



1.0 CONVENTION

The meeting was held at the 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; Ms. Fleischer; Ms. Howerton; Ms. Karr; Ms. Smith; Mr. Wisener; and Dr. Hickman. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Joan Bowe, Director Personal Health and Nursing; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Ms. Korin Reed, Public Health Nurse 2 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.01 CALL TO ORDER

1.02 CONSENT ITEMS

- 6.012 A-B Appropriations**
- 6.016 A Inventory**
- 6.021 A-D Authorization/Employment**
- 6.022 A Reclassification/Promotion**
- 6.023 A-E Tuition Reimbursement/Staff Development**
- 6.025 A-C Salary Scale/Policies/Benefits**
- 6.033 A-C Community Health**
- 6.053 A Resolutions**

Info Only

- 2.02 B Finance**
- 6.025 D Salary Scale/Policies/Benefits**
- 6.034 A Personal Health**

Item 6.012 C Appropriation / Swimming Pools and Item 6.032 B Admin Facilities / Executive Session were added to the 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

Mr. Wisener moved to approve the July 25, 2017 minutes. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Fleischer moved to approve the July 2017 bills. Mr. Wisner seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

The Board was provided a copy of the monthly Thank you and Recognition report.

Ms. Joan Bowe introduced new employee, Ms. Korin Reed, Public Health Nurse 2.

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.

B. Delaware General Health District FTE Report – A copy of the FTE report was provided to the Board.

PMT: Agency

Information only

3.02 BOARD COMMITTEES

A. Finance Committee – The Finance Committee met August 29, 2017.



6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Maternal & Child Health (MCH) - Requested Board approval to request \$50,443 of new expense appropriation and a new Public Health fund account from the Auditor's office to use for funds from the Maternal & Child Health (MCH) grant. Ohio Department of Health (ODH) has said the only funds Delaware General Health District (DGHD) will be receiving from the MCH grant will be from completing "deliverables" as defined by the MCH grant and ODH. These "deliverable" payments are based upon achieving predetermined goals and DGHD does not report the expenses involved in achieving the "deliverables". Since the expenses do not have to be reported to ODH and deliverable payments do not have to be deposited to the separate MCH account, DGHD would prefer to use the a Public Health fund to ease tracking of all MCH expenses and revenues while maintaining the flexibility of a Public Health account (shared appropriation and shared cash resources). The net change in salary exposure to DGHD is zero from current status. A copy of the Budget Revision sheet was provided to the Board.

Last month DGHD requested the same Public Health account for PHEP. Upon Board approval the request was made to the Auditor's office. The Auditor's office requested that DGHD get the fund number in advance so the Board can approve the appropriation request for a specific fund. That being said PHEP was issued fund # 70225228. MCH was issued fund # 70225557. Approval of this MCH appropriation request will also include approval of these two fund numbers.

PMT: Agency

The Board approved item on consent.

B. Safe Grant - Requested Board approval to shift some of the line item appropriations of the Safe Grant (71351515) expense appropriation. This change is necessary to bring line item expenses in line with current expenditure plans. A copy of the Budget Revision sheet was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Swimming Pool – Requested Board approval to move a couple line item appropriations in the Swimming Pool Fund (70851508) expense appropriation. This change is necessary to bring line item expenses in line with current expenditure plans. A copy of the Budget Revision sheet was provided to the Board.

Mr. Wisener moved to approve Swimming Pool appropriation as outlined in item 6.012 C. Ms. Smith seconded the motion. The motion carried unanimously.

6.016 INVENTORY

A. Remove Computer Equipment from Inventory - Requested Board approval to remove computer equipment. A summary list summarizes equipment to be removed was provided to the Board. The agency has received approval from the State for all equipment purchased with State funds.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Retirement / Mr. Roger Wren - Requested the Board accept the retirement of Mr. Roger Wren, IT Specialist 3 effective September 29, 2017. Mr. Wren is retiring after 30 years in public employment. A reception will be held on Thursday, September 28 from 3:30 – 5:30 p.m. in the basement training room of 1 W. Winter Street. Board members are invited to attend and wish Mr. Wren well.

