

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

HEALTH BOARD MINUTES
September 12, 2017

Board Members Present

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

Staff Present

Jeff Neistadt
Tracy Radovic

Visitors

Hayleigh Rush - Intern

Pam Ferguson called to order the Health Board Meeting of September 12, 2017, at 5:31 p.m.

The minutes from the August 15, 2017 meeting were distributed and reviewed by the Health Board members prior to the meeting. Chris Woolverton had one amendment to the minutes under Open Comments Regarding All Faithful Servants, should be listed as just Faithful Servants.

Motion: A motion to approve the minutes as amended for August 15, 2017, was made by Chris Woolverton and seconded by Joan Seidel. With no objections, the motion passed. Jack Amrhein abstained from the vote due to being absent at the meeting.

Open Comments

Jeff Neistadt stated that Hayleigh Rush interned with the Health Department for the Food Defense Grant. Hayleigh stated that her project was to perform surveys of food operations and establishments to determine where they are lacking in their food protection and how they ensure that their food cannot be contaminated by people or outside sources. Hayleigh stated that she did this by shadowing sanitarians on their normal food service inspections. Everyone was very accommodating. She had surveyed approximately 20 locations, food service and retail establishments. She asked questions, and looked at things like exterior lighting, the use of cameras and security alarms, she asked staff if exterior doors were kept locked, and if there was a manager on duty at all times performing inspections of the operation. Her top 4 observances for poor defense included, the physical security of the operation by leaving doors open to storage and food prep areas. Hayleigh also noticed some operations leaving cleaning supplies, pesticides and miscellaneous chemicals out in the open. Plans in place and procedural things were really lacking, such as providing training for food defense, identifying delivery drivers and inspectors and anyone else employees do not recognize. Through her work, Hayleigh created three Brochures and pamphlets for the Sanitarians to hand out during their inspections. One general brochure on what Food Defense is, and a trifold pamphlet was also created on How to create a Food Defense Program and Food Defense Security.

Statistical Report for August 2017 – Chris Woolverton would like the Mosquito numbers we are tracking to indicate N/A instead of zero.

Expenditures and Encumbrances Report for August 2017

Expenditures & Encumbrances for August 2017			
8/3/2017	Justin Smith	Fitness Reimbursement for 2017	\$237.00
8/3/2017	Ohio Division of Real Estate	Burial Permit Fee Transmittal for July 2017	\$122.50
8/3/2017	Jason Revesz	Sanitarian License fee renewal reimbursement	\$93.50
8/7/2017	Revize, LLC	Website & CMS Annual tech Support	\$900.00
8/23/2017	Kent Parks & Rec	Ultimate fitness challenge prize items	\$100.00
8/23/2017	AOHC	Fall Conference Registration for Jeff Neistadt	\$510.00
8/24/2017	Bissler & Sons Funeral Home	Indigent Services for Kent Resident (#4)	\$1,000.00

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

Commissioner's Report

Thus far this season Kent has had 152 positive pools for the West Nile Virus. We still have over two weeks of pools that have yet to be tested so that number will rise over the next several weeks. Thus far we have had 10 cases of WNV in Ohio and one confirmed death in Ohio.

Jeff stated that he is finishing up the annual cost analysis for mandated programs so next month first readings will be ready for the 2018 fees for your review.

We have met as a staff quite a bit over the past month on the accreditation domains and have made great progress. Over the next month we will be starting to finalize our quality improvement projects as we need to do two projects. One must be administrative and one must be programmatic. We are going to cross train staff on vital statistics for our administrative project and work on our food service inspection flow chart for our programmatic QI project.

The bill is moving forward in the state house to allow dogs on patios of food services while in operation. Which is ironic that last week we received an urgent public health notice regarding a multi-state outbreak investigation of *Campylobacter in dogs and puppies*.

Over the next several months we are going to be really busy in house as we make our final push to get the accreditation domains to a point where we can apply by the first of the year.

We also will be a clerk down as Linda is using FMLA. Due to this, all staff will be learning vital statistics and will be assigned office time to assist Tracy during this time.

We are working to develop follow up ideas for the retail food program standards grant. Last year we successfully applied for the training grant which allowed Justin and Jeff to attend NEHA and the food defense grant. This year we are considering applying to develop a field training manual and also looking at conducting foodborne illness risk factor studies.

DISCUSSION ITEMS

Academic Health Department Update The Health Department will be using interns in 3 groups for the following projects. 1) Risk Management; 2) Immunizations; 3) Performance management data.

Public Health Accreditation Coordinator Position The Accreditation Coordinator position going full time will go to Counsel to vote in October or November.

Staff Support Jeff stated that he is looking into the possibility of a staff retreat. He wants to close the office and meet all together in a relaxed setting to increase cohesiveness and team building. Jeff will be speaking to Dave Ruller about it.

ACTION ITEMS

President and Vice President nomination Pam Ferguson abdicated the position of President due to her responsibilities to the School Board and nominated Chris Woolverton to serve as President. Chris Woolverton nominated Joan Seidel to serve as Vice President.

Motion: A motion to approve the abdication of Pam Ferguson and handing over the Presidency to Chris Woolverton and naming Joan Seidel as Vice President was made by Chris Woolverton and seconded by Jack Amrhein. With no further discussion the motion passed.

Health Equity Policy This policy is required for Accreditation for Domain 3.

Motion: A motion to approve the Health Equity Policy was made by Pam Ferguson and seconded by Jack Amrhein. With no further discussion the motion passed.

MOU with Ohio Army National Guard Jeff stated that they had some mosquito control chemicals in storage at the Ravenna Arsenal. They offered to give it to us for mosquito program and developed this MOU to cover the transportation and use of the chemical. Chris Woolverton asked that a change be made to the MOU stating that the Ohio Department of Health was contacted and approved this transfer of property.

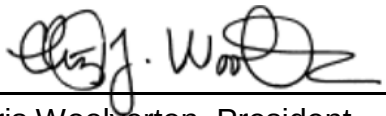
Motion: A motion to approve the MOU with the amendment made Chris Woolverton was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed.

No Executive Session

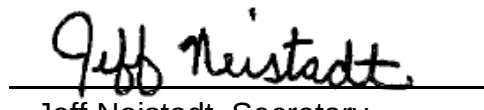
Being no further business to discuss, Chris Woolverton asked for a motion to adjourn.

Motion: A motion to adjourn the Health Board meeting of September 12, 2017, was made by Pam Ferguson and seconded by Joan Seidel. With no further discussion the motion passed. Meeting adjourned at 6:41 p.m.

Approved:



Chris Woolverton, President



Jeff Neistadt, Secretary