

1.0 CONVENTION

1.01 CALL TO ORDER

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, Vice President; Mr. Wisener; Ms. Howerton; Dr. Hickman; Ms. Smith; and Ms. Voegele. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Ms. Pam Shears, Administrative Services Manager and Ms. Lisa Brown, Administrative Assistant 5.

1.02 CONSENT ITEMS

6.012 A-B Appropriations

6.015 A-C Expenditures

6.021 A-E Authorization/Employment

6.023 A Tuition Reimbursement/Staff Development

6.025 A-B Salary Scale/Policies/Benefits

6.052 A-B Policies

6.053 B Resolutions

Item 6.052 A was removed from the consent agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Wisener moved to approve the April 26, 2016 minutes. Ms. Voegele seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Mr. Blayney moved to approve the April 2016 bills. Mr. Wisener seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Mrs. Hiddleston reported that the Budget Commission approved the Health District's budget and thanked Dr. Threlfall and Mr. Blayney for attending that meeting.

As part of preparing a ten-year projection, staff are in the process of completing a Program and Services Assessment and Prioritization. Completing this process is only one tool that will enable the Health District to financially review/correlate ten-year projection synopsis.

Sunshine Law and Open Meetings Act – With recent media articles, Mrs. Hiddleston took this opportunity to reiterate that Health District staff and/or Board of Health members remain cognizant that non-meeting communications are for the purposes of information only. Per the Act, deliberations and/or decisions must be held within open, public meetings.

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.

Ms. Smith moved to accept the year-to-date finance report. Dr. Hickman seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. **Litter Grant** - Requested Board approval to request the Delaware County Commissioners to request an increase of expense appropriations of \$6,079.18 to a total of \$72,450 and to make additional line item changes for the agency's Litter Grant (22111502). The Board of Directors of DKMM Solid Waste Management District increased the agency's grant by this amount. A copy of the 2016 Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Creating Healthy Communities – Requested Board approval to move \$7,000 in the supply line to services for the Creating Healthy Communities Grant (71151511). Buckeye Valley Schools were going to get fitness stations but now want to have a path graded instead. A copy of the 2016 Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Requested Board approval to expend Ohio Department of Health Public Health Emergency Preparedness grant funds according to the Notice of Award in the amount of \$113,846. The initial grant request was for \$119,449. The difference in grant funds will be made up by reducing Mr. Travis Irvan's Epidemiologist time from 54% to 46% time allocated to the grant.

PMT: Agency

The Board approved item on consent.

B. Building Repair / Water Proofing - Requested Board approval to expend up to \$15,000 to repair and water proof the East outside wall of 3 West Winter. Services to include: tuck point all of East wall, repair or replace all missing bricks, replace all bottom pieces of wood under all windows on East side, remove and replace all 6" trim at top of East wall, cover all wood at top of building metal flashing, Install 3" 45 degree concrete water barrier at the bottom of East wall from end to end. Apply two (2) coats of Loxon XP water proofer at a rate of 18 mills wet per coat on entire East side. Sherwin Williams to provide ten-year (10) water proof warranty (same warranty the agency has on South side of 1 West Winter). A copy of pictures of the East wall was provided to the Board. Staff currently has an estimate of \$14,000 and trying to get two (2) more estimates. An extra \$1,000 was added to have flexibility to do additional work outside in conjunction with work being performed in the basement on the foundation of 3 West Winter.

PMT: Agency

The Board approved item on request.

C. Desktop Work Surfaces, Hardware and Labor - Requested Board approval of up to \$3,000 Public Health funds (70225113 5101) to reconfigure the desktop work surface areas for the five (5) modular cubicles in the Community Health Division. Originally, there were six (6) workstations and only five (5) are needed. With the use of standing desks and the nature of the work that employees are performing, there is a greater need for more work surface area. All of the existing parts of the cubicles are interchangeable and can be used to rebuild the new stations. This request is specifically to purchase larger desktop work surfaces, hardware, and labor.

PMT: Agency

The Board approved item on request.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation – Requested Board approval and confirmation of voluntary resignation of Ms. Haley Baker, Administrative Assistant 2 effective May 16, 2016.

PMT: Agency

The Board approved item on consent.

