

Kent City Health Department
414 E. Main Street
Kent, Ohio 44240

HEALTH BOARD MINUTES
February 14, 2017

Board Members Present

John Gwinn
Michelle Frederick
Joan Seidel
Doug Wagener

Members Absent

Jack Amrhein
Pam Ferguson

Staff Present

Jeff Neistadt
Tracy Radovic
Justin Smith

Visitors

Jim Silver – Kent Law Director

Doug Wagener, Health Board President called to order the Health Board Meeting of January 10, 2017, at 5:34 p.m.

The minutes from the January 10, 2017 meeting were distributed and reviewed by the Health Board members prior to the meeting. Doug Wagener requested an amendment to the Executive Session Motion for the record to be in line with the Law.

Motion: A motion to approve the minutes as amended by Doug Wagener from January 10, 2017, was made by Joan Seidel and seconded by John Gwinn. With no objections, the motion passed.

Open Comments - Seven (7) Environmental Health students attended the Health Board Meeting February 14, 2017. They introduced themselves and stated their major. Also in attendance was a private citizen Kevin Grimm who had no comments.

Executive Session

Motion: A motion at 5:38 p.m. to go into executive session to speak to Jeff Neistadt and Jim Silver, Director of Law for City of Kent, to discuss information regarding Employment Practices and disciplinary procedures was made by Joan Seidel and seconded by Michelle Frederick. With no objections, the motion passed by roll call vote: Gwinn, Aye; Frederick, Aye; Seidel, Aye; and Wagener, Aye.

Motion: A motion at 6:00 p.m. to return from executive session, was made by Michelle Frederick and seconded by Joan Seidel. With nothing to report and no objections, the motion passed by roll call vote: Gwinn, Aye; Frederick, Aye; Seidel, Aye; and Wagener, Aye.

Statistical Report for January 2017 – no issues**Expenditures and Encumbrance Report for January 2017**

Expenditures & Encumbrances for January 2017			
1/4/2017	Division of Real Estate	Burial Fee Transmittal for December 2016	\$157.50
1/4/2017	Kyle Kelly	Reimbursement for R.S. License renewal	\$90.00
1/4/2017	Summa Emergency Associates, Inc.	Medical Director Contract payments	\$4,500.00
1/4/2017	Friends Services, Co. (fka Kent Office Supply)	Office Supplies	\$350.00
1/4/2017	Eric Gorczynski	Reimbursement for R.S. License	\$80.00
1/4/2017	Time Warner Business Class	Time warner services	\$1,500.00
1/4/2017	Treasurer, State of Ohio	Birth and Death Certificate Paper 2016-2017	\$1,223.36
1/4/2017	ComDoc Leasing	Xerox Lease	\$2,000.00
1/4/2017	ComDoc	Copy overages	\$800.00
1/4/2017	Lowes Company	Miscellaneous hardware & supplies as needed	\$350.00
1/4/2017	AOHC	Membership Dues	\$681.00
1/4/2017	AOHC	Skillsoft Training 2017	\$300.00
1/5/2016	Justin Smith	Reimbursement for R.S. License renewal	\$90.00
1/5/2016	N.E.H.A.	Membership renewal for Jeff Neistadt & Justin Smith	\$190.00
1/12/2017	Swift First Aid	First Aid kit replacement items	\$100.00
1/12/2017	Ryan Alternative Staffing, Inc.	Health Department Intern/staffing	\$1,000.00
1/12/2017	Treasurer, State of Ohio	Vital Stats Tech fees for Oct through Dec. 2016	\$30,086.72
1/13/2017	Healthspace, USA	Annual License fee for Healthspace users	\$1,500.00
1/18/2017	NEHA	REHS/RS Credential Renewal for Jeff Neistadt	\$130.00
1/24/2017	Ohio Restaurant Assoc.	Membership dues	\$105.00

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

Commissioner's Report

Jeff Neistadt reported that Tearris Lumpkin has accepted the position of Accreditation Coordinator. She possesses a graduate degree in Public Health with a focus on Environmental Health Science. She also possesses a Bachelor's degree in Health Promotion and Education. Both degrees are from Kent State. Tearris possesses excellent interpersonal and organizational skills which is a requirement of the position. I believe Tearris will fit in very nicely with our team here as she has been shadowing various employees over the past few months as well.

Jeff stated that he will presenting to the Parks and Recreation board this Thursday on establishing smoke free parks here in Kent. He is hoping it is well received and we can move forward to presenting this as City Council in the next couple of months.

We had the first slate of CHIP meetings over the past month. We are making progress on the CHIP plan and the progress reports was attached for your reference.

The Health Department had to terminate Saurabh's employment here at the health department. Saurabh was using his work time to apply for other jobs, was continually not at work at his designated start time, and was taking a paid lunch every day. This of course leaves a gap in our tobacco control work which unfortunately falls on my shoulders to complete.

