

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

HEALTH BOARD MINUTES
August 9, 2016

Board Members Present

Doug Wagener
Jack Amrhein
Pam Freeman
Joan Seidel

Members Absent

Marchelle Bobbs
John Gwinn

Staff Present

Jeff Neistadt
Amanda Eaton

Visitors

David Coffee & Brian Huff, Budget & Finance
Rose Ferraro, Portage Co. Nursing Director
Joe Diorio, Portage Co. Health Commissioner

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

The minutes from the July 13, 2016 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes from the July 2016, was made by Joan Seidel and seconded by Jack Amrhein. Pam Freeman was absent from the last meeting and Abstained. With no objections, the motion passed.

Open Comments - Joe Diorio, Portage County Health Commissioner stated the Portage County Health Department's Strategic plan is being finished up. It will be put in into practice sometime in September. The Community Health Improvement Plan is completed as a draft and this fall we can begin to make progress on community health matters.

Joe also stated that they plan on extending the Ebola and other special pathogens contracts to spend down some of the funds provided, this will also will pull in some Zika Virus expenditures through June 2017.

Discussion Items

Budget & Finance – Dave Coffee Director of Budget and Finance as well as the City's Controller Brian Huff, was invited to the Board of Health meeting to help the Board understand some of the Finance and Budgeting issues that sometimes arise. Jeff Neistadt asked David Coffee to just provide an update on the Budget status and timeline.

Dave Coffee stated that the Health Department Board functions like the Parks Department does. An independent board that does not report to the City Manager. From a fiscal standpoint the only difference is that Parks has a tax levy where they receive funds and the Health Department is supported through the General Fund and its own program revenue. Mr. Coffee stated that from his financial view he mostly looks at the Health Department's trending

impact on the general fund. He is responsible to ensure that the City remains financially sound and fiscally solvent. Dave stated that City's Budget process typically begins in late spring. A tax budget for the County's purposes is to be submitted by July 20 of each year. To accomplish that we have must have the department heads begin the budget process in late spring to be able to get the budget adopted by Council by the July 20.

Doug Wagener stated that our revenue has continued to go up mostly due to Jeff charging realistic fees for services. We would like to know if we can use that revenue to support Health Department services if needed. Dave Coffee stated that his challenges and concerns are City Wide needs.

Dave stated, referring to the spreadsheet he provided, that the years 2009 through 2015 are the actual revenue and expenditures and we did come out better than forecasted and that is a great thing. Forecasting future revenue however is a challenge due to the normal tapering of the revenue growth verses expenses. Future revenue is difficult to project or rely on.

Dave shared a spreadsheet of the City's fund balances and reserves as well. Operating and General funds, Fire & Ems, Taxes, Capital, etc. to help us see where we were at the end of 2015.

Doug thanked Dave Coffee & Brian Huff for attending and giving them the information on Budget and Financing.

2014 Communicable Disease Report

Rose Ferraro stated that the report is an easy read. In 2014 Kent had a total of 205 communicable disease cases. There will be increases in Hepatitis B and other diseases in the near future due to those entering addiction treatment will be required to be tested for communicable diseases prior to allowing them to enter treatment centers. The 2015 report is being worked on now. There was an issue with reportable STD's from University Hospital of Portage County. There was an issue where STD reports were not being sent to the state due to a IT error, so there was a year's worth of STD data was not reported. Rose stated her staff met with Joan Seidel and the hospital laboratory and figured out a solution. As soon as the data is caught up on, the 2015 report will be generated.

Pam Freeman asked Rose if there was still an issue with getting Kent Police to utilize the Narcan kits. Rose indicated that there are still issues with officers wanting to use the Narcan. Mostly the safety issues with administering it and the temperature control that is required for the kits. These issues are still being worked on.

Accreditation Update and Timeline

Amanda Eaton introduced herself and stated that she wanted to give the Health Board an update on the Accreditation Process. There are defined stages that are followed in the process. The

first stage is where we are at right now, the preparation stage. This is where the Health Department selects an individual(s) responsible for Accreditation, a self-assessment is completed, and then PHAB training. Jeff and Amanda both attended training. Also at this stage the Community Health Improvement Plan (CHIP) and Community Health Assessment (CHA) should be completed. Amanda stated our Strategic Plan and CHA is done, the CHIP is still in draft form but is a workable document which will be finalized hopefully the end of September. The documents that we have completed thus far are: the Quality Improvement Plan, Performance Management Plan, Workforce Development Plan, and an Emergency Response Plan. These are all the items that need to be completed to move out of the preparation stage. However, there is no time limit associated with this stage. But once you move to stage 2, you must send PHAB money and then you move on to registration. Once in the registration stage time limits are imposed. You are given 90 days to submit a statement of intent, then you have 6 months to apply for accreditation. You then must send PHAB your accreditation fees and you are given 1 year to submit all of your documents.

Amanda asserted that she is currently working in Stage 3. Where documents are to be written and submitted to PHAB. The total number of documents that PHAB wants is 586. Currently, 86 have been completed (17%). Jeff stated that we definitely need to get close to that 586 before moving to the stage 2 where time limits are imposed.

