

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. Wisener; Ms. Howerton; Ms. Fleischer; and Ms. Karr. 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. Christina Tracy, Emergency Preparedness Specialist; Ms. Amy Whitney, Human Resource Officer; Ms. Kelli Kincaid, Program Manager/Accreditation Coordinator and Ms. Lisa Brown, Administrative Assistant IV. Public in attendance: Ms. Franie Ahmad, Ohio State Nursing student

1.01 CALL TO ORDER

1.02 CONSENT ITEMS

6.012 A-F Appropriations

6.014 A Fees

6.015 A-B Expenditures

6.016 A Inventory

6.021 A-E Authorization/Employment

6.022 A Reclassification/Promotion

6.023 A-B Tuition Reimbursement/Staff Development

6.025 B-D Salary Scale/Policies/Benefits

6.03 A-B Contracts

6.034 A-B Personal Health

6.052 A Policies

6.053 A Resolutions

Info Only:

3.02 A Board Committees

6.025 A Salary/Scale/Policies/Benefits

6.04 A Special Reports

Ms. Hiddleston clarified that item 6.015 A OpenDNS is budgeted. Item 6.023 C Tuition Reimbursement was added to the agenda. Mr. Wisener moved to approve the consent agenda and agenda as amended and submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the December 6, 2016 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Howerton moved to approve the November and December 2016 bills. Ms. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleston reported to the Board that each member will need to complete the 2017 Board of Health Continuing Education units. It was the consensus of the Board to order the 2017 DVD and view one (1) to two (2) segments at the beginning of Board of Health meetings (eight (8) sessions to meet two (2) hours continuing education requirement). It was expressed by the Board that viewing as a group would provide a venue to enhance the education aspect and provide an immediate opportunity to discuss questions/comments/concerns.

Ms. Hiddleston and Dr. Threlfall acknowledged and introduced new Board of Health member Ms. Heather Karr. Ms. Karr was appointed by the City of Powell. Ms. Fleischer volunteered and was assigned as Ms. Karr's mentor.

Ms. Hiddleston reported that Ms. Marianne Gabel has inquired if the Board would be interested in having a presentation regarding Climate Change. It was the consensus of the Board to invite Ms. Gable to attend a Board of Health meeting to provide an education and report statistics regarding Climate Change. It was recommended to ask Ms. Gable to provide the presentation at the March 28, 2017 Board of Health meeting.

Ms. Hiddleston reminded the Board that Ms. Smith is currently in Arizona and will not return until April and that Mr. Blayney will not be attending next month's Board of Health meeting.

Ms. Kelli Kincaid introduced new employee Ms. Christina Tracy, Emergency Preparedness Specialist. Ms. Hiddleston introduced Ohio State University Nursing student Ms. Franie Ahmad.

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.

Continuing the discussion at last month's Board of Health meeting regarding expanding the role of public health within the community, it was reported that the Opiate Response Plan is now in draft form and it is expected to be completed in the near future. With the finalization of the Opiate Response Plan, staff will complete a crosswalk with the Delaware General Health District's Community Health Improvement plan to ascertain if there is an opportunity to expand the agency's public health role within the community as related to Alcohol Abuse and Drug Abuse and the growing epidemic of opioid overdoses.

Ms. Hiddleston reported that staff will begin attending Political Subdivision meetings on a routine basis which may enable the Delaware General Health District to make a connection with current matters/events and may also provide an opportunity for the Health District to expand public health role within the community.

As a follow-up to last month's discussion, Mr. Scott Sanders of the Delaware County Regional Planning Commission will provide a presentation at the February 28, 2017 Board of Health meeting regarding the current and estimated growth of Delaware County.

It was recommended that Mr. Steve Hedge Director of the Delaware/Morrow Mental Health Board, provide a presentation related to Mental Health at the April 25, 2017 Board of Health meeting.

PMT: Agency

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

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

Dr. Threlfall reported that the Futures Committee reconvened a couple of weeks ago and discussed the topic of cost for Local Health Departments to become accredited and if there are or will be funding assistance to become accredited.

3.02 BOARD COMMITTEES

A. Personnel Committee – The Personnel Committee met on January 17, 2017; recommendations are listed later on the agenda.

