



Kent City Health Department
414 E. Main Street
Kent, Ohio 44240
SPECIAL HEALTH BOARD MEETING
September 10, 2019

Board Members Present

Christopher Woolverton
Jack Amrhein
Emily Mattern
Pamela Ferguson
Michelle Frederick

Staff Present

Suzanne Stemnock

Members Absent

Joan Seidel

Chris Woolverton called to order the Special Kent City Health Board meeting of September 10, 2019 at 3:30 p.m.

At 3:30 p.m. **MOTION TO MOVE INTO EXECUTIVE SESSION IMMEDIATELY FOLLOWING IN ACCORDANCE WITH ORC §121.22 (G)(1):** "To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing" made by Ms. Ferguson, seconded by Ms. Mattern. On Roll call voting "Yes": Mr. Amrhein, Mr. Woolverton, Ms. Frederick, Ms. Ferguson, and Ms. Mattern. Motion CARRIED 5-0. Executive session began at 3:31 p.m.

At 5.25 p.m. **MOTION TO COME OUT OF EXECUTIVE SESSION** and reconvene the regular meeting in open forum with no report, was made by Mr. Amrhein, seconded by Ms. Frederick. On roll call voting "Yes": Mr. Amrhein, Mr. Woolverton, Ms. Frederick, Ms. Ferguson, and Ms. Mattern. Motion CARRIED 5-0.

REGULAR MEETING MINUTES

Board members present: Christopher Woolverton, Jack Amrhein, Emily Matter, Pamela Ferguson, Michelle Frederick, Joan Seidel. **Staff Present:** Mike Anguilano, Justin Smith, Suzanne Stemnock

Christopher Woolverton called to order the Kent City Health Board Meeting of September 10, 2019 at 5:31 p.m.

The Kent City Health Board Meeting minutes from the August 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 August 12, 2019 meeting was made by Joan Seidel and seconded by Jack Amrhein. With no further discussions or objections, the motion passed.

Statistical Report for August 2019 – Justin noted that there is a new pool in Kent and there were issues in setting it up properly. The state health department is involved. Justin also indicated that the logo on the statistical report will be changed in the next statistical report.

Health Department Report – The mosquito program is shut down for the year. The Ohio Department of Health is no longer testing mosquitos for West Nile Virus. Justin also spoke to the Kent Environmental Council regarding the mosquito program and was pleasantly surprised at how cordial they were. Justin adds that there could possibly be funding from them in the future for bat houses. The council also suggested other funding outlets. Michelle asked if the health department is currently overseeing the bat houses. Justin said those bat houses are not property of the health department. He believes they are from the Parks and Recreation Department.

Justin says the health department is unable to create a scrap tire program. In discussions with Hope Jones (Kent Law Director), city health departments cannot develop a program. However, Justin adds that the Ohio EPA does regulate the city's scrap tire generators. The health department can write up a public health order and work that route or go through the Kent Fire Department.

Justin stated he is working on the cost analysis for the food program and intends to take advantage of the timing of it. He says parking, field equipment, and the vehicles can all be put into the cost analysis. The ServSafe course is ongoing, but Justin would like to find additional avenues to teach the class. Many people have expressed that they cannot make the classes if they are set for a whole day. Justin said that an online course is available.

Justin informed the Board that there have been some fire code issues in the city. The new fire code, when enforced, will likely cause some issues with how food service operations can prepare foods. The impact can stretch to nearly every food operation as well. Kent Fire has contacted the State Fire Marshal for clarification, with no answer. The health department and fire department plan to meet up every month to allow for better communication.

Justin mentioned that there are proposed rule changes for mobiles currently open for comment. He agrees with the proposed changes. The creation of a low-risk mobile license is one of the things on the table. It would be a \$50 annual fee. Risk will be determined on activities, similar to the brick and mortar. High-risk operations will be required to have at least one person per shift with Person in Charge certification.

Justin brought up the health alert received for the illnesses associated with vaping. Justin notes that vitamin E may be the issue, but the THC cartridges appear to be the common link.

