

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

HEALTH BOARD MINUTES
December 13, 2016

Board Members Present

John Gwinn
Michelle Frederick
Pam Freeman
Joan Seidel
Doug Wagener

Members Absent

Jack Amrhein
Jeff Neistadt

Staff Present

Tracy Radovic

Doug Wagener, Health Board President called to order the Health Board Meeting of December 13, 2016, at 5:35 p.m.

The minutes from the November 8, 2016 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes from November 2016, was made by Joan Seidel and seconded by Pam Freeman. With no objections, the motion passed.

Open Comments - None

Statistical Report for November 2016 – no issues

Expenditures and Encumbrance Report for November 2016

Expenditures & Encumbrances November 2016			
11/1/2016	Treasurer, State of Ohio	FSO Transmittal for October 2016	\$56.00
11/1/2016	Div. of Real Estate	Burial Permit Transmittal fees for October	\$100.00
11/17/2016	Walcom Registration Services	Commercial pesticide recertification conf. Jeff & Justin	\$150.00
11/18/2016	Jeff Neistadt	Reimbursement for Go Daddy Domain Name	\$20.17
11/18/2016	Ryan Alternative Staffing, Inc.	Intern for Health programs data logging	\$1,000.00
11/22/2016	Kyle Kelly	Shoe Allowance as per AFSCME Article 38	\$115.28
11/22/2016	Justin Smith	Shoe Allowance as per AFSCME Article 38	\$125.00
11/22/2016	Jason Revesz	Shoe Allowance as per AFSCME Article 38	\$125.00

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

Commissioner's Report - The Health Commissioner had a personal emergency and could not attend the meeting, the Commissioner's report was not discussed at the time of the meeting.

Discussion Items

Food Safety Violations 2013 – 2015 - An intern has been working on extracting data from Health Space in order for the Health Department to graph trends of critical and non-critical violations.

Action Items

Resolution 2017-001 Food Service License Fees 2nd 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 the fund raising events in Kent that serve food. (i.e. the taste of Kent; Grill for Good, etc.). Food service operations were notified by letter that this Health Board Meeting as an open meeting to bring their concerns to the Board regarding fee increases. No operators attended.

<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 2nd reading of a fee increase for Food Service licenses and the addition of a non-profit, non-commercial temporary license fee was made by Pam Freeman and seconded by Joan Seidel. With no objections, the motion passed by roll call vote: Freeman, Aye; Seidel, Aye; Frederick, Aye; Gwinn, Aye; and Wagener, Aye.

Resolution 2017-002 Swimming Pool License Fees Increase 2nd 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. John Gwinn suggested that the swimming pool inspector attend the next health board meeting to give a brief summary of how pool inspections are conducted.

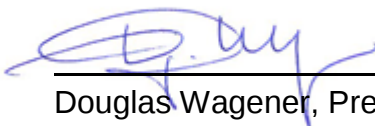
Motion: A motion to approve the 2nd reading of a \$50 fee increase for Swimming Pool licenses was made by Joan Seidel and seconded by Michelle Frederick. With no objections, the motion passed by roll call vote: Freeman, Aye; Seidel, Aye; Frederick, Aye; Gwinn, Aye; and Wagener, Aye.

No Executive Session - none

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

Motion: A motion to adjourn the Health Board meeting of December 13, 2016, was made by Joan Seidel and seconded by Michelle Frederick. With no further discussion the motion passed. Meeting adjourned at 6:36 p.m.

Approved:



Douglas Wagener, President



Jeff Neistadt, Secretary