B. Voluntary Resignation – Requested Board approval and confirmation of voluntary resignation of Ms. Angie Breckler, Human Resource Manager effective June 10, 2016. Ms. Breckler and family are moving to Oregon. It has been a pleasure to have Ms. Breckler as part of the Delaware General Health District Team; Ms. Breckler's contributions will help to propel the Health District into the future.

PMT: Agency

The Board approved item on consent.

C. Voluntary Resignation – Requested Board approval and confirmation of voluntary resignation of Ms. Melissa Smetioux, Public Health Nurse 3 effective May 27, 2016.

PMT: Agency

The Board approved item on consent.

D. Intern (Zika) - Requested Board confirm employment of Ms. Anna Poptic to fill Intern position within the Environmental Health Division, 40 hours a week, \$12.75/hour (pay grade A4) effective May 9, 2016.

PMT: Agency

The Board approved item on consent.

E. Intern (Mosquito) - Requested Board confirm employment of Ms. Amelia Staats to fill Intern position within the Environmental Health Division, 40 hours a week, \$12.75/hour (pay grade A4) effective May 9, 2016.

PMT: Agency

Action Requested: Consent approval

F. Temporary Assignment – Requested Board approval of an increase in salary of three percent (3%) (per policy) for Ms. Amy Whitney to temporarily assume the full duties of the Human Resources Manager effective June 13, 2016. This will allow the Health Commissioner and Director's time to complete a full analysis of the positions of Human Resources Manager and Benefits Specialist for the future benefit of the agency. Additionally, to authorize the Health Commissioner to post open positions of either the Human Resources Manager or Human Resources Specialist or Benefits Specialist and/or an Administrative Assistant II or III upon completion of the analysis.

Mrs. Hiddleson reported that Leadership is currently reviewing the structure of the Human Resources Manager and Benefits Specialist positions. Based on staff discussions thus far, it has been recommended that these two (2) positions could be combined into a Human Resource Officer position ('officer' versus 'manager' due to removal of 'supervisor' responsibilities). Both current employees within these positions have completed time studies. Results indicated that the two (2) positions could be combined in combination of transferring the administrative portions of the Benefits Specialist position to an existing Administrative Assistant (or perhaps hiring an Administrative Assistant). Additional time studies will need to be completed to assure proposed changes meet the needs of the agency.

After discussion, the Board decided to approve three percent (3%) temporary increase for Ms. Amy Whitney effective June 13, 2016 during the posting and filling of the Human Resources Officer position. It was the consensus of the Board that filling the Human Resources Officer position first will help identify current position needs in a manner that is cognizant of staff perceptions of "top heaviness" and "lack of promotional opportunities" per the Culture Survey. Further, Board recommended action will be at the July 28, 2016.

PMT: Agency

Mr. Blayney moved to approve a three percent (3%) temporary increase effective June 13, 2016 for Ms. Amy Whitney during the interim of posting and filling the Human Resources Officer position. Dr. Hickman seconded the motion. The motion carried unanimously.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. 2016 NACCHO Immunization Group and National Vaccine Advisory Committee Meeting- Requested Board approval for Mrs. Shelia Hiddleson to attend the 2016 NACCHO Immunization Group Meeting and National Advisory Committee Meeting which is being held June 6-8, 2016 in Washington DC. Inclusive dates of travel are June 5-9, 2016. Ms. Hiddleson is a member of the NACCHO Immunization Group and this is the annual in-person meeting. The request is time only as all expenses are paid by NACCHO.

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 February 23, 2016. Updates included four (4) new hires and seven (7) resignations. A copy of the updated Position Series Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Long-term Disability and Dental Insurance – Requested Board approval to maintain current Board of Health pick up for both the Long-term Disability and Dental insurance plans.

PMT: Agency

The Board approved item on consent.

C. Health Insurance – To start this discussion; please remember that two (2) years ago the Board voted that all employees shall pay fifteen percent (15%) of the cost of health insurance. At the time, family coverage employees were paying nineteen and half percent (19.5%) of coverage cost and all the "others" (single, employee + children and employee + spouse) were paying seven and half percent (7.5%). Last year, the agency moved family coverage to paying seventeen and a quarter percent (17.25%) and the "others" paying eleven and a quarter percent (11.25%). This July the final change will go into effect where all employees will be paying fifteen percent (15%). Currently, the agency has fifteen (15) employees with family coverage and forty-five (45) employees with the "others" coverage.

