

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 7:04 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney; Ms. Fleischer; Ms. Voegelé; Dr. Hickman. Staff members present were: Mrs. Shelia Hiddleston, Health Commissioner; Ms. Joan Bowe, Nursing and Personal Health Director; Mr. Steve Burke, Environmental Health Director; Mr. Dave Knowlton, Operations Director; Ms. Pam Shears, Administrative Services Manager; and Ms. Lisa Brown, Administrative Assistant. Public in attendance: Ms. Amy Howerton.

1.01 CALL TO ORDER**1.02 CONSENT ITEMS**

- 6.012 A Appropriations
- 6.014 A-B Fees
- 6.015 A-C Expenditures
- 6.016 A-B Inventory
- 6.022 A-C Reclassification/Promotion
- 6.023 A Tuition Reimbursement/Staff Development
- 6.025 A Salary Scale/Policies/Benefits
- 6.03 A-B Contracts

Item 6.021 A Executive Session was added to the agenda. Ms. Fleischer moved to approve the consent agenda and the agenda as amended and submitted. The motion was seconded by Ms. Voegelé. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Blayney moved to approve the January 2016 minutes. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Ms. Fleischer moved to approve the January 2016 bills. The motion was seconded by Ms. Voegelé. The motion carried unanimously.

2.0 STAFF REPORTS**2.01 HEALTH COMMISSIONER**

As required by the Board By-Laws, Mrs. Hiddleston provided Board members in attendance the Continuing Education Units training DVD and paper version of the post-survey (an electronic link will also be provided via e-mail from Mrs. Hiddleston).

Staff completed the Annual Financial Report (AFR) required for the agency to receive State Subsidy payments. The report also includes the 2016 Quality Indicators and status report on the Public Health Accreditation Board standards/domains. The Board was provided a copy of these reports. The report will officially be submitted electronically on February 24, 2016.

All Board members were invited to attend the annual District Advisory Council meeting on March 15, 2016.

Dr. Hickman was re-appointed to the Board by the City of Delaware (February 22, 2016) for a five-year term ending 2021. Two candidates will be presented for appointment at the District Advisory Council meeting as identified below. Ms. Howerton attended tonight's meeting as public attendee to observe the Board meeting process (Mrs. Hiddleston acknowledged and introduced Ms. Howerton).

- 1) George Wisener has an Associate's Degree in Applied Science in Business Administration/Management with continuing education courses from Penn State in Business Management. Mr. Wisener has 37 years' experience in the food industry with most recently being Store Director of Buehler Fresh Food. Mr. Wisener is willing to fill the expired term ending 2021 vacated by Suzette Hall. Mr. Wisener resides in Radnor Township.
- 2) Amy Howerton is a licensed Nursing Home Administrator with experience in health, wellness and safety; state and federal government reporting; fiscal responsibility; management and leadership. Ms. Howerton is willing to fill the

unexpired term ending 2019 vacated by Rebecca Kidd. Ms. Howerton resides in Trenton Township.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. A copy of the year-to-date finance report was provided to the Board.

PMT: Agency

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

6.0 NEW BUSINESS

6.01 FINANCE

6.012 APPROPRIATIONS

A. PHEP - Requested Board approval to reduce expense appropriation by \$55,437.74 to \$123,760 and to make a few line item changes in the current 2016 PHEP (71751519) fund (old Bio). These changes are necessary to bring the current budget in line with projected expenses and 2016 grant award. The Board was provided a copy of the budget revision form.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Sliding Fee Scale 2016 - Requested Board adopt the updated Sliding Fee Scale for clinic services effective March 1, 2016. The national poverty guidelines were revised and published in the Federal Register. The companion sliding fee scale was created with assessment rates of 20% increments. The sliding fee scale is used for clinic services to reduce immunization administration fees, as well as for tooth varnish fees. The Board was provided a copy of the sliding fee scale.

PMT: Agency

The Board approved item on consent.

B. Fee Waiver - Requested Board approval to waive clinic fees for cholesterol and HbA1c diabetes screenings for a special free clinic services day, April 5th, during Public Health Week. Cash pay price is normally \$13.50 and \$12.25 respectively. All clinic health screenings will be offered to the public that day. These two are the only ones not already free to the public. This has been offered for several years with varying degrees of interest. Staff estimated \$300 - \$500 worth of free services.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Laptop Replacement – Requested Board authorization to expend up to \$8,000 Public Health funds to purchase seven laptop computers to replace some of the obsolete computers that are being moved out of inventory. The Computer Replacement Policy provides for the replacement of laptops as equipment becomes obsolete, rather than an associated timeline as the agency completes for the PC's.

