



Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240
HEALTH BOARD MINUTES
October 8, 2019

Board Members Present

Christopher Woolverton
Michelle Frederick
Emily Mattern

Members Absent

Jack Amrhein
Pam Ferguson

Staff Present

Mike Anguilano
Justin Smith

Guests

Joan Seidel
KSU Observer

Christopher Woolverton called to order the Kent City Health Board Meeting of October 8, 2019 at 5:30 p.m.

The Kent City Health Board Meeting minutes from the September 10, 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 September 10, 2019 meeting was made by Michelle Frederick and seconded by Emily Mattern. With no further discussions or objections, the motion passed.

Christopher asked if guests had any comments. The KSU observer said she was attending the meeting for a policy class.

Statistical Report for September 2019 – No Issues

Christopher asked if the expected opening of DP Dough is on schedule. Justin said they ran into some last minute issues but should not be delayed long.

Justin also noted the changes planned for Kent State dining services. Michelle asked how much longer Aramark has a contract with Kent State. Christopher said they have it for three more years.

Christopher asked if there were any issues with recent complaints. Justin said one property, 525 Park Avenue, has some problems that need resolved. That process is ongoing.

Christopher asked if anybody was going into the location where PizzaFire used to be. Justin said he has not heard of anybody moving in that spot.

Health Department Report

Justin stated that he attempted to use the rest of the mosquito grant funds to purchase bikes and/or bat boxes, though both were denied. He would like to use the remaining monies on community outreach items and include the "fight the bite" slogan. Chris suggested pop sockets for phones. Justin said he has until the end of the year to make purchases.

Justin said he is working on the food program cost analysis and plans to have that presentable for the November Board of Health meeting.

Justin said that Kyle Kelly has been working on a hepatitis A handout for food service operators. Christopher asked if vaccines will be made available. Justin said he was been trying to make that happen. Christopher added that he feels it would be very beneficial to have those available.

Justin asked for comments regarding air curtains in restaurants, particularly if they should be required for food services. Some operations have them, some do not. Justin would like to push to have food services implement them. Michelle asked if the owners of establishments who do not have air curtains feel they need to have them. Justin said it is not always clear if the owners are aware of a fly issue. Justin asked if the Board would consider some form of backing if he were to face some resistance from operators. Christopher said the Board would support the cause if necessary.

Justin noted that the law allowing dogs on patios went into effect on October 3. Christopher asked if a service animal is identified with a proper vest. Justin said that no vest is required and that operators are encouraged to only ask two questions: "Is that a service animal?" and "What services does the dog provide?"

The new state law of Tobacco 21 begins October 17. Justin said there has not been extensive discussion of how the enforcement actions will be conducted, but the tobacco grant requires compliance checks anyway. E-liquid, even without nicotine, is also included as part of the law. Mike conducted a presentation at Athena Drive through the Lovelight program about tobacco and vaping. Education was provided and the response was positive. Mike added that he can use the presentation for the grant, so it benefits everyone. Christopher asked if the FDA grant could be utilized to have a food safety program at Lovelight. Justin said he will look into that possibility. Tobacco cessation classes have also started at Kentway with good success. ODH has also passed down a set of deliverables for e-cigarettes/vaping, which the health department will take on. The deliverables do not start until November and that exact dollar amount that will be reimbursed is not finalized.

The health department attended the Clean Transportation Cruise-In and received a \$250 donation from University Hospitals Portage Medical Center. Justin said 12 helmets, 22 safety lights, and 12 handle bells were passed out throughout the day. Justin added that the response was very positive. Michelle asked how many people attended the event. Justin said it was slower in the morning but did pick up. Justin added that he asked a mobile food service to fix their issues or leave the event and they opted to leave. The health department also inspected the Kent Roosevelt High School Homecoming parade. Justin said it appeared to be a very good event and he hopes to be involved next year to help them.

In preparation for the upcoming site visit, Justin says he is working on getting new signs for the exterior of the building. The service department says they may be able to make a sign similar to a street sign for the entrance. Christopher noted that "main entrance" may need an additional space in between the two words. Justin said he would like to remove the taped items on the front door as well. Desk name plates and room labels are also possible. The office has also undergone several changes with regards to moving furniture to prepare for several meeting rooms for the site visit. Christopher asked if a map of Kent could be put up on the wall so the site visitors can see. Emily asked if presentations will be conducted. Justin said yes and that there are two options on the wall to project them. Mike wanted to ask for the Board of Health's opinion on the closing of the office during the site visit. Christopher asked if anything important happens on those days. Justin said no, but vital stats is always open. He will have to let the City Manager know ahead of time.

Justin said the new city website is moving along well and both he and Linda have attended training on its upkeep. He provided example images of the beta site and how it will differ from the current site. Christopher asked where the server will be housed. Justin is not sure of the exact location, but submitting new information will not be a problem. The term "complaint" is being phased out in favor of "service request". Christopher asked if inspection data can be accessed by the public. Justin said it can currently be accessed and it will be on the new site as well.

