

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; Dr. Hickman and Ms. Karr. Staff members present were: Ms. Shelia Hiddleson, 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; Mr. Adam Howard, Residential Services Program Manager and Ms. Lisa Brown, Administrative Assistant 5. Public in attendance: Mr. Scott Sanders of Delaware County Regional Planning Commission.

1.01 CALL TO ORDER

1.02 CONSENT ITEMS

- 6.012 A Appropriations
- 6.014 A Fees
- 6.016 A Inventory
- 6.021 A-C Authorization/Employment
- 6.03 A Contracts

Information Only

- 4.02 A Subdivision Review
- 6.021 D Authorization/Employment
- 6.032 A Admin/Facilities

Item 6.015 A Expenditures and Item 6.021 E Authorization/Employment and Item 2.02 B Finance were added to the agenda. Mr. Wisener moved to approve the consent agenda and agenda as submitted and amended. Ms. Howerton seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the January 31, 2017 minutes. Dr. Hickman seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Hickman moved to approve the January 2017 bills. Mr. Wisener seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleson provided a copy of the monthly Thank You and Recognition Summary and the National Association of Local Boards of Health (NALBOH) NewsBrief.

The Board discussed that currently no Board member is assigned to the Nominations Committee. With the annual re-organization of the Board to occur in March, it was requested if the Board would like to assign a member to the Nominations Committee. It was the consensus of the Board to not to assign a Nominations Committee member and perform nominations from the floor during the March Board re-organization meeting.

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

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

B. Delaware General Health District Building Mortgage – Requested Board approval to begin the process and file the necessary paperwork in order to increase the Delaware General Health District's mortgage monthly payment from \$10,000 to \$15,000. Mr. Knowlton reported that the Finance Committee met prior to the Board meeting and discussed the opportunity to increase the monthly mortgage payment in order to pay off the mortgage by 2020. This can be accomplished by increasing the monthly mortgage payment as decided. The Finance Committee has reviewed and recommended approval. Increased expenditure is budgeted.

PMT: Agency

Dr. Hickman moved to approve filing necessary paperwork to increase the Delaware General Health District's monthly mortgage payment to \$15,000. Ms. Fleischer seconded the motion. The motion carried unanimously.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

A. Continuing Education – Consolidations. Item was tabled due to time constraints to address all other items on the agenda.

PMT: Quality

Information only

3.02 BOARD COMMITTEES

A. Subdivision/Variance – The Committee met on February 9, 2017 and discussed Subdivision - Britonwoods Subdivision, Section 1 & 2; represented by Varo Engineers, Inc. and ELTI Development Group, LLC – Steve Lenker. Results listed later on the agenda.

B. Finance Committee – The Finance Committee met prior to the Board of Health meeting and recommendation is listed on the agenda under 2.02 B Finance.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. First reading of Rabies Control Rules – Requested Board approve first reading of the updated 2017 Rabies Control Rules. The Regulation Review Committee has completed its review of the 2012 Rabies Control Rules. Mr. Burke highlighted the below summary of changes to the 2012 version of the Rabies Control Rules is recommended by the Regulation Review Committee. The complete rule was sent to the Board of Health earlier this month.

Summary of changes for the 2017 Rabies Control Rules are:

- General formatting changes to polish document
- Throughout the document the term "Delaware General Health District Board of Health" was changed to "Delaware General Health District" where the intent was for the staff to perform the activity.
- Section 201-Authority
 - New section added. This authority existed in ORC, this change simply adds the language into the regulations.
- Section 202-Definitions
 - Added definition for "harbor"
- Section 203-Immunization
 - Added ability for dog/cat owner to readily provide a rabies tag rather than have it affixed to collar.
- Section 205-Report of a bite of a susceptible animal
 - Police dog exemption added to coincide with ORC
- Section 207-Quarantine
 - Changed when an unvaccinated dog, cat, or ferret is bitten by a wild animal it shall now get a rabies vaccination upon entry into quarantine rather than one month before the end of quarantine to coincide with OAC
- Section 209-General Quarantine of Dogs and Other Contact Animals in Event of Prevalence of Rabies...
 - Added that the Health District may approve other place for quarantine not specified in regulation.
- Section 210-Wild Animals, Exotic Animals, and Feral Animals Except Cats and Ferrets
 - Clarified exempt animals list to be those not thought to spread rabies
- Section 211-Administration
 - Eliminated provision for the Health District to appoint another agency for administering section 203
- Section 212-Contraindications

