

**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; Ms. Fleischer; Dr. Hickman; Ms. Smith 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; Mr. John Bailey, Plumbing Inspector 1; Ms. Arielle Hieronimus, Community Health Specialist 1; Ms. Monica Wing, Administrative Assistant 3 and Ms. Lisa Brown, Administrative Assistant to Health Commissioner.

**1.02 CONSENT ITEMS****6.015 A-D Expenditures****6.016 A-B Inventory****6.021 A-H Authorization/Employment****6.022 A Reclassification/Promotion****6.023 A-B Tuition Reimbursement/Staff Development****6.052 A Policies****6.053 A Resolutions****6.054 A-B Legal Issues****Info Only****6.04 A-B Special Reports**

Items 6.025 Salary Scale/Policies/Benefits A-E were added to the agenda and item 6.053 Resolutions A was removed from the consent agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

**1.03 APPROVAL OF MINUTES**

Mr. Wisener moved to approve the March 28, 2017 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

**1.04 APPROVAL OF BILLS**

Ms. Smith moved to approve the March bills. Mr. Blayney seconded the motion. The motion carried unanimously.

**2.0 STAFF REPORTS****2.01 HEALTH COMMISSIONER**

**A. Building Issues** – An internal task force has been assembled that is currently reviewing the anticipated growth of Delaware County and agency staff and how this will correlate to office space. Staff are in the early stages of reviewing options of office space for the agency as a whole and/or satellite offices; staff have spoken with a realtor and broker to gain information only. Ms. Hiddleston reiterated that staff are in very beginning stages of reviewing and assessing options with a decision to be concluded at a date in the distant future.

**B. Position Paper Climate Change** - It was the consensus of the Board that the Climate Change presentation provided at last month's meeting was very informational and does not wish to pursue a position paper at this time.

**C. Continuing Education (15 minutes)** – Ms. Hiddleston reported that specific presentations and a portion of the upcoming Board of Health Retreat could be utilized toward counting continuing education credits. Due to time constraints of tonight's meeting, the Board did not review a continuing education credit DVD.

**D. New employees were introduced as follows:** Mr. John Bailey, Plumbing Inspector 1 Environmental Health Division; Ms. Arielle Hieronimus, Community Health Specialist 1 Personal Health Division; and Ms. Monica Wing, Administrative Assistant 3 Community Health Division.

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

**3.02 BOARD COMMITTEES**

**A. Personnel Committee** – The Personnel Committee met on April 20, 2017.

**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

**4.01 REGULATION HEARING/ADOPTION**

**A. Resolution #2012-07 Rabies Control Regulation** – Requested Board approval of the third and final reading of Resolution #2012-11 Rabies Control Regulation. A copy of Resolution #2012 was provided to the Board. No comments on the proposed rules have been received. The Prosecutor's office has approved the rule summary to be published in the newspaper for two consecutive weeks after the third reading. Once final reading is complete, the summary will be published as required. The official start date of the new rules is recommended to be June 1, 2017.

**PMT: Community**

**Mr. Wisener moved to approve the third and final reading of Resolution #2012-11 Rabies Control Regulation and to be effective June 1, 2017. Ms. Fleischer seconded the motion. The motion carried unanimously.**

**6.0 NEW BUSINESS**

**6.015 EXPENDITURES**

**A. Vehicle Purchase** - The Environmental Health Division is requesting the purchase of four new 4x4 SUV vehicles. The Delaware General Health District will or will soon have two new employees (one plumbing inspector and one residential services sanitarian) and are replacing two other vehicles. The SUVs proposed are Ford Explorers or equivalent. Estimated cost of these vehicles is quoted at \$35,000 each (quote is from website, actual cost should be lower). These are also 4x4 vehicles due to the nature of the inspectors work being on new construction sites and vacant lots. Staff requested permission to sell & remove from inventory when new vehicles are in service the following two vehicles; The 2005 Ford F250, VIN # 1FTSX21515EA33996, under 36000 miles. This vehicle is used little due to its very large size and a 2005 Ford F 150, VIN# 1FTPX14535NB80932, this vehicle has over 120,000 miles.

The purchase of all four vehicles would come from the Public Health fund. Expenditure is budgeted. Three SUVs would come from the plumbing budget, one from the sewage budget. Staff will utilize state contract for best price and vehicles to fit the Delaware General Health District needs.

Due to the unknown price the Delaware General Health District's current vehicles will bring at auction, staff requested a total purchase amount not to exceed \$140,000. Actual price could reduce this amount significantly.

