1.0 CONVENTION
The meeting was held at Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:00 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney; Ms. Fleischer; Ms. Voegeler; Dr. Hickman. Staff members present were: Mrs. Shelias Hiddleson, Health Commissioner; Ms. Joan Bowe, Nursing and Personal Health Director; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health; Mr. Dave Knowlton, Operations Director; Ms. Traci Whittaker, Public Information Officer; Ms. Pam Shears, Administrative Services Manager; and Ms. Lisa Brown, Administrative Assistant.

1.01 CALL TO ORDER

1.02 CONSENT ITEMS

6.014 A    Fees
6.021 A-C  Authorization/Employment
6.022 A-B  Reclassification/Promotion
6.023 A-C  Tuition Reimbursement/Staff Development
6.025 A-C  Salary Scale/Policies/Benefits
6.033 A    Contracts
6.052 A    Policies
6.053 A-B  Resolutions

Info Only
6.033 A    Community Health
6.035 A    Personal Health

Item 6.014 Fees A was removed from the consent agenda. Item 6.015 Expenditures B was added to the agenda. Mr. Blayney moved to approve the consent agenda and agenda as submitted and amended. The motion was seconded by Dr. Hickman. The motion carried unanimously.

1.03 APPROVAL OF MINUTES
A. Mr. Blayney moved to approve the December 2015 minutes. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

1.04 APPROVAL OF BILLS
A. Ms. Fleischer moved to approve the December 2015 bills. The motion was seconded by Dr. Hickman. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

➢ Board Continuing Education – Ohio Association of Board of Health (OABH) presentations – It was the consensus of the he Board to continue the same process as the previous year which includes each Board member viewing a DVD and then completing a post-test (post-test to be prepared by Mrs. Hiddleson).

➢ Board of Health Appointees – Two Openings, Thank You Dinner - Ms. Hall formally resigned from the Board of Health in January 2016 as she was appointed as a Trustee of Thompson Township. Ms. Kidd has announced resignation from the Board of Health upon expiration of term (March of 2016). Two Board of Health Member applications have been received (Mr. George Weisner and Ms. Amy Howerton). Mrs. Hiddleson also will contact two other interested candidates. In the near future, a thank you dinner will be held in honor of Ms. Hall and Ms. Kidd’s service to the Board of Health.

➢ Ohio Department Health Plan and Health Policy Institute of Ohio (HPIO) Report http://www.hpio.net/populationhealth/ - Mrs. Hiddleson encouraged the Board to access the HPIO link to review the full report. Recommendations within this report could have a major impact on Local Health District budgets, resources and funding. Such as all Ohio Health Districts must be accredited by 2020 (currently eight Ohio Health Districts are accredited and it is unrealistic that the National Public Health Accreditation Board would be able to fully process the remaining 114 by 2020); must complete Community Health Assessment and Community Health Improvement plan every three years versus five (fiscal impact as the last
Community Health Improvement Plan completed by the Delaware General Health District cost $85,000 which does not include staffing and planning portions; possibility of accredited Health Districts being required to perform mandated programs of non-accredited Health Districts; non-accredited Health Districts limited or not eligible for grant funding. Director Hodges has expressed an interest in speaking with Boards of Health; to that end Mrs. Hiddleson invited the Board to attend the AOHC meeting on Friday, February 5, 2016. Dr. Threlfall and Mr. Blayney expressed an interest in attending.

Letters of Support: The Delaware General Health provided letters of support to Grace Clinic and Galena Trails.

Kudo’s – The Board was provided a summary of thank you and recognitions.

New Employee / Staff Attendance – The Board had a brief discussion regarding the introduction of new employees to the Board. Currently, each new hire attends a meeting for introduction to the Board. After introduction, new employee is welcomed to stay for entire Board meeting or is excused. It was the consensus of the Board that to enhance a full understanding of the Board of Health meeting, the new hire should observe and observe the entire meeting. In the future and as part of a new employee’s orientation process, new hires will attend a Board of Health meeting for introduction and remain for entire length of meeting for observational purposes. It was further consensus of the Board that Directors only need to attend as correlated to slated agenda items.

