

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 7:02 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 Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Joan Bowe, Director of Personal Health and Nursing; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Ms. Pam Shears, Administrative Services Manager; Ms. Abby Crisp, Health Educator 1; Ms. Abbey Trimble, Health Educator 2; and Ms. Lisa Brown, Administrative Assistant 5.

1.02 CONSENT ITEMS

- 6.015 A Expenditures**
- 6.016 A Inventory**
- 6.021 A-B Authorization/Employment**
- 6.022 A-B Reclassification/Promotion**
- 6.03 A Contracts**
- 6.053 A Resolutions**

Info Only:

- 6.035 A Environmental Health**

Mr. Blayney moved to approve the consent agenda and agenda as submitted. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Blayney moved to approve the May 2016 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Ms. Smith moved to approve the May 2016 bills. Mr. Blayney seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS**2.01 HEALTH COMMISSIONER**

A. Quality Indicators – Ms. Hiddleson reported the Quality Indicators results were received and all were of a positive nature.

PMT: Quality/Agency

Info Only

B. National Association of Local Boards of Health (NALBOH) Survey – NALBOH has completed an organization restructure and has recently circulated a survey. Ms. Hiddleson reminded the Board members to complete the survey as NALBOH would greatly appreciate the response.

PMT: Quality

Info Only

C. Building Foundation Repair – Mr. Knowlton reported that estimates and research is being completed regarding the East side basement wall in 3 West Winter. Preliminary results are suggesting foundation repair; however, it is further being sought that replacement of the sidewalk in front of 3 West Winter and slope grading in the alley way may address current issues. The steps and joist repairs have been completed. In addition, ceiling repairs are needed in ladies restroom (1 West Winter).

PMT: Agency

Info Only

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. Dr. Hickman seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.01 FINANCE

6.015 EXPENDITURES

A. Nightingale Notes Software License - Requested Board approval to expend up to \$2,569 Public Health funds to purchase three (3) additional software licenses for Nightingale Notes, the electronic health record system. With additional nursing programs using N Notes to track client data and progress there is a need for additional licenses to allow more staff to be in the system at one time. This is a pro-rated amount that will provide expanded access from August 1, 2016 through the end of this years' service agreement at the end of January 2017. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Staff Development / Winter Educational Conference - Requested Board approval to expend up to \$5,000 Board Management funds for expenditures to be incurred for the Winter Educational Conference. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Remove Laptop Computers - Requested Board approval to remove laptop computers that are no longer functional. A copy of a summary list of items to be removed was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Health Educator 1 - Requested Board approval to confirm employment of Ms. Abby Crisp to fill the Health Educator 1 - Injury Prevention position within the Community Health Division, 40 hours a week (100% FTE), \$17.00/hour (pay grade C3) effective June 27, 2016.

PMT: Agency

The Board approved item on consent.

B. Health Educator 2 - Requested Board approval to confirm employment of Ms. Abbey Trimble to fill the Health Educator 2 – Creating Healthy Communities position within the Community Health Division, 40 hours a week (100% FTE), \$19.58/hour (pay grade C5) effective June 20, 2016.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition – Requested Board approval to promote with competition Ms. Sue Nichols from Public Health Nurse 2 (pay grade C8) to Public Health Nurse 3 (C9) within the Personal Health Division. Effective July 2, 2016, Ms. Nichols' new hourly rate will be \$27.63/hour after receiving a pro-rated performance appraisal and 5% promotion with competition increase. Annual performance appraisal date will change to one year from the effective date of promotion with competition, July 2, 2016.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Holony Media (Health District's host) - Request Board approval to enter into contract with Holony Media for a one-time cost of \$25,500.50 for the Health District's website redesign and \$184/month maintenance charge to be paid for by Public Health funds. The content management system (CMS) for the current Health District's website does not have the capacity to update important health information and emergency alerts. The current CMS is not user-friendly and inhibits the ability of the Public Information Officer and Multimedia Specialist to rapidly deploy new landing pages and easily manages website content, events, and resources. According to Google analytics,

the current Delaware General Health District website experiences an extremely high bounce rate (leaving the website within seconds) due to it not being responsive (mobile friendly). This proposal will also consolidate the GoHealthy website into the current Delaware General Health District website; therefore, streamlining content and increasing efficiency. There were three (3) separate bids solicited ranging from \$19,000 to \$120,000, Holony was chosen for the depth of content within the proposal and the local nature of the business, so response time for any issues will be minimized. A copy of the Holony Media proposal was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Leadership Retreat – Requested Board approval to allow the Health Commissioner to negotiate and execute contract to conduct a Leadership Retreat in an amount not to exceed \$7,000 Board Management funds and to set the appropriation. The Leadership Retreat will highlight team building skills. Expenditure is budgeted.

PMT: Quality/Agency

The Board approved item on consent.

6.035 ENVIRONMENTAL HEALTH

A. Sewage Appeals Board Member – Mr. Burke reported that the remainder of the two year term of Mr. Larry Cline, who passed away recently, for the Sewage Appeals Board, has been filled. Per ORC 3718.11, one Sewage Appeals Board member must be appointed by the Health Commissioner. Mr. Mark Chandler, Operations Superintendent for the Delaware County Regional Sewer District has agreed to serve the remainder of the term which is until January of 2017.

PMT: Engagement/Agency

Info Only

6.053 RESOLUTIONS

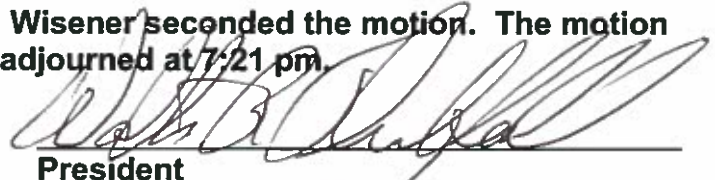
A. Resolution #2016-02 The Board of the Delaware General Health District Approving Application to SourcePoint - Requested Board approval of Resolution 2016-02. A copy of Resolution 2016-02 was provided to the Board. SourcePoint specifically requests that all applicants receive Board permission to apply for grants. A grant from SourcePoint designed to address falls prevention within Delaware County was applied for on June 15, 2016. The grant will provide the agency with funding (\$9,937) to cover a portion of salary of staff conducting the "A Matter of Balance" program and falls risk screenings for seniors and support costs that will enhance the programs.

PMT: Agency

The Board approved item on consent.

ADJOURN

Dr. Hickman moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 7:21 pm.



President



Secretary