



Kent City Health Department  
 414 E. Main St. POB 5192  
 Kent, Ohio 44240  
 HEALTH BOARD MINUTES  
 March 17, 2020

**Board Members Present**

Emily Mattern  
 Jack Amrhein  
 Michelle Frederick  
 Pam Ferguson

**Members Absent**

Christopher Woolverton

**Staff Present**

Mike Anguilano  
 Joan Seidel

**Guests**

Christopher Woolverton

Emily Mattern called to order the Kent City Health Board Meeting of March 17, 2020.

**Motion:** A motion to excuse Christopher Woolverton was made Pam Ferguson and seconded by Michelle Frederick. With no further discussions or objections, the motion passed

The Kent City Health Board Meeting minutes from the February 13, 2020 meeting were distributed and reviewed prior to the meeting. Because some members did not attend last month's meeting, the minutes from February 2020 will be voted on in April

**Opening Comments/Guest Comments** - Christopher Woolverton attended as a guest and provided no comment.

**Statistical Report for February 2020** – Pam asked what MAC claiming is. Joan explained it is Medicaid Assisted Claiming. Kent City was one of the lowest claiming cities, but Joan added the department would like to expand on these efforts in the future. MAC claiming was completed for fiscal year 2020. We hope to increase the monies claimed in the future with more activities being integrated. Pam also noted that there are many more complaints coming in and asked for thoughts. Joan said there had been several solid waste complaints lately, but wondered how much that number is going to climb given the pandemic.

**Health Department Report** – Mike updated the Board with regards to PHAB. PHAB has closed in observance of social distancing and the department's decision has been pushed into the unknown future.

Joan said the financial audit of the health department is ongoing until at least June.

The food safety program fees will need to be amended for one risk category. The fee will be the lower of the two numbers that were published. With regards to the food inspection audit, ODH conducted the exit interview via phone. All sanitarians passed the individual review audit. There were irregularities noted in past cost analyses, but were removed from the final audit consideration.

Pool fees will not be raised this year. Justin will send out the notice of the fee schedule remaining the same for 2020. All pools are not open anyway, which works in our favor.

EPA grant for mosquito control was approved. The job application for summer interns was posted with already some applications received.

Mike is continuing to work on tobacco deliverables for the state grant, but ODH is also aware many grantees are being pulled away to work on COVID-19. Pam asked what happens if activities are not completed. Mike said we would not get reimbursed for what is not done, but all deliverables will be due at the end of June now as opposed to the end of March. Mike noted that there are still interns to assist on that work.

**PHEP/Nursing and Communicable Disease Report** – Rose Ferraro (PCHD Nursing Director) provided an update to Joan that the immunization clinic is now closed. No PHEP/Nursing or communicable disease report was provided.

### **Discussion Items:**

COVID-19 – The City of Kent is in a Unified Command structure with Fire, Police, City Administration, and other departments to work together on preparedness. The team meets multiple times per week. A state of emergency was declared for Kent and many different policies are going to be changing. City offices will be closed to the public, requiring some staff to work from home. Portage County is also planning to declare a state of emergency as well. At this time, there are no confirmed cases in Kent. Pam asked what the turnaround on testing is. Joan said it is at least 48 hours and onward. There was a discussion regarding testing and how some hospitals are working around the lack of testing. Pam asked if the pop-up clinic has to go through the FDA for approval. Christopher said that the pop-up does need to be approved and has been approved. Michelle asked for clarification about city services with buildings being closed off to the public. Joan said department business will still be conducted internally. Pam asked what the impact has been with Kent State University going all online. Mike said he still has two interns working in Kent, but they are not coming into the building unless requested. Pam said, depending on what is done with K-12 schools, we could dip into Kent Roosevelt High School students. Mike noted two areas in which the health department has had issues is with taking calls and providing consistent information. He is working on making a call tree to help other staff provide consistent information or refer people to the correct individual. The ODH COVID-19 call center is still getting up and running and they are referring people back to their local health department in some instances. Joan shared in accordance with the Continuity of Operations Plan (COOP) two things the health department has done is re-prioritize food and housing inspections. Routine inspections are deferred while critical will still be addressed. Pam asked if this was done to redistribute resources. Joan said yes, as many staff have been moved to other roles or are involved in the Unified Command structure.

**Action Items:**

**Expenditures and Encumbrances for February 2020**

<b>Expenditures &amp; Encumbrances for February 2020</b>		
2/4/2020	Ohio Div. of Real Estate	Burial Permit Fee transmittal for January 2020
2/4/2020	Treasurer, State of Ohio	FSO Transmittal Fees for January 2020
2/4/2020	Portage County Health Dept.	Smoking cessation classes & informational packets
2/4/2020	Metro Regional Transit Authority	Advertising Signs for Tobacco 21
2/11/2020	Metro Regional Transit Authority	Advertising for T21 from November 2019 (395 + 1004)

**Motion:** A motion to approve the expenditures and encumbrances for February 2020 was made by Pam Ferguson and seconded by Jack Amrhein. With no further discussion the motion passed.

**Correction to the 2020-001 Food Licensing Fees** – Under risk class 4, the fee was advertised \$1,388 but should have been advertised at \$1,380. Only one establishment falls into that category and the health department will allow the lower figure.

**Motion:** A motion to approve the correction to 2020-001 Food Licensing Fees was made by Jack Amrhein and seconded by Michelle Frederick. With no further discussion, the motion passed

**Executive Session:**

**Motion:** A motion to enter into executive session was made by Pam Ferguson and seconded by Michelle Frederick. With no objections, the motion passed by roll call vote: Ferguson: Aye; Frederick: Aye; Amrhein: Aye; Mattern: Aye. The Board entered into executive session at 6:18 p.m.

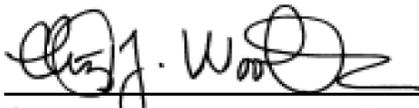
**Motion:** A motion to exit executive session was made by Emily Mattern and seconded by Jack Amrhein. With no objections, the motion passed by roll call vote: Ferguson: Aye; Frederick: Aye; Amrhein: Aye; Mattern: Aye

**2020 Nursing Contract**

**Motion:** A motion to approve the 2020 nursing contract with Portage County Health District was made by Jack Amrhein and seconded by Michelle Frederick. With no objections, the motion passed.

**Motion:** A motion to adjourn the health board meeting of March 2020 was made by Jack Amrhein and seconded by Pam Ferguson. With no further discussion the motion passed. Meeting adjourned at 6:33 p.m.

Approved:

Handwritten signature of Christopher Woolverton in black ink, featuring a stylized 'C' and 'W'.

Christopher Woolverton, President

Handwritten signature of Joan Seidel in blue ink, featuring a stylized 'J' and 'S'.

Joan Seidel, Secretary