2.02 FINANCE
A. Finance Report – Requested Board review and accept the provided year-to-date finance report. Mr. Knowlton also provided the Board a graph that identified a five-year synopsis of expenses versus revenues.

PMT: Agency

Mr. Blayney moved to accept the year-to-date finance report. The motion was seconded by Dr. Hickman. The motion carried unanimously.

3.0 BOARD REPORTS
3.02 BOARD COMMITTEES
A. Personnel Committee – The committee will be reconfigured after March 2016. Current Board members of the committee have resigned and/or have announced intention to resign upon completion of term in March of 2016 (Ms. Love, Ms. Hall, and Ms. Kidd). Current remaining members are Ms. Smith and Ms. Fleischer as well as agency staff of Mrs. Hiddleson and Ms. Breckler.

5.0 OLD BUSINESS
5.02 PERSONNEL
5.021 AUTHORIZATION/EMPLOYMENT
A. Intermittent WIC Health Professional 1 - The Board of Health approved the rehiring of Ms. Mary Kay Welsh no sooner than February 25, 2016 and the appropriate Ohio Revised Code requirements have been met. Dr. Threlfall provided an opportunity for any public in attendance to voice comments. Hearing no public comment, it was the consensus of the Board to re-affirm rehiring Ms. Mary Kay Welsh.

PMT: Agency

Ms. Fleischer moved to approve rehiring retiree Ms. Mary Kay Welsh as an intermittent WIC Health Professional 1. The motion was seconded by Ms. Voegele. The motion carried unanimously.
6.0 NEW BUSINESS
6.01 FINANCE
6.011 BUDGETS
A. DCB Mortgage The Delaware County Bank has completed a review of the agency's mortgage by request of Mr. Knowiton. Mr. Reinhard, First Vice President, provided the following information via e-mail:

"After reviewing the note the interest rate being charged was incorrect. I am attaching the Loan History from 02/01/2011 to current and amortization schedule from 03/28/2011 to current using the correct interest rate of 2.5125%. The interest was changed to 2.5125% backdated to 02/28/2011 and the system calculated interest using new rate and showed overpayment of interest in the amount of $59,147.05.

If you take the principal balance from the Loan History on 01/01/2016 $872,715.34 and subtract the principal balance on 12/28/2015 from the amortization $812,058.91, you will come up with $60,656.43 shortage of principal paid, subtract the overpaid interest $59,147.05 and you come up with $1,509.38 principal difference, this could be a reflection of the amortization showing all payment to be paid on the 28th date of each month instead the actual payment date paid.

Our system will only allow us to use the scheduled payment due date. If the customer paid before or after the due date, as our loans reflect interest paid on the payment effective date, and not the actual due date, that would have created the $1,509.38 difference. Please confirm you want us to apply the $59,147.05 to your principal balance on the loan."

Requested Board approval to apply the $59,147 to the principal balance of the loan.
PMT: Agency
Mr. Blayney moved to approved applying $59,147 to the principal balance of the loan. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

6.014 FEES
A. 2016 Clinic Fee Schedule - Requested Board approval of updated clinic service fees for 2016 to be effective March 1, 2016. The fees were reviewed in relation to cost of vaccines and supplies to the agency, cost to uninsured clients, and reimbursement from the agency's private insurers. The state allows a charge of up to $21.25 for the administration of Vaccines for Children vaccine (obtained at no cost from the state). This fee (and several others) is subject to the sliding fee scale. A copy of the Fee schedule was provided to the Board.
PMT: Agency
Dr. Hickman moved to approve the 2016 Clinic Service Fees with an effective date of March 1, 2016. The motion was seconded by Ms. Fleischer. The motion carried unanimously.
6.015 EXPENDITURES
A. Delaware General Health District 2015 Annual Report – Requested Board approval of venue to disseminate the 2015 Annual Report. Last year, the agency utilized MailPro1 for a total expenditure of $21,500 to circulate to 61,183 residents (printing 8 pages $11,500 + mailing $10,000 = $21,500). Staff recommended utilizing TheBAG vendor this year to disseminate the Annual Report. TheBAG would print, package within a clear plastic bag (contents being only the Annual Report), and deliver by hanging on residents’ mailboxes (circulation of 61,000). TheBAG costs breakdown is as follows: 4 pages print and delivery $10,309 or 8 pages print and delivery $11,437.75. The Board had a brief discussion and Ms. Whittaker demonstrated an example of how the annual report would be delivered via TheBAG. The Board expressed a concern that the TheBAG delivery method would perhaps be viewed as automatic recycling upon receipt versus receiving the annual report as an individual piece of mail placed within the recipient’s mailbox. It was the Boards’ recommendation to complete this year’s dissemination of the annual report via MailPro1. Then, attempt to perform recipient survey/analytic data. The Board was in consensus that perhaps with some measurable data, the Board would consider compare/review other options next year.

