

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

HEALTH BOARD MINUTES
June 13, 2016

Board Members Present

Doug Wagener
Jack Amrhein
Pam Freeman
John Gwinn

Members Absent

Marchelle Bobbs
Joan Siedel

Staff Present

Jeff Neistadt
Tracy Radovic

Doug Wagener, Health Board President called to order the Health Board Meeting of June 13, 2016, at 5:31 p.m.

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

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

Statistical Report for April & May 2016

Expenditures and Encumbrance Report for April & May 2016

Expenditures & Encumbrances April 2016			
4/4/2016	Treasurer, State of Ohio	RFE Transmittal Fees for March	\$308.00
4/4/2016	Treasurer, State of Ohio	FSO Transmittal Fees for March	\$1,512.00
4/4/2016	Ohio Div. of Real Estate	Burial Permit Transmittal fees for March	\$160.00
4/7/2016	Treasurer, State of Ohio	Vital Stats State fees for Jan, Feb, Mar 2016	\$31,556.32
4/7/2016	Friends Services, Co. (fka Kent Office Supply)	Office Supplies	\$600.00
4/7/2016	AOHC	Public Health Combined Conference Regis. - Jeff Neistadt	\$195.00
4/8/2016	Health Policy Institute of Ohio	Travel: Investing in What Works Training for A. Eaton	\$40.00
4/14/2016	Kent State University	Classified ads to be placed in the Kent Stater Newspaper	\$150.00
4/14/2016	Health-space USA	Annual Contract user licenses	\$1,500.00
4/25/2016	Treasurer, State of Ohio (KSU)	Schwartz Center Lease 6/2015 to 6/2016	\$12,000.00
4/25/2016	Kyle Kelly	Expense Report for Travel Reimbursement	\$73.20
4/25/2016	Justin Smith	Expense Report for Travel Reimbursement	\$124.55
4/27/2016	Republic Services	Special pick up from Harvey & Lake st. illegal dumping	\$35.59
4/28/2016	Parma Movers	Move the Health Dept. to 414 E. Main St.	\$6,000.00
4/28/2016	Tel-Com Systems	Telephone system activation	\$612.00
4/28/2016	Time Warner Business Class	Phone Service Install	\$25.00
4/28/2016	Untangled Technology	Connecting Health Dept. to City Network	\$2,000.00
4/28/2016	Bob Sumerel Tire Co.	Tires for Health Dept. vehicle	\$464.16

Expenditures & Encumbrances May 2016			
5/3/2016	Division of Real Estate	Burial Permit Transmittal fees for April	\$137.50
5/5/2016	Star Printing Co.	New Housing Forms	\$300.00
5/10/2016	Treasurer, State of Ohio	FSO Transmittals for April 2016	\$56.00
5/10/2016	Treasurer, State of Ohio	RFE Transmittals for April 2016	\$56.00
5/11/2016	Amazon LLC	HP Transceiver for connecting to the City network	\$35.00
5/11/2016	Lowes Company	Misc. Supplies for Health Dept & Mosquito program	\$400.00
5/11/2016	Uline	Hairnets, Boot Covers & Gloves	\$468.00
5/13/2016	Garment Specialties	T-Shirts for Mosquito Interns	\$99.40
5/17/2016	Portage Co. Health Department	The Hospital Council Health assessment	\$8,500.00

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

Commissioner's Report

In the State Legislature, the population health planning bill was included in the budget. The bill states that not later than July 1, 2017, city and general health districts, and all tax-exempt hospitals shall submit to the department of health any existing plans and assessments for the most recent assessment and planning period. Beginning in 2020, city and general health districts, and all tax-exempt hospitals shall complete assessments and plans in alignment on a three-year interval. City or general health districts and tax-exempt hospitals shall submit plans covering years 2020-2022, including related assessments, to the department of health not later than October 1, 2020. City or general health districts and tax-exempt hospitals shall submit subsequent plans, including related assessments, not later than October 1, every three years beginning in 2023. The department of health shall provide guidance regarding submission of plans and assessments and an online repository for plans and assessments.

A Lead in Drinking Water Bill was also passed which requires timely notification to the public if lead amounts exceeds certain levels. It also requires additional training for water plant operators as well as mapping lead pipes and potential lead hazards in the public water system.

We held our Food Safety Basics Class in May. It was very well attended and well received by the audience as we received an average of 5 out of 5 in our evaluations.

