

1.0 CONVENTION

1.01 CALL TO ORDER

The meeting was held at the 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; Ms. Fleischer; Mr. Wisener; Ms. Howerton; Ms. Smith; Dr. Hickman and Ms. Karr. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Joan Bowe, Personal Health Director; Mr. David Letterle, Sanitarian In Training; Dr. Heather Lane, Epidemiologist 1; and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.021 A-D Authorization/Employment

6.022 A-B Reclassification/Promotion

6.023 A-C Tuition Reimbursement/Staff Development

6.025 B-C Salary Scale/Policies/Benefits

6.03 A-B Contracts

6.052 A Policies

6.053 A-B Resolutions

6.054 A Legal Issues

INFO ONLY

6.025 A Salary Scale/Policies/Benefits

6.03 C Contracts

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

Ms. Fleischer moved to approve the April 25, 2017 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the April 2017 bills. Ms. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleson provided a copy of the thank you and recognition report to the Board. In addition, Ms. Hiddleson shared a thank you from Ms. Kelsey Kuhlman that acknowledged and thanked the Board of Health for sponsoring Ms. Kuhlman to attend Leadership Delaware.

New employees were introduced as follows: Mr. David Letterle, Sanitarian In Training and Dr. Heather Lane, Epidemiologist 1.

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

6.0 NEW BUSINESS

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Confirm Employment / Mr. David Letterle - Requested Board confirm employment full-time permanent of Mr. David Letterle as Sanitarian In Training in the Environmental Health Division, 40 hours a week (100% FTE); pay grade C3; \$19.89/hour effective May 22, 2017.

PMT: Agency

The Board approved item on consent.

B. Confirm Employment / Ms. Natalie Truini – Requested Board confirm employment full-time seasonal of Ms. Natalie Truini as Intern 1 the Environmental Health Division, 40 hours a week (100% FTE); pay grade A2; \$13.45/hour effective March 15, 2017.

PMT: Agency

The Board approved item on consent.

C. Confirm Employment / Mr. Jason Boothman – Requested Board confirm employment full-time seasonal of Mr. Boothman as Intern 1 in the Environmental Health Division, 40 hours a week (100% FTE); pay grade A2; \$13.45/hour effective March 15, 2017.

PMT: Agency

The Board approved item on consent.

D. Accept Retirement / Ms. Laurie Thuman – Requested Board acceptance of the retirement of Ms. Laurie Thuman, Community Health Program Manager effective July 14, 2017. The Program Manager position (100% FTE) is currently posted and will be filled.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion Without Competition / Mr. Aaron Decker – Requested Board approval to promote without competition Mr. Aaron Decker from a Registered Sanitarian 1 (pay grade C6) to a Registered Sanitarian 2 (pay grade C8) within the Environmental Health Division. Mr. Decker has been with the Delaware General Health District for over three (3) years. Effective June 4, 2017 Mr. Decker's new hourly rate will be \$22.59. Mr. Decker has been performing at an RS II level for many months and works 100% in the Residential Services Unit.

PMT: Agency

The Board approved item on consent.

B. Promotion With Competition – Requested Board approval to promote with competition Ms. Lissie Krull from Public Health Nurse 3 (pay grade C9) to Program Manager Clinical Services Unit (pay grade D5) within the Personal Health Division. Effective May 22, 2017, Ms. Krull's new hourly rate will be \$29.00/hour after receiving a pro-rated performance appraisal and 5% promotion with competition increase. Annual performance appraisal date will change to one year from the effective date of promotion with competition, May 22, 2018.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Out of State Travel / Ms. Shelia Hiddleson - Requested Board approval for Ms. Shelia Hiddleson to attend the NACCHO Immunization Workgroup in person meeting on June 1, 2017 in Washington DC. Request is for time only (16 hours), all expenses paid by NACCHO.

PMT: Engagement/Visible Leadership

The Board approved item on consent.

B. Out of State Travel / Ms. Pam Shears - Requested Board approval of 24 hours for travel and conducting a PHAB site visit for Ms. Pam Shears. Travel and site visit dates are May 31 through June 1. All expenses paid by PHAB.

PMT: Agency

The Board approved item on consent.

C. Conference / Ms. Jody Lenko - Requested Board approval to expend up to \$800 Public Health funds for Ms. Jody Lenko to attend the Lactation Counselor Training in Columbus, OH on June 19 – 23, 2017. This training will support the Newborn Home Visiting Program when the WIC Peer Helper is unable to assist and directly related to Strategic Plan goal of supporting the Community Health Improvement Plan through Access to Care and Obesity Prevention. When course and testing is complete Ms. Lenko will be a Certified Lactation Counselor. Expenses include conference/registration (\$625); testing fee (\$120); and textbook (\$55). Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Table of Organization – The Board was provided a copy of the updated Table of Organization which reflected personnel changes since February of 2017.

