

1.0 CONVENTION

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. Staff members present were: Mrs. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Ms. Joan Bowe, Personal Health and Nursing Director; Ms. Pam Shears, Administrative Services Manager; Mr. J.T. Hillier, Multimedia Specialist; Mr. Dave Knowlton; Operations Director; and Ms. Lisa Brown, Administrative Assistant 5. Public in attendance included thirty-eight (38) observing Ohio State University nursing students (attendance sheet attached).

1.01 CALL TO ORDER

A. Election of Officers – Mrs. Hiddleston announced that this is the annual re-organizational meeting of the Board. Dr. Hickman was re-appointed to the Board by the City of Delaware with term ending 2021; Mr. George Weisner (Radnor Township) was appointed to the Board by the District Advisory Council with term ending 2021; Ms. Amy Howerton (Trenton Township) was appointed to the Board by the District Advisory Council with term ending 2021. As a reminder, Ms. Rose Voegele was appointed to the Board by the City of Powell for a term of 2015-2020.

B. Nominations – In the absence of a nominations committee, the Board of Health members in attendance completed nominations as follows:

Mr. Blayney moved to nominate and appoint Dr. Walter Threlfall as Board President. Ms. Fleischer seconded the motion. The motion carried unanimously.

Ms. Fleischer moved to nominate and appoint Mr. Pat Blayney as Board Vice President. Mr. Wiesner seconded the motion. The motion carried unanimously.

1.02 CONSENT ITEMS

- 6.012 A-JJ Appropriations
- 6.015 A-G Expenditures
- 6.016 A Inventory
- 6.021 A Authorization/Employment
- 6.022 A Promotion Without Competition
- 6.021 A Tuition Reimbursement/Staff Development
- 6.025 A Salary Scale/Policies/Benefits
- 6.03 A Contracts
- 6.032 A-B Admin/Facilities
- 6.052 A Policies
- 6.053 A Resolutions
- 6.054 A Legal Issues

Info**6.04 A-B Special Reports**

Item 6.054 A Recalcitrants was removed from the consent agenda. Mr. Blayney moved to approve the amended consent agenda and agenda as submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Ms. Fleischer moved to approve the February 23, 2016 minutes. Mr. Blayney seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS**2.01 HEALTH COMMISSIONER**

Mrs. Hiddleston introduced new Board of Health members Mr. George Wisener and Ms. Amy Howerton. Both new Board members were provided an orientation and have met with the some of the agency's Leadership Team. A mentor will be assigned to each of the new members at the April 26, 2016 meeting. Members will also be appointed to the Board Committees.

A summary of received thank you and recognitions was provided as follows:

- An Environmental Health Residential Services customer thanked Ms. Lana Bishop for providing patience and thorough explanation regarding the remodel application process. The customer further indicated that Ms. Bishop's service made the process very easy.
- United Way thanked the Delaware General Health District for supporting the United 2015 Campaign with employee pledges of \$4,590.22 and special event donations of \$256.
- Ms. Stephanie DeGenaro was thanked by a customer. "Thanks so much Stephanie you are so awesome and such a great manager. Thanks for taking the time to help me I wish there were more people like you who were kind and who love working to hep [help] others!"
- The Quality Inn thanked Ms. Melissa Adams for providing assistance and guidance regarding the entity's pool operation. Furthermore, the customer was very grateful for the pool classes Ms. Adams recommended and will strive to have at least three-four employees trained. The customer expressed "I have appreciated all of your help over the year in these matters, and am truly grateful you "get" what goes on. I look forward to continuing business with you".
- Mr. Dustin Kent was thanked by Marcy Young of the Liberty Community Children's Center (daycare) for the Bed Bug presentation on March 16, 2016. "Thank You so much for the class. It was very educational and has brought a new light to several programs we are currently running. I will also share some of this information with United Way and several of the programs they are running".
- Health District staff that made a memorial donation in honor of Bob Morgan were thanked by the Morgan family.
- The Delaware General Health District and Nursing Division was thanked for providing a Health Fair at Ohio Wesleyan University.