PMT: Agency

The Board approved item on consent.



B. IT Specialist 2 / Mr. Todd Goodsite – Requested Board approve employment of Mr. Todd Goodsite to fill full-time permanent IT Specialist 2 position within the Administrative Division, which is vacant due to the promotion of Mr. Wes Stone. Position is 40 hours a week (100% FTE), to be paid out of Public Health Funds. Pay grade B(IT)2), \$ 24.43/hour with total annual salary of \$86,526.00 including benefits. Maybe adjusted depending upon benefits selected. Start date effective September 5, 2017.

PMT: Agency

The Board approved item on consent.

C. New Hire / Part-Time Public Health Nurse 2 / Ms. Michaela Klingel – Requested Board approval to hire Ms. Michaela Klingel to fill Public Health Nurse 2 part-time permanent position within the Personal Health Division. This position is 24 hours a week (60% FTE), \$22.14/hour (pay grade C8) effective September 5, 2017. Position is funded 97% 70225555 (Clinic Services) and 3% 71551527 (IAP) with a total annual salary and benefits not to exceed \$42,225. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

D. New Hire / Part-Time Permanent Custodian/Maintenance 1 - Requested Board confirm employment of Mr. Mike Nelson to fill the part-time permanent Custodian/Maintenance 1 position created by the Board on April 25, 2017. The position is 20 hours a week (50% FTE), \$13.91/hour pay grade A3 effective August 28, 2017 within the Admin Division. Position is 100% funded by 70225113 (Facility) with a total annual salary and benefits not to exceed \$26,150. Final amount will be dependent upon benefit options selected.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition – Requested Board approval to promote with competition Mr. Wes Stone from IT Specialist 2 (pay grade B(IT)2) to IT Specialist 3 (pay grade B(IT)3) within the Administrative Division. Effective October 1, 2017 Mr. Stone's new hourly rate will be \$27.90 per hour after 5% promotion with competition increase. Mr. Stone's next annual performance appraisal date will be one year from the effective date of promotion with competition to October 1, 2018 and will then resume to the universal date of September 1.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Megan Edwards - Requested Board approval to expend up to \$630.00 funds for Ms. Megan Edwards to attend the PIO ICS 290-291 conference in Hamilton Ohio on September 27-29, 2017. This conference is applicable to Ms. Edwards serving as backup PIO and will teach the value of communication before, during and after an incident and directly related to Strategic Plan goal of Workforce Development. Expenses include conference/registration (\$0); hotel (\$260.40); meals (\$147.00); and parking (\$90.00). A copy of the Out of Health District and/or State Approval form was provided to the Board. Expenditure is budgeted.

PMT: Quality

The Board approved item on consent.

B. Strength Finders Training / Environmental Health Division - Requested Board approval up to \$1500 in Public Health Funds to purchase Strength Finders Training for the Environmental Health staff retreat on November 3, 2017. This includes \$500 for a trainer from Ohio State University and \$1000 for books and an on-line test/survey for each staff. This is the same training that Community Health and Personal Health Division has had approved. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.



C. Conference / Environmental Health Staff - Requested permission to expend funds to send Ms. Melissa Adams; Mr. Dustin Kent; Ms. Shannon Self; Mr. David Letterle; and Mr. Aaron Decker to the Ohio Environmental Health Association (OEHA) Annual Fall Conference. The conference is at the Nia Conference Center at Kalahari Resort in Sandusky, Ohio. The conference is October 12 and 13th. Mr. Dustin Kent is requesting two (2) night stay due to being on the planning committee; all others are one (1) night

stay. Conference fee is \$125 per person for both days. Lodging and meal reimbursement are per policy, however the per diem rates for October 2017 are not available yet. It is estimated at \$120 per person for lodging. Dinner is the only meal not provided. Per diem estimate is \$24 per person per day for dinner for Sandusky, Ohio. Actual per diem rates will be used when reimbursing staff. Those attending the conference are aware he/she will need to cover the difference. Staff will share rooms where possible to reduce lodging cost. Public Health Funds (Food and Sewage programs).