Staff requested waiver of the \$75,000 Delaware General Health District competitive bid limit because all autos purchased are on state contract competitive bid.

**PMT: Agency**

**The Board approved item on consent.**

**B. Expanded Conference Calling Capabilities and Web Meeting Access** – The current Shortel Telephone system allows for up to three people to engage in a conference call and no web monitoring sharing. In order to increase efficiencies and expand coalition capabilities research was conducted to determine how to meet the needs of staff and community members. It was determined that the Shortel system can be expanded to include up to ten person conference calls and the ability to utilize the web for monitor sharing of documents. Staff requested approval to expend \$3,600 to enhance the Shortel system, this is a onetime expense. However, in the future if it is determines that ten person access is not enough, it can be expanded by another ten for an additional one time cost of \$1,800. Action requested: Approval to expend \$3,600 to enhance the Shortel System to allow for conference calling and web access for meetings and coalitions, this item is not budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**C. Office Furniture** - Requested Board approval to expend up to \$21,000 Public Health funds for desks, chairs and possible accessories for the Residential Services and Plumbing staff to utilize in setting up new areas of 1 W. Winter Street 2<sup>nd</sup> floor. This purchase will accommodate the four sanitarians, three plumbing inspectors, and two summer interns. The existing desks currently in use were here when the Delaware General Health District purchased the building in 2000 and is becoming very tattered. This purchase will also allow for new chairs for six other staff members to update worn out chairs.

**PMT: Agency**

**The Board approved item on consent.**

**D. Renovations** - Requested Board approval to expend up to \$6,000 Public Health funds for the removal of a wall, door and close in some wall vents in the Environmental Health area of 1 W. Winter Street. This includes new carpet for this room and a new pocket door. The wall between the Environmental Health Director and the Plumbing Program manager is requested to be removed so the Residential Services staff can move into this area. These two offices will now become one large room to house six staff members.

**PMT: Agency**

**The Board approved item on consent.**

#### 6.016 INVENTORY

**A. Remove From Inventory / Desktops, Laptops, and Projector** - Requested Board approval to remove the pieces of equipment from inventory as identified in the list below. All units are out of production.

MIS149	1120	1S9TZ71	4/1/2005	Desktop	Dell Optiplex GX280	Public Health
MIS168	8202	CND6512SNN	1/4/2007	Laptop	HPnx9420	IAP/ODH
MIS195	1169	CNU844040J	11/7/2008	Laptop	HP 6530b	EH Food
MIS220	8400	MXL0221W84	7/26/2010	Desktop	HP Compaq 8000 Elite SFF	Injury Prevention
MIS244	1221	SCNF03745YY	12/27/2010	Laptop	HP Mini	Public Health
MIS252	8303	A50AAS251745	5/1/2011	Laptop	ASUS Eee PC 1201 PN	IAP/ODH
MIS189	1156	H2MJ2F1	12/1/2007	Desktop	Dell Optiplex 755	Public Health
L1007	8185	2CE41210H9	4/11/2013	Laptop	HP Elitebook Revolve 810	Bioterrorism/ Emergency Prep
MIS920	8123	F3HG460515F	8/30/2004	Projector	Epson LCD Projector w/ Accocrie	Bioterrorism

**PMT: Agency**

**The Board approved item on consent.**

**B. Remove From Inventory / TSI Callibration Kit** - Requested Board approval to remove #1151 from inventory. This is a TSI Callibration Kit purchased by the Food Program in 2007 for \$565 that is now obsolete.

**PMT: Agency**

**The Board approved item on consent.**

## **6.02 PERSONNEL**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Confirm Employment / Mr. John Bailey** – Requested Board confirm employment full-time permanent of Mr. John Bailey as Plumbing Inspector 1 in the Environmental Health Division, 40 hours a week (100% FTE); pay grade B.1-1; \$21.00 effective April 17, 2017.

**PMT: Agency**

**The Board approved item on consent.**

**B. Confirm Employment / Ms. Michelle Harmon** – Requested Board confirm employment full-time permanent of Ms. Michelle Harmon as Administrative Assistant 2 in the Environmental Health Division, 40 hours a week (100% FTE); pay grade A4; \$12.75/hour effective March 15, 2017. Based on March 28, 2017 Board approval of salary scale, Ms. Harmon will receive adjustment to new minimum of pay grade; \$13.25/hour April 8, 2017.