Dr. Threlfall is a member of the Public Health Futures Committee and the work of this group continues. The Committee is facilitated by Senator Burke and has recently been reconvened after a two-year break. Dr. Threlfall reported that the first meeting consisted mainly of introductions of members and summarizing the purpose of the Public Health Futures Committee (identify minimum standards of Public Health Services while remaining cognizant of funding sources to meet these minimum standards). As an example, all Health Districts will be required to be accredited by 2020. For smaller Health Districts, it may be difficult to allocate funds to become accredited (approximately \$100,000-\$150,000) with perhaps an annual budget of only \$100,000. Mrs. Hiddleston reported, as a member of the Association of Ohio Health Commissioners, this association continues to work with legislators to extend the 2020 deadline and to also identify/provide funding source(s) to complete the accreditation process.

The National Association of Local Boards of Health has been restructured and is open to accept 2016 membership. The annual membership fee is \$300. It was the consensus of the Board to renew the agency's membership for 2016.

Mr. Blayney moved to approve 2016 National Association of Local Boards of Health membership of \$300. Ms. Fleischer seconded the motion. The motion carried unanimously.

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. Ms. Fleischer seconded the motion. The motion carried unanimously.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**4.01 REGULATION HEARING/ADOPTION**

A. Resolution #2016-01 Emergency Resolution to adopt local fee changes to the Temporary Campground fees in Resolution 2015-12 Environmental Health Fees, in accordance with Ohio Department of Health 2016 Campground Rules known as Ohio Administrative Code 3701-26 - Fees for Temporary Camps only for 2016. Mr. Steve Burke reported that the Ohio Department of Health (ODH) has adopted new Campground rules effective April 1, 2016. As part of the new rules, Temporary Campground fee requirements have changed to the same as regular campgrounds as it relates to the number of sites. Staff inquired with ODH to determine if this fee change could wait until the Delaware General Health District completes regular fee review and changes in the fall. ODH responded with "**When the rules take effect local health districts will only be able to issue temporary campground events based on the number of units at the event so the fees will need to be changed accordingly**". For regular rule adoption, Delaware General Health District would complete three readings and meet Ohio Revised Code (ORC) requirements which would result in the new fees being effective approximately June 10th which is almost 10 weeks and would result in the Delaware General Health District without fees in place for Temporary Camps. Public notice has been provided per ORC 3709.09. Each entity that was licensed last year as a temporary camp has been sent notice of this hearing and notice was published in the March 9th Delaware Gazette. Therefore, having met the requirements for an emergency adoption, staff requested the fee changes be adopted in the 2016 Environmental Health fees with an effective date of April 1, 2016. A copy of Resolution #2016-01 was provided to the Board.

PMT: Agency

Mr. Blayney moved to approve emergency Resolution #2016-01 and amended date in 2nd Whereas paragraph from January 1, 2015 to January 1, 2016. Mr. Wisener seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS**6.01 FINANCE****6.011 BUDGETS**

A. 2016-2017 Budget - Requested Board approval to accept the 2016 - 2017 Budget Book as the approved budget and appropriation levels for the agency for calendar year 2017. The 2015 - 2016 Budget Book and a few Board approved revisions set the 2016 budget levels for the agency which are further modified to match current conditions in the next section (6.012 Appropriations). If current 2016 appropriation levels are not revised, current appropriations will remain until a revision is approved by the Board. A copy of the 2016-2017 Budget was provided to the Board.

PMT: Agency

Mr. Blayney moved to approve the 2016-2017 Budget. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.012 APPROPRIATIONS

A. Child & Family Health Services - Requested Board approval of the FY16 Child & Family Health Services grant reallocation. The FY17 CFHS grant will be changing the grant period to October 1 through September 30 to better align with Maternal & Child Health Block Grant federal funding. Therefore, the FY16 CFHS grant will be extended through September 30, 2016. The original Notice of Award was for \$51,000 and the extended funding is in the amount of \$70,703. A copy of the FY16 Child & Family Health grant budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Swimming Pools / Public Health - Requested Board approval to advance up to \$10,000.00 from Public Health (70225111) to Swimming Pools (70851508) to meet payroll and other maintenance needs should cash flow ever become a problem in 2016. Pool fees do not come in until April and May, but work has already started in this program.

PMT: Agency

The Board approved item on consent.

C. Administration – Requested Board approval to decrease current 2016 Administration expense appropriation (70225111) by \$25,214.63 to \$1,876,686.65 to bring current expenditures in line with current spending plans. These changes are necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision for was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Vital Statistics - Requested Board approval to increase current 2016 Vital Statistics expense appropriation (70225112) by \$13,785.63 to \$141,223.38 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Environmental Health Admin (EH Admin) - Requested Board approval to decrease current 2016 EH Admin appropriation (70225441) by \$17,532.34 to \$85,129.62 to bring current expenditures in line with current spending plans. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

F. PHEP – A 2016 budget revision was approved by the Board at its February 2016 meeting. Staff requested no changes from that revision.

