

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

HEALTH BOARD MINUTES
October 11, 2016

Board Members Present

Jack Amrhein
Michelle Frederick (new)
Pam Freeman
Joan Seidel

Members Absent

Doug Wagener
John Gwinn

Staff Present

Jeff Neistadt
Tracy Radovic

Visitors

(9) KSU Student Observers

Pam Freeman, Health Board Vice President called to order the Health Board Meeting of October 11, 2016, at 5:33 p.m.

The minutes from the August 9, 2016 meeting were distributed and reviewed by the Health Board members prior to the meeting. There was no meeting in September 2016.

Motion: A motion to approve the minutes from the August 2016, was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

Open Comments - The nine student observers each introduced themselves to the Kent Board Of Health.

Statistical Report for August and September 2016 – no issues

Expenditures and Encumbrance Report for August and September 2016

Expenditures & Encumbrances August 2016			
8/1/2016	Ohio Div. of Real Estate	Burial Permit Transmittal fees for July	\$135.00
8/1/2016	Treasurer, State of Ohio Dept. of Agr.	RFE Transmittal fees for July	\$28.00
8/1/2016	Revize LLC	Website Design, Annual Software & Support	\$900.00
8/11/2016	Major Supply Co.	Steri-Fab Bed Bug killer	\$130.00
8/11/2016	NEOEHA	Fall Conference Registration for 5 Health Staff	\$550.00
8/15/2016	AOHC	Fall Conference Registration for Jeff Neistadt	\$330.00
8/31/2016	Kent State University	Lease Agreement for 414 E. Main (\$1000/mo) 5/1 to 12/30	\$8,000.00

Expenditures & Encumbrances September 2016			
9/1/2016	Ohio Division of Real Estate	Burial permit fee report for August	\$112.50
9/1/2016	Kent Health Department	Petty Cash Fund Reimbursement	\$83.22
9/7/2016	Ohio Department of Agriculture	Pesticide license renewals for 4 Health Staff Members	\$140.00
9/7/2016	Knowledge Capital Alliance, Inc.	VMSG Dashboard Performance Mngt System Annual License	\$1,000.00
9/9/2016	Public Entities Pool of Ohio	Liability Insurance for Health Department Programs	\$4,260.00
9/27/2016	Jeff Neistadt	Reimbursement for AOHC Fall Conference Expenses	\$117.61
9/28/2016	Bissler & Sons Funeral Home	Indigent services for M. Brock (3)	\$1,000.00

Motion: A motion to approve the expenditures and encumbrances for the months of August and September 2016 was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

Commissioner's Report

Thursday, October 13, 2016 from 1-4 pm at NEOMED's new center ballroom there is going to be a conference addressing the opioid epidemic in Portage County. In addition to raising awareness of the opioid issues, there will also be information regarding human trafficking, the Community Health Improvement Plan, and Medication Assisted treatment for opioid users.

Accreditation Coordinator Amanda Eaton and Health Commissioner Jeff Neistadt attended the AOHC conference in Columbus in September. Amanda attended the accreditation coordinators meeting while Jeff attended the full conference. There was a lot of information and presentations on public health accreditation. There was also a session on small health department accreditation, as well as the benefits of accreditation which was less than a compelling argument for accreditation as there isn't a whole lot of data available yet on the benefits.

As a follow up to the Narcan issues and the Kent Police Department, the Kent PD are now going to be carrying NARCAN with them in their patrol cars. They were the remaining law enforcement agency in the county to not carry it so that issue is now resolved.

The lease for our current building was included in the Health Board packet. Our lease is good through May of next year (2017) and then it goes month to month.

Jeff stated that he has been continuing discussions with Kent State on an Academic health department model. There is a new professor at the KSU School of Public Health that is working with Dr. Woolverton and Jeff on this concept. The discussion now is on having a couple of professors and graduate students occupying our second floor and working directly with the staff here at the health department. We are also looking at obtaining some funding to share a position between us which would really assist us in this endeavor.

Over the next several months Jeff will need to conduct our annual cost analysis so be ready at the next several board meetings to review our fees for our programs.