6.0 NEW BUSINESS

6.01 FINANCE

6.012 APPROPRIATIONS

A. Child & Family Health Services (CFHS) / Maternal and Child Health (MCH) – Requested permission to reduce expenditure appropriation by \$4,215.83 and to make a few line item changes in the 2017 CFHS (MCH) (71051510) budget. This will bring appropriations in line with current grant award and projected expenditures. A copy of the Budget Revision sheet was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Injury Prevention - Requested permission to reduce expenditure appropriation by \$3,518.24 and to make a few line item changes in the 2017 Injury Prevention (71251512) budget. This will bring appropriations in line with current grant award and projected expenditures. A copy of the Budget Revision sheet was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Food – Requested permission to increase our 2017 revenue estimate for Food (70451504) from our original estimate of \$349,544 to the actual level of revenue received in the Food Fund in 2016 of \$404,112. This \$404,112 added to the Food Fund carryover of \$111,029 will give Food revenue resources on the books of \$515,141. Current expenditure appropriation for 2017 was \$521,717.

PMT: Agency

The Board approved item on consent.

D. Food – Requested permission to reduce expenditure appropriation for the Food Fund (70451504) by \$10,000 and to make a few line item changes to bring expenditures in line with current projections. A copy of the Budget Revision sheet was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Creating Healthy Communities (CHC) – Requested Board approval to reclassify \$65,000 in advances made to CHC (71151511) since January 8, 2015 to a permanent transfer. New government cash management rules have changed all grants from advancing 30% of the grant on day 1 to strictly reimbursement of expenditures made quarterly. A copy of the Delaware County Budget Commission spreadsheet was provided to the Board. In reviewing this report, please see that Delaware General Health District prior advances are being held as a liability to grant appropriation. County Auditor Kaitsa is prohibited from giving Delaware General Health District appropriation in excess of expected cash resources. When the \$65,000 advances are subtracted from the grant award, Delaware General Health District cannot get enough appropriation to spend the entire grant. Prior experience has shown should the grant ever stop being funded and all grant expenditures are paid out, the transferred funds will remain property of the Delaware General Health District. This grant has not received any transfers in the past.

PMT: Agency

The Board approved item on consent.

F. Women, Infants & Children (WIC) - Requested Board approval to reclassify \$175,000 in advances made to WIC (70951509) since April 2, 2015 to a permanent transfer. New government cash management rules have changed all grants from advancing 30% of the grant on day 1 to strictly reimbursement of expenditures made quarterly. A copy of the Delaware County Budget Commission spreadsheet was provided to the Board. In reviewing this report, please see that Delaware General Health District prior advances are being held as a liability to grant appropriation. County Auditor Kaitsa is prohibited from giving Delaware General Health District appropriation in excess of expected cash resources. When the \$175,000 advances are subtracted from the grant award, Delaware General Health District cannot get enough appropriation to spend the entire grant. Prior experience has shown should the grant ever stop being funded and all grant expenditures are paid out, the transferred funds will remain property of the Delaware General Health District. This grant received \$35,000 of transfer January 28, 2015.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Health and Wellness Fair Fees - Requested Board approval to set Vendor/Sponsorship fees for the 2017 Celebrating Seniors Health and Wellness Fair event. The 2017 Celebrating Seniors event will be held on May 4, 2017 at Mingo Park from 10:00 am to 1:00 pm. This event is a health and wellness fair for Delaware County Seniors. Vendor fees will be \$30 for non-profit organizations and \$50 for any for-profit organization. Vendors will receive a table at the event. Sponsorships will be \$200 and include a table and logo on advertisements and the event banner. The event will be limited to fifteen (15) sponsors and approximately fifty (50) vendors. Fees will be used to recoup the costs for the event including food, advertising, and other miscellaneous items.

