

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

HEALTH BOARD MINUTES
February 9, 2016

Board Members Present

Doug Wagener
Jack Amrhein
Joan Seidel
Marchelle Bobbs
Pam Freeman

Absent

John Gwinn

Staff Present

Jeff Neistadt

Visitors

Rose Ferraro, Portage Co. Nursing Director

Doug Wagener, Health Board President called to order the Health Board Meeting of February 9, 2016, at 5:30 p.m.

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

Motion: A motion to approve the minutes from the January 2016 meeting was made by Jack Amrhein and seconded by Marchelle Bobbs. With no objections, the motion passed.

Open Comments – Rose Ferraro attended the Health Board Meeting to go over a couple of items.

The Kindergarten Retrospective Survey – Rose stated that this survey is done every 5 years. Nurses actually go to the elementary schools and look at the kindergarten students records and check their immunizations from when they were 24 to 35 months old. The last survey was done in 2010. Kent is currently at 65 percent up from 63 percent back 2010.

The New 2016 Laws – The Director's Journal Entry – Meningococcal vaccine. The School nurses were notified regarding the new vaccine schedules for 7th graders and 12th graders.

Press release went out regarding Zika Virus.

Still working with Police and Fire with Narcam

Statistical Report for January 2016

No items to discuss.

Expenditures and Encumbrance Report for January 2016

Expenditures & Encumbrances			
1/4/2016	Miracle on Main Street (Kent office Supply)	Office Supplies	\$600.00
1/4/2016	Comdoc	Lease Payments for copier	\$1,400.00
1/5/2016	Ohio Div. of Real Estate	Burial Permit fees for December 2015	\$137.50
1/5/2016	OABH	Dues for 2016	\$180.00
1/5/2016	Kyle Kelly	Reimbursement for RS License Renewal fees	\$90.00
1/5/2016	Justin Smith	Reimbursement for RS License Renewal fees	\$90.00
1/5/2016	KSU	Parking pass for J. Revesz	\$71.00
1/5/2016	AOHC	Dues for 2016	\$681.00
1/6/2016	Summa Emergency Assoc.	Medical Director Quarterly Payments	\$6,000.00
1/13/2016	Amanda Eaton	Reimbursement for RS License Renewal fees	\$90.00
1/13/2016	Comdoc	Copy Overages	\$168.58
1/13/2016	Ryan Alternative Staffing, Inc.	Interns staffing	\$5,000.00
1/22/2016	Starr Printing Co.	Housing Insp. Forms & Solid Waste decals	\$1,170.00

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

Commissioner's Report

Jeff stated that this is the time of the year where we have to upload many documents to the ODH in order to receive our state subsidy. Pursuant to Ohio Administrative Code 3701-36-03, the annual financial report application and submission of biannual Performance Improvement Standards are due by March 1st. Local health departments will meet the minimum requirements to receive state subsidy by: completing and submitting their reports on time, attending the required public health conferences, maintaining the appropriate administrative leadership, providing public health education services, board of health members meeting continuing education requirements, and showing the minimum \$3.00 per capita expended in local public health funds. In addition, Ohio Administrative Code 3701-36-05 requires the submission of Quality Indicator information by March 1st via the Ohio Profile and Performance Database (OPPD).

In addition to the requirements specified in the Ohio Revised Code, ODH encourages all local health departments that have completed Strategic Plans, Community Health Assessments, Community Health Improvement Plans, and Annual Reports to upload these documents in 2016 and throughout the year as they are completed to ensure that database is as up-to-date as possible.

In light of all of the recent news regarding the Zika Virus, we are entering talks right now with Portage County to expand our mosquito surveillance and treatment efforts in Portage County to minimize the public's exposure to mosquito bites this summer. With this very mild winter thus far and with the long term forecast for 2016, we also will be expanding our program by several weeks as the last few years it has gotten warmer earlier in the year and it is staying warmer well into September/October.

Our bi-annual Food Service Operation audit from ODH will start here on Tuesday, February 23. As ODH has had many retirements, we have a new auditor coming in this time to audit our program. She will be here the entire week looking through files and then will spend one day with each sanitarian out in the field.

I submitted an application to ODH for some lead poisoning prevention money. The total amount we could apply for \$10,000 and they expect to fund 10 proposals for that amount of money. With all of the news lately regarding lead in water and the concerns with lead poisoning from older homes, ODH is willing to put a lousy \$100,000 towards the problem but none of those monies are allowed to go for lead testing per the funding requirements.

Over the next month Amanda and I are going to be going through Lean Ohio Boot Camp for QI training. The training is a full week long. In addition to the QI training, Justin and I are going to be obtaining our ICS 300 and 400 certifications which is a requirement for Directors and Health Commissioners. The trainings are 3 days in length.

Action Items

Third and final Reading of Resolution No. 2016-001 - Food Service License Fee Increase

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

Third and final Reading of Resolution 2016-002 Swimming Pool/Spa Fee Increase

Motion: A motion was made by Pam Freeman and seconded by Jack Amrhein to approve the Final 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: Pam Freeman – Aye; Marchelle Bobbs – Aye; Doug Wagener – Aye; Jack Amrhein – Aye; Joan Seidel – Aye.

Strategic Plan - Jeff stated that he did receive some comments and suggestions on the Plan and some changes were made based on those comments. A change was made to the Communication/Collaboration section, adding Kent State University as a community partner. Standard Operating Procedures are being completed now will be uploaded to the Performance management system.

Motion: A motion was made by Joan Seidel and seconded by Pam Freeman to approve the Strategic Plan. With no objections the motion passed.

Quality Improvement Plan – Jeff stated this is the next big project. Pam Freeman has volunteered to be part of the Quality Improvement Team.

Motion: A motion was made by Jack Amrhein and seconded by Marchelle Bobbs to approve the Quality Improvement Plan. With no objections the motion passed

March 2016 Health Board Meeting needs to be moved to another date. Jeff will be out of town that day. March 9 is when the next Health Board Meeting will be held.

Discussion Items

2015 Annual Report – Amongst the other many documents that needs to be submitted to the State annually this is another requirement. This document is our Website.

Workforce Development Plan – This document needs to be reviewed and updated. The Board will review and email comments and suggestions to Jeff a week prior to the next Health Board Meeting scheduled for March 9, 2015.

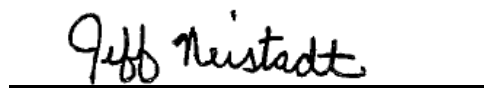
Continuing Education Opportunities

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 February 9, 2016, was made by Jack Amrhein and seconded by Joan Seidel. With no further discussion the motion passed.

Approved:


Doug Wagener, President
Jeff Neistadt, Secretary