

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 Mr. Blayney. Board members present included: Mr. Blayney, Vice President; Ms. Fleischer; Mr. Wisener; Ms. Howerton; Ms. Smith; and Dr. Hickman. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Ms. Vickie Adkins, Administrative Assistant 2; Ms. Megan Edwards, Multimedia Specialist; Ms. Laurie Thuman, Community Health Program Manager and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were as follows: Ms. Stephanie Togrul, OSU Nursing Student; in attendance on behalf of reading of Resolution 2017-03 Honoring Jennifer Kempton were Ms. Teresa Pollock; Satavia Kempton; Ms. Elizabeth Allen; Mr. Jason Allen and Ms. Brande Urban.

1.02 CONSENT ITEMS

6.012 A-B Appropriations

6.021 A Authorization/Employment

6.025 A Salary Scale/Policies/Benefits

6.052 A Policies

6.053 A-B Resolutions

6.054 A Legal Issues

Items 6.022 Reclassification/Promotion A and B and Item 6.015 Expenditures A were added to the agenda. Ms. Fleischer moved to approve the consent agenda and agenda as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Howerton moved to approve the May 30, 2017 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the May bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleston circulated the monthly Kudo report and introduced new employee Ms. Megan Edwards, Multimedia Specialist.

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. Smith moved to accept the year-to-date finance report. Mr. Wisener seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Food (70451504) – Requested Board approval to increase Food expense appropriation by \$6,550. Change is needed in that actual expenses are exceeding estimates for mainly insurance premiums and state reimbursements. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. PHEP (71751519) – Requested Board approval permission to increase PHEP expense appropriation by \$10,161.50 to facilitate the final spending of the grant. DGHD received a late additional grant award, but will be unable to expend most of the funds due to the late award. A few expenditures (repair of generators, new radios for community events) have been identified and this change is needed to facilitate them. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. HVAC Unit - Requested permission after the fact to purchase a new HVAC unit for 5 West Winter for \$7,240. On May 22nd Air Force One (AFO) (the agency's regular HVAC vendor) came to repair the air conditioning unit for 5 West Winter as staff was mentioning it was getting hot in that office area. Repairs cost \$773.35 for a reconditioned fan motor, blade and cap. By June 5th it was not working again. At the time the weather was comfortable, but the forecast for the following week was for hot and humid. Staff received a price from AFO of \$7,770 for just the air conditioning unit. Upon further pricing, Delaware General Health District found \$7,240 for the entire HVAC unit (air conditioner and furnace). The purchase was authorized and the new unit was installed by 7:00 pm June 9, 2017. Delaware General Health District is re-evaluating its relationship with Air Force One. The Finance Committee was informed of the need for the emergency purchase, but no meeting or vote was held.

PMT: Agency

Mr. Wisener moved to approve the expenditure that purchased the new HVAC unit for 5 West Winter. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Confirm Employment / Ms. Megan Edwards - Requested Board confirm full-time permanent employment of Ms. Megan Edwards as Multimedia Specialist in the Admin Division, 40 hours a week (100% FTE); pay grade C5; \$20.89/hour effective June 12, 2017.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition / Ms. Kelsey Kuhlman – Request Board approval to promote with competition Ms. Kelsey Kuhlman from Community Health Specialist 3 (pay grade C8) to Program Manager (pay grade D5) within the Community Health Division. Effective July 1, 2017, Ms. Kuhlman's new hourly rate will be \$29.00/hour minimum of the pay grade due to being the greater of 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, July 1, 2018.

Ms. Smith moved to approve promotion of Ms. Kelsey Kuhlman as outlined in item 6.022 A. Ms. Fleischer seconded the motion. The motion carried unanimously.

B. Promotion With Competition / Ms. Abbey Trimble – Request Board approval to promote with competition Ms. Abbey Trimble from Community Health Specialist 2 (pay grade C5) to Community Health Specialist Supervisor (pay grade D3) within the Community Health Division. Effective July 1, 2017, Ms. Trimble's new hourly rate will be \$26.50/hour the minimum of the pay grade due to being the greater of 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, July 1, 2018.