PMT: Agency

The Board approved item on consent.

B. FluMist - Requested Board approval to expend up to \$65,000 Public Health funds to purchase FluMist intranasal influenza vaccine and up to \$16,000 Public Health Funds to purchase FluZone injectable vaccine for school-based flu clinics this Fall. Staff will order a small initial amount of vaccine and plan on being able to order additional doses when better numbers are available in the fall. Staff will work again with school nurses to offer the vaccine in all school districts. Last year over 3,300 students were served and, while income was not as high as anticipated, public reaction was very positive and staff are working to improve the process and the net fiscal result this year.

PMT: Agency

The Board approved item on consent.

C. Consalt (Culture Survey) – Requested Board approval to expend an additional \$2,000 Board Management funds to close out the final steps of the Culture Survey.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Inventory Removal - Requested Board authorization to remove the below listed IT equipment from inventory. These items have become obsolete and have exceeded useful life.

PMT: Agency

Action Requested: Consent approval

Inventory #	Date Purchased	Description
1168	11/7/2008	Laptop - HP Compaq 8710p
1170	6/2/2009	Labtop – HP Pro Book 4510s
1171	6/2/2009	Laptop - HP 2140 Mini
1172	6/2/2009	Laptop - HP 2140 Mini
1173	6/2/2009	Laptop - HP 2140 Mini
1174	6/2/2009	Laptop - HP 2140 Mini
8202	1/4/2007	Laptop - HPnx9420
1221	12/27/2010	Laptop-HP Mini
1144	11/15/2007	Laptop - HP Compaq 6820s
None	4/29/2005	Laptop - IBM R51
1134	8/18/2006	Laptop - HP nx6125
8138	2006	Processor Server- Dell Poweredge 2900 Xeon
8305	6/20/2011	Netbook – Asus Eee PC 1215NP
8306	6/20/2011	Netbook – Asus Eee PC 1215NP
8307	6/20/2011	Netbook – Asus Eee PC 1215NP
8308	6/20/2011	Netbook – Asus Eee PC 1215NP
8309	6/20/2011	Netbook – Asus Eee PC 1215NP
8310	6/20/2011	Netbook – Asus Eee PC 1215NP
8311	6/20/2011	Netbook – Asus Eee PC 1215NP
8143	2/8/2010	Laptop-Toshiba Satellite Pro
8144	2/8/2010	Laptop-Toshiba Satellite Pro
8145	2/8/2010	Laptop-Toshiba Satellite Pro
8146	2/8/2010	Laptop-Toshiba Satellite Pro
8147	2/8/2010	Laptop-Toshiba Satellite Pro

B. Inventory Removal - Requested Board approval to dispose of the flat screen TV (BE32HCFL900093W) that was located in the waiting room of 3 W. Winter Street. The TV does not work. It was purchased with WIC grant funds and approval for disposal has been given by Grants Services Unit at Ohio Department of Health. A replacement has already been approved and purchased in December.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Executive Session – Mrs. Hiddleson requested the Board enter into Executive Session to discuss the resignation and compensation of Ms. Amber Hickman with only Board of Health members and Ms. Bowe to remain.

Dr. Hickman moved to enter into Executive Session to discuss the resignation and compensation of Ms. Amber Hickman with Board of Health members, Mrs. Hiddleson and Ms. Bowe to remain. Ms. Fleisher seconded the motion. Roll call vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Voegele, yes. The motion carried unanimously. The Board entered into Executive Session at 7:14 pm.

Mr. Blayney moved to exit Executive Session. The motion was seconded by Dr. Hickman. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Voegelé, yes. The motion carried unanimously. The Board exited Executive Session at 7:26 pm.