We applied for some mosquito control funding and the application was included in your packet. We applied for a little over \$31,000 and we will be notified with the decision on Wednesday, June 15th.

The mosquito control interns have started and thus far are doing fantastic work for us.

We had a site visit from ODH's tobacco program in April which was part of our grant requirement. A letter from that site visit is included in your packet. In summary, they said we are doing good work in the program and they are to be coming out with a new RFP for this upcoming year here shortly.

Staff has been inspecting the Farmer's Market during Saturday mornings as there have been several events downtown lately on the weekends. Some issues we have found include:

- Proper labeling of Cottage Foods to include the quantity.
- The coffee vendor has not been able to provide his original license to sell coffee. He has paid for the license and has shown a receipt, but not yet obtained the license.
- Ensure that sprouts are not sold in sealed containers.
- Ohio City Pasta is also a consistent problem. They have not been able to show an original license from the Cleveland HD and they do not have store their pasta at the proper temperature.
- We are working with Andrew on these items and thus far he has been very receptive to our concerns.
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Thus far we have caught and submitted over 3,500 mosquitoes to the state lab for testing. So far we have not seen the mosquito that transmits Zika Virus in our traps.

With this move and the start of many of our summer programs including vector control and swimming pools staff is starting to feel some burnout. This includes some staff members even losing some of their vacation time as there is just too much work right now.

Action Items

Performance Management Plan (PMP)& Metrics - The Metrics were approved at the last meeting. The metrics have been placed in the PMP for our accreditation plan. These will be regularly updated.

Motion: A motion was made by Jack Amrhein and seconded by Pam Freeman to approve the Performance Management Plan as outlined. With no objections, the motion passed.

Internship Agreement for Translation Services – This agreement is necessary to move forward with having some of our miscellaneous brochures and handouts translated into Arabic, Mandarin, Chinese etc. Grad students will used for this service.

Motion: A motion was made by Jack Amrhein and seconded by Pam Freeman to approve the Internship agreement for translating miscellaneous Health Department Services Documents, brochures and handouts to other languages. With no objections, the motion passed.

Internship agreement for Analyzing Data – This agreement will be another graduate student project/practicum. This is placing Health Department program data into some type of database system capable of allowing us to develop reports and trend data.

Motion: A motion was made by John Gwinn and seconded by Jack Amrhein to approve an Internship agreement for analyzing data. With no objections, the motion passed.

A discussion occurred regarding unpaid internships and the possibility of us adding money to a blanket purchase order for at least providing a token appreciation gift to grad students for helping us. The Health Board would like Finance Director, Dave Coffee and possibly City Manager Dave Ruller to attend a future Board meeting to discuss this matter.

ODH Food Audit Plan – This plan was put together to address the recommendations of the State Food Auditor and our response to our food audit deficiencies.

Motion: A motion was made by Jack Amrhein and seconded by Pam Freeman to approve the Action Plan to incorporate recommendations provided by the State Inspector. With no objections, the motion passed.

Level 2 Food Safety Certification – The Health Department would like to start offering Level 2 training in addition to Level 1. An action plan needs to be submitted to the State for approval. Fees we would incur with offering this certification can be offset by the fees charged for the course.

Motion: A motion was made by Pam Freeman and seconded by Jack Amrhein to approve the Health Staff offering level 2 food safety training. With no objections, the motion passed.

RNC Response Plan – This Plan was put together for the Republican National Convention with the possibility of members of the RNC staying or visiting Kent. If something would go wrong, we would have a plan of action. This Plan will be forwarded to the FDA and the Secret Service.

Motion: A motion was made by Jack Amrhein and seconded by Pam Freeman to approve the Public Health Plan for the Republican National Convention. With no objections, the motion passed.

Discussion Items

CHIP Meetings – Went very well and were well attended by community leaders. These meetings were part of accreditation process. The outline of how the CHIP was presented was followed.

New Food Basics Class – The recent class we just gave went well. The evaluation results were provided in Board Packet, the class got a 5 rating in all with the exception of difficulty of the exam got a 4.

By-Laws Review – We do need to review and amend as necessary the Board of Health By-Laws. Should we consider a subcommittee? Jeff Neistadt stated that he would collect some by-laws by other boards as reference. Jeff will circulate the current by-laws for review.

John Gwinn stated that The NALBOH Conference will be in St. Louis August 10, & 11, 2016 if anyone is interested in attending.

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 June 13, 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