

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, Vice President; Mr. Wisener; Ms. Howerton; Dr. Hickman; Ms. Fleischer; Ms. Voegelé and Ms. Smith. Staff members present were: Ms. Shelia Hiddleston, 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. Lissie Krull, Public Health Nurse II; Ms. Emily Jesson, Public Health Nurse II; and Ms. Lisa Brown, Administrative Assistant IV. Public in attendance were as follows: Sheriff Russ Martin of Delaware County and Ms. Julie Krupp, B.S., OCPSII Drug Liaison of the Delaware County Sheriff's Office.

1.02 CONSENT ITEMS

- 6.012 A-C Appropriations
- 6.015 A-B Expenditures
- 6.023 A-E Tuition Reimbursement/Staff Development
- 6.025 A,C Salary Scale/Policies/Benefits
- 6.03 A-D Contracts

Info Only

- 6.025 B Salary Scale/Policies/Benefits
- 6.04 B Special Reports

Item 6.015 Expenditures C Sidewalk Repair and D HVAC Replacement 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

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

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

City to Village – Ms. Hiddleston reported that it is anticipated that Sunbury will become a City in 2020 and will then have an option to establish a Health District. However, there is also the option that Sunbury can continue to be serviced by the Delaware General Health District and the Health District is more than willing to continue to service the Sunbury area. It was the consensus of the Board that Ms. Hiddleston begin discussions with Sunbury officials regarding future plans and options upon Sunbury becoming a City in 2020.

Building Task Force – Staff have formed a Building Task Force to review development options for current facility and researching options of a new location/facility.

Kudos – The Board was provided a copy of the monthly summary of thank you and recognitions.

Retreat – It was the consensus of the Board that a Board of Health Retreat that typically occurs in October was not necessary this year as the Community Health Improvement Plan is on target as well as the Strategic Plan. In addition, a Community Youth Assessment is being developed and will launch later this year with the full Community Health Assessment in mid-2017. Delaying a Board of Health Retreat until October of 2017 will allow time for the Adult and Youth Assessment to be complete and data assembled for review.

New Employees - Ms. Joan Bowe introduced the two new Public Health Nurse II's as follows: Ms. Lissie Krull and Ms. Emily Jesson.

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. Mr. Dave Knowlton provided the Board a copy of the updated Delaware General Health District Levy Payment Report. Ms. Hiddleson reported that the 2015 State Audit has been filed and there were no deficiencies noted.

PMT: Agency

Mr. Blayney moved to accept the year-to-date finance report. Mr. Weisner seconded the motion. The motion carried unanimously.

3.0 BOARD REPORTS

3.02 BOARD COMMITTEES

A. Personnel Committee – The Personnel Committee met on August 18, 2016; recommendation(s) are listed later on the agenda.

PMT: Agency

Info Only

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Women, Infants & Children (WIC) – Requested Board approval to transfer expense appropriation line items on the current 2016 WIC Fund (70951509). This change is necessary to bring line item expenses up to date with changes in the program from the past year. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Creating Healthy Communities Grant (CHC) – Requested Board approval to transfer expense line appropriation items on the current 2016 Creating Healthy Communities Grant (71151511). This change is necessary due to the recent changes in program personnel. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Injury Prevention – Requested Board approval to transfer expense line items on the current 2016 Injury Prevention (71251512) appropriation. This change is necessary due to the recent changes in program personnel. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Lenovo Thinkpad Yoga Tablet Computer - Requested Board approval to expend up to \$1,115 Public Health funds to purchase a Lenovo Thinkpad Yoga tablet computer for use in nursing programs. Expenditure was not originally budgeted but adequate division funds are available. This tablet replaces a computer that is no longer operable.

PMT: Agency

The Board approved item on consent.

B. IT Training Resource KnowB4 Subscription - Requested Board approval to expend up to \$2,100 Public Health funds to purchase a three year subscription for an IT training resource, KnowB4. This product provides a mechanism by which test emails can be sent to staff, testing observation and actions relating to suspect emails. Staff will have the capacity to send out as many test emails as determined relevant as well as collect data. This information will assist IT staff in determining staff awareness of security threats through the Delaware General Health District's email system and development of additional training if needed. Expenditure is not budgeted.

PMT: Agency

The Board approved item on consent.

