

Kent City Health Department
Schwartz Center #207
800 E. Summit St.
Kent, Ohio 44242

HEALTH BOARD MINUTES
January 12, 2016

Board Members Present

Doug Wagener
Jack Amrhein
John Gwinn
Joan Seidel
Marchelle Bobbs

Absent

Pam Freeman

Staff Present

Jeff Neistadt
Tracy Radovic

Visitors

Joe Diorio, Portage County Health Commissioner

Doug Wagener, Health Board President called to order the Health Board Meeting of January 12, 2016, at 5:31 p.m.

The minutes from the December 2015 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes from the December 2015 meeting was made by John Gwinn and seconded by Jack Amrhein. With no objections, the motion passed.

Open Comments – None

Statistical Report for December 2015

Expenditures and Encumbrance Report for December 2015

Expenditures & Encumbrances			
12/2/2015	Division of Real Estate	Burial Permit fee transmittal for November 2015	\$112.50
12/2/2015	OEHA	Membership Renewals for (5) Health Staff \$60 each	\$300.00

Motion: A motion to approve the expenditures and encumbrances for the month of November 2015 was made by Jack Amrhein and seconded by Marchelle Bobbs. With no objections, the motion passed.

Commissioner's Report

Ohio Department of Health Director Hodges spoke briefly last week about 2015 and the direction ODH is pursuing in 2016. Much of ODH's direction will be taken from their Strategic Plan which was released late last year. Director Hodges also spoke briefly on the

accreditation requirement for local public health agencies. ODH is going to be coordinating 6 regional meetings in the upcoming months for local health departments to discuss the accreditation requirement and the potential consequences of not being accredited by 2020. I welcome any board members who would like to attend those regional meetings with me. Once I get the dates of the meetings I will send out to the board to determine if anyone can join me.

The long awaited comprehensive community housing study and needs analysis is final and the cover page is available for your review. Some highlights of the study include:

- The City's housing stock is comprised of 50% multi-family dwellings and 50% single family dwellings – Therefore, this office inspects 50% of the City's current housing stock.
- Since 2012, a total of 2,112 multi-family bedrooms which this department inspects have been added to the City's housing inventory.
- The City has 575 age restricted/ senior housing units with 131 of those units constructed since 2013. The 131 newly constructed units are all classified as low income housing and are available to seniors who have household incomes at 60% or below the area median income.
- Nearly 60% of the households in Kent have a reported annual income that is 80% or below the area median income.
- Kent State's campus concurrent enrollment for the period of 2010-2015 increased an average year over year rate of 2%.
- The population is projected to decline by 12% for persons ages 15-24 in NE Ohio between 2015-2030.
- New construction of multi-family housing, including projects with the rooming house status has significantly outpaced the construction of new single-family, senior housing, and affordable housing units.

Staff attended a RNC (Republican National Convention) meeting last week, the FDA discussed a few items of concern if delegates were to stay in Kent City limits:

- We need to submit a letter to the FDA requesting assistance. It will only become a concern if a delegation event would take place in Kent (on campus or at the Hotel or banquet halls). The FDA will require us to trace all menu items to the supplier. The FDA is very good at this and would be able to help us with all the tracing that would be required by the Secret Service.
- The FDA will be providing all local inspectors with Risk Based Inspections training and Food Defense training a few weeks before the event. Recommend that all city inspectors attend these trainings. Dates of training to be determined. Trainings may be provided at the OEHA Spring conference in Columbus.
- In the event we have delegates staying in Kent, The secret service would require all FSO or RFE facilities to be inspected within 2 weeks before the delegates come to Kent. That means all of our FSOs and RFEs downtown would need to be found in compliance with the Ohio food code 2 weeks before the RNC. We will be very busy

completing inspections 2 weeks before the RNC. We may be able to have assistance from the FDA but I feel we will be able to handle this with our current staff including myself. Any overtime/comp-time can be recuperated with the Cost Methodology (according to ODH).

- If an event dinner was to occur in our jurisdiction, we will be required to have an inspector present at the event observing the start of food preparation to serving of all foods. Any issues with the preparation would be reported to the Secret Service and the food will be removed by the Secret Service personal. We will most likely not get any assistance from FDA for this since most events will be occurring in Cleveland (not enough FDA employees available to help all events). Menu Traces would be required to be completed before the scheduled event.