PMT: Agency/Community/Engagement
Mr. Blayney moved to approve disseminating the 2015 Annual Report via MailPro1. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

B. Structural Building Repairs – Mr. Knowlton reported that a report had just been received prior to the Board of Health meeting that indicated that structural repairs are necessary in the basement area of 3 West Winter. With the next Board of Health meeting being scheduled for February 23, 2016 and perhaps the imminent need to expend funds for repairs, Mr. Knowlton requested the Board approve expending up to $20,000 for building repairs.

Mr. Blayney moved to approve expending up to $20,000 for building repairs. The motion as seconded by Ms. Voegele. The motion carried unanimously.

6.02 PERSONNEL
6.021 AUTHORIZATION/EMPLOYMENT
A. Modify/Fill Food Protection and Public Safety Registered Sanitarian 3 (RS 3) Position – Requested Board approval to modify and fill the vacant Registered Sanitarian 3 (RS 3) position in the Food Protection and Public Safety Unit. This position would only be filled from existing staff. The current RS 3 position in the unit is vacant. The needs of the agency have changed since the position was created. The agency no longer has responsibility for the Mobile Home Park program which was previously the responsibility of an RS 3. In addition, new State Food Rules require that all Risk Level 3 and Risk Level 4 facilities have at least one person who has completed Level 2 Food Safety Training by March 1, 2017. This will put quite a burden on local Health Departments to offer this training in such a short time. Furthermore, Unit/Division management has wanted to expand educational offerings in the Swimming Pool program. Therefore, RS 3 Public Safety Specialist Job Description has been modified to be the RS 3 Public Safety and Public Speaking Specialist. The individual maintaining this position would be the program expert and main resource for Camps; Pools; Tattoo Parlors; and Public Speaking engagements. The position would be responsible for creating, implementing and delivery of all public speaking engagements for the unit among other duties. The position would be expected to be involved in local and state advisory groups, support accreditation efforts; and provide visible leadership to the community and other Health Districts. Filling the RS 3 position, pay grade C9, with an internal candidate would be considered a promotion with competition. Per policy, candidate would be eligible for a 5% increase in pay after a prorated evaluation or the minimum of the C9 pay grade, whichever is greater. A copy of the draft Job Description was provided to the Board.

PMT: Agency
The Board approved item on consent.
B. Create Residential Services Registered Sanitarian 3 (RS 3) Position – Requested Board approval to create a Registered Sanitarian 3 (RS 3) position in the Residential Services Unit. This position would only be filled from existing staff. As the sewage rules for the State of Ohio have changed, more responsibilities and tracking within the operation and maintenance program is required of the current sewage RS 3, thereby leaving a void in water systems and zoonotic disease program areas. Further, CDC estimates that approximately 3/5 new human diseases are zoonotic. The water and zoonotic RS 3’s role will include but not be limited to: program expert and main resource for zoonotic diseases (mostly rabies and mosquito programs currently); training and mentoring of the zoonotic disease intern; advanced training in the identification of mosquitoes, training of residential staff on advanced private water system rules (new state rules forthcoming) and zoonotic disease rules. The position would be expected to be involved in local and state advisory groups, support accreditation efforts; and provide visible leadership to the community and other Health Districts. Filling the RS 3 position, pay grade C9, with an internal candidate would be considered a promotion with competition. Per policy, candidate would be eligible for a 5% increase in pay after a prorated evaluation or the minimum of the C9 pay grade, whichever is greater. A copy of the draft Job Description was provided to the Board.

