

Kent City Health Department
414 E. Main St. POB 5192
Kent, Ohio 44240

HEALTH BOARD MINUTES
November 14, 2017

Board Members Present

Chris Woolverton
Jack Amrhein
Joan Seidel
Pam Ferguson
John Gwinn
Michelle Frederick

Staff Present

Jeff Neistadt
Tracy Radovic

Guest

Mike Anguilano

Chris Woolverton called to order the Health Board Meeting of November 14, 2017 at 4:00 p.m.

The minutes from the October 10, 2017 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes of October 10, 2017 was made by Joan Seidel and seconded by Jack Amrhein. With no objections, the motion passed.

Open Comments

Mike Anguilano introduced himself as the interim Accreditation Coordinator for Kent Health Department. Mike stated that he is a KSU graduate. He did an internship with Kent Health Department in April through July, also did accreditation work for the Stark County Health Department before that.

Jeff Neistadt stated that Mike has been doing a wonderful job with accreditation. He has been coordinating accreditation, meetings and schedules, he has been working very well with the interns in the Academic Health Department as well, which has been extremely helpful at so many levels. He has been serving a dual purpose role here and we are very happy to have him on board.

Statistical Report for October 2017

Jeff stated that we are doing very well this year, we are up about \$72k this year compared to last with collected monies. Total assets up as well. Complaints have risen slightly compared to last year. Immunizations are down but the flu clinic is tomorrow so we may make up the difference.

Expenditures and Encumbrances Report for October 2017

Expenditures & Encumbrances for October 2017			
10/2/2017	Ohio Division of Real Estate	Burial Permit Fee Transmittal for September 2017	\$142.50
10/2/2017	Treasurer, State of Ohio	RFT Transmittal Fees for September 2017	\$28.00
10/2/2017	Treasurer, State of Ohio	FSO Transmittal Fees for August 2017	\$28.00
10/2/2017	Treasurer, State of Ohio	Vitals Stats Security Paper for 2017	\$2,151.55
10/6/2017	Redmon Funeral Home	Indigent Services for Kent Resident (#5)	\$1,000.00
10/6/2017	Vehicle Maintenance	Maintenance of Vehicles	\$314.13
10/6/2017	Treasurer, State of Ohio	Vital Stats Technology Fee Transmittal for July-Sept.	\$29,458.80
10/6/2017	Chris Woolverton	Reimbursement for expenses incurred during AOHC	\$123.04
10/17/2017	Survey Monkey	Gold Plan Subscription	\$300.00
10/23/2017	Jeff Neistadt	Reimbursement for GoDaddy Domain name fee payment	\$20.17
10/25/2017	National Restaurant Assoc.	5 cases of ServSafe Books w/answer sheet	\$4,476.06
10/26/2017	Taylor Technologies	Swimming pool inspection test reagents	\$122.98

Motion: A motion to approve the expenditures and encumbrances for the month of October 2017 was made by Pam Ferguson and seconded by Joan Seidel. With no objections, the motion passed.

Commissioner's Report

The Health Department has met and received a letter of support for our tobacco project through Kent State's LBGTQ+ community. The letter of support was included in your health board packet.

The grant reports for our annual trainings and Food Defense Project was successfully completed and accepted by the FDA. We will be receiving payment within the next 90 days for those projects.

Jeff stated that he invited Mike Anguilano to the Health Board to discuss our accreditation efforts to date as well as our academic health department. We are just over 80% complete on our accreditation efforts and will be applying the first quarter of 2018.

- There is also an accreditation mentor/mentee program we will be applying for later this month or early December.
- Staff met a little under two weeks ago to discuss our quality improvement projects. We followed the accreditation standards on quality improvement and worked through the QI process. Next step in this process is to have the QI team meet which includes Joan Seidel from this board to finalize the QI process. We will then continue on the Plan, Do,

Check, Act cycle and implement the solution and evaluate the outcomes. The QI template that staff worked through was included in your packet.

- Staff will be participating in our regional public health exercise on January 24 and 25th. Jeff will serve as a Controller for the exercise.

State and National News of Importance

Ohio infant mortality rates are up slightly while sleep related deaths fell in Ohio. Ohio averaged 7.4 infant deaths for every 1,000 births last year. Up from 7.2 deaths in 2015. Last year, 1,024 Ohio infants died before 1 years of age. As a member of the Infant Mortality Board, this is an issue we deal with in Kent and Portage County as we examine all deaths of individuals under 18 on a quarterly basis.