**PMT: Agency**

**The Board approved item on consent.**

**C. Confirm Employment / Ms. Lisa Spangler** – Requested Board confirm employment full-time permanent of Ms. Lisa Spangler as Administrative Assistant 2 in the Environmental Health Division, 40 hours a week (100% FTE) pay grade A4; \$12.75/hour effective March 15, 2017. Based on March 28, 2017 Board approval of salary scale, Ms. Spangler will receive adjustment to new minimum of pay grade; \$13.25/hour April 8, 2017.

**PMT: Agency**

**The Board approved item on consent.**

**D. Create Full-time Permanent Community Health Specialist Supervisor Position** - Requested Board approval to create a Community Health Specialist Supervisor full-time permanent position 40 hours a week (100% FTE), pay grade D3 within the Community Health Division. The primary focus of the Community Health Specialist Supervisor position will include coordinating evidence-based programs and public awareness activities related to the agency's strategic health priorities, along with addressing health inequities and health in all policies. This position may supervise up to two full-time employees.

**PMT: Agency**

**The Board approved item on consent.**

**E. Create Part-time Permanent Custodian/Maintenance 1 Position** - Requested Board approval to create a part-time permanent Custodian/Maintenance 1 position 20 hours a week (50% FTE), pay grade A3 within the Admin Division. A copy of the Position Description was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**F. Confirm Employment / Ms. Heather Lane** – Requested Board confirm employment full-time permanent of Ms. Heather Lane as Epidemiologist 1 the Personal Health Division, 40 hours a week (100% FTE) pay grade C9; \$20.75/hour effective May 3, 2017.

**PMT: Agency**

**The Board approved item on consent.**

**G. Confirm Employment / Ms. Arielle Hieronimus** – Requested Board confirm employment full-time permanent of Ms. Arielle Hieronimus as Community Health Specialist 1 in the Personal Health Division, 40 hours a week (100% FTE); pay grade C3; \$17.50/hour effective April 17, 2017.

**PMT: Agency**

**The Board approved item on consent.**

**H. Confirm Employment / Ms. Monica Wing** - Requested Board approval to hire Monica Wing to fill a full-time permanent position as the Administrative Assistant 3 in the Community Health Division, 40 hours a week (100% FTE), \$14.68/hour (pay grade A6) effective April 24, 2017.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion Without Competition** – Requested Board approval to promote without competition Ms. Cheryl Forson from Administrative Assistant 1 (pay grade A2) to Administrative Assistant 2 (pay grade A4) within the Personal Health Division. It was determined when position descriptions and administrative assistant series were updated that all WIC Administrative Assistants would be Administrative Assistant 2 positions unless hired in with no work experience. Ms. Forson has been with Delaware General Health District for four (4) years. Effective April 24, 2017, Ms. Forson's new hourly rate will be \$13.93/hour after receiving a pro-rated performance appraisal and 3% promotion without competition increase. Annual performance appraisal date will change to one year from the effective date of promotion.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference / Mr. Travis Irvan** - Requested Board approval to expend up to \$1,353.67 Disease Prevention funds for Mr. Travis Irvan to attend the National Association of City and County Health Officials (NACCHO) conference in Pittsburgh, PA July 11-13, 2017. Mr. Irvan will be presenting a session on last year's cryptosporidium outbreak along with staff from Columbus Public Health. Expenses include registration (\$450), mileage (\$224.70), hotel (\$441.18), Parking (\$56) and meals (\$181.79). A copy of the Out of Health District and/or State Approval form was provided to the Board. Expenditure is budgeted in the Disease Prevention program.

**PMT: Agency**

**The Board approved item on consent.**

**B. Conference / Ms. Kelli Kincaid** - Requested Board approval to expend up to \$508.24 Public Health funds for Ms. Kelli Kincaid to attend and present at the National Association of Local Board of Health 2017 Annual Conference in Cleveland, OH from August 3-4, 2017. This conference is applicable to the Accreditation role of Ms. Kelli Kincaid and directly related to the Strategic Plan goal of Visible Leadership. Expenses include hotel (\$185.24); and parking (\$30). The hotel conference rate (\$159) is \$25 more than the per diem rate (\$134). 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.**

#### **6.025 SALARY SCALE/POLICIES/BENEFITS**

**Executive Session** – Ms. Howerton moved to enter into Executive Session to discuss the compensation of public employees with Board of Health members to remain and Ms. Hiddleston. Ms. Karr seconded the motion. A roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Smith, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered Executive Session at 7:30 pm.