Through five (5) months of this year, the agency paid \$335,221 for employee health insurance. This averages to \$67,044 per month times twelve (12) months and the agency expects to pay \$804,531 for employee health insurance for twelve (12) months at current rates. Because most employees with health insurance did everything asked which includes employee spouses, the agency earned a five percent (5%) discount for the new health insurance benefit year starting July 1st. Anthem did raise the rates three percent (3%) resulting in a net two percent (2%) decrease and a savings to the agency of \$16,091 (2% x \$804,531 = \$16,091).

Anthem has also put on the table another offer for an additional three percent (3%) savings. Anthem has already said that beginning July 2017, a number of the covered prescription meds move up to a higher tier or will not be eligible for coverage. If the agency is agreeable to this change effective July 2016, Anthem will give the agency that additional three percent (3%) starting July 1st of this year. Another three percent (3%) discount equates to another \$24,136 savings for the agency.

Anthem has reported that \$4,646 paid for thirty (30) prescriptions that will be moved to a higher tier. Anthem also reported \$6,276 paid for fifty-four (54) prescriptions on meds that are being removed from Anthem's formulary. In summary, the agency is able to receive a \$24,136 savings if the agency allows Anthem to increase rates to employees by \$10,922. Again, Anthem has already indicated this will occur July 2017 whether the agency accepts it this year or not. Anthem has also indicated that the employee can have prescribing doctor write a letter explaining why the employee cannot take the Anthem suggested generic and will consider each letter written.

To lessen the impact to employees, the agency is proposing the following:

Current Board approved incentives give each employee who assisted with meeting the objectives to earn the initial five percent (5%) discount \$4 per pay discount on the employee's portion of health insurance contribution plus another \$3 if employee spouse did the same. With the number of employees who did this, the agency would give \$4,160 of discounts to these contributing employees. The agency is proposing a fifty percent (50%) increase in this number so employees will get \$6 per pay and spouse will have earned \$4.50 if employee/spouse contributed to earning the five percent (5%). Instead of \$4,160, the agency would give back to the employees \$6,240 which is an increase of \$2,080.

Because the agency's employees are going to bear the brunt of these increased prescription costs, the agency also proposes a \$100 increase to each employee's Flexible Spending Account (FSA) (currently the agency contributes \$200 to each employees FSA or like program) (employees not on agency health insurance can get reimbursed the \$200 for making health improvement purchases). If all seventy-seven (77) employees (which will not happen) take advantage, that would be an additional \$7,700. The agency's FSA program currently matches up to \$200 dollar for dollar with the employee's contribution to the program.

In summary, the agency has the opportunity to reduce total agency health insurance bill by \$40,227 (\$16,091 + \$24,136 = \$40,227). The agency will also see a reduction in net health insurance cost in that forty-five (45) employees will see employee contribution go up three and three quarters percent (3.75%) while fifteen (15) employees will see employee contribution go down two and a quarter percent (2.25%). In return, the agency would like to increase the employee incentives by \$9,780 (\$2,080 + \$7,700).

The Board discussed the above outlined insurance options. Discussion included Dr. Hickman reviewing the list of medications that would be changed based on Anthem's new formulary. Dr. Hickman reported that most of the medications do have generic version availability and majority function well with generic version. In addition, Dr. Hickman expressed that it is in individuals best interest to be pro-active related to prescribed medication and it is best to address medication questions/coverage issues at the time of office visit. Further, it was consensus that an increase of \$100 Board contribution to employees' Flexible Spending Account (or preventative health measure) would help deflect increased employee premium contribution and/or changes to medication tier(s) as outlined in narrative of 6.023 C. It was also noted this may also have a positive impact on employee morale. The Board was further in consensus to take a advantage of the additional three percent (3%) decrease by opting to accept new prescription formulary in 2016 versus mandatory acceptance in calendar year 2017 as well as employee incentives as outlined in 6.023 C.