The Kent Clean Transportation Cruise-In is on September 28. The health department will be at the event. Our plan is to emphasize bicycle riding. Justin said the event is being combined with the Kent Creativity Fest. Justin is still looking for helmets for the event and is unsure if he will be able to get them in time. He would like at least 20. Michelle suggested reaching out to Kent Cycle. Christopher also suggested Eddy's. Emily mentioned the safety towns in the area. Pam noted that the PTO for Kent City Schools would be able to assist. She also asked for Justin to update the Board on that progress. Jack noted that the police department may be able to help, but Justin said they are out too. Pam mentioned Kent Junior Moms as a good source for where helmets can come from.

Justin provided an update on the location of the health department. Lease discussions with PARTA are ongoing but parking continues to be an issue. Justin says that the cost for parking is coming out to around \$6,000 per year for the staff spots and overnight parking for the city vehicles. Christopher asked if there will be enough parking for health department guests. Justin says there is free 30 minute parking. Justin says there are other options including the lot behind Paninis or at the police department. The health department plans to issue vouchers for guest parking. Pam asked if the parking is the only issue. Justin says yes, the other perceived hurdle was the technical side, but that appears to be resolved. He also mentioned the proper signage may fall on the health department, though some of the signs will come from PARTA. Pam also asked if there are any timeline estimates. Justin says he is pushing and was hoping for before the site visit, but that is not going to happen. Jack asked where the holdup was and Justin said the city is taking their time in hashing it out. Jack also asked if the health department currently pays for parking. Justin said yes, through Kent State. Suzanne asked how many passes the health department would need. Justin said 3. Suzanne said to reach out to Harrison Wicks for some additional passes. Justin concluded this discussion saying that employee spaces are going to be moved to accommodate for the site visit.

Justin brought up to the Board that some of the health department staff are changing the way they are inputting MAC time. He wanted to note that, due to the changes, the MAC claiming time will be lower than previously reported.

Justin said he has been working with Suzanne and Rose Ferraro from Portage County Health District on getting first responders a rabies vaccine. He says that process is near complete.

Justin made note that rabid raccoons were recently found in Ashtabula, Mahoning, and Tuscarawas. They are around Portage County but not in it. Kent police also contacted Justin regarding an uptick in animal bites on campus, namely students feeding squirrels. Justin says squirrels are known to contract rabies and could be a public health concern.

Justin says that on the last Ohio Commissioners call, there was a discussion about harmful algae blooms. There could be concern for people who float down the river and proper fact sheets may be created. Justin says the Environmental Technician is already working on it.

Justin wanted to update the Board on the new Quick Guide to Reportable Infectious Diseases in Ohio. Justin said he will reach out to Portage County to make sure the new additions are on the communicable disease reports.

Lastly, Justin wanted to praise Linda Grimm for some positive responses from customers. Justin showed a fact sheet that she created and says she has been creating them monthly.

PHEP/Nursing and COMMUNICABLE DISEASE REPORT – Christopher noted that Marianne Kitakis has a bit in the report about what she has been doing. For communicable disease, Christopher noted the uptick in infectious diseases.

DISCUSSION ITEMS

PHAB Site Visit Agenda – With the health department not moving before the site visit, it is now finalized that the visit will be at 414 E Main St. Mike has listed the room numbers for the agenda, made the adjustments to the domain sessions, and will send out this new information to PHAB. Mike also made note that on the second day of the site visit that there is a governing entity meeting. Christopher, Pam, and Jack will be in on that one hour meeting with the site visitor. Christopher asked about the confirmation of the community partners. Mike said 14 of the 20 have confirmed with a few additional emails still going out and a few others who have not answered. Pam asked if the Board members are only needed on the second day. Mike said he will check with PHAB to see if the Board members are allowed in on the community meeting. Mike also said that he has already started working with other staff members on getting them up to speed on the domains. Joan asked if refreshments are required. Mike said that small things like water or granola bars are acceptable, but nothing too large.

Medical Director Agreement – Christopher said there is a contract to re-hire Kirk Stiffler as the Medical Director. Christopher said he feels Kirk is a good fit for the role but that it is the will of the Board. Pam asked if the contract has changed and if he can come to the Board meetings occasionally. Pam said per the contract that Kirk is to meet with the Health Commissioner monthly. Justin said he has not met with Kirk yet for that meeting, but he was at the health department to sign some forms. Justin added that Kirk is to be there for five hours per month.