C. Sidewalk Replacement - Requested Board approval to expend up to \$6,000 Building funds to replace up to 400 square feet of sidewalk in front of 1 & 3 West Winter Street. One of the issues a number of contractors have said is that the water comes into Delaware General Health District basements from the broken and cracked sidewalks in front of agency's buildings. Staff have received one estimate to do this work and have requested two other estimates. Would like to get this completed before winter.

PMT: Agency

Dr. Hickman moved to approve expending up to \$6,000 for sidewalk repair. Ms. Smith seconded the motion. The motion carried unanimously.

D. HVAC Unit Replacement - Request Board approval to spend up to \$7,600 Building funds to replace HVAC unit in ceiling of 2nd floor of 1 West Winter. During remodeling of Environmental Health office this unit was fully exposed. It is over 20 years of age and parts are not available should need arise. Air Force One does all Delaware General Health District HVAC work as this entity was the low bidder back when Delaware General Health District replaced the bank's HVAC units. Staying with Air Force One enables the agency to have one preventative maintenance contract.

PMT: Agency

Mr. Blayne moved to approve expending up to \$7,600 to replace HVAC unit. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.02 PERSONNEL

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Tuition Reimbursement / Mr. Adam Howard - Requested permission for tuition reimbursement per policy for Adam Howard, Manager of the Residential Services Unit: Adam has been pursuing a Public Health Masters Degree through the University of Florida College of Public Health (all classes online). This is an accredited program through the Council on Education for Public Health (CEPH). Adam began classes in May of 2015. The program will likely take 3 years to complete. He is in his second year. Total cost of tuition alone is over \$28,000 for the entire program. The Board approved, per policy, \$3,000 tuition reimbursement last year. Adam continues to be excellent employee and the full support of the EH Director and the Health Commissioner in this request. Policy states "...annual reimbursement not to exceed \$3,000." The Personnel Committee has reviewed and recommends approval.

PMT: Agency

The Board approved item on consent.

B. Conference / Ms. Jenifer Way-Young - Requested Board approval to expend up to \$324.40 funds for Jenifer Way-Young to attend the Association of Ohio Recyclers conference in Perrysville, OH on October 24-25, 2016. This conference will focus on new technology that improves recycling and recent updates in the industry that will provide resources that can be passed along to DGHD clients. Expenses include conference/registration (\$150.00); hotel (\$100.57); and meals (\$73.83). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from DKMM funds.

PMT: Agency

The Board approved item on consent.

C. Conference / Ms. Abbey Trimble - Requested Board approval to expend up to \$349.40 funds for Abbey Trimble to attend the Health Educators Institute conference in Perrysville, OH on October 20-21, 2016. This conference will focus on new skills, information, and resources to provide comprehensive health education services in the community. Expenses include conference/registration (\$175.00); hotel (\$100.57); and meals (\$73.83). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from Creating Health Community grant funds.

PMT: Agency

The Board approved item on consent.

D. Conference / Ms. Abby Crisp - Requested Board approval to expend up to \$458.15 funds for Abby Crisp to attend the Matter of Balance Coaches training in Cleveland, OH on September 28-30, 2016. This training will provide the skills, information, and materials to provide Matter of Balance classes to older adults in the community. Expenses include hotel (\$291.25); parking (\$40.00) and meals (\$126.90). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from Injury Prevention grant funds.

PMT: Agency

The Board approved item on consent.

E. Conference / Ms. Abby Crisp - Requested Board approval to expend up to \$598.52 funds for Abby Crisp to attend the Tai Chi Coach training in Mentor, OH on October 14-16, 2016. This training will provide the skills, information, and materials to provide Tai Chi classes to older adults in the community. Expenses include conference/registration (\$230.00); hotel (\$224.07); and meals (\$144.45). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from Injury Prevention grant funds.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Exempt Law Passed / Reclassification and change in Personnel Policy – There are changes to the Exempt Law passed by President Obama effective December 1, 2016 that required the Health Commissioner and Human Resources to review all of Health District's exempt staff and the current salary schedule.

Currently, there are four exempt employees whose annual salaries do not meet the threshold due to being part time and there is no provision in the law to annualize a part time salary to a full time salary. Therefore, it is the recommendation of the Health Commissioner and Leadership Team to change all C Class employees to non-exempt to maintain equity amongst all C class employees. This could impact the agency financially, as extra hours will now be paid and may be paid at time and one half although the use of compensatory time will continue to be utilized whenever possible. Additionally, upon further study it was determined that the minimum salary of a C9 employee does not meet the minimum requirement as that annual salary is \$43,160 (new law is \$47,476). The Board of Health Personnel Committee reviewed this issue and staff recommendation. The Personnel Committee recommends approval of this change of all employees' less than D classification is non-exempt effective the pay period before December 1, 2016.

