

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

HEALTH BOARD MINUTES
November 8, 2016

Board Members Present

Jack Amrhein
Michelle Frederick
Pam Freeman
Joan Seidel
Doug Wagener

Members Absent

John Gwinn

Staff Present

Jeff Neistadt
Tracy Radovic

Visitors

(11) Student Observers (7-KSU 4-NEOMED)

Doug Wagener, Health Board President called to order the Health Board Meeting of November 8, 2016, at 5:31 p.m.

The minutes from the October 11, 2016 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes from October 2016, was made by Jack Amrhein and seconded by Michelle Frederick. With no objections, the motion passed.

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

Statistical Report for October 2016 – no issues

Expenditures and Encumbrance Report for October 2016

Expenditures & Encumbrances October 2016			
10/7/2016	Ohio Div. of Real Estate	Burial Permit Fee Transmittal for Sept. 2016 (54 permits)	\$135.00
10/7/2016	Treasurer, State of Ohio	RFE Transmittal Fees for September 2016	\$28.00
10/7/2016	Treasurer, State of Ohio	FSO Transmittal Fees for September 2016	\$112.00
10/7/2016	Treasurer, State of Ohio	Vital Stats Technology Fee Transmittal for July through Sept.	\$29,632.48
10/7/2016	Kent Vehicle Maintenance	Service on HD114 & HD4	\$232.56
10/10/2016	Survey Monkey	Subscription renewal	\$300.00
10/10/2016	Portage County Health Dept.	Kent health Dept. Community Health Assessment fees	\$7,500.00
10/27/2016	Ryan Alternative Staffing, Inc.	Intern - invoice from August	\$1,000.00

Motion: A motion to approve the expenditures and encumbrances for the month of October 2016 was made by Michelle Frederick and seconded by Joan Seidel. With no objections, the motion passed.

Commissioner's Report

Jeff stated that the health department received notification from the EPA that we were awarded a 2016 mosquito control grant totaling \$33,608. This money will be used to purchase pesticides and equipment including a new sprayer. We have quite a bit of items in the program that are from the early 90's including a yellow truck and a sprayer that will be replaced with the money.

The health department has received notification that we received a 3 year grant from ODH to conduct some policy work around tobacco control. The first year of the grant totals \$36,923 and will allow us to work with the Portage County Metropolitan Housing Authority as well as our multi-unit housing complexes on getting them to go smoke free.

In a semi-annual update on mandated programs and inspection frequency, the staff have completed their first round of inspections for all of the food, swimming pool, and body art establishments and have already started their final round of inspections.

Our Accreditation Coordinator, Amanda Eaton is going to be leaving us for Summit County Public Health. She was offered a position there with more money and an opportunity to go back out into the field again which she couldn't resist. I want to thank Amanda for all that she has done for us in getting us ready for accreditation. Liz and Jeff will be working on filling this position right away.

Saurabh Kalla, our data integration intern, has started going through the last several years of food, housing, swimming pool, and body art violations. Jeff stated that in the next several months he will start to share this information with the board as it is completed so we can start to track trends and use the information to jumpstart our quality improvement initiatives. In meeting with staff and at first glance of the draft data sets, our initial quality improvement project will look at obtaining better compliance from our food safety operators so we are not continually going back on inspections.

There are several trainings and conference upcoming including a performance management training on December 8 and 9, Infant Mortality Summit on December 5 and 6, and a Community Health Conference on November 17. If you are interested in attending any of these, please let me know.

Finally, a draft of the RWJF work with KSU is in front of you for your review. Please review and let me know if you have any comments or suggestions and I will get them to the appropriate folks.

Discussion Items

Emergency Response Plan – The Portage County Emergency Plan will be reviewed with EMA during meetings to begin in January 2017. A lot has changed since the original document was completed. It will be reviewed and rewritten.

Ohio State School of Public Health Project – OSU received funds (1.9 mil) from the State to complete a survey of local health departments on their accreditation readiness. Findings from the survey will be used to develop profile reports to provide ODH with a statewide summary report of where local health departments are and help to identify training and technical assistance needed for those at the local level.

FDA Food Defense Submission – There is a funding opportunity through FDA for food defense. Food defense refers to the defense at actual food service operations. Jeff stated that when the secret service was in town for the Republican National Convention he went out to perform some inspections. Jeff was able to access food service operations and their kitchens without being stopped by employees or asked for an ID. He was able to walk right into the back of the restaurant. The funding, if received, will be used to investigate and educate operations on how to increase their defense efforts.

Action Items

Resolution 2017-001 Food Service License Fees 1st Reading – fee increases are based on our annual cost methodology. In addition, we are adding a new non-profit, non-commercial temporary license fee for those funding raising events in Kent that serve food. (i.e. the taste of Kent and Grill for good).

<u>Risk Classification</u>	<u>Local Fee</u>	<u>State Fee</u>	<u>Total License Fee</u>
Risk Class 1 <25,000 sq. ft.	\$225.00	\$28.00	\$253.00
Risk Class 2 <25,000 sq. ft.	\$250.00	\$28.00	\$283.00
Risk Class 3 <25,000 sq. ft.	\$480.00	\$28.00	\$508.00
Risk Class 4 <25,000 sq. ft.	\$600.00	\$28.00	\$628.00
Risk Class 1 >25,000 sq. ft.	\$320.00	\$28.00	\$348.00
Risk Class 2 >25,000 sq. ft.	\$340.00	\$28.00	\$368.00
Risk Class 3 >25,000 sq. ft.	\$1200.00	\$28.00	\$1228.00
Risk Class 4 >25,000 sq. ft.	\$1300.00	\$28.00	\$1328.00
Mobile FSO/RFE	\$225.00	\$28.00	\$253.00
Vending	\$23.00	\$6.00	\$29.00
Temporary FSO/RFE (Commercial)	\$90.00	\$0	\$90.00
Temporary FSO/RFE (Non-Commercial)	\$45.00	\$0	\$45.00

Motion: A motion to approve the 1st reading of a fee increase for Food Service licenses and the addition of a non-profit, non-commercial temporary license fee was made by Joan Seidel and seconded by Michelle Frederick. With no objections, the motion passed by roll call vote: Pam Freeman, Aye; Joan Seidel, Aye; Michelle Frederick, Aye; Jack Amrhein, Aye; and Doug Wagener, Aye.

Resolution 2017-002 Swimming Pool License Fees Increase 1st Reading – Fees are not covering the costs to run the swimming pool program. Our fee needs to be increased from \$350 to \$400 per pool.

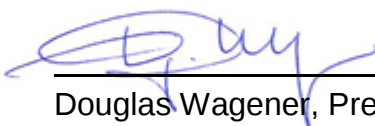
Motion: A motion to approve the 1st reading of a \$50 fee increase for Swimming Pool licenses was made by Jack Amrhein and seconded by Pam Freeman. With no objections, the motion passed by roll call vote: Pam Freeman, Aye; Joan Seidel, Aye; Michelle Frederick, Aye; Jack Amrhein, Aye; and Doug Wagener, Aye.

No Executive Session

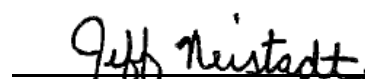
Being no further business to discuss, Doug Wagener asked for a motion to adjourn.

Motion: A motion to adjourn the Health Board meeting of November 8, 2016, was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed. Meeting adjourned at 6:06 p.m.

Approved:



Douglas Wagener, President



Jeff Neistadt, Secretary