Amanda stated that she has put a timeline for our accreditation process together. Currently, we plan to stay in the Preparation stage until June 2017. That gives us close to a year with the CHIP and implementation. Then we would complete the registration and application process and pay PHAB in December 2017. From there, we would have 1 year to upload everything and that would give us until December 2018, and finally have a site visit decision by December of 2019. The States mandatory cut off for accreditation is July 2020.

Statistical Report for July 2016 – no issues

Expenditures & Encumbrances July 2016			
7/1/2016	Ohio Edison	Blanket order for Electric - 414 E. Main	\$1,400.00
7/1/2016	Ohio Div. of Real Estate	Burial Permit Transmittal Fees for June 2016	\$167.50
7/1/2016	Treasurer, State of Ohio	Transmittal fees for FSO for June 2016	\$28.00
7/12/2016	Gehm & Sons	Blanket order for Dry Ice	\$350.00
7/12/2016	Treasurer, State of Ohio	Vital Stats Tech fees for Apr - June 2016	\$29,953.12
7/12/2016	Jason Revesz	RS License Renewal Fee Reimbursement	\$90.00
7/13/2016	Swift First Aid	Replacement of First aid items	\$55.00
7/13/2016	Vehicle Maintenance	Work performed on Health Dept Vehicles 114, 4 & 5	\$882.92
7/14/2016	Taylor Technologies	Swimming Pool test kits replacement reagents	\$44.09

Expenditures and Encumbrance Report for July 2016

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

Commissioner's Report

There are two new proposed rules changes from ODH. The first one has to do with infectious diseases and reporting. The rule is amended to specifically add Zika virus infection to the list of reportable diseases. The other rule changes has to do with the WIC, Women's, Infants, and Children's program. The WIC program helps income eligible pregnant and breastfeeding women, women who recently had a baby, infants, and children up to five years of age who are a health risk due to inadequate nutrition. Major changes to the rules include going away from a voucher system and onto an electronic system.

We have had the following documents translated to Arabic which are now ready to be released to the public. The documents include:

- Bed Bugs Fact Sheet
- Common Questions WNV
- Exclusion and Restriction of Ill Food Workers
- Parents and Infants Brochure
- MAC Resource Guide
- Mold Facts
- Mosquito Brochure
- ODH Birth-Death Application
- Proper Use of Disposable Gloves
- Tenant Trash Tips

We now have 4 WNV positive mosquito pools in Kent. The latest positive pool is around Walls elementary School and in the southwest quadrant of Kent. That entire area has had increased surveillance and treatment over the past week. We also have trapped and sent down to ODH for testing over 21,000 mosquitoes thus far this year.

PHAB Releases Proposed Standards and Measures for Reaccreditation - In July 2016 the Public Health Accreditation Board (PHAB) Proposed Standards and Measures for Reaccreditation that are available for review and comment. The reaccreditation process differs from the initial accreditation in that focuses on describing the department's activities instead of submitting documents. PHAB will accept feedback through tomorrow.

In a follow up to a council item a homeowner was requesting Kent to consider a local ordinance requiring a 24 hour notice to all adjacent property owners if any lawn chemical or pesticide was used on a property. The sample ordinances were included in your board packet. Some local cities in Ohio have similar ordinances in place already. After a thorough review and discussion with the Ohio Department of Agriculture, a local ordinance is not enforceable as the state law on pesticide Use superseded any local ordinances.

The RNC was obviously a huge success as there were no issues. We made inspections and consultations to all of our downtown restaurants and hotels as well as all of the KSU dining establishments.

Action Items

OEHA NE Conference

Registration for 5 staff members to attend the Ohio Environmental Health Association Northeast conference in Wadsworth.

Motion: A motion was made by Jack Amrhein and seconded by Joan Seidel to approve five staff members attending the OEHA Conference. With no objections, the motion passed.

Vital Statistic Fees

No raise in Birth & Death Record copy fees since 2008. We currently charge \$22.00 each. We only keep \$8.50 the rest goes to the State. We will be putting some information together to present to the board on what is being charged by other Health Departments and a recommendation for a fee increase.

Vehicle Fleet & Future Needs

Our fleet is currently aging and repairs are becoming quite an expensive. We have new car we purchased last year, a 2015 Ford Fusion. We also have a 2008 Ford Focus in good condition. We obtained a 1999 Crown Victoria that was an old police vehicle that with no air conditioning several years ago. We also have a 2005 Ford Ranger for mosquito Control, and a 1991 Chevy Cheyenne truck for mosquito control. We would like to put in the Capital budget the purchase of a new Truck for mosquito control. Now that Mosquito control has been opened up to all of Portage County, we need a more reliable, up to date vehicle for this purpose.

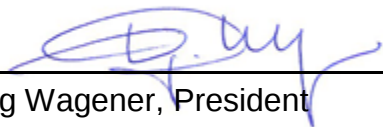
Motion: A motion was made by Joan Seidel and seconded by Jack Amrhein to approve requesting a new truck purchase be placed in the capital budget for next year. With no objections, the motion passed.

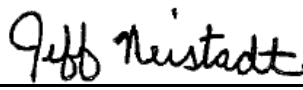
No Executive Session

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

Motion: A motion to adjourn the Health Board meeting of August 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