- New section added. Allows for the Health District to exempt an animal from rabies vaccination for 1 year when it would put the animal's health at risk. Exemption may be renewed yearly.
- Appendix
 - Eliminated appendix section. Section referenced OAC sections that may change at the discretion of the State.

PMT: Agency/Community

Mr. Wisener moved to approve the first reading of the 2017 Rabies Control Rules. Ms. Karr seconded the motion. The motion carried unanimously.

4.02 SUBDIVISION REVIEW

A. Subdivision - Britonwoods Subdivision, Section 1 & 2 Represented by: Varo Engineers, Inc. and ELTI Development Group, LLC – Steve Lenker

The proposed subdivision is located on the east side of Red Bank Road in Genoa Township. The proposed subdivision consists of 57.23 acres with originally 19 proposed lots which was later reduced to 16 lots. The lot size in this proposed subdivision ranges from 2.0 to 2.99 acres. The lots are designed to have three and four bedroom homes and be served by Del-Co water.

A soil report was submitted containing soil identifications by Steve Miller, Professional Soil Scientist. Individual soil reports for each lot indicate a minimum distance from the limiting layer of 6 inches, a minimum distance from the restrictive layer of 26 inches, a Soil Loading Rate of 0.6, and a Linear Loading Rate of 2.7. These characteristics indicate elevated leach, mound, and drip distribution type systems may be possible for the lots based on the *Ohio Administrative Code 3701-29*.

The proposed subdivision has been reviewed by staff and found acceptable based on requirements of the Ohio Administrative Code and the Delaware General Health District.

Staff recommendations: Based on the review of all the information provided by the applicant and a site visit, staff recommends approval of the Britonwoods subdivision to the Subcommittee/Board.

Subcommittee Actions: The subcommittee met at 4pm on February 9, 2017. Subcommittee members present: Dr. Threlfall, Mr. Blayney, Mr. Burke, Mr. Howard. Public Present: Mr. Steve Lenker, Applicant for the subdivision.

Mr. Howard presented a power point presentation of the subdivision. The committee members discussed various aspects of the subdivision including which lots required what type of sewage system and depth to bedrock. Mr. Burke informed the subcommittee that the official approval or denial of this subdivision will occur at this meeting, not at the Board of Health meeting as usual.

Mr. Blayney moved to approve the Britonwoods Subdivision. Dr. Threlfall seconded the motion. All were in favor.

Per Resolution 2011-02 (Delegation of Authority), since the Board of Health meeting occurred AFTER the Regional Planning Commission meeting this month, the subcommittee approved this subdivision on February 9, 2017.