PMT: Agency

The Board approved item on consent.

B. Table of Organization – The Table of Organization has been updated which included resignations, new hires, and promotions. A copy of the Table of Organization was provided to the Board.

Information Only

C. Personnel Policies – Request Board approval of updated Personnel Policies Sections 800 to 1,000. The chart highlights the updates completed for Sections 800 to 1,000. A copy of the updated Personnel Policies and a copy of the chart summaries updates was provided to the Board. This submission concludes a complete review/update of Personnel Policies in its entirety. The Personnel Committee has reviewed the updates for Sections 800 to 1,000 and recommended approval.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Contract / Union County General Health District - Requested Board approval to enter into contract with Union County General Health District for the provision of internet services to the Delaware WIC program in the amount of \$50 per month in an amount not to exceed \$600 in a 12 month period upon review and approval of the Delaware County Prosecutor.

PMT: Community

The Board approved item on consent.

B. Contract-Addendums / Nurses – Contracts / Addendums to extend the length of contracts by another year for nursing services to assist with flu clinics and other programs as needed. Being pursued for Mr. Patrick Lingo, RN; Ms. Marilyn Bottorf, RN; Ms. Emmylou Kline, RN; Ms. Margaret Iverson, RN; and Ms. Linda Kovalchik, RN upon review and approval of the Delaware County Prosecutor.

**PMT: Agency
Information Only**

C. Contract / Ohio State University - Requested Board approval to enter into contract with The Ohio State University's Center for Public Health Practice in the amount not to exceed \$5,000 Public Health funds upon review and approval of the Delaware County Prosecutor. The contract will provide quality improvement training and technical assistance to the Health District staff.

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

D. Contract / Ostrander Implement & Farm Center, Inc. - Requested Board approval to enter into contract with Ostrander Implement & Farm Center, Inc. in the amount not to exceed \$5,520 in Creating Healthy Community grant funds upon review and approval of the Delaware County Prosecutor. The contract will provide labor and supplies to complete a multi-use path at Buckeye Valley Middle School.

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

6.04 SPECIAL REPORTS

A. Guest Speakers – Delaware County Sheriff Russell Martin and Ms. Julie Krupp, OCPSII Drug Liaison of the Delaware County Sheriff's office, provided a presentation related to the Drug Liaison duties and other substance abuse issues in Delaware County. Dr. Hickman recommended that the next issue of the Delaware General Health District's Physician Newsletter highlight Ms. Julie Krupp, Drug Liaison contact information and availability of assistance/job duties.

**PMT: Community
Information Only**

B. 2015-2019 Strategic Plan – Ms. Hiddleson reported that Leadership Team has completed a review of Return on Investment Tools and have developed an Assessment of Services and Programs tool kit. A copy of the tool kit was provided to the Board. Ms. Hiddleson reiterated that the tool kit was developed as part of an objective of Delaware General Health District's 2015-2019 Strategic Plan which is as follows:

The Delaware General Health District is known throughout the community and by the Health District's state and national peers for the Health Districts commitment to quality, and health and equity in all policies. The Health District's recognition as a Public Health Accreditation Board-accredited agency is sustained. Staff takes ownership for both performance and the performance of the agency. Staff understands how the Health District's individual work contributes to overall success. The Health District's performance management system includes measures from individual employee performance to community outcomes. The Health District implement evidence-based and best-practices and evaluate the outcomes. The Health District maximizes the use of limited resources to ensure the best return on investment. The data collected is used to identify ongoing quality improvement initiatives for the Delaware General Health District.

**PMT: Quality
Information Only**

C. Second Quarter Update of 2015-2019 Delaware General Health District Strategic Plan – A copy of the second quarter Strategic Plan progress report was provided to the Board.

**PMT: Quality
Information Only**

**D. Second Quarter Update of 2014-2018 Community Health Improvement Plan (CHIP) – A copy of the second quarter CHIP progress report was provided to the Board.
PMT: Quality
Information Only**

ADJOURN

Dr. Hickman moved to adjourn. Ms. Fleischer seconded the motion. The motion carried unanimously. The meeting adjourned at 8:15 pm.

Patricia E. Playon

Vice- President
Shelina L. Shedd

Secretary