This is all the Information I can provide you at this time. Dates and Times of these "Events" will not be known to us until a few weeks before the RNC for security reasons. The Committee has asked we all try to keep this on the hush hush until all the facts have been provided. FDA has asked us not to let our operators know about the possible events until all the facts have been provided. Keep in mind that there are over 10,000 delegates coming to the Cleveland area. Most likely, some of them will like to come visit our College Downtown and KSU campus while here. Over 350 passenger buses have been rented for this event to bus the delegates around. The RNC is scheduled for July 18th

Action Items

2016 MAC Contract for Medicare Reimbursement. This is a 2 year contract and Jeff stated that this has been good for us. We do a week's worth of time study on Medicaid outreach.

Motion: A motion was made by Jack Amrhein and seconded by John Gwinn to approve the Mac Contract. With no objections, the motion passed.

Jeff stated that he would like approval to make Accreditation Coordinator / Health Educator full time. With the performance management dashboard, strategic planning, and quality improvement plan consistently changing, she will need to spend more time keeping items up to date. She will also be overseeing the standard practice procedures that all the staff will be working on. We may also need to utilize her Registered Sanitarian license at some point in the near future.

Motion: A motion was made by Joan Seidel and seconded by John Gwinn to approve making the Accreditation Coordinator a full time position at the Health Department. With no objections, the motion passed.

Second Reading of Resolution No. 2016-001 - Food Service License Fee Increase

Motion: A motion was made by Marchelle Bobbs and seconded by Jack Amrhein to approve the Second Reading of Resolution 2016-001 to increase Food Service License fees for 2016. With no objections, the motion passed by unanimous roll call vote: John Gwinn – Aye; Marchelle Bobbs – Aye; Doug Wagener – Aye; Jack Amrhein – Aye; Joan Seidel – Aye.

Second Reading of Resolution 2016-002 Swimming Pool/Spa Fee Increase

Motion: A motion was made by Joan Seidel and seconded by Marchelle Bobbs to approve the Second Reading of Resolution 2016-002 Increasing Local License fees for Swimming Pools and Spas in the Kent City Health District. With no objections, the motion passed by unanimous roll call vote: John Gwinn – Aye; Marchelle Bobbs – Aye; Doug Wagener – Aye; Jack Amrhein – Aye; Joan Seidel – Aye.

Quality Improvement Team will need to have a Health Board member on the team. Bi-monthly meetings will be required. John Gwinn stated that this team may be of some interest to Pam Freeman, but she was unable to attend this meeting. Doug stated that he will contact Pam to see if she would be willing to sit on this Team and Doug also volunteered to be the Alternate if Pam is unable to attend the bi-monthly meetings.

Discussion Items

The Strategic Plan and the Quality Improvement plan have been provided as part of the Health Board Packet. Jeff stated that he would like Health Board members to review each document, and email any comments, concerns or questions to him by the next board meeting so these Plans can be finalized and approved at the next meeting.

Skillsoft Training has changed their entire course curriculum, all courses are still on line their duration is 1 to 2 hours. Please review their site and see if any courses interest you.

John Gwinn led a discussion on Accreditation. Mr. Gwinn asked Joe Diorio about Portage County Health Department, and where they were in the process. Joe stated that they were far in the process as Kent. The Strategic Planning stage and Quality Improvement Plan stage. Joe also stated that all Health Departments in the State of Ohio are required to achieve accreditation by 2020, so there is some time to work with, Joe stated that they have been working on the building blocks for now.

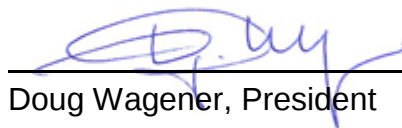
Doug discussed accreditation goals being about better services at lower costs.

No executive session needed.

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

Motion: A motion to adjourn the Health Board meeting of January 12, 2016, was made by Marchelle Bobbs and seconded by John Gwinn. With no further discussion the motion passed. The meeting adjourned at 6:33 p.m.

Approved:



Doug Wagener, President



Jeff Neistadt, Secretary