Ms. Karr moved to exit Executive Session. Mr. Blayney seconded the motion. A roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Smith, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered Executive Session at 7:30 pm. The motion carried unanimously. The Board exited Executive Session at 8:30 pm.

The Board of Health has reviewed and discussed the recommendations of staff in agenda items 6.025 A, B, C, and D.

**Ms. Karr made a motion to accept the recommendations of the Board Personnel Committee as follows:**

1. For the purposes of recruitment and competitiveness, increase the 2017 Pay Grade and Salary Scale as recommended effective May 6, 2017.
2. For the purpose of retention of staff to:
  - a. Provide a cost of living raise to all eligible employees of 2.5% effective May 6, 2017. The cost of living shall be administered per policy and excludes the Health Commissioner and other individual contracts. In order to maintain internal equity a 1.5% additional increase will be provided to select employees (approximately four) as identified by the Director of Operations and Finance and the Health Commissioner.
  - b. Provide merit raises at 3% for Core Performers and 3.75% for High Performers; and eliminate the administrative day of leave and quartile steps effective when the new Performance Appraisal tool is implemented later this year (date to be determined by the Health Commissioner after training complete).

**PMT: Agency**

**Mr. Wisener seconded the motion. The motion carried unanimously.**

**E. Personnel Policies:** When staff is promoted from within and then an unexpected opening occurs that may be better suited to his/her skills or career plans, currently staff are prohibited from applying. Mrs. Hiddleston recommended the following change to Section 302 as noted in **red** below:

During the first half of the probationary period (ninety (90) days), **newly hired** employees will not be eligible for a salary increase, cost of living increase, promotion, or lateral classification change and are not eligible to apply for open positions within the Delaware General Health District. At the end of ninety (90) days, he/she may be considered for an increase with a recommendation from his/her Manager, a promotion or lateral classification change and are eligible to apply for open positions. **Recently promoted or laterally moved staff will be eligible for a salary increase, cost of living increase, promotion, or lateral classification change and are eligible to apply for open positions within the Delaware General Health District.**

The Board Personnel Committee has reviewed the recommendation and recommended approval.

**PMT: Agency**

**Dr. Hickman moved to approve Personnel Polices Section 302 as outlined in item 6.025 E. Ms. Fleischer seconded the motion. The motion carried unanimously.**

#### **6.04 SPECIAL REPORTS**

**A. 2016 Child Fatality Review Board Report -** The 2016 Child Fatality Review Board report is complete. In 2016, there were 21 county resident child deaths with 8 of those deaths classified as preventable. This past year saw the highest number of child deaths over the past decade. A copy of the 2016 Child Fatality Review Board Report was provided to the Board.

**PMT: Community/Quality**

**The Board approved item on consent.**

**B. Delaware General Health District Employee Bike Share Programs -** The Community Health and Environmental Health Divisions have jointly developed an Employee Bike Share Program which will allow employees to use bicycles to aid in the performance of Health District business and to be available to use as exercise/recreation during designated break times while at work. The Health District is in a unique position to implement policies that promote active living in addition to being a role model agency in the community. Implementing a bike share program is a best practice supported by the Creating Healthy Communities grant and a strategy to reduce chronic disease such as obesity. Additionally, and as identified in the CHIP, the 5321AN Campaign recommends one hour of activity each day for all Americans to

achieve the recommended physical activity to lead healthy lifestyles. Program such as this one support employees and create a culture of health.

**PMT: Agency**  
**Information Only**

## **6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES**

### **6.052 POLICIES**

**A. Culturally and Linguistically Appropriate Services Plan Update** – Requested Board approval of the updated 2017 Culturally and Linguistically Appropriate Services Plan. Staff recently updated the Culturally and Linguistically Appropriate Services Plan. A copy of the updated Culturally Linguistically Appropriate Services Plan was provided to the Board. Updates included were as follows: dates in the timeline, changed the titles of the responsible parties to reflect current titles; Leadership Team instead of Executive Team and HR Officer instead of HR Director, and changed wording in the Evaluation section of #5 and the Activities and Evaluation section of #8 to reflect current practices.

