Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240
HEALTH BOARD MINUTES
May 14, 2019

Board Members Present	Absent	Staff Present
Christopher Woolverton	Michelle Frederick	Mike Anguilano
Joan Seidel		Justin Smith
Jack Amrhein		
Pam Ferguson		
Emily Mattern		

Christopher Woolverton called to order the Kent City Health Board Meeting of May 14th, 2019 at 5:31 p.m.

The Kent City Health Board Meeting minutes from the April 9, 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 April 9, 2019 meeting was made by Jack Amrhein and seconded by Emily Mattern. With no objections, the motion passed.

Statistical Report for April 2019 – Justin Smith noted the change in food service due to the FDA grant. Christopher said he would like more detailed information presented about the amount of man hours allocated in the mosquito surveillance program.

Health Department Report – Justin provided an update on the EPA grant. He says the health department has been approved for $5,000 to spend on staff branding and educational materials. There was discussion regarding the use of more environmentally-friendly mosquito control chemical and the potential barriers to using this chemical.

Justin said the FDA approved the refund for the special training. He added that the health department is planning out a personal hygiene training program, which is a grant requirement. 100 man hours will need to be completed and proved for the deliverable.

Mike provided an accreditation update. He said the site visit has been finalized for November 5 and 6 and asked that all Board members preemptively clear their schedules for those days. Not all Board members will be in attendance for the site visit. The office arrangements will take into account PHAB requirements, including getting new sign outside the health department that says "Kent City Health Department".

Justin says ODA accepted the health department's action plan.

Justin wanted to correct himself from last meeting about the body art bill. ODH will be licensing the artists, the local health department will continue only licensing the body art establishments.

Justin went over the dogs on outdoor patios bill and asked for comments. Christopher wants to make sure that the restaurant is not liable for accidents from an animal. It should be the owner's responsibility to clean up after their animal, not the restaurant. Christopher adds that the Board of Health can propose their own city ordinance to make things stricter, if that course of action is needed. Jack says it is still the restaurant's choice to allow dogs on the patios and Justin confirmed that that language was added to the House Bill. Justin would like to see a timeframe be added to the bill as to when dogs are allowed to be on the patio. Justin said the Board members can submit comments to him via email.

Mosquito interns have started work. There is an insecticide resistance monitoring workshop on May 23rd that Justin will be going to. He would like to take an intern with him.

Justin is going to an environmental health quarterly update training in Summit County. He would like the appropriate staff members to attend the meeting. CEUs are available as well.

Justin says that the plan for branding materials is underway. He asked Harrison Wick if the health department can have table space for upcoming events. Torch Fest is the first event that Justin would like the health department to attend and invited Board members to attend. Justin asked for input on the type and quality of shirts to purchase for the staff and Board. Christopher says he would like samples of the shirts. Pam likes the idea of keeping the purchase local and using Kent businesses if possible.

Justin wanted to bring to the Board's attention that the Mass Dispensing/Prophylaxis Plan from Portage County needs to have the language adjusted. Justin said he will go back to Portage County and discuss it further to assure that Kent City Health Department is the lead agency on all public health emergencies that occur in Kent. Christopher says it may be in the best interest of the health department to have a backup contract for nursing services just in case an event requires mass vaccinations.

PHEP/NURSING REPORT – no discussions, no issues

COMMUNICABLE DISEASE REPORT – no report provided

DISCUSSION ITEMS

Hudson Road Waterline Improvement/Disruption Notice – Justin wanted to make the Board aware of the water disruption notice.

Health Department Inventory – Justin would like to establish an inventory system to keep track of health department equipment. Summit County Health Department uses one to monitor if things get lost. Christopher asked about the price, to which Justin said was expensive relative to what Kent City Health Department can afford. Christopher asked if there was a free version or a simpler way it can be used here.

Tobacco 21 Compliance Data – Mike presented the final report of initial compliance checks done in the City of Kent and the results. Eight vendors failed the checks, though only seven sold to underage individuals. Another round of checks will be done 30-60 days after the first inspection. If they fail again, it is a $500 fine.

Current/Future Building – Justin has a walkthrough scheduled to look at some office space in the PARTA building downtown. Kent State has expressed that they would like to use the current health department space for students. Justin says the PARTA location is a real possibility. Mike says that the location needs to be decided upon quickly for accreditation purposes, otherwise it should wait until after the site visit. Justin and Christopher also created a list of building needs for the Board to review on their own time.