PMT: Agency
The Board approved item on consent.

C. Create Intermittent Custodian/Maintenance 1 Position – Requested Board approval to create an Intermittent Custodian/Maintenance 1 position in pay grade A5 with an hourly salary of $16 and allow Delaware General Health District staff to apply for the position. The Delaware General Health District employs one fulltime employee to provide custodian and maintenance jobs on a daily basis. Periodically, during times of leave for the custodian, the agency is in need of a fill-in custodian. In the past this need has been fulfilled with a contract with various individuals with varying satisfaction with the service received. Intermittent positions are defined per policy as: No fixed schedule for an indefinite period of time not to exceed 1000 hours in a calendar year. If staff applies to fill this position or if more than one person applies, staff would be placed on a list by seniority and when the permanent custodian has leave, staff on the list would be offered four hours per day up to one week as a replacement custodian on a rotating basis. The Fair Labor Standards Act laws allow an exception to the overtime laws in this instance because this would be very different from any current position held by staff with no overlap of hours or duties. The current contracts pay $25/hour; this position would provide better quality service at a lower cost.

PMT: Agency
The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION
A. Promotion with Competition – Requested Board approval to promote with competition Ms. Heather Day to fill the Program Manager Nursing position going from grade C8 to D4 with new salary of $28.50 effective January 16, 2016. This promotion (and Item 6.022 B) continues the re-organization of the Personal Health Division with the elimination of the Director of Nursing position as discussed with the Personnel Committee in November to align table of organization with other divisions, to streamline communication, and be fiscally responsible. With this change, Ms. Joan Bowe’s official file becomes Director of Nursing and Personal Health. A copy of the updated table of organization was provided to the Board.

PMT: Agency
The Board approved item on consent.

B. Promotion with Competition – Requested Board approval to promote with competition Mr. Travis Irwin to fill the Program Manager Communicable Disease position going from grade D3 to D4 with a 5% increase bringing new salary to $29.96, effective January 16, 2016.

PMT: Agency
The Board approved item on consent.
6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Ohio Onsite Wastewater Association Conference - Requested Board approval to reimburse up to $607.89 from Sewage funds for Mr. Mike Rogich and Mr. Aaron Decker’s attendance at the Ohio Onsite Wastewater Association Conference at Deer Creek State Park January 13-14, 2016. Expenditure is being requested of the Board after the conference based on Mr. Rogich was requested to run for the Board of Directors in late December 2015. The Health District policy states "...A minimum of 60 miles from home or office (whichever is closer) is required unless the program requires late evening and early morning attendance and is approved by the Health Commissioner...". The conference site is 56 miles from the office; however, Mr. Rogich was elected (no opponents) on the Board of Directors at this conference. The Board of Directors meeting begins at 4:30 pm. Therefore, based on this meeting the policy, staff recommended approval of lodging/meals for Mr. Rogich. Mr. Decker, however, does not qualify per policy for lodging or meals. At this distance Mr. Decker is expected to commute to the conference. Mr. Decker would room with Mr. Rogich which results in no additional cost to the agency. Based on the fact that the meals would cost the agency much less than the commute cost, staff also requested Mr. Decker’s meals be reimbursed (staff are currently reviewing the policy to address issues such as this in the future).

Conference fee is $210 per person for both days. Lodging and meal reimbursement are per policy (adopted December 2015) for in-state and not to exceed $109 per person for lodging and $54 person per day for meals (per U.S. General Services Administration Per Diem Rates website for Columbus, Ohio). A copy of the out of state travel form was provided to Board.

PMT: Agency/Quality
The Board approved item on consent.