Ms. Howerton moved to approve promotion of Ms. Abbey Trimble as outlined in item 6.022 B. Ms. Smith seconded the motion. The motion carried unanimously.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Personnel Policy Updated / 600 Workforce Development and Performance Appraisal / Section 600 B 2 - Requested Board approval of updated Personnel Policy language as identified below in red text.

Section 600 B 2. Annually ~~on~~ **in August all employees will receive an appraisal except for employees employed for less than one year or in a new position for less than one year. New employees or employees that are on probation will receive their first appraisal on the anniversary date of the employee's date of hire or that of applicable reclassification, transfer, or promotion and then in August annually thereafter.** Annual appraisal date may be changed when an employee has consecutively utilized leave for twenty five percent (25%) of annual fulltime equivalent (FTE). As an example of a full-time employee, two-thousand eighty (2,080) annual hours times twenty-five percent (25%) equals five hundred twenty (520) hours as consecutive leave.

PMT: Agency

The Board approved item on consent.

6.034 PERSONAL HEALTH

A. Naloxone (Narcan) - The Ohio Department of Health grant providing the agency with naloxone kits for distribution to the public will end June 30. To continue the program a more user friendly Narcan nasal spray unit will be used even though it costs twice as much as Project Dawn kits. In order to keep program costs low the protocol will be changed to gather insurance information and those with insurance will be directed to get the drug at a pharmacy. Narcan will be provided to anyone with no insurance or who has insurance but would be at \$0 co-pay on our sliding fee scale. Staff will continue to assist with trainings as requested by our community partners. Initial budget \$5,000.

**PMT: Community
Information Only**

6.04 SPECIAL REPORTS

A. Ms. Hiddleson and the Board of Health acknowledged and thanked Ms. Laurie Thuman for her 30 years of service with the Delaware General Health District. Ms. Thuman will retire effective July 14, 2017.

**PMT: Agency
Information only**

B. Board of Health Continuing Education – Ms. Keagy and Ms. Hiddleson provided a PowerPoint presentation and conducted discussion of Youth Risk Behavioral Survey (YRBS) data and Community Health Assessment Planning for 2017-2018 from 7:32 pm to 8:05 pm. A presentation included the results of the 2016-2017 YRBS data and the areas of concern as identified by staff, to be further defined by the Partnership for a Healthy Delaware County as part of the overall Community Health Assessment. Ms. Hiddleson reviewed the Ohio Revised Code and Public Health Accreditation Board (PHAB) requirements for Community Health Assessment; further discussing the planned timelines in light of mandates from the Ohio Department of Health and the Ohio Office of Health Transformation to align the PHAB and Internal Revenue Service requirements. Ms. Hiddleson identified the role of the Board of Health in Community Health Assessment and Community Health Improvement Plan development, noting how this process aligns with the Board of Health Strategic Planning process and development of the agency budget/priorities. The Board is responsible to be knowledgeable about risk factors for the community, identification of resources to meet the public health needs of the community, and to complete a strategic planning process that identifies the goals of the district to meet mandated standards of public health provisions.

**PMT: Community/Engagement/Agency
Board of Health Continuing Education Session**

C. Public Health Accreditation Board – Confirmation and response to the agency's submission of the annual report, section 2. The Board was provided a copy of the Public Health Accreditation Board annual report.

**PMT: Agency
Information Only**

6.052 POLICIES

A. Quality Improvement Plan – Requested Board approval of the updated Quality Improvement Plan for 2017. A copy of the updated Quality Improvement Plan was provided to the Board.

**PMT: Quality/Agency
The Board approved item on consent.**

6.053 RESOLUTIONS

A. Resolution #2015-06 Marijuana Position Paper – Requested Board approval of the updated Resolution 2015-06. This Marijuana Position Paper has been updated to reflect the changes in Ohio law and Board comments from their May, 30, 2017 meeting. A copy of Resolution #2015-06 was provided to the Board.