PMT: Agency/Community

The Board approved item on consent.

D. Tuition Reimbursement / Ms. Abby Crisp - Requested Board approval for tuition reimbursement per policy and to waive the requirement for a thirty (30) day notice prior to the start of the course for Ms. Abby Crisp, Community Health Specialist 1. Ms. Crisp is pursuing a Master in Public Health (MPH) Degree with a concentration on Epidemiology through the University of South Florida (all classes online). This is an accredited program through the Council on Education for Public Health (CEPH). Ms. Crisp begins classes in August of 2017. The program will likely take three years to complete. Total cost of tuition is \$26,000 for the entire program. Ms. Crisp is a valuable member of the Community Health Division and has the support of the Community Health Director and the Health Commissioner in this request. Policy states "...annual reimbursement not to exceed \$3,000."

PMT: Agency

The Board approved item on consent.

E. Conference / Ms. Emily Jesson - Requested Board approval to expend up to \$750 Public Health funds for Ms. Emily Jesson to attend the Lactation Counselor Training in Columbus, OH on February 5-9, 2018. This training will support the Newborn Home Visiting Program when the WIC Peer Helper is unable to assist and directly related to Strategic Plan goal of supporting the Community Health Improvement Plan through Access to Care and Obesity Prevention. When course and testing is complete Ms. Jesson will be a Certified Lactation Counselor. Expenses include conference/registration (\$575); testing fee (\$120); and textbook (\$55). Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Clothing Policy - The Board approved a new Clothing Policy in February 2017; protective boots was inadvertently left out of the new policy. A copy of the updated Clothing Policy was provided to the Board that identified changes by red text and green text.

PMT: Agency

The Board approved item on consent.

B. Position Series Control Plan - Requested Board approval of the updated Position Control Plan which includes updates since March 28, 2017. All changes are denoted by yellow highlight which includes one (1) retirement; one (1) resignation; nine (9) new hires; and six (6) promotions. A copy of the updated Position Series Control Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.



C. Personnel Policies / 506 Compensatory Time - The County Auditor alerted the Delaware General Health District Fiscal staff of a rule in the Ohio Revised Code (ORC) related to compensatory time and the need to pay out balances within 180 days of earnings. Upon closer review it was noted that ORC 4111.03 (C) allows the appointing authority to declare it's intent to not follow this provision in 4111.03 (B). The current policy allows staff to carry compensatory time balances not to exceed 120 hours, but does not set a limit on days. Currently, the highest balance for a Delaware General Health District employee is 25.88 hours. Mr. Penkal, Assistant Prosecuting Attorney, has suggested the language below as the official Board declaration and leadership staff recommended the following changes to section 506 of the Personal Personnel Policies identified below in red text.

506 Compensatory Time (formerly known and referenced to as accrued)

A. Employees will be compensated for work activities exceeding his/her normal schedule; additional hours will be paid according to overtime rules **pursuant to Ohio Revised Code § 4111.03(A)**. An employee may choose compensatory time in lieu of paid time **pursuant to the provisions set forth in this division of the Policy**.

B. Employees may earn compensatory time up to a maximum balance of one-hundred twenty (120) hours. Employee will not be eligible to earn additional compensatory time until he/she has reduced his/her balance below the maximum balance level of one-hundred twenty (120) hours. Employees may request cash out payment of his/her compensatory balance at any time as long as the request is for a minimum of eight (8) hours. Compensatory cash outs will be paid at the employee's current rate of pay and in accordance to Ohio Public Employees Retirement System (PERS) rules. Payment request must be submitted to the Fiscal Division and will be processed the pay period following the request.