The annual plan for 2016 was included in your packet. Jeff apologized for the poor condition of the annual plan, he did not realize that the changes that were needed to the document were not made. He apologized to the board for not thoroughly reviewing it first before providing it. He will get it a good clean copy together for the next meeting. This document is a good informational tool for the public to see, as well as a required document for our state subsidy.

There were several new standard operating procedures that were into effect, and they have been provided in your health board packet. They include work hours, google calendar use, copier use, inspection reports, and housing inspections.

Jeff stated that he is making excellent progress on the academic health department model. Jeff met with several folks from Kent State University on this item and it is our belief that by the next board of health meeting we will have a draft agreement in place for your review. Getting this established was a full time job all in itself and we are excited at this endeavor. In addition to this, we are also pursuing a team project update with several faculty members at Kent State. This endeavor will have a project that would be mentored by a graduate student and he/she will have three undergraduates working with them on managing the project to completion. We are working to make this happen by the fall semester of this year.

We were having difficulties in changing our after-hours message here at the health department which unfortunately had us miss our last ODH preparedness drill. We have gotten the night meeting issue resolved now.

Also included in your packets this month were the results of our food safety basics class on 1/20 as well as our quarterly submission for the Tree City Bulletin.

DISCUSSION ITEMS

AOHC Goals for 2017

AOHC finance subcommittee wants to increase local health departments funding by increasing subsidy money by at least \$2.00 per capita, to pay for unfunded mandated programs.

AOHC will also be looking to ensure sustainable funding to support accreditation efforts for local health departments at a minimum of \$60,000.

AOHC would like to increase overall support to local health departments by directly competing for federal funding.

AOHC Workforce development subcommittee want to develop and implement training need surveys and develop an annual training plant for local health departments as well as continue with current training.

Internships Descriptions

Sanimma Silga will be working Environmental Health Program. She will shadow Sanitarians in food safety and defense, housing, tattoo and body piercing, swimming pools and complaint investigations.

Ashima will be working with the Tobacco grant.

Food Code Changes

Justin Smith, Chief Sanitarian presented the Food Code changes to be adopted by the State. Justin stated that every 3 to 5 years changes normally occur. These code changes were actually adopted by FDA in 2013. The State of Ohio is just now adopting the changes this licensing year. The code changes are attached to the minutes.

ACTION ITEMS

ServSafe Level II Training for 2017 – Justin Smith presented to the Health Board the Level II training requirements. At least one person in each Level III or Level IV Food Service Operation or Retail Food Establishment must have Level II certification. Justin will teach the class he is certified and the State has approved the curriculum. We need purchase ServSafe Level II training materials for each attendant. It is recommended that we charge \$150 per

person, which would cover the cost of materials and Justin's time. Ten people signing up for the class would be break us even and we have already had 13 contact us with interest.

Motion: A motion to approve the charges and expenditures necessary to provide ServSafe Level II certification training was made by Joan Seidel and seconded by Michelle Frederick. With no objections the motion passed.

NEHA Conference

Jeff Neistadt and Justin Smith plan to attend the 81st NEHA Annual Education Conference in Grand Rapids, Michigan July 10 – 13, 2017. This conference provides environmental health training, education, networking and advancement. There are many workshops and educational sessions as well as many exhibitors. As per the Health Department's FDA grant, we have \$3,000 available for this travel.

Motion: A motion to approve up \$3,000 in travel expenses for Jeff Neistadt and Justin Smith to travel to Grand Rapids, MI for the NEHA AEC conference in July 2017 was made by John Gwinn and seconded by Joan Seidel. With no objections the motion passed.

Continuity of Operations Plan - COOP

Emergency Response Plan and Continuity of Operations Plan is a guide to assist employees and management in making quality decisions in times of crisis. This document covers how we respond to post emergency and mass fatality.

Motion: A motion to approve the Emergency Response Plan and Continuity of Operations Plan was made by John Gwinn and seconded by Joan Seidel. With no objections the motion passed.

Nursing Contract

The Contract between the City of Kent Health Department and Portage County Health Department for nursing services is complete. The contract has increased by \$7,693.62. Total cost for this contract year will be \$44,718.60. There has not been an increase to this contract for several years. The largest cost increase occurred in vaccine costs and supplies needed to administer them.

Motion: A motion to approve the new Nursing Contract for 2017 was made by John Gwinn and seconded by Michelle Frederick. With no objections the motion passed.

Emerging Public Health Leadership Program

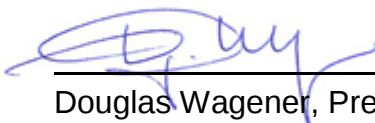
This is a program for emerging leaders in public health, from the Kresge Foundation through the Guillian's School of Public Health. They are offering the \$125,000 grant, which we would use that as seed money to start the Academic Health Department. The grant application is due Monday, February 20, 2017 by 11:59 p.m. The Kent Health Department is the applicant and our partner is the Kent State College of Public Health. This grant money would be used to transform public health in an innovative way. Jeff stated he would like the Board to approve moving forward with this as well as sign a letter of support for this grant. I was responsible for getting 3 letters and Kent state is to get 3 as well. I have received a two letters of support already; one from City Council, one from AOHC and would like one from the Board of Health.