PMT: Agency

The Board approved item on consent.

G. CH Health Promotion & Litter - Requested Board approval to increase current 2016 CH Health Promotion & Litter expense appropriation (70225221) by \$111950.82 to \$257,158.15 to bring current expenditures in line with current spending plans. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

H. Sewage - Requested Board approval to increase the current 2016 Sewage Fund (70225443) expense appropriation by \$110,562.07 to \$238,425.67. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

I. Vector - Requested Board approval to increase the current 2016 Vector Fund (70225444) expense appropriation by \$4,394.70 to \$47,161.31. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

J. Residential Services - Requested Board approval to decrease the current 2016 Residential Services Fund (70225445) expense appropriation by \$79,469.97 to \$143,753.85. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

K. Water - Requested Board approval to increase the current 2016 Water Fund (70651506) expense appropriation by \$3,380.70 to \$14,002.95 and to make line item changes. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

L. Plumbing - Requested Board approval to decrease the current 2016 Plumbing Fund (70225446) expense appropriation by \$2,771.74 to \$195,095.21. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

M. Food Program - Requested Board approval to increase the current 2016 Food Program Fund (70451504) expense appropriation by \$31,656.08 to \$515,153.03. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

N. Pools - Requested Board approval to decrease the current 2016 Pools Fund (70851508) expense appropriation by \$1,135.92 to \$52,478.50. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

O. Emergency Response - Requested Board approval to increase the current 2016 Emergency Response Fund (70225442) expense appropriation by \$396.30 to \$16,827.65. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

P. Solid Waste - Requested Board approval to decrease the current 2016 Solid Waste (70751507) expense appropriation by \$7,580.70 to \$60,920.00. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

Q. Personal Health Administration (PH Admin) - Requested Board approval to increase the current 2016 PH Administration (70225551) expense appropriation by \$39,278.10 to \$315,840.05. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

R. PH United Way – This fund was called Nursing Administration last year. With the departure of the Nurse Manager, staff are not using this fund for nursing, but have changed it to track the expenses of a United Way grant Personal Health has submitted. Requested Board approval to decrease the current 2016 (70225553) expense appropriation by \$123,753.29 to \$17,542.46. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

S. Source Point – Requested Board approval to reduce the current 2016 Source Point (70225223) expense appropriation by \$1,828.64 to \$9,624.15. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

T. Family Support – Requested Board approval to increase current 2016 Family Support (70225552) expense appropriation by \$1,250 to \$9,442.50. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

U. Disease Prevention - Requested Board approval to increase current 2016 Disease Prevention (70225554) expense appropriation by \$2,846.63 to \$461,176.39. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

V. Immunization Action Plan (IAP) – Requested Board approval to decrease the current 2016 IAP (71551527) expense appropriation by \$30,714.60 to \$40,587.15. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

W. Community Health & Clinic Services – Requested Board to increase the current 2016 Community Health & Clinic Services Fund (70225555) expense appropriation by \$48,617.47 to \$224,167.50. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

X. Health Nutrition & Promotion – Requested Board approval to decrease the current 2016 Health Nutrition & Promotion Fund (70225224) expense appropriation by \$95,340.92 to \$239,473.61. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

Y. Women, Infants & Children – Requested Board approval to decrease the current 2016 WIC Fund (70951509) expense appropriation by \$34,628.79 to \$576,262.17. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

Z. BCMH – Requested Board approval to decrease current 2016 BCMH expense appropriation by \$54,782.64 to \$33,123.70. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

AA. Child & Family Health Services (CFHS) - Requested Board approval to increase the current 2016 CFHS Fund (71051510) expense appropriation by \$17,991.78 to \$76,171.74. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

BB. CH Admin – Requested Board approval to decrease the current 2016 CH Admin Fund (70225222) expense appropriation by \$24,515.94 to \$182,504.61. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. Last year this fund was called APE Admin, but was requested to change it. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

CC. Communications - Requested Board approval to increase the current 2016 Communications Fund (70225225) expense appropriation by \$30,880.56 to \$243,661.80. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