C. A leave without pay will not be granted until all eligible accumulated leave has been exhausted.

D. In accordance with Ohio Revised Code § 4111.03(C), the Board hereby declares that the Board shall not be bound by Ohio Revised Code § 4111.03(B). The calculation and payment of overtime shall be governed by the provisions set forth in this division of the Policy. This declaration allows staff to carry balances beyond the one-hundred and eighty (180) days specified in section B of ORC 4111.03.

PMT: Agency

The Board approved item on consent.

D. Table of Organization –The Table of Organization has been updated and reflects personnel changes since May of 2017. A copy of the updated Table of Organization was provided to the Board.

PMT: Agency

Information only



6.032 ADMIN/FACILITIES

A. Facilities Committee Report 2017 – Last month the Board was provided a copy of the Facilities Committee Report 2017 for review with anticipated discussion to take place at the August 29, 2017 meeting. To reiterate, this committee was established to review current and future building/parking/staffing needs of the agency. Completing the Facilities Report is part of Delaware General Health District's Strategic Plan; Strategy 1.4 Develop an agency facility plan to manage personnel and public access and community growth. The Board had a brief discussion regarding the options presented in the Facilities Report. Discussion included alternative locations for the Delaware General Health District that are most likely not viable options due to size, cost, and/or are not available at this time. The Board did favor the idea of having satellite offices perhaps in Sunbury and Powell; however, this would not be a fix to the overall issues with the agency's current location size and parking. The Board commended the agency's staff for utilizing the agency's current space to maximum efficiency. However, it is evident the building is at peak capacity and Delaware County growth is expected for the next several years. The Board also acknowledged and highly praised agency staff for preparing a very comprehensive written report.

PMT: Agency
Discussion only

B. Executive Session – Ms. Hiddleston requested Board enter into Executive Session to discuss the purchase or sale of property.

Mr. Blayney moved the Board enter into Executive Session to discuss the purchase or sale of property with Ms. Hiddleston; Mr. Burke; Ms. Keagy; Mr.

Knowlton; and Ms. Bowe to remain. Ms. Smith seconded the motion. A roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; Ms. Smith, yes; Ms. Fleischer, yes; Dr. Hickman, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered Executive Session at 7:55 pm.

Mr. Blayney moved to exit Executive Session. Ms. Fleischer seconded the motion. A roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Smith, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board exited Executive Session at 8:50 pm.

6.033 COMMUNITY HEALTH

A. Apply for Health Maternal & Child Health Continuation Grant - Requested Board approval to apply for the Ohio Department of Health *Maternal & Child Health (MCH)* continuation grant in the amount of \$50,443.00 for the funding period October 1, 2017 to September 30, 2018.

The goal of the grant is to eliminate health disparities, improve birth outcomes, and improve the health status of Ohio women, infants, children, youth and families. The grant will focus on the Blessings in a Backpack strategy that addresses food insecurity among elementary school children. If funded, the Community Health Division requests Board approval to expend grant funds according to the Notice of Award. The Board was provided a copy of the budget justification.

PMT: Agency
The Board approved item on consent.

B. Apply for Creating Healthy Communities Continuation Grant - Requested Board approval to apply for the Ohio Department of Health *Creating Healthy Communities (CHC)* continuation grant in the amount of \$103,927.10 for the funding period January 1, 2018 to December 31, 2018. The goal of the grant is to collaborate with a community coalition to implement Policy, Systems and Environmental (PSE) strategies in the areas of active living, healthy eating and tobacco-free living focused on the target areas of Delaware City South, Oxford Township and Village of Ashley, Harlem Township and Big Walnut Catchment Area. If funded, the Community Health Division requests Board approval to expend grant funds according to the Notice of Award. The Board was provided a copy of the budget justification.

PMT: Agency
The Board approved item on consent.



