

CITY OF KENT
HEALTH BOARD MEETING
AUGUST 14, 2012 5:30 PM
KENT CITY HEALTH DEPARTMENT OFFICES
325 S. DEPEYSTER STREET
KENT, OH 44240
Phone (330) 678-8109 Fax (330) 678-2082

AGENDA

- I. MINUTES July 17, 2012 Meeting
- II. OPEN COMMENTS
- III. REPORTS
 - A. Statistical Report for July 2012
 - B. Expenditures & Encumbrances July 2012
 - C. Commissioner's Report for July/August 2012
- IV. OLD BUSINESS
 - A. Penalties for Solid Waste Non-compliance
 - B. Food Code Compliance
- V. NEW BUSINESS
 - A. Public Health Futures Report
 - B. Resolution for LGIF application through KSU
 - C. Rabies Vaccine Protocol
 - D. Medical Director Contract
- VI. EXECUTIVE SESSION
- VII. ADJOURN MEETING

If you require assistance to attend this meeting, please contact the Health Department at (330) 678-8109.

JN/trr

cc: Health Board
City Manager
Clerk of Council
Health Staff
Mayor
News Media
Post
File

Kent City Health Department
 325 S. Depeyster Street
 Kent, Ohio 44240
HEALTH BOARD MINUTES
 July 17, 2012

Board Members Present

Pam Freeman
 Marchelle Bobbs
 Jack Amrhein
 Susan Roxburgh

Members Absent

Chris Woolverton
 Doug Wagener

Staff Present

Jeff Neistadt
 Tracy Radovic

Pam Freeman called to order the Health Board Meeting of July 17, 2012 at 5:41 p.m.

The minutes from the June 2012 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes from June 2012 meeting was made by Marchelle Bobbs and seconded by Susan Roxburgh. The motion passed.

Statistical Report

Expenditures & Encumbrances

VENDOR	ITEM DESCRIPTION	AMOUNT
Treasurer, State of Ohio	RFE transmittal fees for May 2012	\$28.00
Treasurer, State of Ohio	FSO transmittal fees for May 2012	\$56.00
Ohio Div. of Real Estate	Burial Permit fee transmittal for May 2012	\$65.00
Treasurer, State of Ohio	Child Abuse & Family Violence Prevention fees for May 2012	\$1095.63
U.S Cargo	Shipping charges for sending a bat to the State for Rabies testing	\$23.75
Star Printing	Printing of Letterhead & envelopes	\$289.00
Treasurer, State of Ohio	Birth and Death Security Paper payment	\$395.14
Bissler & Sons	Cremation of indigent Kent resident	\$1000.00
Treasurer, State of Ohio	Renewal of RS for J. Neistadt	\$80.00
US. Cargo	Blanket order to pay for shipping invoices as needed	\$100.00
Bica's Lock Shop	Duplicate keys made for Office Staff	\$26.00
Uline	Misc. safety items, packing boxes, bulletin board	\$280.84
	TOTAL	\$3439.36

<u>Travel & Reimbursements</u>		
AOHC	Health Summit registration for J. Neistadt	\$75.00
		\$0.00
		\$75.00

Motion: A motion was made by Susan Roxburgh and seconded by Jack Amrhein to approve the Expenditures and Encumbrances for the month of June 2012. The motion passed.

Commissioner's Report

New employees, Justin Smith and Kyle Kelly have been a great addition to our department. Justin's food service experience has really helped this department in identifying non-compliance with the State of Ohio Food Code and Kyle has been a big help thus far in the Housing Program.

We have been working quite a bit with University Oaks, the Province, and the University Edge Apartments to educate them on our Housing Code and to get them in compliance with the code prior to the mid August move in time.

Jeff stated that he was nominated through the City Manager's office to attend the 2013 class of Leadership Portage County and accepted the invitation to attend the 2012-2013 sessions.

In response to Dr. Bartholomew's request at the last meeting, Jeff has been reviewing various rabies control protocols specifically from Portage and Summit Counties. I plan to have a protocol developed by the next board meeting for review and approval.

We have finally received our other car from vehicle maintenance. It had to have some repairs done prior to us receiving it but it has been up and running for several weeks now with no issues.