Motion: Christopher asked for a motion to approve the contract for the medical director. A motion for approval was made by Jack Amrhein and seconded by Emily Mattern. With no objections, the motion passed.

Sanitarian Field Equipment – Justin said a sanitarian had their computer crash on them. Quality IP said the device needs to be replaced. Justin is asking for permission to purchase five new computers. Pam asked for a quote on the devices. Justin said that he does not have one yet. Mike said because this is a discussion item, there is no need for motion to approve. Justin said he will get a quote and bring it back to the Board next month.

ACTION ITEMS

Expenditures and Encumbrances for August 2019

Expenditures & Encumbrances for August 2019			
8/2/2019	Division of Real Estate	Burial Permit transmittal fees for July 2019	\$142.50
8/2/2019	Treasurer State of Ohio	FSO Transmittal fees for July 2019	\$56.00
8/2/2019	Treasurer State of Ohio	RFE Transmittal fees for July 2019	\$28.00
8/5/2019	Treasurer State of Ohio	Public Swimming Pool Transmittal fees for the Latitude	\$135.00
8/7/20129	Kent Vehicle Maintenance	Service HD 114, Chevy 155 wt	\$282.80
8/19/2019	AOHC	Conference Registration for Justin Smith	\$180.00
8/19/2019	Embassy Suites Columbus - Dublin	Accommodations for Justin Smith to Attend AOHC	\$163.33
8/19/2019	Justin Smith	Reimbursement for Tobacco Grant Training 8/13 TO 8/14	\$180.29
8/19/2019	Mike Anguilano	Reimbursement for Tobacco Grant Training 8/13 TO 8/14	\$146.46
8/19/2019	Shorts-Spicer-Crislip Funeral Home	Indigent Services for Kent Resident. #2	\$1,000.00

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

AOHC Meeting

Justin asked for the Board to approve of his expenses associated with the AOHC meeting. Christopher asked if he was the only one attending. Justin said yes, he will be the only person going and that the Board only needs to approve his expenses, not any other staff/interns.

Motion: A motion to approve the expenses for the Interim Health Commissioner to attend the AOHC meeting was made by Joan Seidel and seconded by Emily Mattern. With no objections, the motion passed.

2019 Northeast District Fall Educational Conference

Justin asked for the Board to approve his expenses associated with the 2019 Northeast District Fall Educational Conference.

Motion: A motion to approve the Interim Health Commissioner's expenses for the Northeast District Fall Educational Conference, was made by Jack Amrhein and seconded by Michelle Frederick.

Michelle asked if the email regarding Linda's performance was available to read. Justin said he did not have it with him, but he will email it to the Board for them to look over.

Being no further business to discuss, Christopher requested a motion to return to executive session.

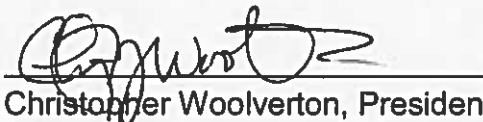
A MOTION TO MOVE TO EXECUTIVE SESSION was made by Pam Ferguson and seconded by Jack Amrhein. On roll call voting "Yes": Ms. Ferguson, Ms. Mattern, Mr. Woolverton, Ms. Frederick, Mr. Amrhein. Motion CARRIED 5-0. Joan Seidel abstained. The Board entered executive session at 6:36 pm.

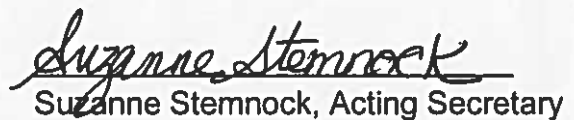
A MOTION TO COME OUT OF EXECUTIVE SESSION was made by Mr. Amrhein, seconded by Ms. Frederick. On roll call voting "Yes": Mr. Amrhein, Mr. Woolverton, Ms. Frederick, Ms. Ferguson, and Ms. Mattern. Motion CARRIED 5-0. The Board reconvened the regular meeting at 7:29 p.m. with no report.

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

A MOTION TO ADJOURN THE MEETING was made by Pamela Ferguson, seconded by Ms. Mattern and CARRIED by voice vote of 5-0. Meeting adjourned at 7:29 p.m.

Approved:


Christopher Woolverton, President


Suzanne Sternnock, Acting Secretary