DD. Ebola/Zika - Requested Board approval to increase the current 2016 Ebola Fund (70225226) expense appropriation by \$2,316.45 to \$25,495.46. We received permission to use unspent Ebola funds on Zika activities 3-18-2016. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

EE. Creating Healthy Communities Grant (CHC) – Requested Board approval to increase the current 2016 Creating Healthy Communities Grant (71151511), expense appropriation by \$901.18 to \$97,292.15. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

FF. Safe Grant - Requested Board approval to decrease the current 2016 Safe Grant (71351515) expense appropriation by \$5,773.19 to \$42,000.19. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

GG. Injury Prevention - Requested Board approval to increase the current 2016 Injury Prevention (71251512) expense appropriation by \$5,652.35 to \$75,283.40. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

HH. City Readiness Initiative (CRI) - Requested Board approval to decrease the current 2016 CRI Fund (70225227) expense appropriation by \$8,721.49 to \$13,819.21. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

II. Facility & Expansion - Requested Board approval to increase the current 2016 Facility & Expansion Fund (70225113) expense appropriation by \$40,127.10 to \$134,325. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

JJ. Data - Requested Board approval to decrease the current 2016 Data Fund (70225114) expense appropriation by \$21,703.46 to \$360,840.52. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Laptop Computers – Requested Board approval to expend up to \$6,600 (includes shipping) Food funds to purchase five (5) laptop computers for Food and Public Safety Registered Sanitarian field staff. Current equipment is over five (5) years old and function very slowly. The agency's Information Technology Division recommended replacing current equipment with Lenovo Yoga laptops which also function as a tablet. The new laptops will function faster and operate more efficiently.

PMT: Agency

The Board approved item on consent.

B. Standing Desks - Requested Board approval to expend up to \$9,875 Public Health funds to purchase up to 25 Varidesk standing desk components for staff use. Staff have been reviewing healthier workplace options and would like to add standing desks as a way to improve the health of the agency employees. Staff interest has been surveyed. Up to 12 Varidesk desktop units would be purchased initially and additional units purchased after it is determined that staff use will be consistent and meet time standards. Models purchased will be 30 inch width (\$375) or 36 inch width (\$395) depending on employee desk size. Shipping is free. Public Health funds will be used.

PMT: Agency

The Board approved item on consent.

C. Folding Machine – Requested Board approval to expend up to \$3,500 Public Health funds to purchase a folding machine. The agency's current unit is in excess of 15 years old and functioning parts have deteriorated to the point of non-efficiency/productivity. The best economical price of purchase is currently being reviewed. The agency approximately produces 25,000 pieces a year for folding. Staff utilized the current unit for approximately 18,000 and opted to fold an additional 7,000 pieces manually to avoid down time, jamming, and waste via the current unit. Staff requested expenditure of funds in advance of selecting a unit due to the imminent need and next availability of Board approval being the end of April 2016.

PMT: Agency

The Board approved item on consent.

D. Family Child First Council - Requested Board approval to provide agency support of \$5,000 to Family Children First Council (FCFC). Delaware FCFC is a community partnership whose goal is to enhance the wellbeing of children and families. Mandated member agencies are asked to contribute during each calendar year to assure that coordination of services to families occurs in a quality and timely manner. Mrs. Hiddleson recommended support of the FCFC Requested; this is a budgeted item in the 2016 budget.

PMT: Community/Engagement

The Board approved item on consent.

E. Education, Program and Promotional Supplies - Requested Board approval to expend up to \$10,000 in Public Health funds for educational, program and promotional supplies plus advertising for a county-wide 5-3-2-1-Almost None obesity prevention social marketing campaign. This social marketing campaign is the major obesity prevention strategy in the 2014-2018 Community Health Improvement Plan (CHIP) and a unique challenge given the lack of a Delaware County TV channel and radio station with a wide reach for education with and messaging to all Delaware County residents. Items such as:

Display table, specialty color-printed campaign message table cover, two retractable 7-foot tall carry along campaign message signs, carry-along education handout holder, campaign message 3 X 8 foot vinyl banners for 10 school cafeterias, 200 garden kneeling pads, small campaign messaging items (1,000 refrigerator magnets, 1,000 Farmer market vegetable carry-all bags, 500 seed packets & seeds, 500 vegetable brushes), plus three campaign bus shelter signs for one year (\$1,030 @ x 3) and \$1,000 in campaign Facebook ads and/or other items approved by the Community Health Division Director and Health Commissioner.