PMT: Community/Engagement/Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. OpenDNS - Requested Board approval to expend up to \$4,000 Public Health funds to purchase a one (1) year subscription to OpenDNS, a Cisco solution. OpenDNS monitors all traffic that goes in and out of the agency and blocks known bad sites or bad traffic. It adds

another layer of protection for our users to keep spyware and ransomware out of the agency. It allows us to quickly identify the threat, identifies its source, and shuts the threat down for us. It has daily and weekly reports that allow us to see potential bad sites, which sites were accessed by whom, and gives us content filtering against categories such as gambling, sexuality, and weapons, which is where a lot of this malware and ransomware comes from. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Janitor Closet - Requested Board approval to expend up to \$4,500 of Building funds to have built a janitor closet under the emergency steps from the Health Commissioners office area. This will give the agency a closet with access in 5 West Winter. This expenditure was not budgeted, but staff do have budgeted approximately \$100,000 per year for needed building work.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Remove from Inventory / Flat Screen: Requested Board approval to remove a flat screen television serial number BE32HCSL800235J from inventory. The television in the Morrow County WIC office is broken and repair is more costly than replacement. It was purchased with WIC funds in 2007 and State WIC has approved disposal.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

A. Executive Session - Requested Board enter into Executive Session for these purposes:

- 1) to consider the evaluation/compensation of the Health Commissioner; and,
- 2) to consider the discipline of public employees.

Ms. Howerton moved to enter into Executive Session to discuss the evaluation/compensation of the Health Commissioner and to discuss the discipline of public employees with members of the Board of Health and Ms. Shelia Hiddleson, Ms. Jen Keagy, and Ms. Amy Whitney. Ms. Karr seconded the motion. Roll vote was called: Dr. Threlfall, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered Executive Session at 7:55 p.m.

Ms. Fleischer moved to exit Executive Session. Mr. Wisener seconded the motion. Roll vote was called: Dr. Threlfall, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board returned to public session at 9:18 p.m.

Ms. Howerton moved to approve Ms. Shelia Hiddleson, Health Commissioner annual salary raise in the amount of 3.5% retroactive to January 1, 2017 for exceeding the expectations of the Board during 2016. Mr. Wisener seconded the motion. Roll vote was called: Dr. Threlfall, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously.

Mr. Wisener moved to terminate the employment of Ms. Debra Sparks, Administrative Assistant IV effective February 1, 2017 at 5:00 pm for failure to meet the job standards related to Ohio Revised Code 124.34 and Delaware General Health District policies. Ms. Karr seconded the motion. Roll vote was called: Dr. Threlfall, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously.

Ms. Howerton moved to accept the resignation of Mr. JT Hillier, Multimedia Specialist. Mr. Wisener seconded the motion. Roll vote was called: Dr. Threlfall, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously.

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation / Ms. Allison Orians - Requested Board accept resignation of Ms. Allison Orians (Public Health Nurse II / Personal Health Division) effective December 30, 2016. The Board approved item on consent.

B. Voluntary Resignation / Ms. Sue Lisman - Requested Board accept resignation of Ms. Sue Lisman (Public Health Nurse III / Personal Health Division) effective January 13, 2017.

PMT: Agency

The Board approved item on consent.

C. Voluntary Resignation / Ms. Leslie Mason - Requested Board accept resignation of Ms. Leslie Mason (Administrative Assistant II / Environmental Health Division) effective January 26, 2017.

PMT: Agency

The Board approved item on consent.

D. Employment – Emergency Preparedness Specialist I - Requested Board confirm employment of Ms. Christina Tracy to fill full-time permanent Emergency Preparedness Specialist I position within the Community Health Division, forty (40) hours a week (100% FTE), \$18.00/hour (pay grade C5) effective January 3, 2017.

PMT: Agency

The Board approved item on consent.

E. Personal Health Positions – Requested Board approval to recruit and hire for Public Health Nurses and/or Health Educator to fill three positions (currently one (1) Public Health Nurse III and two (2) Public Health Nurses II) within the Personal Health Division as outlined below:

1. Make the current .8 full-time equivalent Public Health Nurse III in the Clinical Services Unit full-time. Experience has shown that a full-time position for coordination of home visiting/case management programs is more beneficial for staff and clients.
2. Add a Public Health Nurse III position in place of a Public Health Nurse II position in the Disease Prevention Unit. This position will coordinate the daily activities of the Communicable Disease team and the HIV testing program and handle employee health.
3. Grant the Personal Health Director leeway in filling the open Public Health Nurse II position in the Disease Prevention Unit with a nurse or Health Educator (as a Health Educator 1), whichever is seen to better meet the needs of Unit programming.

