



Kent City Health Department
 414 E. Main St. POB 5192
 Kent, Ohio 44240
 HEALTH BOARD MINUTES
 November 12, 2019

Board Members Present

Christopher Woolverton
 Michelle Frederick
 Emily Mattern
 Jack Amrhein

Members Absent

Pam Ferguson

Staff Present

Mike Anguilano
 Justin Smith
 Joan Seidel

Guests

Brooke Steiner	Sarah Lewis
Olivia Bast	Amanda Pleli
Haylie Hannigan	Imari Menefee
Olivia Tosto	

Christopher Woolverton called to order the Kent City Health Board Meeting of November 12, 2019 at 5:28 p.m.

The Kent City Health Board Meeting minutes from the October 8, 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 October 8, 2019 meeting was made by Emily Mattern and seconded by Michelle Frederick. With no further discussions or objections, the motion passed.

Christopher welcomed the guests and asked if they had any comments. The KSU observers said they were attending the meeting for a policy class and thanked the Board for letting them attend.

Statistical Report for October 2019 – Christopher commented about the lower number of vaccinations distributed this year compared to last year. Michelle noted that there are several different places in which someone could receive a vaccine, which could be behind the lowered amount.

Health Department Report – Joan first wanted to comment on the transition to health commissioner and wanted to thank the Board of Health for their vote of confidence and to the staff for their professionalism and assistance. She has started to shadow the staff and begin networking with local stakeholders.

Joan and Mike attended the final Community Health Improvement Plan collaboration meeting. The work group expressed concern over the organization of the plan. Mike added the group did not like the planning process and selection of strategies. Joan added she would like to explore a Kent-specific Community Health Assessment and Community Health Improvement

Plan, or at least carving out more money to over-sample Kent. Christopher said a cost analysis would need to be done. Mike said Kent was over-sampled in the 2016 health assessment, but was not for the new one.

Joan wanted to make note of the new signage outside near the front and back of the building. Linda also called Kent State and had work on the grounds done, namely having the grass cut and the bushes trimmed. Joan made contacts to have fire extinguishers, smoke alarms, flood lights, and replacing the electrical panel and all were fixed within a few days. Justin and Joan attended the City Council meeting regarding the potential move to the new PARTA building and the issue was tabled. Christopher asked why it was tabled. Jack said the lease for the new building was not ready yet. Parking is still being discussed and how it will be incorporated.

Justin wanted to order nameplates and nametags to improve professionalism. Joan would like to get quotes on new business cards to upgrade the current ones. Joan would also like to have the department's PowerPoint format reset to have proper branding.

Justin and Joan were both escorted by the Kent Fire Department on Kent's Halloween. Police backup was needed for one mobile vendor who had too many critical violations. Beyond food safety there were other safety concerns.

Joan provided an update regarding a potential rabies exposure. On October 28th, Justin received a call about a police officer who was helping an animal control officer. A stray dog was being taken to the warden and was chewing on its cage, resulting in blood being on the officer and potentially exposing him to rabies. The health department asked for the officer to begin prophylaxis just in case of a positive rabies test, however, the state's test came back negative. This process brought to light the rabies exposure policy should be reviewed. Christopher recommended modifying the protocol to mention "bite/exposure". He also asked why the full story was not shared quickly enough. Joan said the back and forth calls between Justin and animal control was not consistent with each call. Christopher recommended reaching out to Lt. Mike Lewis and to ask the police department if some education is needed for officers.

A news station asked for a sanitarian to escort them on inspections to test baby changing tables for fentanyl, to which the request was denied. Joan said it could be too sensationalized and could set a bad precedent. Michelle asked if there are plans for the news station to conduct this story. Joan said the police department has been asked to do this before. Michelle asked if the health department should send out an alert regarding changing tables. Christopher said the tables should be sanitized when the bathroom is cleaned. Michelle said a health alert should be made and sent out. Joan asked if only the food services should be contacted. Michelle and Christopher said a health alert on the website and on social media would be a better approach. (33:30)

PHEP/Nursing and Communicable Disease Report – No reports were provided. Christopher noted the Board has mentioned the possibility of figuring out how to collect reports ourselves. Joan said she reached out to Portage County Health District for some assistance in utilizing the system.

Discussion Items

PHAB Site Visit – Joan wanted to give praise to Cass Mayfield who loaned us paintings of Kent for the site visit community room. Joan would like to have more local artwork in the health department for the future. Joan also noted there was no adverse response to the health department closing early for the first day of the site visit. She also wanted to commend Mike for the past two plus years working on accreditation. Christopher asked if thank you cards could be sent out. Joan said they have already been mailed out.

Mike said the site visit went extremely well and that the visitors were overwhelmingly positive about the community meeting and meeting with the Board of Health. The site visitors opened up a total of 12 documents for additional uploads, which was much less than anticipated. Mike praised the staff for the way they prepared and handled the site visit meetings. Unfortunately, our accreditation decision will not be available until March at the earliest. The site visitors highlighted the community, the Board of Health, and the environmental health program as the biggest strengths. Developed policies, consistent documentation, and opportunities for data analysis were weaknesses. Christopher asked why some other documents were open. Mike said they reopened a document for a corrected title page, a city-wide policy regarding protecting data, and verification that the health department’s lab can handle bioterrorism events. Christopher spoke for the Board in acknowledging the hard work that was done and a celebration is in order. (43:50)

Interpreting and Communication of Public Health Research – Joan wanted to set a precedence of reviewing public health research with the Board and, eventually, the staff, to further enhance the department’s programs and/or processes. The Board was sent article from the American Journal of Infection Control regarding variation in surface decontamination practices among Michigan child care centers compared to state and national guidelines and Joan asked for thoughts. Christopher said he was a little concerned only t-tests and anova tests were used in the article. Joan said she was concerned it could not be generalizable, as most of the responses came from the private sector. Joan also said the data came from one area, as opposed to multiple counties in Michigan. The data says the directors were asked about cleaning practices, not the actual people who were doing the cleaning. Joan would like to relate this to health department program and protocol writing. Christopher added he wonders if the directors were reporting policies or actual observations of cleaning.

