

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

HEALTH BOARD MINUTES
August 15, 2017

Board Members Present

John Gwinn
Michelle Frederick
Joan Seidel
Chris Woolverton

Absent

Pam Ferguson
Jack Amrhein

Staff Present

Jeff Neistadt
Tracy Radovic

Visitors

Rose Ferraro
Portage County Nursing Director

Chris Woolverton volunteered to run the meeting of the Health Board due to the absence of President Pam Ferguson. Chris Woolverton called to order the Health Board Meeting of August 15, 2017, at 5:30 p.m.

The minutes from the June 13, 2017 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes of June 13, 2017, was made by John Gwinn and seconded by Joan Seidel. With no objections, the motion passed.

Open Comments

Rose Ferraro attended the meeting to discuss several updates with Health Board.

Rose updated the Health Board in regards to the Bureau for Children with Medical Handicaps (BCMH) which has been a very big push many people. A group supporting the BCHM program has been meeting regularly with Representative LaTourette, who will be meeting with some of the families in the program soon. Everyone is still pushing to keep and maintain the program as it is.

All Faithful Servants group is opening up a clinic in Windham at the Renaissance Center. It will be open to all their parishioners and pastors and will be funded solely by donation. They require approximately \$15,000 to get started. Dr. Sue Meyer's hope is that once they get the clinic up and running, hopefully a physician will come in and take it over. Chris Woolverton stated that he had been in conversations with some of the KSU faculty members who are looking for Service Learning opportunities for students like labor work, walls being built, rooms painted and cleaning services. Rose stated that Dr. Sue, KSU Nursing director, may be looking for that kind of work.

The new immunization nurse is doing very well. She is handling all the grant deliverables.

Rose distributed the communicable disease year-end report for 2016. The biggest item on the report that stands out is the Shigella outbreak close to Easter. There was nothing other than that really stood out in the report. Rose stated to the Board, that if after reviewing the report there are any questions call or email her.

Emergency Response Plan. Rose stated that the Emergency Response Plan is a requirement of the PHEP Grant. She began working on the emergency response plan approximately 3 weeks ago. Rose had discussed with Jeff that they combine their plans so that they work for the entire county to meet the needs of the PHEP grant as well as accreditation requirements for both health departments. She hopes to have it completed by the end of year and will amend it annually as needed. Chris Woolverton asked that when the PHEP grant money is distributed will it go out to all health districts. Rose stated that it will not.

Statistical Report for June & July 2017 – no issues

Expenditures and Encumbrances Report for June 2017

Expenditures & Encumbrances for June 2017			
6/1/2017	Treasurer State of Ohio	Swimming pool Transmittal Fees for 2017	\$1,365.00
6/1/2017	Jeff Neistadt	Reimbursement for R.S. License Renewal	\$90.00
6/1/2017	Treasurer State of Ohio	Food Service Transmittal Fees	\$56.00
6/1/2017	Div of Real Estate	Burial Permit fee Transmittal for May 2017	\$122.50
6/8/2017	NALBOH	Conference Registration for Joan Seidel	\$475.00
6/8/2017	NALBOH	Membership dues	\$200.00
6/12/2017	Gehm & Sons	Dry Ice for Mosquito Traps	\$250.00
6/19/2017	Best Truck Equipment, Inc.	Frame, Backrack, center mount & LED Bar - Mosquito Truck	\$788.98
6/19/2017	Valore's Truck Painting	Rhino Lining cab interior - Mosquito truck	\$600.00
6/19/2017	Star Printing Co.	Book binding of Death Records for 2013, 14, 15	\$263.00

Expenditures & Encumbrances July 2017			
7/3/2017	Treasurer, State of Ohio	Vital Stats Technology Fees for April - June 2017	\$29,699.28
7/3/2017	Ohio Division of Real Estate	Burial Permit Fee Transmittal for June 2017	\$152.50
7/3/2017	Treasurer, State of Ohio	FSO Fee Transmittal for June 2017	\$28.00
7/12/2017	Univar USA, Inc.	2 London Foggers 18-20 with GPS flow control	\$19,888.00
7/17/2017	Vehicle Maintenance	Service Health Dept. Vehicles	\$494.47
7/18/2017	Justin Smith	Reimbursement for expenses attending NEHA	\$188.87
7/18/2017	Univar Inc.	Masterline Kontrol 4-4 & flushing fluid	\$1,991.60
7/19/2017	Jeff Neistadt	Reimbursement for expenses attending NEHA	\$112.00
7/19/2017	Swift First Aid	Replenish stock of First Aid Supplies	\$29.80

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

Commissioner's Report

ServSafe Level 2 training has been successful thus far. We have another class scheduled for September. The survey results from our first class are included with your board information and was highly rated by the participants.

Thus far this summer we have had 58 positive pools of mosquitoes for West Nile Virus. At this point, the positive pools are scattered throughout the city. A press release was sent out to the Record Courier regarding this. So far with another month to go we have set 666 traps and have collected over 29,000 mosquitoes for testing.

We had a site visit from the tobacco program project officer last month to go over our grant deliverables. We successfully accomplished all of our grant deliverables from last year and we were congratulated for our efforts. A letter is attached reflecting the site visit.

There was also a letter from our quarterly preparedness drill that we had passed last month for your review.

