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 7:00 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney; Ms. Fleischer; Mr. Wisener; Ms. Howerton; Dr. Hickman; Ms. Smith; and Ms. Voegele. Staff members present were: Mrs. Sheila Hildeslon, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Ms. Joan Bowe, Personal Health and Nursing Director; Mr. Dave Knowiton; Operations Director; and Ms. Lisa Brown, Administrative Assistant 5. Public in attendance: Dr. Robert Crane, MD.

1.02 CONSENT ITEMS
6.012 A Appropriations
6.015 A Expenditures
6.016 A Inventory
6.021 A-E Authorization/Employment
6.022 A Reclassification/Promotion
6.023 A-B Tuition Reimbursement/Staff Development
6.024 A Leave of Absence
6.053 A-C Resolutions

Info Only
6.04 A Special Reports
6.052 A Policies

Items 6.053 D and 6.054 A were added to the agenda. Mr. Blayney moved to approve the consent agenda and agenda as submitted and amended. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES
A. Mr. Blayney moved to approve the March 2016 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS
A. Mr. Blayney moved to approve the March 2016 bills. Mr. Wisener seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS
2.01 HEALTH COMMISSIONER
The Board was reminded that the Health District's Spring Education Conference is Friday, April 29, 2016 and all members are more than welcome to attend. The day's event includes performing a full-scale emergency response exercise to focus on Point of Dispensing.

New Board of Health members were assigned a mentor as follows: Mr. Blayney volunteered to mentor Mr. George Wisener and Ms. Dolores Smith volunteered to mentor Ms. Amy Howerton. Dr. Threlfall volunteered to be back-up.

The Board was provided a thank you and recognition summary as follows:

Visible Leadership: Mr. Adam Howard was recognized by Mr. Andrew Thomas, RS of Ohio Department of Health as follows: "You did such a great job last fall at the Southeast OEHFA talking about your efforts to get stakeholder input and develop a plan for O&M in your county that I occasionally suggest that people contact you to learn from your experiences. I believe you had indicated at SE OEHFA you would be willing to talk to other local health districts, and I hope your offer still stands.

Today I was speaking with Jeff Michaels from Morgan County and offered to pass along your contact information to him so that he can get in touch with you when he is ready to start developing his plan. I have copied Jeff on this email so he has your email address. Hopefully he will be able to connect with you at some point to discuss strategies that worked for you and things you considered as you developed your plan."
Ms. Shannon Self was thanked by Nationwide Hotel and Conference Center (Ms. Missy Thompson, Human Resource Manager) for the Person in Charge class. "We had some very positive feedback on providing this training to our group and the information".

Mr. Adam Howard received the 2016 State of Ohio Publication Award for an article published in the Ohio Journal of Environmental Health (Horizontal Isolation Distance Variance Effects on Sewage Treatment Systems). As part of the award, Mr. Howard received a very nice plaque.

Ms. Lisa Knapp, Orange Township Trustee recognized the Delaware General Health District's format for the 2015 Annual Report. "I just received the 2016 DGHD annual report and wanted to take a minute to say how great it looks! It seems to be in a different format from last year (although I can’t be sure). Easy to read, interesting, and eye-catching! Especially the 2015 public health numbers section”.

Ms. Shannon Self and Ms. Karle Sanders received a very nice thank from the students of Smith School Age Child Care for hand washing presentation.

The Ohio Wesleyan University Health Center Staff thanked Mr. Adam Howard and Mr. Travis Ivan for a presentation regarding Zika. "It was extremely informative and very well done”.

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

6.0 NEW BUSINESS
6.01 FINANCE
6.012 APPROPRIATIONS
A. WIC (70951509) -- Requested Board approval to increase expense appropriation by $12,745.83. State WIC increased the agency's grant by this amount to $589,008. These changes are necessary to bring the current budget in line with projected expenses and 2016 grant award. A copy of the budget revision sheet was provided to the Board.
PMT: Agency
The Board approved item on consent.

6.015 EXPENDITURES
A. Health District Sponsorship – Requested Board approval to expend up to $4,500 Public Health Funds to purchase Delaware General Health District sponsorship at the 2016 Delaware County Fair.
PMT: Community/Engagement
The Board approved item on consent.

6.016 INVENTORY
A. Remove Vehicles From Inventory – Requested Board approval to remove Delaware General Health District vehicles number 7; 9; 11 and 15 from inventory. These are the four (4) 2003 Dodge Stratus that were approved for sale by the Board on March 29, 2016.
PMT: Agency
The Board approved item on consent.

6.02 PERSONNEL
6.021 AUTHORIZATION/EMPLOYMENT
A. Voluntary Resignation – Requested Board accept Mr. Mitchell Briant's (Health Educator 2) resignation effective May 10, 2016.
PMT: Agency
The Board approved item on consent.
B. Voluntary Resignation – Requested Board accept Ms. Kelly Bragg’s (Health Educator 2) resignation effective May 6, 2016.
The Board approved item on consent.

C. Voluntary Resignation – Requested Board accept Ms. Alli Colvin (Administrative Assistant 2) resignation effective May 6, 2016.
PMT: Agency
The Board approved item on consent.

D. Confirm Employment – Requested Board confirm employment of Ms. Elisabeth Krull, to fill full-time (80 hours a pay period) Public Health Nurse 2 position within the Personal Health Division, $20.50/hour, pay grade C8, effective April 11, 2016.
PMT: Agency
The Board approved item on consent.