B. National Water and Wastewater Equipment Conference - Requested Board approval to expend funds to send Mr. Aaron Decker to the National Water and Wastewater Equipment, Treatment and Transport Conference in Indianapolis, IN. February 17-19, 2016. This is a three day conference; however, 2 days are only half days of educational sessions. Therefore, Mr. Decker has agreed to take leave time during non-session times. Conference fee is $70, lodging and meal reimbursement are per policy (adopted December 2015) for out of state and not to exceed $107 per person for lodging and $49 person per day for meals (per U.S. General Services Administration Per Diem Rates website for Indianapolis, Indiana). Its possible fuel may need to be reimbursed at no more than $50. Public Health Funds (Sewage program). A copy of the out of state travel form was provided to the Board.

PMT: Agency/Quality
The Board approved item on consent.

C. 2016 Public Health Preparedness Summit - Requested Board approval for Ms. Celeste Revelas to attend the 2016 Public Health Preparedness Summit which is being held April 18-22, 2016 in Dallas, TX. The request is for $585 conference registration, $667.36 for hotel (4 nights at $166.84), $750 for flight, $140 for taxi/parking, $300 for meals (5 days at $60 each), $50 for baggage fees for a total of $2,492.36 from PHEP grant funds. A copy of the out of state travel form was provided to the Board.

PMT: Agency/Quality
The Board approved item on consent.
6.025 SALARY SCALE/POLICIES/BENEFITS
A. Visible Leadership: Membership Dues Reimbursement - Requested Board approval for reimbursement of Public Health/Position Specific membership dues for staff up to 50% of cost of membership not to exceed $100/annually. The Leadership team recommended approval. The Strategic Plan priority of Visible Leadership (Engagement) states that "Our staff is engaged in local, state, and national committees where the work aligns with the mission and strategic direction of our agency." One of the strategies listed is to identify current staff that are actively involved in Public Health at the local, state, and national level and to increase the number of staff that participates by investigating the ability to reimburse staff for dues paid. The Board was provided a report that outlined current staff membership participation.

PMT: Engagement
The Board approved item on consent.

B. Personnel Policy: Section 701-702 Compensable Time – Requested Board approval of updated Personnel Policy Section 701-702 Compensable Time. The staff Personnel Advisory Committee, Leadership Team, and the Board Personnel Committee have reviewed, revised, and updated Section 701-702 for inclusion in the Personnel Manual. A draft copy of Section 701-702 was provided to the Board.

PMT: Agency
The Board approved item on consent.

C. Alternative Work Sites and Telecommuting Policy – Requested Board approval of the updated Alternative Work Sites and Telecommuting Policy. The Alternative Work Sites and Telecommuting Policy is currently not in use. However, it is on schedule for review. As a result of the review, some minor changes were made additions are in red.

- Section General Provisions Item # 3, removal of sentence "the agency retains sole discretion to determine the suitability of a specific position for a telecommuting relationship.
- Section Policies for Telecommuters Item #2 – The Agency expects at-least the same level...
- Section Attendance at meetings/Trainings Item #3 Employees or approved telecommuting employees...
- Section Compensation/Benefits Item #3 – Employee understands that overtime work must be approved in advance by the supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in disallowance for overtime compensation corrective action and/or his/her removal from telecommuting, and/or appropriate action.

PMT: Agency
The Board approved item on consent.

6.03 CONTRACTS
A. Delaware County Regional Planning Commission - Requested Board approval to enter into contract, upon Prosecutor approval, in the amount of $4,000 with the Delaware County Regional Planning Commission for the creation of a Health Impact Assessment Evaluation Tool. The Health District received a $5,000 grant from the National Association of County and City Health Officials (NACCHO) and will provide technical assistance to the Delaware County Regional Planning Commission to develop the tool which will be used to evaluate the health impact of new building/housing developments. Contract language will be approved by the Prosecutor and Auditor prior to signing. A draft copy of the contract was provided to the Board.

PMT: Agency/Engagement
The Board approved item on consent.
6.031 HEALTH COMMISSIONER
A. Executive Session – Mrs. Hiddleson requested the Board enter into Executive Session to discuss the consideration of compensation for the Health Commissioner with only Board of Health members to remain and Mr. Dave Knowlton.