Cost analysis of the three (3) changes above shows a first year savings of \$2,267 if a Health Educator is hired to an additional \$3,453 if a Public Health Nurse II is rehired for Disease Prevention. The Board Personnel Committee has reviewed the proposal and recommended approval.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Change of Status / Increase Hours to Full-time Status - Requested Board approval to permanently increase Ms. Lori Kannally, Planner II part-time status of twenty-four (24) hours a week to full-time status of forty (40) hours a week effective February 11, 2017. Change to a full-time status, Ms. Kannally will be eligible to receive full-time status benefits which includes agency paying full amount of employee dental insurance and full-time accrual earning rates for vacation, sick, and personal leaves. The difference for this first full year will be \$28,105.01; the annual salary and benefits total is \$70,262.52. The Personnel Committee reviewed and recommended approval.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Medical Counter Measurers Operational Guide Resource Stakeholders / Ms. Shelia Hiddleston – Requested Board approve for Ms. Hiddleston to attend the aforementioned event. The National Association of County and City Health Offices (NACCHO) Immunization Work Group that Ms. Hiddleston is a member of requested that Ms. Hiddleston attend the Medical Counter Measures Operational Guide Resource Stakeholders meeting to represent Local Health Departments at the CDC in Atlanta on January 25-26, 2017. All expenses are being paid by The National Emergency Management Association. Ms. Hiddleston requested time for attendance approximately twenty (20) hours, including travel time. Ms. Hiddleston is happy to take vacation leave if that is the Board's desire.

PMT: Quality/Engagement

The Board approved item on consent.

B. Forum for Quality Improvement / Ms. Kelli Kincaid - Requested Board approval to expend up to \$1,918.59 in Public Health funds (2090) for Ms. Kelli Kincaid to attend the Forum for Quality Improvement in Public Health which is being held April 19-21, 2017 in New Orleans, LA. This forum will focus on improving quality improvement activities and the accreditation process. Ms. Kincaid has submitted two abstracts; if selected, the registration fee and two (2) nights of lodging will be paid for by the conference sponsor. Expenses include conference/registration (375), airfare (\$600), hotel (\$566.44), meals (\$227.15), and parking (\$80), and baggage fees (\$70). A copy of the Out of Health District and/or State Approval form was provided to the Board. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

C. Tuition Reimbursement / Ms. Shannon Self - Requested Board approval for tuition reimbursement per policy for Ms. Shannon Self, Residential Sanitarian III of the Food and Public Safety Unit: And to waive the requirement for a thirty (30) day notice prior to the start of the course. Ms. Self just recently was notified of Public Non Profit Leadership course offered by the John Glenn College of Public Affairs at The Ohio State University. This is an accredited program and will apply six (6) credits toward a Master's degree. Ms. Self will begin classes on March 10, 2017. The program consists of fourteen (14) course sessions, two (2) Fridays a month over nine (9) months. Total cost of tuition is \$4,550 for the program. Ms. Self will either flex or take earned time to attend the courses. Ms. Self has been with the agency since 2004 and was promoted to Residential Sanitarian III in 2016. Ms. Self has the support of the Environmental Health Director and the Health Commissioner in this request. Policy states "...annual reimbursement not to exceed \$3,000."

PMT: Agency

Mr. Wisener moved to approve tuition reimbursement for Ms. Shannon Self as outlined in item 6.023 C. Ms. Karr seconded the motion. The motion carried unanimously.

6.025 SALARY SCALE/POLICIES/BENEFITS

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

PMT: Agency

Information Only

B. Position Series Plan – Requested Board approval of the updated Position Series Plan which includes updates since September 2016. Updates include (2) new hires; (1) rehire; (4) resignations; and (1) status change. A copy of the updated Position Series Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Personnel Policies – Requested Board approval of the updated Personnel Policies. A copy of the proposed changes was provided to the Board. The Personnel Policies, in its entirety, has been reviewed by Clemens Nelson, Personnel Policy Review Committee, and Board Personnel Committee. Majority of updates are of a grammatical nature with significant change to Section 505 Compensable Time due the change in formula of how travel time will be compensation and mileage reimbursed. The Board Personnel Committee have reviewed all changes and recommended approval.