E. Confirm Employment – Requested Board confirm employment of Ms. Emily Jesson, to fill full-time (80 hours a pay period) Public Health Nurse 2 position within the Personal Health Division, $19.75/hour, pay grade C8, effective April 25, 2016.
PMT: Agency
The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION
A. Promotion Without Competition – Requested Board approval to promote without competition Mr. Aaron Decker from Sanitarian In Training (pay grade C3) to Registered Sanitarian 1 (pay grade C6) effective May 7, 2016. Mr. Decker has successfully passed the Registered Sanitarian exam and is functioning independently at the Registered Sanitarian 1 level. Mr. Decker’s new hourly rate will be $19.19 which is based on receiving 3% increase after a pro-rated performance appraisal. Mr. Decker’s annual performance date will change to one year from the effective date of promotion, May 7, 2017.
PMT: Agency
The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT
A. Conference - Requested Board approval to expend up to $407.52 Admin funds for Mr. JT Hillier to attend the FEMA Basic Public Information Officer Series conference in Summit County Ohio on May 3-5, 2016. There is no conference/registration cost. Expenses include hotel ($231.75), meals ($130.77) and parking ($45.00). A copy of the Out-of-Health District Travel and/or Overnight Approval Form was provided to the Board.
PMT: Agency
The Board approved item on consent.

B. Leadership Delaware – Requested Board approval to expend up to $1,650 Public Health funds for Ms. Kelsey Kuhlman and Ms. Heather Day to attend "Leadership Delaware County", a community leadership program of the Delaware Chamber of Commerce. The program is a nine month program, meeting one day per month with some special activities. Agency vehicle will be utilized for travel when appropriate.
PMT: Community/Engagement
The Board approved item on consent.

6.024 LEAVE OF ABSENCE
A. Unpaid Leave - Requested Board approval for Ms. Candice Myers, WIC Diet Tech, to go on Unpaid Leave for up to 272 hours (34 work days). Ms. Myers had a baby March 22nd and will exhaust paid leave April 27, 2016.
PMT: Agency
The Board approved item on consent.

6.04 SPECIAL REPORTS
A. 2015 Communicable Disease Report – The Personal Health Division has completed the annual Communicable Disease Report. A copy of the 2015 Communicable Disease Report was provided to the Board.
PMT: Agency/Quality  
Information Only

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

6.051 APPOINTMENTS

A. Board Committees – At the January 2016 meeting, the Board deferred confirmation of committee appointments until the new Board of Health members would have an opportunity to participate.

<table>
<thead>
<tr>
<th>Current Board Committees</th>
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<tr>
<td>Finance (3)</td>
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<tr>
<td>W Threlfall</td>
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<td>P Blayney</td>
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<tr>
<td>M Hickman</td>
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<tr>
<td>D Smith</td>
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*Mrs. Howerton, prior to confirmation, would prefer to attend a few meetings and then make decision for full appointment.

D Knowlton | S Hiddleson | S Burke | S Burke | S Hiddleson | S Hiddleson |
S Hiddleson | A Breckler | A Howard | | |

(*) Denotes Quorum

PMT: Agency
Mr. Blayney moved to approve appointments as identified in chart above in black and red text; vacancies will remain vacant at this time. Mr. Wisener seconded the motion. The motion carried unanimously.

6.052 POLICIES

A. Board of Health By-Laws – The Board of Health By-Laws have been updated. Updated language identified in red text. Board is requested to review at the April 26, 2016 meeting with final approval to be requested at the May 31, 2016 meeting. A copy of the updated By-Laws was provided to the Board.

PMT: Agency  
Information Only

6.053 RESOLUTIONS

A. Resolution 2011-02 Authorization by the Board of Health: Routine and Emergency Events (Delegation of Authority) – Requested Board approval of Resolution 2011-02. Updated language is identified in red text. A copy of Resolution 2011-02 was provided to the Board.

PMT: Agency  
The Board approved item on consent.

B. Resolution 2012-13 Variance Policy for Private Water System/Source Rules – Requested Board approval of Resolution 2012-13. Updated language is identified in red text. A copy of Resolution 2012-13 was provided to the Board.

PMT: Agency  
The Board approved item on consent.

C. Resolution 2012-10 Policy for Approval of All Sewage Treatment Systems - Requested Board approval of Resolution 2012-10. Updated language is identified in red text. A copy of the Resolution 2012-10 was provided to the Board.

PMT: Agency  
The Board approved item on consent.
D. At the March 29, 2016 Board meeting, Resolution 2013-06 Public Policy Statement on Tobacco Products that included language related to Tobacco 21 was submitted for Board approval. At that meeting, it was the consensus of the Board to table Resolution 2013-06 pending collection of statistics of other local, regional or national areas that have taken an active position regarding the Tobacco 21 bill. In response to the Board’s request, Dr. Robert Crane, MD attended tonight’s Board meeting and provided a presentation that summarized current states as well as cities within Ohio that have supported Tobacco 21.

Information Only

6.054 LEGAL ISSUES
A. Recalcitrants – Mr. Burke reported that as approved on March 29, 2016, recalcitrant Food Service Operations were referred to the Prosecutor and all have now renewed operating licenses. Looking to the future, the Environmental Health staff sought the opinion of the Prosecutor in regards to utilizing a Cease and Desist injunction method versus non-compliance letter issued by the Prosecutor (current method). At the request of the Board, Environmental Health staff will further research the details and applicable process in utilizing a Cease and Desist method which may have a greater impact/urgency in deterring delinquent renewals.

Information Only

ADJOURN
Ms. Smith moved to adjourn. Ms. Fleischer seconded the motion. The motion carried unanimously. The meeting adjourned at 8:10 p.m.

[Signatures]
President
Secretary