

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

HEALTH BOARD MINUTES
March 9, 2016

Board Members Present

Doug Wagener
Jack Amrhein
Joan Seidel
Pam Freeman
John Gwinn

Visitors

Alex Teets – KSU Student
Emily Eichhorn – KSU Student
Maggie Fries – KSU Student
Joe Diorio, Portage Co. Health Commissioner

Staff Present

Jeff Neistadt
Tracy Radovic

Board Members Absent – Marchelle Bobbs

Doug Wagener, Health Board President called to order the Health Board Meeting of March 9, 2016, at 5:29 p.m.

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

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

Open Comments – Three KSU Environmental Health students attended the Health Board Meeting as a requirement for a class. They each introduced themselves.

Joe Diorio spoke in regards to their program Project Dawn and informed the Health Board that the Kent Police Department has declined to be involved in accepting the Narcan kits for Police Officers to administer the opiate antidote to suspected overdose victims. Jeff Neistadt stated that he will schedule a meeting with Captain Lee to see why they have declined to be involved.

Statistical Report for February 2016 - No items to discuss.

Expenditures and Encumbrance Report for February 2016

Expenditures & Encumbrances			
2/1/2016	Treasurer, State of Ohio	Vital Stats Qrtly technology fees Oct - Dec 2015	\$26,720.00
2/1/2016	Treasurer, State of Ohio	RFE Transmittal Fees for Jan. 2016	\$28.00
2/1/2016	Ohio Div. of Real Estate	Burial Permit transmittal fee for January 2016	\$157.50
2/1/2016	Czup Funeral Home	Indigent services for J. Winnett	\$878.12
2/22/2016	Kent State University	Lease Space at the Schwartz Center	\$12,000.00
2/23/2016	Portage County Health Dept.	Nursing Services Contract 2016	\$37,000.00

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

Commissioner's Report

The Ohio Department of Health was at the Health Department conducting the bi-annual food safety audit. They reviewed many materials including license transmissions, board of health minutes, and cost analysis data in addition to many other items. They also accompanied the sanitarians on inspections and audited performance. These inspections are very thorough not to mention time consuming. For example, one of the inspectors spent over 7 hours at Penn Station and another 10 hours the next day at the American Legion. We obviously want to be thorough and pass our audit but considering the maximum hours you can charge to food services is only 9 hours it is also unfair to other food services to have to pay for this amount of time through cost analysis. I know this issue has been brought up several times with ODH with no resolve. Another inspector was at a daycare for over 6 hours being audited the following day.

It is that time of the year with food service and retail food service license renewal so staff have been quite busy lately with inspecting and renewing food service licenses.

Jeff stated that he and Amanda successfully completed the Lean Six Sigma boot camp March 8, 2016. They are now properly trained on quality improvement techniques which was the first step in the Quality Improvement Plan which the Health Board approved last month.

Jeff Neistadt stated the himself, Bridget Sussel, the Community Development Director, and Eric Fink, from the Law Department, have been meeting over the past two months on the rental registration program here in the City. We have determined to add language regarding the rental registration program to our current Environmental Health and Housing Maintenance Code. We are currently on our 8th or 9th revision so we are getting pretty close to getting the language right in the code. Once the new language is approved, the revised code will be presented to the Health Board for approval and then to council as well.

A press release went out on the Zika Virus which was included in the board packet.

A letter requesting assistance from the FDA if needed, during the Republican National Convention was included in the Health Board Packet.

Emergency Preparedness report from Marianne and Rose. The grant was resubmitted.

The communicable disease (CD) report for January 2016 indicates 17 CD's.

Action Items

Food Establishment Issues. License renewals and license transfers. Over the last renewal period there have been several food service and retail establishments that have returned the license renewal application to the Health Department with a new owner indicated. Several years ago the board approved a policy to not issue a new owner a license without first going through a plan review. This was to enforce operations to bring their facilities and equipment into current law compliance. It must be determined by the board whether to require these facilities to remain closed until the plan review process is completed or give them a grace period and allow them to operate during the plan review process. Discussions indicated that operations should be allowed to remain open with the stipulation that they complete a plan review in 30 days.