PMT: Agency

The Board approved item on consent.

D. Clothing Policy and Allowance - Staff requested approval of a new clothing policy and staff allowance. A copy of the Clothing Policy and Allowance was provided to the Board. The policy sets standards for the allocation of annual funds (\$75.00/employee) for branded clothing. Branding of the Delaware General Health District is a standard within the Public Health Accreditation Board Domain 3 and helps to meet the Strategic Plan goal of Visible Leadership by providing greater visibility of the agency in the community. This policy combines existing practices of Delaware General Health District shirts, boots, lab coats et cetera and eliminates previous policy/practices related to Delaware General Health District supplied apparel. The Board Personnel Committee reviewed and recommended approval.

PMT: Engagement/Visible Leadership

The Board approved item on consent.

6.03 CONTRACTS

A. Chaffin & Sons - Requested Board approval to enter into contract with Chaffin & Sons for the Older Adult Appliance Pickup, not to exceed \$6,000 in funds from Source Point upon review and approval of the Delaware County Prosecutor.

PMT: Community

The Board approved item on consent.

B. Hospital Council of Northwest Ohio - Requested Board approval to enter into contract with the Hospital Council of Northwest Ohio in the amount not to exceed \$67,000 in Public Health funds upon review and approval of the Delaware County Prosecutor. The contract will provide services and the final report for the next Community Health Assessment cycle to begin in 2017. Delaware General Health District is collaborating with hospital and community stakeholders to garner additional resources to supplement the cost of this contract. A copy of the proposal was provided to the Board.

PMT: Community

The Board approved item on consent.

6.034 PERSONAL HEALTH

A. United Way Grant Proposal - Personal Health staffs are writing a United Way grant proposal to continue funding the newborn home visiting program. The program provides health and safety screenings for mother and infant and referrals to local social services agencies if needs are identified. The grant request will be approximately \$23,000. United Way requests that the Board sign a Memo of Agreement to submit with the grant application again this year. A copy of the Memo of Agreement was provided to the Board. Also, requested Board approve to allow Health Commissioner to set appropriation level upon receive of Notice of Award.

PMT: Agency

The Board approved item on consent.

B. Immunization Action Plan - The Personal Health Division has submitted the FY18 Immunization Action Plan grant application to the Ohio Department of Health. The grant goals are to increase immunization rates for children and adolescents. Sixty-one percent of the award will be based on deliverables. The base award of \$17,090 represents a 37% decrease from 2016. Total grant request for FY18 is \$46,340. Also, requested Board approve o allow Health Commissioner to set appropriation level upon receive of Notice of Award.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Regional Quality Improvement Project / Boards of Health – Ms. Kelli Kincaid reported to the Board that as part of the Quality Improvement Forum, the Delaware General Health District is partnering with Franklin County Public Health to complete a Continuous Quality Improvement project associated with accreditation Domain 12 Governance. The Continuous Quality Improvement project will focus on Local Health Departments and Boards of Health communication. As part of this project, a survey will be sent to 117 Local Health Departments; including the Delaware General Health District’s Board of Health. A preliminary copy of the survey was provided to the Board. In addition, Ms. Kincaid had an abstract accepted for the Forum for Quality Improvement conference to be held in New Orleans on April 19-21, 2017.

PMT: Agency/Quality Information Only

6.052 POLICIES

A. Fund Names Changes - Requested Board approval to change the name of two (2) funds. Currently 71751519 is called Bio Terrorism. The official name of this grant has been changed to Public Health Emergency Planning (PHEP). The Child & Family Health Services (CFHS) (71051510) grant has been renamed the Maternal & Child Health (MCH) grant. Requested permission to change BIO to PHEP and CFHS to MCH.

PMT: Agency

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2012-27 Elder Care – Requested Board approval to terminate Resolution 2012-27 Elder Care. The resolution titled “Elder Care” was originally approved in 2007. The issues and actions stated in the document are managed in the community by SourcePoint and do not relate to current Community Health Improvement Plan or Delaware General Health District Strategic Plan initiatives. A copy of Resolution 2012-27 was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

Ms. Fleischer moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 9:28 p.m.



President



Secretary