PMT: Agency

Information only

B. Employee Bike Share Policy - Requested Board approval of the Employee Bike Share Policy. A copy of the policy was provided to the Board. The Employee Bike Share Program 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.

PMT: Agency

The Board approved item on consent.

C. Health, Dental, and Long Term Disability (LTD) Insurance – Requested Board approval to maintain current Board of Health pick up of all policies since there are no changes to rates this year due to employees meeting ERC goals. Request that ERC incentives remain the same (payroll premium incentives are mandatory to be in the ERC program). A copy of the rates were provided to the Board.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Culture Engagement Process - Requested Board approval to allow the Health Commissioner to negotiate and execute a contract for the repeat culture engagement process to meet the Strategic Plan goal in an amount not to exceed \$10,000 and to set the appropriation. Mrs. Thomas is no longer able to consult with the agency due to taking full time employment elsewhere. Mrs. Hiddleson will be working directly with Denison to administer the survey to the employees (\$2,900) and to provide consulting as needed for action planning, interpretation of results, and possible focus groups in the future (\$7,100).

PMT: Engagement

The Board approved item on consent.

B. Contractor / Ohio Department of Health (ODH) Injury Prevention - Requested Board approval to enter into contract with a to be determined Contractor in the amount not to exceed \$2,325 in ODH 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. This agenda item was previously approved for a specific contractor who has since decided not to implement the program.

PMT: Community

The Board approved item on consent.

C. Logan County Health Department Contract – The Health Commissioner has renewed a contract, per designated authority from the Board, with the Logan County Health Department for epidemiology services to be provided by Mr. Travis Irvan as required by Logan County's preparedness grant. This is the fifth consecutive year for the contract. It runs July 1 - June 30 and brings in approximately \$3,000 per year.

PMT: Engagement

Information Only

6.04 SPECIAL REPORTS

A. 2019 Delaware General Health District Agency Strategic Plan – The Board was provided a copy of the 2017 first quarter agency Strategic Plan progress report. Ms. Keagy reported that the majority of the strategies/actions steps are on schedule or have been completed. The Leadership Team is currently reviewing the Strategic Plan to identify if any strategies and/or action steps need to be adjusted and/or added.

**PMT: Quality
Information only**

B. 2014-2018 Community Health Improvement Plan (CHIP) – The Board was provided a copy of the 2017 first quarter CHIP progress report. Ms. Keagy reported that roughly a year and half remains of the current CHIP. There are 212 actions steps in which 91 are completed, 47 on schedule and 28 behind schedule and 46 not scheduled to begin. Staff are working to bring these items in alignment with established timelines. Ms. Lori Kannally is working to engage health care partners (Grady and Mount Carmel) and establishing a Physician champion to make further progress on the CHIP action steps. Staff will also now be able to begin focusing on social marketing campaigns and effective messaging based on the recently completed Youth Risk Behavioral Surveillance survey results (data has now been tabulated and analyzed). Staff are working with community partners to develop an Opiate Action Plan which is in draft form. A meeting is scheduled for June 6, 2017 to finalize the plan and discuss next steps and to identify entity/individual responsibility to carry out the developed plan. The plan focuses on Education and Prevention; Monitoring and Disposal; Enforcement and Supply Reduction; Treatment; and Harm Reduction. Board members and staff engaged in discussion related to current programs and other emerging issues to the Community Health Improvement Plan. Discussion related to opiates and the overall role of public health was also considered. Dr. Hickman, Ms. Howerton, and Ms. Fleischer plan to attend the Opiate Action Plan meeting.

**PMT: Quality
Discussion**

C. Program and Services Review – Ms. Hiddleston reported that in 2016, the Leadership Team completed a program and services review and policy to assure a comprehensive manner in which to evaluate programs/services of the DGHD on a regular basis. Per the policy this comprehensive review will be completed no less than every six years. A copy of the policy was provided to the Board. However, the fiscal portion of the review for 2016 is complete. A copy of the 2016 Fiscal review was provided to the Board. Ms. Hiddleston highlighted the following:

A new column has been added for the Foundational Public Health Services as defined by AOHC and Resolve.

