

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

HEALTH BOARD MINUTES
July 13, 2016

Board Members Present

Doug Wagener
Jack Amrhein
John Gwinn
Joan Seidel

Members Absent

Marchelle Bobbs
Pam Freeman

Staff Present

Jeff Neistadt
Tracy Radovic
Visitors
Joe Diorio

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

The minutes from the June 2016 meeting were distributed and reviewed by the Health Board members prior to the meeting. Joan Seidel's name was misspelled and was amended.

Motion: A motion to approve the minutes from the June 2016, was made by John Gwinn and seconded by Jack Amrhein. With no objections, the motion passed.

Open Comments

Joe Diorio, Portage County Health Commissioner wanted to mention that the annual communicable disease report from 2014 was received. Joe stated that is a very good report. Jeff stated he just received it this afternoon and will present it to the Board at the next meeting. Joe additionally stated that a 2015 report will also be provided soon.

Heritage Festival Water Issue

Jeff Neistadt stated that the mobiles have been connecting to a hydrant for water supply for many many years, hydrant water is non-potable water. Jeff stated that he contacted the Water Plant several weeks prior to the Festival to get some testing on the fire hydrant but no one responded. In years past Gene Roberts was always on top of this issue getting this testing done to ensure no harmful bacteria existed and also saw to the hydrant being flushed many times. Since Gene retired and his interim replacement being on vacation, unfortunately the ball was dropped, and this did not occur in a timely fashion.

John Gwinn asked if a communication was made with Steve Hardesty. Jeff stated had sent an email to him and he was apparently on vacation and must have forgot to turn on his vacation notification on his email to say that he was away or who to contact in his absence. By the time the information was referred to somebody, it was too late to perform the testing that should have been completed.

Jeff stated that some source of potable water needs to be installed. He stated this would most likely have to come from the Service Department.

Statistical Report for June 2016 – no issues

Expenditures and Encumbrance Report for June 2016

Expenditures & Encumbrances June 2016			
6/1/2016	Ellet Neon Sales & Service Inc.	Sign for Health Dept. Building	\$275.00
6/2.2016	Battery Clerk	Batteries for Mosquito Traps	\$287.20
6/2/2016	Div. of Real Estate	Burial Fee Transmittal for May	\$122.50
6/2/2016	Treasurer, State of Ohio	FSO fee transmittal for May	\$84.00
6/2/2016	Treasurer, State of Ohio	RFE fee transmittal for May	\$140.00
6/8/2016	ComDoc	Fees to Move Copier to new location	\$300.00
6/8/2016	Treasurer, State of Ohio	Fee Transmittal for Swimming Pools	\$1,365.00
6/8/2016	CP Communications	Add 2 phone lines for Health Phones to transfer too	\$75.00
6/14/2016	Jeff Neistadt	Reimbursement for RS License Renewal fees	\$90.00

Motion: A motion to approve the expenditures and encumbrances for the months of June 2016 was made by Jack Amrhein and seconded by Joan Seidel. With no objections, the motion passed.

Commissioner's Report

Enclosed with the Health Board packet is the annual public health indicators report. This report should be considered a status update for the public health quality indicators data to show the progress from the baseline data that was used in the initial 2015 annual report. As a health department, we improved our quality indicators in 2016 compared to 2105. We recently were just granted access to the Secure Data Warehouse as well which was the only remaining indicator we did not meet in 2016.

An article on Home Canning Safety will be included in the Tree City Bulletin coming out in August. We have seen an increase in home canning in our area so a fact sheet will be developed to address these issues.

We received a response from ODH regarding our plan of action addressing items in our food audit. The plan of action was found satisfactory and there is a letter in your packet regarding this item.

There is also a letter from the FDA regarding our request for assistance during the RNC if needed. The FDA is willing to assist us in the event that we request help during the event.

A press release went out regarding two positive pools of mosquitoes that tested positive for the West Nile Virus. This is the earliest in the season that we have had confirmed WNV in mosquitoes. We have increased our efforts in the areas that we received the positive pools.