Dr. Hickman moved to enter Executive Session to discuss the consideration of compensation for the Health Commissioner with only Board of Health members to remain and Mr. Dave Knowlton. The motion was seconded by Ms. Fleischer. A role vote was taken: Dr. Threfall, yes; Mr. Blayney, yes, Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Voegele, yes. The motion carried unanimously. The Board entered into Executive Session at 7:55 pm.

Ms. Fleischer moved to exit Executive Session. The motion was seconded by Mr. Blayney. A role vote was taken: Dr. Threfall, yes; Mr. Blayney, yes, Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Voegele, yes. The motion carried unanimously. The Board exited Executive Session at 8:08 pm.

Mrs. Hiddleson’s annual performance appraisal was has been completed by the Board; Mrs. Hiddleson’s overall performance was rated as exceeds. Based on exceeds rating, it was the consensus of the Board to increase the Health Commissioner’s salary by 3.5% effective February 1, 2016. Mrs. Hiddleson thanked the Board for continued support and increase in salary. In addition, Mrs. Hiddleson commented that it has been a joy working with the Board and Health District staff and looks forward to an association for many more years.

Ms. Fleischer moved to approve the Health Commissioner’s salary by 3.5% effective February 1, 2016. The motion was seconded by Dr. Hickman. The motion carried unanimously.

6.033 COMMUNITY HEALTH
A. Community Health Division Retreat - The Community Health Division held a staff retreat on January 8, 2016. The keynote speaker was Dr. Amy Barnes from The Ohio State University Department of Educational Studies. All of the CH staff had previously taken the Strength Finders Assessment. Dr. Barnes discussed how to leverage your strengths but also be aware of when your strengths may negatively affect others. She also discussed how to resolve conflict when communication is a barrier. Sishti Hicdleson was the afternoon speaker and discussed behaviors that enhance, that would help, and that hurt team collaboration. There was positive feedback from the staff that the day was productive and they came away with a greater appreciation of each other and teamwork.

PMT: Agency
Information only

6.034 PERSONAL HEALTH
A. Staff in the Newborn Home Visiting Program have received a few referrals for visits in portions of the county outside the jurisdiction of the Health District. To provide compatibility with the BCMH program and ease of referral for the agency’s providers, it was decided to accept home visit requests in these areas. Approval from Columbus Public Health and Franklin County Public Health was obtained. Monitoring will be done for numbers/percentage of clients living outside the Health District.

PMT: Community
Information only

6.04 SPECIAL REPORTS
A. Strategic Plan - The Board was provided a copy of the 2015 fourth quarter Strategic Plan progress report.

PMT: Quality/Reporting
Information only
6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

6.052 POLICIES
A. Record Destruction - Requested Board authorization to proceed per policy, with record destruction for the records identified on the provided form.
PMT: Agency
The Board approved item on consent.

6.053 RESOLUTIONS
A. Resolution #2010-02 Identity Theft Compliance Program – Rules of the Identity Theft Compliance Program call for the annual approval of the program. Requested Board approval to continue Resolution 2010-02 Identity Theft Compliance Program in 2016. A copy of Resolution 2010-02 was provided to the Board.
PMT: Agency
The Board approved item on consent.

B. Resolution #2011-23 Institutional Review Boards (IRBs) – Requested Board approval of the updated Resolution #2011-23 of the Delaware General Health District Establishing a Policy to Guide All Staff Conducting Research to follow requirements set forth by a Registered Institutional Review Board to Ensure the Ethical Treatment of Human Subjects. The Delaware General Health District Board of Health developed a policy related to the use of human subjects for research in 2011. The policy has been reviewed and updated with the link to the U.S. Department of Health & Human Services website that provides several decision trees and checklists that help public entities know when a review by an IRB would be required. The Delaware General Health District has used an IRB in the past year related to the Youth Health Assessment Photovoice Project; the agency partners with the Ohio Department of Health IRB for these reviews. A copy of Resolution 2011-23 was provided to the Board.
PMT: Quality
The Board approved item on consent.

ADJOURN
Dr. Hickman moved to adjourn. The motion was seconded by Ms. Fleischer. The meeting adjourned at 8:15 pm.

[Signatures]