ODH and ODA have been meeting to review and make changes to the food safety code as well as the Ohio Administrative Code. Draft rules are available for review. If you are interested in reviewing the draft rules please let me know and I will get you a draft.

ODH has appointed Dr. Clint Koenig, M.D., MA, MSPH, to serve as Medical Director for ODH. Dr. Koenig previously served as State Medical Director for the New Hampshire Department of Health and Human Services where he served as physician liaison and adviser to the State Health Commissioner.

DISCUSSION ITEMS

Building Requests We recently have been receiving a significant amount of requests for the use of our building by outside agencies for meetings. The Farmer's market was told their weekly meetings could be held here; a Kent state official was demanding the use of the building and was rude to staff; Lion's club has used the building on several occasions. After having a discussion with Tom Euclid at KSU and considering we are housing sensitive and confidential documents and information as well as having cash in the building, we need to stop allowing others to use the building after hours.

Public Health Accreditation Coordinator Position – The Accreditation Coordinator Position going full time has been approved by everyone. After Council approval, there will be another test assembled.

Vaccine Education Focus Group The interns that worked on the vaccination project did a very good job. This Focus Group satisfies a portion of accreditation. We hope for a good turn-out. There were advertisements sent out to all city employees, distributed around KSU, posted on our website and on our Facebook page. We would like about 15-20 participants.

ACTION ITEMS

Resolution 2018-001 2nd Reading of Food Service Program fees Food Service fees are recommended to be the following:

Risk Classification	Local Fee	State Fee	Total License Fee
Risk Class 1 <25,000 sq. ft.	\$217.00	\$28.00	\$245.00
Risk Class 2 <25,000 sq. ft.	\$245.00	\$28.00	\$273.00
Risk Class 3 <25,000 sq. ft.	\$472.00	\$28.00	\$500.00
Risk Class 4 <25,000 sq. ft.	\$602.00	\$28.00	\$630.00
Risk Class 1 >25,000 sq. ft.	\$317.00	\$28.00	\$345.00
Risk Class 2 >25,000 sq. ft.	\$334.00	\$28.00	\$362.00
Risk Class 3 >25,000 sq. ft.	\$1191.00	\$28.00	\$1219.00
Risk Class 4 >25,000 sq. ft.	\$1260.00	\$28.00	\$1288.00
Mobile FSO/RFE	\$250.00	\$28.00	\$278.00
Vending	\$23.25	\$6.00	\$29.25
Temporary FSO/RFE (Commercial)	\$100.00	\$0	\$100.00
Temporary FSO/RFE (Non-Commercial)	\$50.00	\$0	\$50.00

Motion: A motion to approve the Second Reading of Resolution 2018-001 Food Service Program fees was made by Joan Seidel and seconded by Pam Ferguson. With no further discussion the motion passed by roll call vote; Seidel, Aye; Amrhein, Aye; Gwinn, Aye; Woolverton, Aye; Frederick, Aye; Ferguson, Aye.

Health Promotion Guidelines This is a guideline for us follow in how we look and plan for Health education and the planning process. Pam asked that a possible statement to item #6 stating that the findings of the evaluation will be used to revise the Health Promotion Activities accordingly. It is also an accreditation requirement. Chris recommended an implementation date of January 1, 2018 be added.

Motion: A motion to approve the Health Promotion Guidelines Policy as amended was made by Jack Amrhein and seconded by Michelle Frederick. With no further discussion the motion passed.

Wireless Internet for Building We need approval to expend the startup money necessary for the installation of wireless internet.

Motion: A motion to approve the expenditure of funds for the installation of wireless internet was made by Pam Ferguson and seconded by Michelle Frederick. With no further discussion the motion passed.

Gift Acceptance Policy Employees are not to acceptance gifts of any kind of any monetary amount.

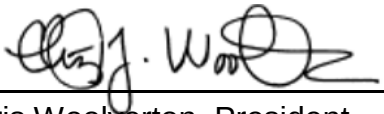
Motion: A motion to approve the Gift Acceptance Policy was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed.

Executive Session – No executive session needed

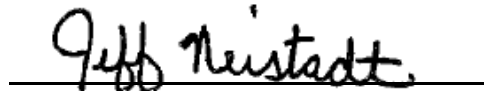
Being no further business to discuss, Chris Woolverton asked for a motion to adjourn.

Motion: A motion to adjourn the health board meeting of November 14, 2017, was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed. Meeting adjourned at 4:42 p.m.

Approved:



Chris Woolverton, President



Jeff Neistadt, Secretary