The Public Health Futures Committee just released the Public Health Futures Report identifying 12 recommendations for the future of Ohio's Public Health System. The committee consisted of health commissioners from City and County Health Districts. The findings of the report will be presented at next month's board meeting.

We have been working with Ray's Place, Water Street Tavern, the Firefly and Taco Tonto's on developing a better system for their trash removal. Currently, they put their trash out in bags on a daily basis in the alley between the facilities. If you have ever walked in that alley, it is constantly full of grease, debris, chicken bones, etc. We are looking at developing a secure system on the sidewalk in the alley to place covered trash receptacles so we don't have trash bags sitting there throughout the day to attract rodents and vermin. Supposedly, this has been an ongoing issue for the last 33 years.

We are still waiting on our two new computers from Portage County. They finally have a PO established for the computers. Also, the City of Kent will hopefully have their new servers in this week. I have been waiting for the new computers and servers before I go ahead and order our new software for the health department.

Finally, enclosed with your materials is the Portage County June Public Health Emergency Preparedness Report, boom cars letter of support, and information on House Bill 487 that will affect ODH and local public health.

Old Business

Mission and Vision changes have been made and distributed for Health Board approval.

Motion: A motion to approve the Mission and Vision for the Health Department was made by Susan Roxburgh and seconded by Marchelle Bobbs. With no objection, the motion was passed.

New Business

The Health Department is using an intern to develop a composting program. He will work on the project from July through September. He will produce some education materials regarding proper composting.

Jeff stated that there have been some Food Service Compliance issues recently. It has been discovered that many operations do not have a hand washing sink in the kitchen. We are requiring those businesses to install a sink.

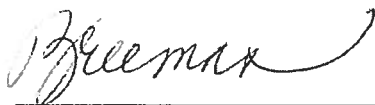
Jeff stated that the Health Department is actively pursuing the possibility of Health employees being able to issue fines/citations for trash and housing license noncompliance of orders. We have sought an opinion from the Law Department.

Townhall II would like a letter of support from the Health Department in regards to their grant application for the continuation of funds for Violence Against Women Act.

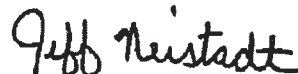
Motion: A motion was made by Jack Amrhein and seconded by Susan Roxburgh for Jeff Neistadt to draft a letter of support to Townhall II as requested. With no objection, the motion passed.

Motion: A motion to adjourn the meeting of July 17, 2012 was made by Marchelle Bobbs and seconded by Jack Amrhein. With no objection, the motion passed, the meeting adjourned.

Approved:



Pamela Freeman, President Pro Tem



Jeff Neistadt, Secretary

KENT HEALTH DEPARTMENT STATISTICAL REPORT 2012

	July 2012	YTD 2012	July 2011	YTD 2011
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 441.00	\$ 3,274.50	\$ 394.50	\$ 2,766.00
Vital Stats Rev.	\$ 2,499.00	\$ 18,555.50	\$ 2,235.50	\$ 15,674.00
Child Abuse	\$ 882.00	\$ 6,549.00	\$ 789.00	\$ 5,532.00
State VS	\$ 2,646.00	\$ 19,647.00	\$ 2,367.00	\$ 16,596.00
B Perm Rev	\$ 17.00	\$ 118.00	\$ 12.50	\$ 99.50
B Perm State	\$ 85.00	\$ 590.00	\$ 62.50	\$ 497.50
Food Estab.	\$ 198.00	\$ 13,858.30	\$ 0.00	\$ 10,378.25
Food Service	\$ 839.90	\$ 44,158.80	\$ 902.40	\$ 40,150.30
FSO Vending	\$ 0.00	\$ 700.00	\$ 0.00	\$ 655.00
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 18,175.00	\$ 45,865.00	\$ 19,250.00	\$ 43,980.00
Swim Pools	\$ 259.50	\$ 3,392.50	\$ 0.00	\$ 3,262.50
SolWst(Trks)	\$ 0.00	\$ 735.00	\$ 0.00	\$ 780.00
Tattoo Parlors	\$ 0.00	\$ 100.00	\$ 0.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 0.00	\$ 29.70	\$ 70.00	\$ 106.70
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 6,650.17	\$ 0.00	\$ 9,908.97
TOTAL COLLECTED	\$ 26,042.40	\$ 164,223.47	\$ 26,083.40	\$ 150,686.72
TO STATE				
FamAbuse fund	\$ 427.80	\$ 3,176.39	\$ 381.19	\$ 2,707.76
Food Estabs	\$ 28.00	\$ 1,232.00	\$ 0.00	\$ 1,092.00
Bur.Permits	\$ 85.00	\$ 590.00	\$ 77.50	\$ 467.50
Child Abuse	\$ 855.54	\$ 6,352.53	\$ 762.42	\$ 5,415.51
State VS QTRLY	\$ 2,646.00	\$ 19,647.00	\$ 2,358.00	\$ 16,749.00
Food Service	\$ 28.00	\$ 3,388.00	\$ 28.00	\$ 3,440.00
Food Vendors	\$ 0.00	\$ 144.00	\$ 0.00	\$ 144.00
Swim Pools	\$ 72.00	\$ 1,030.00	\$ 0.00	\$ 925.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 4,142.34	\$ 35,559.92	\$ 3,607.11	\$ 30,940.77
TOTAL ASSETS				
	\$ 21,900.06	\$ 128,663.55	\$ 22,476.29	\$ 119,745.95
+Admin fee to Vital Stats	\$ 39.67	\$ 294.58	\$ 35.51	\$ 256.95
-3% FamAbuse	\$ 13.21	\$ 98.11	\$ 11.84	\$ 85.68
-3% ChildAbuse	\$ 26.46	\$ 196.47	\$ 23.67	\$ 171.27

STATISTICAL REPORT Cont.

July 2012

YTD 2012

July 2011

YTD 2011

PERMIT/lic.

Food Estabs	1	43	0	39
Food Service 1 + 8 temps	9	131	14	153
FS Vending	0	25	0	24
Home Sewage	0	0	0	0
Housing	136	355	96	291
Solid Waste	0	20	0	48
Swim Pools	1	28	0	14
Septic Haul.	0	0	0	0
Tattoo Parlors	0	1	0	4
Other	0	0	0	0
TOTAL	147	603	110	573

MOSQ.CONT.

Sites Treat.	8	10	4	36
Adulticide	0	0	0	2
Tot Man Hrs	24.0	35.1	21	80.0

COMPLAINTS

Received	14	96	35	146
Abated	18	92	34	145

LEGAL.COMPL.

Filed	0	0	0	3
Pre-trials	0	0	0	0
Trials	0	0	0	0

COMM.DISEASE

13	188	10	361
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VNA CLINICS IMMUNIZATIONS

19	78	9	36
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BIRTH Copies issued

46	311	30	148
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DEATH Copies issued

248	1872	259	1851
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STATISTICAL REPORT Cont.

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YTD 2012

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YTD 2011

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KENT FIRE DEPARTMENT JULY 2012 MONTHLY INCIDENT REPORT

FIRE RESPONSE INFORMATION

	CURRENT PERIOD			YEAR TO DATE		
	2012	2011	2010	2012	2011	2010
Summary of Fire Incident Alarms						
City Of Kent	52	39	49	377	292	319
Kent State University	12	11	10	116	120	95
Franklin Township	16	18	13	114	85	91
Sugar Bush Knolls	1	1	0	1	1	0
RESPONSES	81	69	72	608	500	505
Mutual Aid Received by Location						
City Of Kent	1	1	0	10	3	5
Kent State University	0	0	0	2	0	0
Franklin Township	1	0	1	4	0	6
Sugar Bush Knolls	0	0	0	0	0	0
TOTAL	2	1	1	16	3	11
Mutual Aid Given	6	2	3	30	27	28
TOTAL FIRE INCIDENTS	87	71	75	638	527	533