**PMT: Agency/Community
Information only**

6.0 NEW BUSINESS**6.01 FINANCE****6.012 APPROPRIATIONS**

A. Administration – Requested Board approval to reduce overall current Administration expenditure appropriation by \$3,186.63. Last month the Board approved a request to make two temporary advances (CHC \$65,000 and WIC \$175,000) permanent transfers. Part of this request involves adding \$240,000 in appropriation to Miscellaneous Cash Transfers (5801) to complete this transfer. Also, request Board approval to make a few line item changes to bring appropriations in line with current expenditure plans. A copy of the Budget Revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Clinic Services Sliding Fee Scale - Requested Board approval of the updated Sliding Fee Scale for clinic services effective March 1, 2017. A copy of the Sliding Fee Scale was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Basement Wall – 3 West Winter - Requested Board approval to expend up to \$21,000 of budgeted Building funds with Mr. David Downing to finish shoring up the basement wall of 3 West Winter. Mr. Downing did this work in one corner of the basement and asked Mr. Jerry Warner, Chief Building Official, Code Enforcement Officer, City of Delaware, to review the work. Mr. Downing was able to somewhat level the floor in the office of the Director of Personal Health and was able to shore up the lacking support of the floor joists. Mr. Warner really liked the work Mr. Downing completed and recommended finishing this work along the entire North and East sides of the basement in 3 West Winter.

PMT: Agency

Ms. Howerton moved to approve expending up to \$21,000 Building funds to finish basement work along the entire North and East sides of the basement in 3 West Winter. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.016 INVENTORY

A. Display Boards – Requested Board approval to remove from inventory items 1293 and 1294. These items are broken display boards that are no longer in use.

PMT: Agency

The Board approved item on consent

6.02 PERSONNEL**6.021 AUTHORIZATION/EMPLOYMENT**

A. To better meet the staffing needs of the Morrow County WIC program and as part of a pilot project at the Delaware General Health District in Delaware office, Ms. Vickie Adkins, Administrative Assistant II will be moved in payroll from 100% WIC to 80% WIC/20% Public Health levy funds as of February 27, 2017. The WIC program needs only a 32 hour/week position. The six (6) month pilot will allow all agency programs to utilize Ms. Adkins to cover for Administrative Assistant absences on Fridays and/or for seasonal increased workload in any Division. The Public Health funds have been budgeted.

PMT: Agency

The Board approved item on consent.

B. Environmental Health Residential Services Intern Positions – Requested Board approval to recruit and hire two summer Interns. The Environmental Health Division has hired an Intern for many years to help with the mosquito control program during the summer months. Last year, an Ohio Environmental Protection Agency grant funded a second intern to expand the surveillance. Recent discussions with Ohio EPA indicate grant may be offered for a vector Intern this year; however, grant funding is not assured at this time. Recognizing this opportunity with a second Intern, a study was conducted to estimate the cost-benefit of the second Intern in the program. The study found more activities were able to be conducted while also lowering the cost per mosquito and cost per trap location. Additional activities included community surveys looking for sources of mosquito breeding areas, more aggressive larviciding, an increased number of traps (from 11 to 35), additional trap locations and the use of two types of traps. The community surveys allowed for targeted promotions to address the

real issues in that neighborhood (e.g. finding a higher number of gutters holding water can be used to craft messages directed at cleaning and maintaining gutters). The increase in traps and trap locations allowed for more mosquitos to be collected, and importantly allowed for each political subdivision to have a trap location and receive a bi-weekly report of mosquitoes in respective political subdivision. All of these increased activities were conducted while saving on the cost per mosquito and cost per trap. Based on the benefit of having two Interns for the mosquito program, staff requested Board approval to hire two Interns regardless of the Ohio Environmental Protection Agency grant. Positions are budged as follows: 100% Residential Services - \$40,566.40.

PMT: Agency

The Board approved item on consent.

C. Environmental Health Residential Services Sanitarian Position – Requested Board approval to recruit and hire a full-time Residential Services Sanitarian. The Environmental Health Division has seen a steady increase in all program inspections since late 2012. The Residential Services Unit had four (4) FTE Sanitarians prior to the mid 2000’s downturn in the economy. One of the Delaware General Health District Sanitarians resigned during that time and the position was never filled. A 2016 FTE study of the workload in the Residential Services Unit indicates the three (3) FTE’s in this unit are working at 3.16 FTE’s. (3.18 FTE was projected for 2016). The projected FTE for 2017 is 3.82. In order to maintain the Delaware General Health District level of service and keep up with anticipated growth, the Environmental Health Division wishes to fill the position of Sanitarian in the Residential Services Unit. Position is budged as follows: 10% Vector - \$7,402.35; 90% Residential Services - \$65,288.70.