Motion: A motion to approve making an application for this grant through the Kresge Foundation was made by Joan Seidel and seconded by Michelle Frederick. With no objections the motion passed.

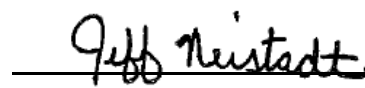
Being no further business to discuss, Doug Wagener asked for a motion to adjourn.

Motion: A motion to adjourn the Health Board meeting of February 14, 2017, was made by Joan Seidel and seconded by Michelle Frederick. With no further discussion the motion passed. Meeting adjourned at 6:57 p.m.

Approved:



Douglas Wagener, President



Jeff Neistadt, Secretary

Update on the Ohio Uniform Food Code

By now, Ohio FSO/RFE owners/operators should be aware that the Ohio Uniformed Food Code is regularly being updated by our State Departments. The Kent Health Department understands that these changes may be challenging to comply with and some regulations can be difficult to understand. The following is a list of a few of these regulation changes:

- 1) The facility's Person-in-Charge (PIC) is required to ensure that a Food Service Operation/Retail Food Establishment (FSO/RFE) have a written procedure for employees to follow when responding to vomiting and diarrheal events. The following links may help with understanding the procedures operators are asked to develop.
<https://vimeo.com/89134675> ; <http://nfsmi.org/documentlibraryfiles/PDF/20111012101911.pdf>
- 2) The PIC is required to ensure that food employees and conditional employees are informed in a verifiable manner of their responsibility to report to the PIC information about their health as it relates to diseases that are transmissible in food. A written document shall be maintained at the licensed FSO/RFE location showing that each food employee has been trained.
- 3) The PIC is required to ensure that employees are verifying that foods delivered to an FSO/RFE during non-operating hours are from an approved source and are placed into appropriate storage locations at the required temperatures, protected from contamination, unadulterated, and accurately presented.
- 4) All Risk Level 3 and 4 facilities are required to have at least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service obtain a Level Two Certification in Food Protection. If you are already Level 2 Certified (ServSafe) you can apply for reciprocity on the Ohio Department of Health's website
<http://www.odh.ohio.gov/odhprograms/eh/foods/cert/foodfor.aspx>. This certification will be required March 1, 2017. The Kent Health Department has been approved to provide this training. Please contact our department for more information.
- 5) As of March 1, 2010, OAC 3701-21-25 (I) requires that all new food service operations have at least one person per shift that is Level 1 certified or higher. Designated PIC shall be able to show proof of certification at the time of inspection. The Ohio Restaurant Association (ORA) is proposing to amend 3701-21-25 OAC to require all food handlers to obtain level one certification; require all level one courses to meet ANSI standards; and eliminate the level one rule for the PIC. The Kent Health Department has posted a schedule of our Food Safety Basics Class for 2017 on our website www.kentpublichealth.org.
- 6) The Kent Health Department will now recognize any preparation of Milk and other TCS dairy products (other than hand scooped ice cream) as a Risk Classification III activity. FSO/RFE facilities will notice this increase in Risk Classification on the 2017 license renewal applications.
- 7) Facilities that have a high temperature dish machine must have available a maximum registering thermometer or an irreversible registering temperature indicator strip.
- 8) The current definition of "Packaged" has been amended to delete the term "securely", and the following requirement has been added: Any food that is packaged for self-service in such packaging (e.g. bakery bags, cookie bags, clam shell containers, plastic wrap, foil etc.) are considered **packaged** and must be labeled as required. This requirement does not apply to food that is packaged and served to the customer by an FSO/RFE employee. Visit Ohio Department of Agriculture Web Site for labeling requirements listed under fact sheets section. It was determined by the Directors of ODA and ODH that packaged food displayed on a serving line in a FSO or RFE does not require labeling in accordance with O.A.C. 3717-1- 03.1(A)(3) and O.A.C. 3717-1-03.5(C)(1), provided the following are met:
 1. The display case or packaged food contains identification of common names of each packaged food held within; and either:
 2. The FSO or RFE have a written copy of the ingredients and allergen content for each packaged food available upon customer request; or
 3. The FSO or RFE posts a sign or poster in or on an area adjacent to the display cases listing the common name, ingredients and allergen content of each packaged food displayed in each case.

ODA and ODH understand that a serving line is a contiguous line that flows along food displayed for selection by the end consumer for immediate consumption and ultimately ends with the checkout. The food can be either selected by hand or requested from a food employee. The serving lines may include coolers or display racks which are contiguous to the serving line, but may not exceed ten feet from the serving line unless otherwise monitored by food employees. The food serving line area must be monitored by food employees pursuant to O.A.C 3717-1- 03.2(W). Serving lines do not include aisles of food displayed for retail sale in an RFE or FSO.

If you have any questions, please contact the Kent Health Department at 330-678-8109.