Motion: A motion was made by Pam Freeman and seconded by John Gwinn to allow new food service and retail establishments operators/owners 30 days to go through the plan review process and to have all items corrected and in compliance before a license will be issued to the new owner. With no objections the motion passed.

Continuous non-compliant food services. There have been several food service locations that continuously need to have multiple inspections in order to obtain compliance with food safety code. This drives up the costs of inspections as well as burdens the inspectors. Jeff stated that he would like the board to consider a policy utilizing compliance agreements for food operations that are repeat offenders of continuous substantial non-compliance. If an operation is in substantial non-compliance with the Food Safety Code, a compliance agreement could be entered into with the operator for that licensing year. If during a re-inspection they are still found to be in substantial non-compliance, that operator will need to be immediately brought in for an administrative hearing followed by a recommendation to the board of health for license suspension.

Motion: A motion was made by Joan Siedel and seconded by Pam Freeman to approve a continuous non-compliant food service compliance agreement program. If an operation is in substantial non-compliance, a compliance agreement will be entered into with the operator. After a re-inspection is conducted and the operation remains to be in substantial non-compliance an administrative hearing will be scheduled followed by the Health Board suspending their food license if necessary. With no objections the motion passed.

Out of business policy. There has been a retail establishment that has not been providing any services to the public for 6 to 8 months. They had never been officially placed out of business so they are eligible to renew their license for this licensing period, then if they don't plan to open then we may suspend the license. Jeff stated he would like the board members opinion

on what they believe is considered out of business and how long a location can be out of business before they are forced back to the plan review and licensing process.

Motion: A motion was made by Joan Seidel and seconded by Pam Freeman to approve an Out of Business policy. When a facility is shut down for non-compliance and/or closed by another City of Kent Department or Division due to non-compliance they will be forced back into plan review and will have 30 days to come into to compliance or a license will not be issued to operate. With no objections the motion passed.

Embargo Policy Potentially hazardous food, unsafe for human consumption found during an inspection or investigation, the Kent Health Department Sanitarian or Sanitarian in Training will have full authority to embargo the food onsite or discard the food as unsalable as human food.

Motion: A motion was made by Jack Amrhein and seconded by Joan Seidel to approve the Embargo Policy/Discarding of Potentially Hazardous Food. With no objections the motion passed

The Workforce Development Plan. – Revisions were made based on comments and this plan is the final document.

Motion: A motion was made by Pam Freeman and seconded by John Gwinn to approve the Workforce Development Plan as amended. With no objections the motion passed.

Discussion Items

Health Board meeting future date conflicts. Meeting for May will be held May 11, 2016; meeting for June will be held June 13, 2016; meeting for July will be held July 13, 2016.

Community Health Assessment official report release will be done March 10th from 11 – 2 p.m. at the Ravenna Elks Lodge. John Hornbeek will speak as well as Jeff Neistadt and Joe Diorio.

Improving Population Health Jeff Neistadt stated that part of Director Hodges' presentation Included the document 'Improving Population Health'. This document is what we need to align our priorities by in the CHIP process. Some guidance will come down from the State on this issue soon.

Director Hodges Meeting Jeff Neistadt stated that another one of the Director Hodges' topics of Discussion was Accreditation. He made it clear that those not achieving accreditation by 2020 could face mergers; be forced to contract out services, or even have their services assigned to other jurisdictions. Joe Diorio stated, Ohio is the only state required to achieve accreditation and an official application for accreditation must be submitted by 2018.

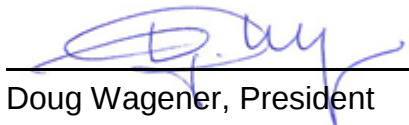
Schools Immunization Policy Pam Freeman presented information on the Immunization Policy followed by the Kent City Schools. There is an active policy and it is being enforced. If shots are not up to date students will not be able to attend school. There is a form that parents can file with a Doctor's signature for refusing immunizations for religious reasons or health reasons.

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 March 9, 2016, was made by Jack Amrhein and seconded by Pam Freeman. With no further discussion the motion passed.

Approved:



Doug Wagener, President



Jeff Neistadt, Secretary