PMT: Agency

The Board approved item on consent.

D. Public Health Nurse 2 - The Personal Health Division has an open Public Health Nurse 2 position that the Board previously approved for posting and hiring. Due to potential significant changes at the State level in the Bureau for Children with Medical Handicaps (BCMh) program, the Personal Health Director and Program Manager have decided it is better to hire a part time nurse, up to 24 hours/week, at this time. After the State biennial budget is finalized, its impact can be better assessed regarding staffing needs.

PMT: Agency

Information only

E. Plumbing Inspector 1 – Requested Board approval offer up to \$23 hour to candidate to fill the Plumbing Inspector 1 position. The plumbing inspector position has been open for approximately two months. Current policy says staff can offer up to the midpoint. Any offer above midpoint requires Board of Health approval. Based on the decline upon presenting a midpoint offer, staff would like to offer up to \$23 per hour for a Plumbing Inspector 1 position. The salary survey is currently underway and adjustments will likely occur in this pay grade very soon. The current salary scale for a Plumbing Inspector 1 as follows:

Minimum	Midpoint	Maximum
\$17.50	\$20.56	\$23.63

PMT: Agency

Mr. Wisener moved to approval offering \$23 per hour to candidate to fill the Plumbing Inspector 1 position. Ms. Karr seconded the motion. The motion carried unanimously.

6.03 CONTRACTS

A. Ms. Rhea Dawn-Smith / Joyful Wellness, LLC - Requested Board approval to enter into contract with Ms. Rhea Dawn-Smith of Joyful Wellness, LLC in the amount not to exceed \$2,325 Ohio Department Health Injury Prevention funds upon review and approval of the Delaware County Prosecutor. The contract will provide services to implement a Tai Chi program for Delaware residents aged 60 years and older.

PMT: Community

The Board approved item on consent.

6.032 ADMIN/FACILITIES

A. Flexible Spending Account (FSA) - During a previous Board meeting, the Board asked the Fiscal office to report when a departing employee refuses to repay overdrawn funds from his/her FSA account. Please note Delaware General Health District has been unable to collect \$442.30 of over drawn funds from Ms. Joyce Richmond.

**PMT: Agency
Information only**

6.034 PERSONAL HEALTH

A. 2016 Annual Communicable Disease Report – The Board was provided a copy of the 2016 Communicable Disease Annual Report with disease data and trend analysis.

**PMT: Quality
Information only**

6.04 SPECIAL REPORTS

A. Regional Planning Commission Mr. Scott Sanders – Mr. Sanders provided a PowerPoint presentation that included current and estimated future growth statistics of Delaware County. For those interested, statistical data is maintained at www.dcrpc.org.

**PMT: Community/Engagement
Information only**

B. 2015-2019 Delaware General Health District Agency Strategic Plan – A copy of the fourth quarter agency strategic plan progress report was provided to the Board. Ms. Keagy reported that most of the 2015-2019 Strategic Plan has been accomplished. Staff are currently in the process of reviewing those accomplishments to ascertain if there are any areas to process further or enhance. Dr. Threlfall requested that any adjustments be reviewed during the Fall Board of Health Retreat (typically occurs in October).

**PMT: Quality
Information only**

C. 2014-2018 Community Health Improvement Plan (CHIP) – A copy of the fourth quarter CHIP progress report was provided to the Board. Ms. Keagy reported that the completed 2016-2017 Youth Risk Behavior Surveillance Survey will be rolled into the upcoming Community Health Assessment. Data was collected from 10,000 students and the results will be presented in May.

**PMT: Quality
Information only**

ADJOURN

Ms. Fleischer moved to adjourn. Ms. Karr seconded the motion. The motion carried unanimously. The meeting adjourned at 8:23 pm.



President



Secretary