Health Commissioner Position – Christopher provided two copies of the health commissioner position description, one from 2011 and one from 2015. Christopher says an executive session will be required for the Board to go over the description.

Bee City/Mosquito Control – Justin says it would be beneficial to use the more environmentally-friendly chemical. Christopher says the Board would need to see a thorough cost-analysis for the two different chemicals.

ACTIION ITEMS

Expenditures and Encumbrances for April 2019

Expenditures & Encumbrances for April 2019			
4/2/2019	PHAB	Accreditation Services Fee	$5,600.00
4/2/2019	Ohio Division of Real Estate	Burial Permit fee transmittal for March	$135.00
4/2/2019	Treasurer, State of Ohio	FSO fee transmittal for March 2019	$952.00
4/2/2019	Treasurer, State of Ohio	RFE fee transmittal for March 2019	$196.00
4/4/2019	Jason Revesz	Reimbursement for OEHA membership dues payment	$63.00
4/5/2019	Kent Health Department	Petty Cash Fund Reimbursement	$30.28
4/9/2019	Treasurer, State of Ohio	Vital Statistics Technology fee transmittal for Jan - Mar 2019	$37,568.32
4/11/2019	Ryan Alternative Staffing, Inc.	Summer interns for Mosquito Program	$12,200.00
4/19/2019	Taylor Technologies	FAS-DPD Titrating Reagent & Complet Alkilinity/chlor	$97.92
4/19/2019	Bailey's Test Strips	Chlorine Tape, Quat Tape, pH tape, thermometers & light meters	$351.50
4/22/2019	Jason Revesz	Reimbursement for expenses incurred during OEHA	$26.91
4/29/2019	Vehicle Maintenance	Service HD-7 - Crown Vic	$282.58

Motion: A motion to approve the expenditures and encumbrances for the month of March 2019 was made by Pam Ferguson and seconded by Joan Seidel. With no objections, the motion passed.

Food Safety Sanitarian Training Procedure

The training procedure was approved by the FDA as part of the post-audit action plan. Justin needed to present it to the Board as proof for the next audit.

Motion: A motion to approve the food sanitarian training program was made by Jack Amrhein and seconded by Emily Mattern. With no objections, the motion passed.

NEHA Conference

Justin asked for approval to send two health department employees to the conference in July. The EPA grant will cover a portion of the cost. Christopher wants to put a cap on the amount at $4,500 to stay within the grant requirements

Motion: A motion to approve of two health department employees NEHA expenses was made by Joan Seidel and seconded by Pam Ferguson. With no objections, the motion passed.

Purchase of Special Event Items

Justin needs approval for the purchase of special event items, including the shirts, banner, skirt, and other small giveaways. Christopher asked if there was a dollar amount limit. Justin says the maximum he can spend is $7,500.

Motion: A motion to approve the purchase of special event items using grant funds was made by Jack Amrhein and seconded by Emily Mattern. With no objections, the motion passed.

Mosquito Larvacide Training

Justin would like to take an intern to the training in Toledo. The health department has one additional spot available.

Motion: A motion to approve a health department employee and mosquito intern going to a training session was made by Pam Ferguson and seconded by Joan Seidel. With no further objections the motion passed.

June Board of Health Meeting

Due to the lack of a quorum for the month of June, Christopher has asked to postpone the June Board of Health Meeting and pick it back up in July.

Motion: A motion to approve postponing the June Board of Health meeting and to resume meetings in July was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

EXECUTIVE SESSION

Christopher Woolverton asked to go into executive session to discuss the position description for health commissioner.

A motion to go into executive session was made by Pam Ferguson and seconded by Emily Mattern. The motion passed by roll call vote: Woolverton: Aye; Amrhein: Aye; Mattern: Aye; Seidel: Aye; Ferguson: Aye. The Board of Health entered executive session at 7:13 p.m.

A motion to end executive session with no information to report was made by Pam Ferguson and seconded by Emily Mattern. With no objections, the motion passed by roll call vote: Woolverton: Aye; Amrhein: Aye; Mattern: Aye; Seidel: Aye; Ferguson: Aye. The Board reentered open session at 7:38 p.m.

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

Motion: A motion to adjourn the health board meeting of May 14, 2019 was made by Joan Seidel and seconded by Jack Amrhein. With no further discussion the motion passed. Meeting adjourned at 7:41 p.m.

Approved:

Christopher Woolverton, President

Justin Smith, Interim Secretary