**PMT: Agency
The Board approved item on consent.**

B. Resolution #2017-02 The Board of the Delaware General Health District Approving Application to SourcePoint - Requested Board approval of Resolution 2017-02. SourcePoint specifically requests that all applicants receive Board permission to apply for grants. A grant from SourcePoint designed to fund the assessment phase of the Age Friendly Community Project was applied for on June 7, 2017. The grant will provide the agency with funding (\$8,000) to cover a portion of salary of an Epidemiologist to conduct and analyze the assessment of Delaware County residents in relation to the 8 Domains to be designated an Age Friendly Community. A copy of Resolution #2017-02 was provided to the Board.

**PMT: Agency
The Board approved item on consent.**

C. Resolution #2017-03 A Resolution Honoring Jennifer Kempton. Request Board approval of Resolution 2017-03 - The Delaware General Health District staff had the honor of meeting and listening to Jennifer Kempton's story of survival on May 12, 2017 as part of the agency's Spring Education Conference. She passed away on May 18, 2017. Jennifer Kempton, founder of Survivor's Ink, was a survivor of human trafficking who used her experience to promote awareness, teach prevention education and advocate for social change. A copy of Resolution 2017-03 was provided to the Board. Ms. Smith completed the reading of Resolution #2017-02 A Resolution Honoring Jennifer Kempton and then presented the signed Resolution to Ms. Kempton's family in attendance.

**PMT: Agency/Community
Mr. Hickman moved to approve Resolution #2017-03 A Resolution Honoring Jennifer Kempton. Mr. Wisener seconded the motion. The motion carried unanimously.**

D. Resolution #2017-04 Delaware General Health District Trauma-Informed Care Position Paper - Request Board approval of Resolution 2017-04. The Delaware General Health District supports the development of a Trauma-Informed Service System within the Delaware County community of agencies and services, which is a strategy within the 2014-2018 Community Health Improvement Plan. A copy of Resolution 2017-04 was provided to the Board.

**PMT: Agency/Community
Ms. Fleischer moved to approve Resolution #2017-04 Delaware General Health District Trauma-Informed Care Position Paper. Mr. Wisener seconded the motion. The motion carried unanimously.**

E. Resolution #2017-05 Delaware General Health District Anti-Human Trafficking Position Paper - Request Board approval of Resolution 2017-05. The Delaware General Health District supports and is a member of the Delaware County Against Human Trafficking Coalition whose mission is to end human trafficking through advocacy, education, prevention and on-going comprehensive services.

A copy of Resolution 2017-05 was provided to the Board.

PMT: Agency/Community

Mr. Wisener moved to approve Resolution #2017-05 Delaware General Health District Anti-Human Trafficking Position Paper. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.054 LEGAL ISSUES

A. Public Nuisance / 11081 Fancher Road; Westerville, OH – Requested Board declare 11081 Fancher Road; Westerville, OH (owner listed as Huntington Bank by the Auditor's office) as a public nuisance and refer to the County Prosecutor. Solid Waste staff has issued orders to abate a solid waste nuisance condition on this property. Huntington Bank has made no effort to clean up the property or make contact with the Delaware General Health District office. The latest inspection occurred on May 31, 2017 at which time no progress to abate the nuisance occurred.

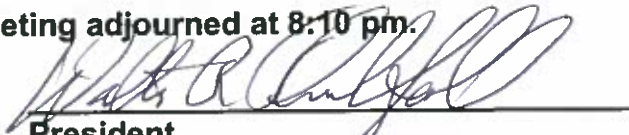
The Prosecutors office requested the referral come directly from the Board of Health, therefore, staff request the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal action to require Huntington Bank to abate the solid waste nuisance condition at 11081 Fancher Road; Westerville, OH. Copies and supporting documents were provided to the Board.

PMT: Community

The Board approved item on consent.

ADJOURN

Ms. Smith moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 8:10 pm.



President



Secretary