We had a visit from our Public Entities Pool of Ohio (insurance) representative and he determined that they had no recommendations for us.

Amanda and Jeff are serving on the Pathways to Foundational Public Health Services and PHAB Accreditation for health departments under 50,000 people. The goal of the workgroup is for LHDs <50,000 population served will be able to meet provision of Foundational Public Health Services and achieve PHAB accreditation. The objectives include:

- Identify how the FPHS model supports the recognition of performance for smaller LHDs in Ohio, how it can link to PHAB standards and measures for smaller LHDs in Ohio and inform the national work of PHAB.
- Identify opportunities for smaller LHDs to meet FPHS and PHAB standards and measures through utilization of products and lessons learned from the Increasing Capacities and Utilization of Shared-Services by Ohio LHDs Workgroup.
- Educate state policy makers about the FPHS, Public Health Accreditation and other work of this initiative.

The RNC now in full effect we will be utilizing WebEOC to post our efforts and to share information amongst partners throughout the event. WebEOC is a web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information.

Kyle and Justin have been called into court to provide a deposition on their efforts with Ramellas pizza. The pizza shop does currently have a license from us to operate but still have outstanding building issues and fire suppression issues.

Action Items

Carriage Rides - Cowboy Bob wants to have carriage rides in Kent. Jeff stated that he conducted some research on the issue and came up with a few items of concern and things that will need to be addressed if this project get approval to move forward. Jeff stated that he put a memo together to Dave Ruller and City Council regarding carriage rides.

New ODH Rules – ODH reviews laws every 5 every five years. They are making some minor changes to several sections of the law and are allowing comment on the amendments which are mostly just some language changes. Jeff stated that if the Board has any comments, forward to him and he will forward them to the state.

Exempt Food Service Inspections – There are a couple USDA funded programs in Kent that are exempt from inspections that offer free summer lunches for children and after school programs. We inspect these facilities and must provide a letter that these programs are exempt from licensing. Some Health Departments do charge a fee for these inspections. If we would charge a fee for this service it would be an opportunity to recover the costs in time spent on these inspections. Joan Seidel asked if it would be a hardship for these federally funded programs to pay an inspection fee. Jeff stated that he would reach out and see if it would present a hardship. Doug Wagoner stated that a fee for these inspections could be charged but waived for those programs that find it to be a financial hardship. Jack Amrhein stated that since there are not many of these programs we should continue to offer our services in good faith.

Motion: A motion was made by John Gwinn and seconded by Joan Seidel to approve developing an inspection fee for USDA funded meal programs with the option to waive the fee due to program hardship. With no objections, the motion passed.

Health Department Budget Analyses

Dave Coffee from Budget & Finance sent a 6 year Revenue and Expense analysis report and performance history for the Health Department. Jeff would like to invite Dave Coffee to the next Health Board Meeting to explain the report to the Board and have a Q & A.

Medical Director's Contract

Dr. Stiffler's Contract has expired. He is willing to renew the contract the same as last year with the same costs, July 1, 2016 to June 30, 2017.

Motion: A motion was made by John Gwinn and seconded by Jack Amrhein to approve renewing the Medical Director contract the same as last years. With no objections, the motion passed.

Discussion Items

CHIP Draft & Meetings – We have gotten through the CHIP, and draft is out, anxious to get out the final report. We need to be sure we are keeping in line with the goals of the CHIP. Five priorities have been defined. We need to put some workgroups and subcommittees together by volunteer to discuss interventions and progression in the five areas.

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.

RNC

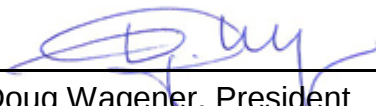
RNC is here. Any communications that are sent with high priority marking need to be read ASAP. Not expecting any issues at all.

No Executive Session

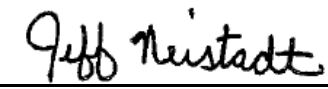
Being no further business to discuss, Doug Wagener asked for a motion to adjourn.

Motion: A motion to adjourn the Health Board meeting of July 13, 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