**PMT: Agency**

**The Board approved item on consent.**

### **6.053 RESOLUTIONS**

**A. Resolution #2012-13 Policy for the Protection of Water Resources and Resolution 2011-17 Policy Regarding Transfers of Licenses and Fee Refunds and Resolution #2012-10 Policy for Sewage Treatment Systems and Resolution #2011-02 Routine and Emergency Events (Delegation of Authority)** – Requested Board approval of the aforementioned updated Resolutions. Copies of the aforementioned Resolutions were provided to the Board. Summary for all aforementioned Resolutions are as follows:

- Major changes to Resolution #2012-13: This Resolution is now combined with Resolution 2012-20 (Policy Paper To Provide for the Protection of Water Resources).
- Major changes to Resolution #2011-17: This Resolution further specifies when a transfer of a license or permit can occur. It also specifies only the HC, EH Director or Operations Director can issue a refund or approve of transfers.
- Major changes to Resolution #2012-10: This Resolution is now combined with Resolution 2012-19 (Policy Paper Household Sewage Treatment Systems). In addition, this new resolution mentions “less than 25 lots” that the Environmental Health Director or Health Commissioner can approve. It also requires a soil report be submitted “when deemed necessary” instead of being required in all situations.
- Major changes to Resolution #2011-02: Currently the policy permits the Health Commissioner or Environmental Health Director to approve subdivisions with five lots or less. Six Lots or more come before the Board of Health Subdivision/Variance Committee and then the Board of Health. The requested change would permit the Health Commissioner or Environmental Health Director to approve Subdivisions up to twenty-four lots. Twenty-five lots or more would come before the Board of Health. Twenty-five lots was chosen because this is the number Ohio Environmental Protection Agency uses before reviewing a subdivision.

Mr. Burke explained the reasons to go up to 24 lots that staff can approve, which will aid in speeding up the process.

**PMT: Agency**

**Mr. Blayne moved to approve Resolutions as outlined in item 6.053 A. Mr. Wisner seconded the motion. The motion carried unanimously.**



**6.054 LEGAL ISSUES**

**A. 3172 Radnor Road** – Requested Board to declare 3172 Radnor Road; Radnor, Ohio a public nuisance and refer to the County Prosecutor. Mr. Delbert Havens, listed by the Auditor's office as the owner of 3172 Radnor Road; Radnor, Ohio has been issued orders by the Solid Waste staff to abate a solid waste nuisance condition on this property. Mr. Havens deceased in 2009; however, his daughter, Ms. Rosa Lee Havens Monnette, whom is living at the residence has been made aware of the order to clean up this property. Inspection occurred on February 8, 2017 at which time orders were sent by certified mail to Mr. Havens. Those orders came back undeliverable. New orders hand delivered on February 17, 2017 to Ms. Monnette. Certified orders were again sent to Ms. Monnette on March 6th. Those orders came back unclaimed. Orders were again hand delivered on April 3, 2017. As of April 12, 2017 trash and debris is still accumulated on the property. No attempt at cleaning this site appears to have occurred. Copies of pictures taken on March 28, 2017 were provided to the Board. As evident by the pictures, trash remains.

The Prosecutor's office requested the referral come directly from the Board of Health; therefore, staff requested the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal action to require Ms. Rosa Havens Monnette to abate the solid waste nuisance condition at 3172 Radnor Road, Radnor; Ohio.

**PMT: Community**

**The Board approved item on consent.**

**B. 6395 South Park Place** – Requested Board approval to declare 6395 South Park Place; Shawnee Hills, Ohio a public nuisance and refer to the County Prosecutor. Mr. Robert Walberg, listed by the Auditor's office as the owner of 6395 South Park Place; Shawnee Hills, Ohio has been issued orders many times over the past few years by the Solid Waste staff to abate a solid waste nuisance condition on this property. This owner is deceased but the son, Mr. Larry Walberg, has been living in the residence. Orders were issued starting in March of 2012 through July of 2016. Each time little progress was made to clean up the property thus avoiding referral to the Board of Health. On March 27, 2017, another complaint concerning solid waste was filed. An inspection on March 28, 2017 revealed a broken down trailer on the property full of trash and debris around the trailer. Copies of pictures taken on March 28, 2017 were provided to the Board. As evident by the pictures, trash remains.

The Prosecutor's office requested the referral come directly from the Board of Health, therefore, staff requested the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal action to require the owners heirs to abate the solid waste nuisance condition at 6395 South Park Place; Shawnee Hills, Ohio.

**PMT: Community**

**The Board approved item on consent.**

**ADJOURN**

**Mr. Wisener moved to adjourn. Dr. Hickman seconded the motion. The motion carried unanimously.**

  
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President

  
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Secretary