Justin reported on the rabies count. A total of 21 samples have been sent to the state, four raccoon variant rabies positives have been found near Portage County. One in Ashtabula, two in Mahoning, and one in Tuscarawus. Justin also wanted to correct himself from the last meeting about small rodents being tested for rabies, which is not recommended. It is rare for squirrels and rabbits to get rabies.

Justin also wanted to bring up that a local Kent Food Mart has reported that three of their top sellers are Kratom, Kava, and poppy seeds. Kratom and Kava could be used for anti-depressants. Michelle says vitamins are not FDA tested and all of these components could be sold over the counter.

PHEP/Nursing and Communicable Disease Report

Christopher noted the cases of sexually-transmitted diseases and the case of Rocky Mountain spotted fever. Justin said he was not made aware of that. He also noted a legionnaire's outbreak in a Columbus hospital system, and that the health department should be aware in case it occurs around here.

Discussion Items

PHAB Site Visit – Mike had no further things to discuss, as they were largely covered earlier in the meeting

Health Commissioner Announcement – Christopher said the health department staff was made aware of the Board of Health's decision as well as the start date. He thanked Justin for his work the last several months as interim. Justin said he appreciated the opportunity and said it was an enjoyable learning experience.

ORC 3709.36 – Christopher provided some background for the attendees. The State of Ohio has been trying to separate health departments and local city governments as a reportable and fiduciary entity. The law has not been interpreting it for decades, but Christopher feels it is being brought back up to consolidate health departments. If this becomes enforceable, the health department would be separate from the city. Justin asked the Kent Law Director about it and they responded that the health department is still part of the city, but it is not impossible that the issue may come down the line later. However, Justin iterated that it is not something to be worried about right now.

Front Counter Policy – With a staff member no longer working on the front counter, Justin wanted to address it in a policy. He reached out to both staff members for their input and incorporated it into the policy. Christopher asked if Human Resources was needed for the job description. Justin said no. The schedule allows for dedicated time from each applicable staff member to cover the counter. Justin says the issue is if the front counter gets too crowded and they both work concurrently. Christopher expressed concern if the counter gets too busy. Justin said the lead individual for that segment of the day can request help.

Volunteer Program Application - Justin presented volunteer application forms in case individuals want to assist the health department in light activities or programming. Christopher asked if the Law Director has approved of the documents. Justin said he sent them and is awaiting response. Michelle suggested to include a photo release section. Justin agreed that that should be added. Justin said there is a log for volunteer hours and time spent, but it was not included in the board documents.

ACTION ITEMS

Expenditures and Encumbrances for September 2019 – Christopher asked if there is a budgeted amount for indigents. Justin said he will ask for clarification.

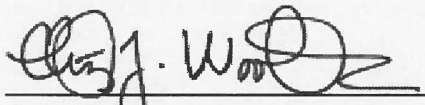
Expenditures & Encumbrances for September 2019			
9/4/2019	Division of Real Estate	Burial Permit Transmittal for August 2019	\$115.00
9/4/2019	Treasurer, State of Ohio	FSO Transmittal Fees for August 2019	\$28.00
9/4/2019	Eric Gorczynski	Reimbursement for renewal of Pesticide License	\$35.00
9/6/2019	Justin Smith	Reimbursement for renewal of Pesticide License	\$35.00
9/9/2019	Kent State University	September Lease a payment	\$1,062.09
9/9/2019	Justin Smith	AFSCME article 38 Shoe Allowance	\$117.37
9/11/2019	Shred It	7 Boxes of Shredding as per Records Retention Schedule	\$160.00
9/13/2019	Kyle Kelly	AFSCME article 38 Shoe Allowance	\$125.00
9/13/2019	OEHA	Membership Dues for Eric, Kyle & Michael (\$60 ea)	\$180.00
9/13/2019	OEHA	Full Conference regis. For 5 health staff (Justin, Mike, Eric, Jason, Kyle) \$115 ea	\$575.00
9/17/2019	Bissler & Sons	Indigent Services for Kent Resident #4	\$1,000.00
9/20/2019	Bissler & Sons	Indigent Services for Kent Resident #5	\$1,000.00
9/24/2019	Public Entities Pool	Public Liability Insurance contribution	\$4,221.00

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

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

Motion: A motion to adjourn the health board meeting of October 8, 2019 was made by Michelle Frederick and seconded by Emily Mattern. With no further discussion the motion passed. Meeting adjourned at 7:03 p.m.

Approved:

A handwritten signature in black ink, appearing to read "Chris. Wool", written over a horizontal line.

Christopher Woolverton, President

A handwritten signature in black ink, appearing to read "Justin Smith", written over a horizontal line.

Justin Smith, Interim Secretary