Analysis of Funding Sources

2015

	Revenue		Expense		Variance
Mandated Programs - ORC	3,886,707	1,174,524	3,165,843	1,167,948	727,440
Mandated Programs - Quality Indicators	189,261	226,923	713,577	230,555	(527,949)
Grants (Not included elsewhere)	117,901	914,964	594,929	915,067	(477,130)
Remaining Public Health Services/Programs	2,501	52,592	254,347	51,522	(250,776)

2016

	Revenue		Expense		Variance
Mandated Programs - ORC	4,009,522	1,405,991	3,176,075	1,381,936	857,502
Mandated Programs - Quality Indicators	340,863	198,604	290,590	174,119	74,758
Grants (Not included elsewhere)	130,297	689,551	244,524	701,863	(126,539)
Remaining Public Health Services/Programs	666,939	43,860	524,556	41,910	144,333

The major differences in the final variance from 2015 to 2016 are:

1. The amount for Mandated Programs needed from the GRF was decreased due to the increase in immunization fees collected.
2. The amount needed for Grants from the GRF appears to be decreased, but this is artificial because the amounts were transferred in 2015 so not as much cushion was required in 2016 to keep the funds solvent while waiting for reimbursements from the grantors.
3. The revenue amount in Remaining Public Health is increased due to Plumbing Fees and the Expenses are increased due to reclassifying Chronic Disease.

**PMT: Quality/Performance Management System
Information only**

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

6.052 POLICIES

A. Credit Cards – The Credit Card Policy has been updated as the Delaware County Bank has been sold to First Commonwealth Bank. The Board was provided a copy of the updated policy.

PMT: Agency

The Board approved item on consent.

B. Ms. Hiddleston reported that the Board of Health current marijuana position paper was written prior to the passing of the Medical Marijuana bill. There are political subdivisions that are considering regulations to prohibit the cultivation and/or selling of marijuana in respective jurisdictions; political subdivisions have asked staff what the Board's position is related to medical marijuana. The Board discussed that legalization of marijuana for medicinal use has passed. How cultivation and a dispensing of prescribed medicinal marijuana will occur is unknown and anticipated not to be fully operational until September of 2018. In the meantime, it was the consensus of the Board to update the current marijuana position paper to be reflective of the law. Also, to emphasize this matter is a very much a concern from a public health standpoint and that availability is controlled to the degree intended for medicinal use.

**PMT: Community/Engagement
Information only**

6.053 RESOLUTIONS

A. Resolution 2009-06 Alcopops Position Paper – Requested Board approval to terminate Resolution 2009-06 Alcopops. The Board was provided a copy of Resolution 2009-06. The resolution titled "Alcopops" was originally approved in 2009 when there was a significant increase in sales in the 1990s and early 2000s; however, sales declined dramatically due to an increase in sales tax on the products. In addition, research has shown that a successful alcohol policy should look to implement evidence-based measures for the reduction of total alcohol consumption in place of beverage-specific interventions.

Citation:

Cornelia Metzner and Ludwig Kraus. The impact of alcopops on adolescent drinking: a literature review. *Alcohol and Alcoholism* 2008; 43 (2): 230-239.

PMT: Agency

The Board approved item on consent.

B. Resolution 2017-01 Authorizing Pre-Tax Deductions for Medical, Dental, Vision and Flexible Spending Account (FSA) - Requested Board approval of Resolution 2017-01 authorizing pre-tax deductions for medical, dental, vision and FSA withholdings for 2017-2018. The Board was provided a copy of Resolution 2017-01.

PMT: Agency

The Board approved item on consent.

6.054 LEGAL ISSUES

A. 1016 SR 257 S - Requested Board approval to declare 1016 SR 257 S; Ostrander Ohio as a public nuisance and refer to the County Prosecutor. Carol Drake, listed by the Auditor's office as the owner of 1016 SR 257 S, Ostrander, 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. Each time progress was made to clean up the property and abate the nuisance, thus avoiding referral to the Board of Health. The latest inspection occurred on March 30, 2017 at which time orders were sent by certified mail to Ms. Drake. Those orders were signed for on April 12, 2017. No progress to abate the nuisance occurred. Therefore, orders were again sent and delivered by priority mail to Ms. Drake on April 24th, 2017. Pictures from May 9, 2017 were provided to the Board. The Board of Health will be updated from a May 30, 2017 inspection at the Board meeting.

The Prosecutors office requested the referral come directly from the Board of Health, therefore, staff request 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. Carol Drake to abate the solid waste nuisance condition at 1016 SR 257 S, Ostrander, Ohio. Pictures of the property were provided to the Board.

PMT: Community

The Board approved item on consent.

ADJOURN

Ms. Fleischer moved to adjourn. Dr. Hickman seconded the motion. The motion carried unanimously. The meeting adjourned at 7:55 pm.

Vice Patricia S. Blayney
President
Shelvia Drake
Secretary