PMT: Community

The Board approved item on consent.

F. Laserfiche Web Portal - Requested Board approval to expend up to \$19,000 Public Health funds (budgeted in Data Management program) to upgrade the agency's Laserfiche license with the purchase of the Web Portal feature. This will enable staff to make records available to the public for viewing only. The agency will begin with Environmental Health records, some of which are already scanned. This portal will enable the public (up to 10 users at a time), to conduct searches into records directly from the Laserfiche Repository, saving public time and staff time in preparing and responding to record requests. Expenditure for the Web Portal feature is a one-time cost with no annual licensing fees.

PMT: Quality

The Board approved item on consent.

G. Vehicles - Requested Board approval to expend up to \$80,000 to purchase up to four (4) new vehicles. Currently, the agency has four (4) 2003 Dodge Stratus that are starting to need more and more repairs. Because the cars being reviewed are on state contract and have already been competitively bid, Requested Board approval to waive the Delaware General Health District competitive bid limit of \$75,000. One vehicle will be paid from "Food" and three (3) will be paid with "Public Health" funds. The old vehicles will be sold at public auction.

PMT: Agency

The Board approved item on consent.

H. Second Floor, 1 West Winter Renovations – Requested Board approval to expend up to \$13,000 Public Health funds to move two walls and add lockable doors in the Environmental Health area on the second floor of 1 West Winter. The current layout of the Administrative Assistants area in Environmental Health (EH) has proven to be difficult for staff to provide efficient backup coverage and is cumbersome for clients. The proposed layout would better place the Administrative Assistants for more responsive client contact and provide clients with one walkup service point, instead of three currently. This will also provide a more secure work environment for the EH and IT staff. The EH Director has discussed this issue with all EH staff and this appears to be the best layout with the least expense. Local builder Mr. Dave Downing (DWN Renovations) has performed many construction tasks for the agency in the past, will perform the wall removal, new walls, doors, locks and counter tops. Sellers Electrical will perform the electrical work. Staff will provide the paint labor, new data drops, and carpet replacement (the agency currently has enough of the carpet squares left over to complete the renovation). Bids total approximately \$11,000; however, in case of unexpected issues, staff requested up to \$13,000. A copy of the proposed floor plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

I. Mosquito Fogger / Model LF-18-20 – Requested Board approval to expend up to \$10,000 Public Health funds to purchase an ultra-low volume (ULV) mosquito fogging machine model # LF-18-20. The purchase will be from Univar which is the same vendor the agency purchases mosquito pesticide. The Board approved the purchase of a new fogging machine last year and putting three older ULV foggers to auction. These are going to auction this month as staff was waiting until spring for increased interest. This new purchase will put the agency at two newer foggers and one older unit that is still operational. The cost for the new machine, delivery and set up is not to exceed \$10,000. One older machine is requested to go to auction to help offset expenses; if not sold at auction item to be sold for scrap value.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Remove Laptops from Inventory - Requested Board approval to remove the laptops identified on the sheet from inventory. Those purchased with Ohio Department of Health and/or grant funds have been released. For the units that are suitable, the hard drives will be wiped and placed in a pool. Staff who are interested will draw numbers and select from the pool of laptops in sequential order of number drawn. A summary identifying the laptops to be removed was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL**6.021 AUTHORIZATION/EMPLOYMENT**