Mr. Blayney moved to approve two weeks of administrative leave to Ms. Amber Hickman and to accept her resignation effective March 11, 2016 with the last day to be worked as February 26, 2016. The motion was seconded by Ms. Fleischer. Roll call vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Voegelé, yes. The motion carried unanimously.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition – Requested Board approval to promote with competition Mr. Dustin Kent to fill the Registered Sanitarian 3 position in the Residential Services Unit going from pay grade C8 to C9 with a 5% increase bringing new salary to \$25.76, effective February 27, 2016. This promotion assures an expert in the Private Water system program and the Zoonotic Disease program.

PMT: Agency

The Board approved item on consent.

B. Promotion With Competition – Requested Board approval to promote with competition Ms. Shannon Self to fill the Registered Sanitarian 3 position in the Food Protection and Public Safety Unit going from pay grade C8 to C9 with a 5% increase bringing new salary to \$27.41, effective February 27, 2016. This promotion assures an expert in the recreation programs and as the units' primary public speaker.

PMT: Agency

The Board approved item on consent.

C. Reclassification - Requested Board approval to change the position and pay grade of Ms. Melissa Smetiouk from Public Health Nurse 4 (PHN 4) at a D3 pay grade to Public Health Nurse 3 (PHN 3) at the C9 pay grade effective February 27, 2016. Ms. Smetiouk was promoted to the PHN 4 Supervisor position last summer. With changes completed in structure of the Personal Health Division after the unexpected departure of the Nursing Director, it has been determined that there is no need for the PHN 4 position but there is for a PHN 3. Ms. Smetiouk's pay, \$26.50/hour, to remain the same as it falls within the PHN 3 pay grade. The change is no reflection on the performance of Ms. Smetiouk but only on the changing needs of the Division.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference - Requested Board approval for Ms. Susan Sutherland to attend the HIA Practitioner Workshop in Oakland, CA from March 7-8, 2016. Ms. Sutherland has been asked by the National Association of City and County Health Officials (NACCHO) to serve as an expert presenter for one of the sessions. All expenses are paid by NACCHO.

PMT: Agency

The Board approved item on consent.

B. 2016 NACCHO Cultivating a Culture of Health Equity - Requested Board approval for Ms. Shelia Hiddleston to attend the 2016 NACCHO Annual Conference which is being held July 19-21, 2016 in Phoenix, AZ. The Requested is for \$520 conference registration, \$323.52 for hotel (3 nights at \$107.84), \$475 for flight, \$50 for taxi/parking, \$146.61 for meals (3 days at \$48.87 each), for a total of \$1,515.13 from Administration Funds. The Board was provided a copy of the Out-of-State travel form.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Plan – Requested Board approval of the updated Position Series Plan which includes updates since November 19, 2015. Updates included six (6) promotions, one (1) rehire and two (2) position title updates. The Board was provided a copy of the updated Position Series Plan.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. IT Services for Morrow County - Requested Board authorization to enter into a service agreement to provide IT services to the Morrow County Health Department. Staff have determined that the agency's current staffing level is sufficient to commit approximately one day per week for one of the agency's IT staff to provide IT services. The hourly rate is based upon the total cost per hour for Mr. Wes Stone which includes salary and benefits. An additional \$30 administrative fee will be added to the monthly invoice. The Prosecutor's office is currently reviewing the attached contract and if no significant changes are suggested, the agency would proceed upon the Prosecutor's approval. A copy of the proposed IT Services for Morrow County contract was provided to the Board.

PMT: Agency/Engagement

The Board approved item on consent.

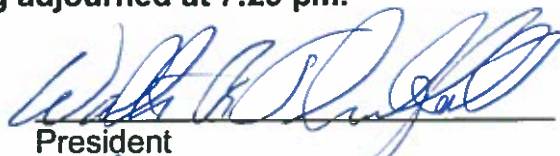
B. United Way Grant Memo of Agreement - Requested Board approval to submit a proposal to the United Way for a grant to provide newborn home visiting services to parents in the 43015 and 43003 zip codes. The grant request of \$19,195.00 will provide funding for nursing and breastfeeding peer helper time as the agency attempts to expand the program. The Board is asked to sign a Memo of Agreement with United Way. A copy of the United Way Grant Memo of Agreement was provided to the Board.

PMT: Community/Engagement

The Board approved item on consent.

ADJOURN

Dr. Hickman moved to adjourn. The motion was seconded by Ms. Fleischer. The motion carried unanimously. The meeting adjourned at 7:29 pm.



President



Secretary