EMERGENCY MEDICAL RESPONSE INFORMATION

Summary of Medical Responses						
City Of Kent	187	206	197	1265	1372	1383
Franklin Township	37	41	30	262	191	192
Kent State University	9	12	10	209	164	171
Sugar Bush Knolls	0	0	0	7	5	7
Mutual Aid Given	3	2	4	21	14	20
TOTAL RESPONSES	236	261	241	1764	1746	1773
Mutual Aid Received by Location						
City Of Kent	0	2	0	7	9	7
Franklin Township	3	0	0	7	2	1
Kent State University	0	0	0	2	2	0
Sugar Bush Knolls	0	0	0	0	0	0
TOTAL	3	2	0	16	13	8
Total Fire and Emergency Medical Incidents	323	332	316	2402	2273	2306



City Of Kent Fire Department

320 S. Depeyster St.
Kent, Ohio 44240
330.676.7393
330.676.7374 Fax

7/19/2012

Mr. William C Lillich
Safety Director, City of Kent, Ohio
319 S. Water St.
Kent, Ohio 44240

Bill,

As you and I have discussed over the last couple of days, my health continues to decline because of the arthritis. The condition has worsened much quicker than the doctors and I have expected. Despite my intent to continue to work, I have not been able to fulfill that desire because of the pain and discomfort that the arthritis causes.

Because my health continues to decline, I believe it is in the best interest of my family and the department to retire. It has been a pleasure working for you and the City as well as all those that we serve. You have taught me so much over the years and I have enjoyed having you as my boss.

It's hard to believe that I have worked for the City for almost 34 years as it seems like it was just yesterday that I started working for the City. The City has always treated me and the department fairly. In fact, it was never my intent to stay at the Kent Fire Department but after the first several years, I enjoyed working for the City and the fire department so much I decided to stay and finish my career in Kent. I will miss working with you and all of the other staff members and all the members of the fire department. I believe that we have functioned well as a team and have done positive things for the City and the residents.

The job of fire chief has expanded over the years and while we have tried to add a second administrative position, the City needs to take a serious look at this position and consider filling this request. This will enable the department to function more efficiently and be more consistent in delivering service on all three shifts. In addition, this position would also help prepare the next potential chief so that there is not such a big learning curve for the new chief.

I can't believe it has come to an end but I must do what is best for my health and my family. Therefore my last day of employment with the City of Kent will be at the end of the payroll period on Sunday, August 12th, 2012. There is still much to be done in the department but I believe that we have a very talented group of officers ready to accept the challenge and continue to move the department ahead.

Once again, thank you for everything you have done for me and the department during my tenure as Chief.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lillich", written in a cursive style.

**KENT POLICE DEPARTMENT
JUNE 2012**

	JUNE 2011	JUNE 2012	TOTAL 2011	TOTAL 2012
CALLS FOR SERVICE	1450	1629	9862	10303
FIRE CALLS	295	307	1941	2078
ARRESTS, TOTAL	147	165	950	1192
JUVENILE ARRESTS	12	18	101	93
O.V.I. ARRESTS	15	26	111	157
TRAFFIC CITATIONS	160	258	1550	1996
PARKING TICKETS	121	119	1336	1366
ACCIDENT REPORTS	49	52	426	374
Property Damage	28	31	275	232
Injury	12	8	55	55
Private Property	4	12	72	72
Hit-Skip	5	1	24	15
OVI Related	1	2	13	17
Pedestrians	0	1	2	8
Fatals	0	0	0	1
U.C.R. STATISTICS				
Homicide	1	1	1	1
Rape	3	0	5	2
Robbery	2	3	6	12
Assault Total	17	17	101	151
Serious	3	2	12	27
Simple	14	15	89	124
Burglary	12	12	61	66
Larceny	37	29	208	195
Auto Theft	2	0	12	7
Arson	0	2	2	4
TOTAL	74	64	396	438
CRIME CLEARANCES				
Homicide	1	1	1	1
Rape	0	0	1	2
Robbery	0	2	2	3
Assault Total	12	15	80	114
Serious	1	1	10	15
Simple	11	14	70	99
Burglary	2	1	8	12
Larceny	4	4	27	34
Auto Theft	1	0	3	2
Arson	0	2	1	2
TOTAL	20	25	123	170

M. J. ...
7/25/12