A. Summer Intern (Zika virus) - Requested Board approval to hire a summer Intern to work on Zika virus control efforts. Position is 100% grant funded via the Ebola grant currently underway at the agency and is completely separate from the summer Intern the agency typically hires for the mosquito program. The Ohio Department of Health has announced approval for local Health Districts the opportunity to update work plans in the Ebola grant to include vector control activities which include Zika virus preparedness and response. Staff has developed a work plan for this position which includes public education efforts, mosquito surveillance and identification and perform mosquito control efforts.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion Without Competition - Requested Board approval to promote without competition Mr. Mitchell Briant from Health Educator 1 to Health Educator 2. A copy of the Health Educator 2 position description was provided to the Board. Mr. Briant has been employed by the agency since September 7, 2010. Upon review of his job description and the increase in his responsibility for more independently preparing and implementing the grants, it was determined that the duties of Mr. Briant fall in line with those of a Health Educator 2.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. 2016 NACCHO Conference - Requested Board approval for Ms. Kelsey Kuhlman to attend the 2016 NACCHO Annual Conference which is being held July 19-21, 2016 in Phoenix, AZ. Inclusive dates of travel are July 19-21, 2016. Ms. Kuhlman submitted a poster abstract for the 2015 Delaware County Photovoice Project to highlight the agency's qualitative assessment for the Youth Health Assessment. The request is for \$520 conference registration, \$215.68 for hotel (two nights at \$107.84/each), \$600 for flight, \$146.61 for meals (three days at \$53.40/each), \$50 for taxi to/from airport & hotel, \$21 for airport parking, and \$50 for baggage fees for a total of \$1,616.87 from Health Promotion & Nutrition Funds (3300). A copy of the out-of-state state travel form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Compensation Bonus – Requested Board approval to issue a one-time net \$500 compensation bonus to Mr. Aaron Decker, Sanitarian-in-Training. Mr. Decker recently went above normal position expectations and undoubtedly saved the agency considerable amount of money (approximately \$6,120 annually) in the exploration, training, and implementation of the Google Survey system for the agency. The agency was about to spend an additional \$6,120 minimum (annually) for more Survey Monkey licenses to be in compliance and legal with the agency's Survey Monkey contract. Upon the Executive Team being trained by Mr. Decker and testing the Google Survey, the agency moved forward with this software at \$0 cost. Mr. Decker has since trained other staff on the use of Google Surveys. While a higher evaluation rating has occurred this year, it does not adequately reflect the immediate benefit and cost savings to the agency.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Chaffin & Sons - Requested Board approval to enter into a contract for \$4,500 with Chaffin & Sons for the Older Adult Appliance Pickup. This contract is a renewal and Delaware General Health District receives funds from SourcePoint for this program.

PMT: Community

The Board approved item on consent.

6.032 ADMIN/FACILITIES

A. 3 W. Winter Basement Renovations - Requested Board approval to expend up to \$14,000 Building funds with DWN Renovations (Dave Downing) to stabilize basement floor of 3 West Winter. Mr. Downing has worked with an architect and the City of Delaware to get a plan to correct the deficiency. Work will include removing the existing stairs, framing, door, carpet and floor. Relocate plumbing, install new structural support wall, install new rated door assembly, install new staircase framing, install electrical to accommodate emergency lights per code, install and finish drywall per code for fire rating, eliminate potential fire drafts in several locations per code and reconfigure existing staircase opening to accommodate 80" clearance.

PMT: Agency

The Board approved item on consent.

B. Building Loan Payment - Requested Board approval to send a letter to Delaware County Bank (DCB) to Requested an increase in the agency's monthly payment for the building loan from \$7,442 per month to \$10,000 per month. At the current rate of \$7,442 per month, the agency's loan will be paid in full April 2027. By increasing the payment to \$10,000 per month, the agency's loan will be paid in full January 2024. Nothing else on the agency's loan will change. Because the agency's loan interest rate can be adjusted every three (3) years, these pay off dates are subject to any changes the bank may make and the date the agency's Requested change is incorporated by DCB. Ten-year projection shared with the District Advisory Council on March 15, 2016 reflected the increased payment amount.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. 2014-2018 Community Health Improvement Plan (CHIP) – The Board was provided a fourth quarter progress report. Ms. Jen Keagy reported that a full year of implementation of the Community Health Improvement initiatives has been completed. The plan includes 26 strategies and 146 action steps. Over half the action steps have been completed or progressing on track. The plan includes five priorities which Ms. Keagy highlighted as follows:

- **Access to Care** – The Delaware Area Transit agency has been an active community partner. The Transit agency completed a survey to assess the community's medical transportation needs and how those needs can be accommodated.
- **Alcohol/Drug Abuse** – A Trauma Informed Care committee has been assembled and the group has developed a community action plan which includes an agency pre-assessment that will be utilized to gather baseline data from other agencies.
- **Food Insecurities** – Ohio Wesleyan University (community partner) developed and provided A Cooking Matters program designed for low income residents to teach cooking on a limited budget. The program is a six class session that offers an opportunity to cook a meal as well as providing participants food to replicate the meal at home. Three different sessions were conducted with 40 participants. Of the 40, 32 successfully attended six consecutive classes which results in an 80% success rate.
- **Mental Health** – The Delaware County Juvenile Court employees were provided Mental Health First Aid training and HelpLine (community partner) provided five Signs of Distress training.