In summary, the Board was in consensus to accept new prescription formulary in 2016 versus mandatory acceptance in 2017 and contribution to Flexible Spending Account and/or preventative health measure from \$200 to \$300 and ERC program contributing employees' premium incentive discount(s). In addition, each employee that enrolls for health care coverage will contribute fifteen percent (15%) of health insurance premium and the Board of Health will contribute eighty-five (85%).

PMT: Agency

Dr. Hickman moved to approve accepting Anthem's new medication formulary in 2016 versus 2017 in order to gain an additional three percent (3%) premium discount; increase Employee Flexible Spending Account and/or preventative health measure Board yearly contribution from \$200 to \$300; ERC program contributing employees' premium incentive discount; and health insurance premiums for staff at fifteen percent (15%) and eighty-five percent (85%) pick-up by the Board. Mr. Wisener seconded the motion. The motion carried unanimously.

6.04 SPECIAL REPORTS

A. 2015 Child Fatality Review Report - There were nine (9) child death cases that were reviewed in 2015, down from fifteen (15) cases the previous year. Three (3) of the nine (9) cases were considered preventable. A copy of the 2015 Child Fatality Review Report was provided to the Board.

**PMT: Quality/Reporting
Information only**

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

6.052 POLICIES

A. Bylaws – Requested Board approval of the updated Board of Health Bylaws which was provided for review at the April 26, 2016 meeting. The Board was provided a copy of the Board of Health Bylaws.

Mr. Blayney requested the Board of Health Bylaws be amended to include that Board of Health meeting will last no longer than two (2) hours. The Board was in consensus to acquiesce Mr. Blayney's request.

PMT: Agency

Mr. Blayney moved to approve the Board of Health Bylaws as submitted and as amended with language to include that meetings will last no longer than two (2) hours. Mr. Wisener seconded the motion. The motion carried unanimously.

B. Affirmative Action Plan - Requested Board approval of the agency's updated Affirmative Action Plan. A copy of the updated Affirmative Action Plan was provided to the Board. Changes include to update plan, then re-emphasize and have briefings of plan with Managers and also send to all staff bi-annually or when there is an update rather than annually, however, Human Resources will continue to review plan annually to ensure compliance with laws and solicit input from Managers regarding this plan as needed. Added to the plan is a current Equal Employment Opportunity Utilization Report that better reflects the local work area in relation to the staff at Delaware General Health District as well as new recruiting sources that are now being utilized to increase the diversity of Health District talent pool.

PMT: Agency

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2013-06 Public Policy Statement on Tobacco Products – Requested Board approval of amended Resolution 2013-06 Public Policy Statement on Tobacco Products. A copy of Resolution 2013-06 was provided to the Board. The position paper was drafted in collaboration with the Delaware County Tobacco-Free Coalition. Mr. Burke reported that the Board had previously requested statistics related to how many entities sold tobacco products within Delaware City limits. Mr. Burke reported that twenty-seven (27) entities sell tobacco products within Delaware City limits.

Dr. Hickman reported that past efforts of Public Health have made giant strides toward reducing smoking. However, those efforts have been severely hindered deterring adolescents from smoking with the introduction of vapor and/or e-cigarettes. The Board was in consensus that Health District programming that can contribute additional support to already existing programs (such as DARE and TARS programs) is a positive for the community.

PMT: Agency/Community

Dr. Hickman moved to approve Resolution 2013-06 Public Policy Statement on Tobacco Products. Mr. Wisener seconded the motion. The motion carried unanimously.

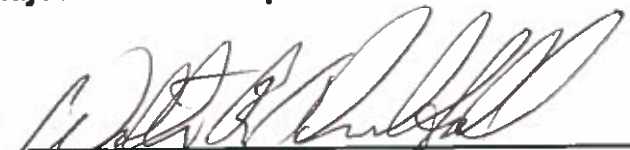
B. Resolution 2016-02 Authorizing Pre-Tax Deductions for Medical, Dental, Vision and Flexible Spending Account (FSA) - Requested Board approval of Resolution 2016-02 authorizing pre-tax deductions for medical, dental, vision and FSA withholdings for 2016. A copy of Resolution 2016-02 was provided to the Board.

PMT: Agency


The Board approved item on consent.

ADJOURN

Ms. Smith moved to adjourn. Ms. Voegelé seconded the motion. The motion carried unanimously. The meeting adjourned at 8:12 pm.



President



Secretary