The Community Health Improvement Planning meetings have been established for all of 2017. As a reminder, the five priority areas are Access to Healthcare, Obesity, Injury prevention, Substance Abuse, and Mental Health.

Tracy, Jason, and Jeff participated in a Portage County exercise two weeks ago regarding a mass fatality incident with the Portage County Health Department. As always, the exercise provided us an opportunity to work together and to learn throughout the incident.

College Towers is having bed bug issues again, as well as an issue with roaches and mice. There are 5 units that are currently being treated for bed bugs but that number is a moving target. It was in October last year that we had the same issues with College Towers.

Public Health Emergency Preparedness Report

Now titled as the Nursing Division Report. This report is just an outline of what Portage County Nursing Division services are being provided in the County month to month.

Communicable Disease report

There was some discussion on the increasing gonococcal and chlamydia infections. The Gonococcal infections are appearing in other counties to have some antibiotic resistance. So far we have not experienced any resistance in Portage County. Hep C has also ramped up recently.

Discussion Items

Kent Strategic Plan Update – Jeff stated that he had promised the Board of Health that he would provide an update on the Kent Health Department Strategic Plan every six months. We are currently right where we need to be. Our next big focus will be on the QI Processes. We are currently gathering historical data for QI and are updating our goals status.

Mosquito Control Annual Report – Jeff reviewed the highlights of the mosquito control program for this season. The Kent Health Department responded to 126 mosquito related complaints. 7 were in Kent 119 were in the County. Monitoring/Surveillance of mosquito populations throughout the county led to staff setting 507 mosquito traps of which 241 were set in Kent and 266 were set out in the county. Over 680 mosquito breeding sites were inspected/treated with larvicide. Finally, 12 total ULV spray applications were performed in the City of Kent.

Small Health Department PHAB Accreditation – Jeff stated that a small health department is defined as those serving populations of less 50,000 people or having fewer than 10 staff non-clinical members.

Jeff stated that over the past few years, PHAB has been considering the barriers that small health departments have in regard to achieving accreditation. They are working on what they describe as “the exploration of a product of recognition that provides a pathway towards accreditation”. It is still under development and a draft plan is expected in the Spring of 2017.

Action Items

Communication Plan – Non Emergency – We need to update our SOP's, plans, guidelines and processes every couple years. This non-emergency communication plan was developed in 2013 with a review frequency of 3 years. It was reviewed and revised August 31, 2016. Not much in the way of changes but it will be reviewed again in 3 years.

Motion: A motion to approve the Non-emergency Communication Plan SOP, was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

Business Associate Contract PhD Epi Student – Jeff stated that we have a volunteer student that is interested in performing some epidemiology functions for us. Due to the high degree of confidentiality of the epi subject matter and HIPPA Laws, a contract has been developed for this student to sign. This contract has been reviewed and approved by Kent Law Department as well.

Motion: A motion to approve the Business Associate Contract confidentiality agreement for use, was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

Compliance Agreement – A compliance agreement for Guido's Retail Food Establishment new ownership has been signed. There are items that need to be brought into compliance before fully licensing the new owner. The new owner is in agreement to complete violations noted by certain deadlines in order to get licensed by March 1, 2017 and continue his operation while working towards completion of the items.

Motion: A motion to approve the Compliance Agreement with the new owner of Guido's was made by Joan Seidel and seconded by Jack Amrhein. With no objections, the motion passed.

AOHC Annual Conference

Jeff Neistadt attended the AOHC Mandatory conference in Columbus in September. Due to there being no Health Board Meeting in September, attendance and expenditure reimbursement needs to be approved by the Health Board.

Motion: A motion was made by Jack Amrhein and seconded by Joan Seidel to approve Jeff Neistadt's attending the AOHC Conference as well as reimbursement for expenses incurred during this travel. With no objections, the motion passed.

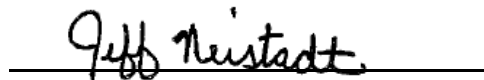
No Executive Session

Being no further business to discuss, Pam Freeman asked for a motion to adjourn.

Motion: A motion to adjourn the Health Board meeting of October 11, 2016, was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed. Meeting adjourned at 6:26 p.m.

Approved:


Pam Freeman, Vice-President


Jeff Neistadt, Secretary