Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240
HEALTH BOARD MINUTES
April 9, 2019

Board Members Present

Christopher Woolverton
Joan Seidel
Jack Amrhein
Michelle Frederick
Emily Mattern

Absent

Pam Ferguson

Guests

Suzanne Stemnock
Hope Jones
Rose Ferraro

Staff Present

Mike Anguilano
Justin Smith

Christopher Woolverton called to order the Kent City Health Board Meeting of April 9, 2019 at 5:30 p.m.

The Kent City Health Board Meeting minutes from the March 12, 2019 meeting were distributed and reviewed prior to the meeting. A motion for approval was requested by Christopher Woolverton.

Motion: A motion to approve the minutes from the March 12, 2019 meeting was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

OPEN COMMENTS/GUEST COMMENTS

PHEP/Nursing Report – Rose Ferraro from Portage County Health District (PCHD) presented the PHEP/Nursing report and provided updated graphs outlining the immunization rates in Portage County. The charts are provided in the board packet. Rose asked for feedback on HPV and Hepatitis A brochures that are to be handed out in schools. Christopher said that something about oral and throat cancer should be included. Rose agreed and said it will be included under both the male and female sections.

Communicable Disease Report – Rose Ferraro from Portage County Health District also presented the communicable disease report. The report is provided in the board packet.

EXECUTIVE SESSION

Christopher Woolverton requested a motion to enter into executive session for the purpose of discussing a personnel matter.

A motion was made by Joan Seidel and seconded by Emily Mattern. Amrhein: Aye; Seidel: Aye; Frederick: Aye; Woolverton: Aye; Mattern: Aye. The board entered executive session at 5:42 p.m.

A motion to end executive session with no information to report was made by Emily Mattern and seconded by Jack Amrhein. With no objections, the motion passed by roll call vote: Amrhein: Aye; Seidel: Aye; Frederick: Aye; Woolverton: Aye; Mattern: Aye; The board re-entered open session at 6:41 p.m.

Health Department Report – Justin Smith and Mike Anguilano met with Marianne Kitakis from Portage County Health District about updating the Continuity of Operations Plan (COOP). She recommended that a formal plan for succession be discussed and established by the Board.

Justin stated that the health department received the EPA grant for \$25,000. Because he did not write the grant himself, Justin will be going over the deliverables and making arrangements to complete them. Some of the community outreach and health education-based deliverables will be more challenging, but a more concerted effort should make it possible. Justin also asked the Board for a third intern, which would greatly spread the work load out.

Motion: A motion to approve a third intern for the 2019 mosquito surveillance season was made by Joan Seidel and seconded by Jack Amrhein. With no objections, the motion passed.

Mike added that the status of the tobacco grant, which was submitted back in February, has not been updated. That does not mean the health department will not get it, but there should have been a decision already. Several changes have been going on in the tobacco program in terms of staffing, which may be leading to the delay in decision.

Justin said that as staff changes happen, the office will be rearranged to take better advantage of the available space. That includes the upstairs cubicles, which were previously only used occasionally for interns. Christopher added that, in the event of a sudden change in staff, cross-training should be a point of emphasis. Justin agreed and said that that has already begun with some environmental and smoking complaint work.

Justin also wanted to give praise to the staff in how they have handled the changes going on. Despite the short staff, everyone has continued to work well and work together to solve problems that come up. The rearranging of the office should help this as well, as people may be together in offices.

Mike provided an accreditation update. The three site visitors have been finalized and are currently reviewing the submitted documents. This process takes 8-10 weeks, with a site visit happening shortly after the review is complete. All staff will need to review the Community Health Improvement Plan as part of the site visit preparation.

The health department received 200 Air Care packages from Akron Regional Air Quality Management District. Justin says he will look for different avenues to disperse them. Festivals would be a good space to give away the packages. Christopher added that he will search for opportunities around Kent State to give some away.

Justin says that the ServSafe classes have been going well and continue to be a positive experience. He added that changes may be coming to requirements and the level of certification required. The program may also be audited in the future.

Justin mentioned House Bill 166 with regards to body art. He says he may have to make some cost methodology adjustments, but nothing is finalized regarding it. The bill would require all body artists to be registered. The fee is \$250, and the health department would keep it. Justin says registering artists would be better than registering establishments.

Justin added that the Ohio Department of Agriculture finished their audit of the food program and will not be put in provisional status. Two out of the three sanitarians passed with an 80%. Overall the sanitarians did a very good job and were praised by the auditors. Some action items were given to the health department for improvement and Justin discussed some things that the health department will be working on.

Expenditures and Encumbrances for March 2019

Expenditures & Encumbrances for March 2019			
3/4/2019	Friends Services, Co. (fka Kent Office Supply)	Office Supplies	\$306.08
3/6/2019	Treasurer, State of Ohio	RFE Transmittals for February 2019	\$700.00
3/6/2019	Treasurer, State of Ohio	FSO Transmittals for February 2019	\$2,172.00
3/6/2019	Portage County - Nursing Contract	Nursing Contract	\$44,718.60
3/15/2019	Ohio Division of Real Estate	Burial Permits Transmittal for February	\$130.00
3/18/2019	Ohio Environmental Assoc.	OEHA conference for Jeff and Justin	\$330.00
3/18/2019	Ohio Environmental Assoc.	OEHA Dues for Jeff Neistadt	\$60.00
3/22/2019	Metro Regional Transit Authority	Tobacco 21 Advertising	\$974.00
3/26/2019	Star Printing Co.	Solid Waste Truck Decals 2019,2020,2021	\$525.00

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

DISCUSSION ITEMS

PHAB Service Fee – Mike explained that this was a planned fee from PHAB for accreditation services.

Motion: A motion to approve the PHAB Service Fee was made by Emily Mattern and seconded by Joan Seidel. With no objections, the motion passed.

Private Water Systems Permitting Contract – Justin provided two contracts for the inspection of water systems permitting. The contracts have slightly different language. Christopher and Michelle want to use the second contract, which Justin recommended.

Motion: A motion to approve the second contract for private water systems with Portage County Health District was made by Jack Amrhein and seconded by Michelle Frederick. With no objections the motion passed.

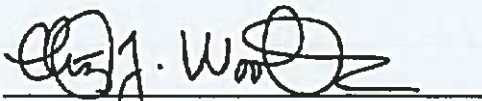
ACTION ITEMS

Branding Strategy/Logos – Mike showed off the new logo designs, which feature the name as “Kent City Health Department” as opposed to “Kent City”. The six logos feature hard and transparent backgrounds to work with any color. Mike asked for opinions on the logo designs and said that the two best would be utilized most frequently. Branding is an important component to accreditation.

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

Motion: A motion to adjourn the health board meeting of April 9, 2019 was made by Joan Seidel and seconded by Jack Amrhein. With no further discussion the motion passed. Meeting adjourned at 8:07 p.m.

Approved:



Christopher Woolverton, President



Justin Smith, Interim Secretary