Two Health Department staff members are attending a performance management workshop this week at NEOMED sponsored by OSU. This will allow us to obtain education and to finish our performance management objectives for accreditation.

The Kent Free Library is hosting a meeting on what is being done on the state level regarding the Opioid issue. The meeting is from 12 to 2. Even though the president declared the opioid epidemic a public health emergency, Ohio's governor does and will not. Declaring it emergency would have allowed Ohio to apply for federal funding, which could be used to immediately increase the number of beds available to addicts.

House bill 263 is being discussed which would allow dogs of any kind on restaurant patios while people eat. According to the sponsor of the bill, the current law stifles business and prohibits owners from choosing how they want to run their business. Attitudes about dog ownership have changed over the years, with dogs nearly elevated to the status of children in some households, and state law needs to be updated to reflect this.

DISCUSSION ITEMS

West Nile Virus and Mosquito Program– Jeff Neistadt stated a press release was sent out regarding West Nile Virus (WNV). City Council is aware of the WNV in the area. The health department is continuing to monitor and spray.

Food Defense Project update - Jeff stated that Hayley, the intern working in food defense has finished her final report for food defense. She performed 20 assessment inspections. She developed some brochures and flyers for food defense. Jeff stated that he will invite her to the next Health Board Meeting to present her findings to the Board.

Academic Health Department– Jeff stated that in 2 weeks the students will be starting. They will be working on some Immunization Promotions, and data analyses as well as the Performance Management System.

NALBOH Conference Update - Joan Seidel attend the NALBOH Conference and she made note of several things she found interesting in the 3 days she attended.

Joan stated that she noted a lot about Health Boards and the Departments they serve. Health Board Agendas for meetings that are copied from month to month, is a sign that Boards are not as robust as they could be. Each agenda should have the Vision and Mission statement and every item on the agenda should reflect PHAB elements that it goes to support or whatever strategic plan or goal you are trying to meet. There was a lot of discussions on performance management, workforce development and how you meet core competencies, knowledge skills and abilities.

The Board of Health should be a value added component of health departments not just a nameless group of people that nobody knows. They should get to know the staff and what they do. Board Members can shadow staff during their orientation to get an understanding of what they do. There were discussions on the use of Dashboards, so that everyone can see what is working and what is not, where there is room for improvement. Health Boards should be asking themselves, what is the single most important priority for the next 2 to 3 years; and what governance strengths must be maximized to ensure success with leadership of the Board in terms of transitions so there are no gaps in information and strategies?

There were also two interesting speakers on Public Health who spoke on their collaboration between their Local Health Department and the Hospital. As they work together managing data and establishing trends in care. An informative 3 days at NALBOH for sure.

ACTION ITEMS

Accreditation Coordinator to Full Time – Jeff stated we need to make this position more stable and add more continuity. Being a part-time no benefit position, it is causing high turnover. We have lost 2 coordinators now and we will have to go back to square one with a new person. Making this a full-time employee would hopefully add the value needed to keep someone in the position long term because that is what is needed.

Motion: A motion to approve the Accreditation Coordinator to be made a full-time position was made by Joan Seidel and seconded by John Gwinn. With no further discussion the motion passed.

PHAB Letter of Intent - Jeff requested approval from the Health Board to submit the Letter of intent PHAB. This is a non-binding letter, its purpose is just to prepare PHAB for us applying for Accreditation in January 2018.

Motion: A motion to approve the submittal of the PHAB letter of intent for accreditation was made by Michelle Frederick and seconded by John Gwinn. With no further discussion the motion passed.

Human Trafficking Policy – This policy is a grant requirement to receive funding from the State.

Motion: A motion to approve the Human Trafficking Policy was made by Michelle Frederick and seconded by Joan Seidel. With no further discussion the motion passed.

Health Board President and Vice President Nomination Jeff Neistadt stated that Pam Ferguson has taken over Presidency for one year but we need a vice president nomination to replace her. A discussion with Pam needs to take place to see how long she may be able to serve in that capacity with her other obligations. Chris Woolverton has agreed serve in either capacity that he is needed.

AOHC Conference – The annual mandatory AOHC conference is in September 2017. Jeff stated that he needs Board of Health approval to attend and make the expenditure for this conference. The Medical Director also needs to attend.

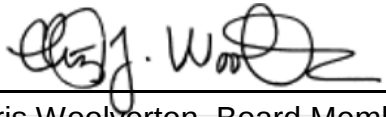
Motion: A motion to approve expenditures for Jeff Neistadt and Medical Director Kirk Stiffler to attend the AOHC Conference was made by Joan Seidel and seconded by Michelle Frederick with no further discussion the motion passed.

No Executive Session

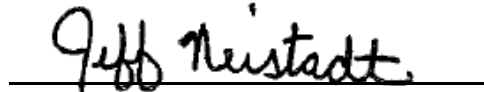
Being no further business to discuss, Chris Woolverton asked for a motion to adjourn.

Motion: A motion to adjourn the Health Board meeting of August 15, 2017, was made by Michelle Frederick and seconded by Joan Seidel. With no further discussion the motion passed. Meeting adjourned at 6:40 p.m.

Approved:

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

Chris Woolverton, Board Member

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

Jeff Neistadt, Secretary