- **Obesity/Overweight** – The Health District has developed a community wide social marketing campaign called 5321 Almost None. The 5321 Almost None focuses on healthy eating and active living which will be implemented in a variety of sectors. (5321 Almost None: 5 Servings of fruits and vegetables a day; 3 balanced meals a day; 2 hours or less of screen time; 1 hour of physical activity a day; Almost None sugary, sweetened beverages.

Mr. Blayney reported that Community Health Improvement Plan is five-year effort with one year of development and then four years to implement. In the future, there may be a mandated change that would require a health assessment be completed every three years versus five. The thought process is that this would align with the Internal Revenue Service's requirement that hospitals complete a health assessment every three years. This would have a major impact on the Delaware General Health District's community partners, staff and funding. Mr. Blayney further expressed that it has been a pleasure seeing the community partners' enthusiastic participation in the 2014-2018 Community Health Improvement Plan.

Mrs. Hiddleston reported that the completing the last health assessment cost approximately \$85,000 and that does not include staff time. Currently, the Public Health Accreditation Board (PHAB) requirement is to complete a health assessment every five years. Documentation has been sent to PHAB for consideration to change the standard requirement from five years to every six years which would then align with every other rotation of hospitals' requirement of every three years. In addition, it is a concern that completing a health assessment every three years would not allow sufficient time to evaluate and measure outcomes.

**PMT: Quality
Information Only**

B. 2014 Youth Health Assessment – A copy of the 2014 Youth Health Assessment report was provided to the Board. Ms. Keagy reported that the assessment process included four different survey methodologies as follows: Parent Surveys (Birth-Pre-K; K-5th grades; 6th-8th grades; 9th-12th grades); Key Informant Surveys; Height & Weight Data Collection; Delaware County Youth Photovoice Project. The top five youth health priorities are: Environmental Health, Family Support, Mental Health, Obesity/Overweight, and Substance Abuse. The action plans have been completed and the group has now begun implementing strategies.

Mrs. Hiddleston invited all Board members to watch the Photovoice Project on the Delaware General Health District's YouTube channel:
<https://www.youtube.com/user/DelawarePublicHealth> or Photovoice Video:
<https://www.youtube.com/watch?v=6QCK8MSJBwU>.

**PMT: Quality
Information Only**

6.052 POLICIES

A. Delegate Record Destruction Authority - Requested the Board delegate authority for record destruction to the Records Custodian. In the past, requests for record destruction according to the Record Retention Schedule were presented to the Board for approval. Since the Record Retention Schedule is approved as a policy by the Board, and then also the County Records Commission and the State of Ohio, it is believed that sufficient oversight has been demonstrated and the implementation of the policy can be delegated. This will provide a time savings to staff and enable the agency to destroy records according to the Record Retention Schedule without waiting for a Board meeting before acting.

**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.

PMT: Agency/Community

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.

6.054 LEGAL ISSUES

A. Food Service Operations/Retail Food Establishment (FSO/RFE) Recalcitrants – Requested Board authorization to submit the below listed FSO/RFE facilities to the prosecutor’s office for non-payment of license fees and publish these entities in the local newspaper and the agency’s Facebook. FSO and RFE licenses are due to the agency by March 1st each year (post marked prior to March 1st acceptable).

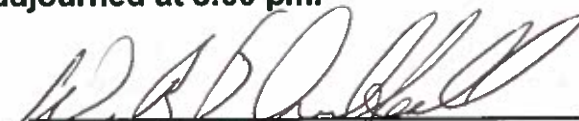
Entity	Class	Address	Fee	Lic #
Backstretch	C3S	14 Sandusky St Delaware	\$720.50	NFRY-9DSTX3
Michelle's Academy Inc.	C3S	7810 Graphics Way Lewis Center	\$720.50	NFRY-9DSU8K
Mia Cucina	C4S	230 Olentangy St. Powell	\$885.50	NFRY-9DSU8J


PMT: Quality

Mr. Blayne moved to approve referring recalcitrant entities to the prosecutor’s office and publish in local newspaper and Facebook. Ms. Fleischer seconded the motion. The motion carried unanimously.

ADJOURN

Ms. Fleischer moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 8:00 pm.



 President


 Secretary