C. Apply for Injury Prevention Continuation Grant - Requested Board approval to apply for the Ohio Department of Health *Injury Prevention (IP)* continuation grant in the amount of \$69,000.00 for the funding period January 1, 2018 to December 31, 2018. The goal of the grant is to implement Policy, Systems and Environmental (PSE) strategies to reduce the burden of injury related to falls among older adults. Ms. Abby Crisp, Community Health Specialist 1, is the current full-time Injury Prevention Coordinator. In 2018, Ms. Crisp will transition to the full-time Creating Healthy Communities Coordinator. The Community Health Division submitted a proposal to the Ohio Department of Health (ODH) to fund the IP Coordinator at 50% (ODH funds) in 2018 with the other 50% (Public Health funds) focusing on strategies that will come out of the 2017 Community Health Assessment. The difference between the 2017 Personnel (\$54,040.97) versus 2018 Personnel (\$44,021.00) is \$10,019.97 that would need to come out of Public Health funds. The proposal was approved by the ODH. If funded, the Community Health Division requests Board approval to expend grant funds according to the Notice of Award. The Board was provided a copy of the budget justification and ODH proposal.

PMT: Agency

The Board approved item on consent.

6.034 PERSONAL HEALTH

A. The Board previously approved Ms. Jody Lenko's Certified Lactation Counselor training for July 2017. The class was full Ms. Lenko wait listed. The class will be available in Columbus again on Feb 5-9, 2018. Given the increased notice we will be able to take advantage of the early bird pricing which will reduce the overall cost from \$800 to \$750. There is a separate request on this agenda for Ms. Emily Jesson to attend the class also.

PMT: Agency

Information only

6.035 ENVIRONMENTAL HEALTH

A. Solid Waste Nuisance abatement. Mr. Burke reported that due to a couple of recent solid waste nuisances that have yet to be abated, staff discussed process options with the Prosecutor. The Prosecutor indicated a different route is possible that may expedite getting these type of nuisance abated. The Board was presented a copy two flow charts that outlined two different recommendations. Recommendations included continuing how the agency currently processes (labeled Solid Waste Complaint Process with Court) and the other labeled "...without court", is what the agency *could* do. The "...without court" option would involve a hearing by the Board and not go through the Prosecutor's office. Agency funds for abatement are ultimately a last resort in either option. The Board discussed the pros and cons of each option and concluded to continue with the agency's current process due to the possible influx of cost to the agency as it is highly probable that expended agency funds would not be recovered by the agency.

PMT: Agency/Community

Mr. Blayney moved to continue the agency's current process to abate solid waste nuisances. Ms. Karr seconded the motion. The motion carried unanimously.



6.04 SPECIAL REPORTS

A. Cultural Survey – Ms. Hiddleson reported that one of the Strategic Plan Priorities for Workforce Development is to "establish a learning culture where success is celebrated, learn from staff mistakes, and continuing education and professional development are encouraged and supported" and "we are empowered: new ideas are valued and decisions are made at every level of the organization. We have space, technology, and tools to effectively do our work." One of the Objectives of this priority was to improve the culture of the organization by 25 percentile points by the end of 2019. The Culture Survey reassessment results have been received and shared with the staff; Ms. Hiddleson is creating a Task Force to review the results in detail and formulate an action plan if needed. **The overall percentile increase in all indexes ranged from +23 to +75, with the average increase of 48.33 percentile points.** The action plan that was established in January 2016 has been fully implemented and the results are reflective of achievement of many of the steps. Ms. Hiddleson presented the survey results via a PowerPoint presentation. The Board commended staff on the improvements.

**PMT: Quality/Agency
 Discussion only**

6.053 RESOLUTIONS

A. Resolution 2017-06 to Certify Tax Levy – Requested Board approval of Resolution 2017-06 to Certify Tax Levy (attached). Be it resolved by the Board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund (70225111) in the amount of \$3,828,156 from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. The Board was provided a copy of the Resolution and Schedule A.

**PMT: Agency
 The Board approved item on consent.**

ADJOURN

Mr. Wisener moved to adjourn. Ms. Karr seconded the motion. The motion carried unanimously. The meeting adjourned at 8:51 pm.

Patricia E. Shyne, DE
 VICE PRESIDENT, FOR

 President

Shelina Hudson

 Secretary