ACTION ITEMS

Expenditures and Encumbrances for October 2019

Expenditures & Encumbrances for October 2019			
10/1/2019	Division of Real Estate	Burial permit transmittal fees for Sept. 2019	\$112.50
10/8/2019	Vehicle Maintenance	Maintenance of Ford Fusion	\$81.47
10/8/2019	Kent State University	October 2019 Lease payment	\$1,062.09
10/8/2019	Treasurer, State of Ohio	Quarterly VS Tech Fees July - September	\$36,072.00
10/9/2019	Wood Kortright Borkoski	Indigent services for Kent Resident #6	\$1,000.00

10/10/2019	Justin Smith	Reimbursement for purchasing helmets to be refunded through grant	\$185.20
10/10/2019	Justin Smith	Reimbursement for NEHA Membership Renewal	\$100.00
10/10/2019	Aces Staffing LLC	Dr. Stiffler qtrly. Contract payment for July - Sept	\$1,500.00
10/10/2019	Survey Monkey	Subscription renewal	\$384.00
10/17/2018	Wood Kortright Borkoski	Indigent services for Kent Resident #7	\$1,000.00
10/21/2019	Jason Revesz	AFSCME article 38 Shoe Allowance	\$99.00

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

First Reading for Resolution of 2020 Food Licensing Fees – Justin went through and did the cost analysis and it showed the health department is undercharging their operators. The state department reviewed it as well. Christopher asked how off the department is compared to what the analysis says. Justin said they were 30\$-50\$ off depending on the class. Christopher asked what the plan is to reach the cost analysis number. Justin and Joan said it would be a gradual increase and not a big step to lessen the impact of the increase. Michelle asked if temporary vendor needs to purchase a license for each event. Justin said yes, it expires by the time the next event occurs. Michelle asked how many of each class retailers Kent has. Justin said there are only a few class I (between 4-6), class II do a little more (pre-packaged sandwiches), class III would be coffee shops, and class IV are the most prevalent in Kent (between 70 and 80).

Motion: A motion to accept the first reading of the food license fee proposal for 2020 was made by Emily Mattern and seconded by Jack Amrhein. With no objections, the motion passed by voice vote: Frederick, Aye; Amrhein, abstain; Woolverton, Aye; Mattern, Aye.

Vice President Election – Christopher asked if the vacant Health Board member spot had been advertised. Mike and Joan said yes, it was posted in the Tree City Bulletin. Christopher asked if there is motion to open up the election process. Michelle asked for the election to be tabled. Joan also wanted to bring up that representation on the Fair Housing Board is also needed. Emily asked what the Fair Housing Board entails. Joan said they are interesting meetings done quarterly with very little outside work needed.

Motion: A motion to table the Vice President election was made by Jack Amrhein and seconded by Michelle Frederick. With no objections, the motion passed.

Board Representation on Ohio Association of Boards of Health – Joan said the Board has not had representation on this association for a little while. The association has continuing education opportunities, PHAB resources, and other helpful documents. Membership is based on the size of the district in question. Joan is not sure if we would include Kent State’s student population. Jack said the benefits far outweigh the negatives.

Motion: A motion to apply for membership to the Ohio Association of Boards of Health was made by Michelle Frederick and seconded by Emily Mattern. With no objections, the motion passed.

Board Representation on Fair Housing Committee

Motion: A motion to table the election of representation on the Fair Housing committee was made by Michelle Frederick and seconded by Emily Mattern. With no objections, the motion passed.

Membership to Association of Ohio Health Commissioners – Joan said the fee of \$681 is a little higher than the Association of Boards of Health, but would also be very valuable. Jack says as a professional health department membership to these associations is necessary. Christopher agreed.

Motion: A motion to apply for membership to the Association of Ohio Health Commissioners was made by Jack Amrhein and seconded by Michelle Frederick. With no objections, the motion passed.

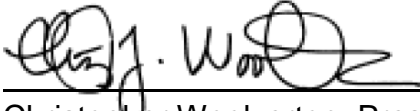
Ohio Public Health Association Public Health Nursing Conference – Joan was made aware of a nursing conference in December. Other neighboring districts are not members. Joan had a hard time getting a quote on the cost without registering for the conference. Topics included social determinants of health, workforce competence, and nursing law. The December 10 date would coincide with the Board of Health meeting. Christopher said the meeting could be moved. Christopher also asked what the cost of membership is. Joan said she had not checked, but it would provide a discount to the conference. Christopher asked Joan if she felt the health department should be a member. Joan said she would certainly be happy to be a part of it as long as it is allowed financially. Jack said as the department prepares to take on more nursing capabilities that it would be helpful to have membership.

Motion: A motion to approve the costs associated with membership and attendance to the Ohio Public Health Association Public Health Nursing Conference was made by Jack Amrhein 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 November 12, 2019 was made by Michelle Frederick and seconded by Emily Mattern. With no further discussion the motion passed. Meeting adjourned at 6:24 p.m.

Approved:



Christopher Woolverton, President

Joan Seidel, Secretary