



## **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 7:04 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Ms. Fleischer; Ms. Howerton; Ms. Karr; and Dr. Hickman. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Joan Bowe, Director Personal Health and Nursing; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director; Ms. Mr. Adam Howard, Residential Services Program Manager; and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were as follows: Molly Ryan; T.J. Ryan; Steve Cokonougher; Rebecca Cokonougher; and Gary Dunn.

### **1.02 CONSENT ITEMS**

#### **6.012 A Appropriations**

#### **6.015 A-B Expenditures**

#### **6.016 A Inventory**

#### **6.021 A Authorization/Employment**

#### **6.022 A Reclassification/Promotion**

#### **6.025 A Salary Scale/Policies/Benefits**

#### **6.03 A Contracts**

### **Info Only**

#### **6.05 A Board Actions/Policies/Legal Issues**

Item 6.015 A Expenditure was removed from the agenda and Item 6.015 C Expenditure was added to the agenda. Mr. Blayney 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**

Mr. Blayney moved to approve the June 27, 2017 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

### **1.04 APPROVAL OF BILLS**

Mr. Blayney moved to approve the June 2017 bills. Ms. Howerton seconded the motion. The motion carried unanimously.

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

Ms. Hiddleson reported that the Auditor of State audit is complete with no findings and acknowledged the Operations/Fiscal staff for doing a very nice job.

The monthly thank you and recognition summary was provided to the Board. Other publications provided to the Board were as follows: Delaware General Health District's quarterly Newsletter and the National Association of Local Boards of Health (NALBOH) News Brief. Ms. Hiddleson inquired if the Board received the NALBOH News Brief at his/her home address; all in attendance answered no. Also, Ms. Hiddleson inquired if the Board members were receiving NALBOH conference information via his/her e-mail address. All in attendance reported yes; except, Ms. Karr. Ms. Hiddleson will verify that Ms. Karr is on appropriate e-mailing list to receive the NALBOH e-mails.

Ms. Hiddleson also reported that the Culture Survey results are completed and is very pleased with the results. The Culture Survey will be presented to the Board at the August 29, 2017 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.

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



#### 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

##### 4.03 VARIANCE REQUEST

##### A. Variance / 1524 State Route 3; Galena, Ohio 43021 (Mr. and Mrs. Ryan, owners)

- Property owners Mr. Timothy and Mrs. Molly Ryan were present as well as Mr. Steve Cokonougher; Ms. Rebecca Cokonougher; and Mr. Gary Dunn in support of variance request; however, a representative from the Village of Galena was not present. It was noted that the Village of Galena was invited to tonight's meeting.

Mr. Adam Howard reported the variance request details via a PowerPoint presentation that outlined and reported the following:

Property owners Mr. and Ms. Ryan requested a variance to Ohio Sewage Treatment System Rules - Ohio Administrative Code 3701-29-06 (I). The property address is 1524 State Route 3, Galena, Ohio 43021. Mr. and Mrs. Ryan have requested to split their 7.560 acres into two lots (5.285 acres and 2.275 acres), NPA #15-17. While reviewing the lot split, it was discovered that sanitary sewer is available to this property from the Village of Galena. Upon this discovery, staff disapproved the lot split for on-site sewage treatment systems based on Ohio Administrative Code 3701-29-06 (I). Mr. and Mrs. Ryan are requesting a variance to this rule so they may install an on-site sewage treatment system on the newly created lot. A soil report has been completed and indicates this lot will support an on-site sewage treatment system.

On June 30, 2017, Mr. and Mrs. Ryan made a formal application for a variance to Ohio Administrative Code 3701-29-06 (I) which states: *"(I) A STS shall not be sited, permitted, or installed where a sanitary sewerage system is accessible, unless otherwise excepted by law. Whenever a sanitary sewerage system becomes accessible to a dwelling or structure served by a STS, the dwelling and/or structures shall be connected to the sanitary sewerage system and the STS abandoned in accordance with rule 3701-29-21 of the Administrative Code. (1) In determining the accessibility of a sanitary sewerage system a Board of Health may consider the availability of connection, local or state ordinances or rules prohibiting or requiring connection, the technical feasibility of connection, the ability of the sanitary sewerage system and associated treatment facility to accept additional flows, and the distance from the foundation wall of the structure from which sewage originates to the nearest boundary of the right-of-way within which the sewer is located. (2) The Board of Health shall consult with appropriate sewer entity personnel as necessary to determine sanitary sewerage accessibility..."*

A letter to the builder dated June 8, 2017 from the Village of Galena states that *"...This property is contiguous to the Village of Galena's municipal boundaries and therefore could be served by the village's wastewater treatment system..."*

Investigating the cost to connect to sanitary sewer, the applicant found the total cost to be approximately \$294,500 for a distance of approximately 1,250 feet. The applicant delivered this information to the Village of Galena on June 20, 2017 after which the Village of Galena concurred with the cost estimation on June 21, 2017.

Staff Recommended: Based on the distance and cost of connection to sanitary sewer, staff recommended approval of the variance to rule 3701-29-06 (I) to allow for the use of sewage treatment systems for the lot split, NPA #15-17.

It was the consensus of the Board that a cost of \$294,500 and a connection distance of 1,250 to public sanitary sewage were not economically feasible and a Soil Scientist has completed a soil report that indicates the lot will support an on-site sewage treatment system. An on-site sewage treatment system could be installed at a fraction of the price compared to \$294,500. It is therefore the consensus of the Board to approve the requested variance for lot 1524 State Route 3; Galena, Ohio 43021.

**PMT: Agency/Community**

**Mr. Blayney moved to approve variance request for 1524 State Route 3; Galena, Ohio 43021. Dr. Hickman seconded the motion. The motion carried unanimously.**



## 6.0 NEW BUSINESS

### 6.012 APPROPRIATIONS

**A. Public Health PHEP** - Requested Board approval to request \$38,267.50 of new expense appropriation and a new public health fund account from the Auditor's office to use for funds from the Public Health Emergency Planning grant (PHEP). Ohio Department of Health (ODH) has said the only funds Delaware General Health District (DGHD) will be receiving from the PHEP grant will be from completing "deliverables" as defined by the PHEP grant and ODH. These "deliverable" payments are based upon achieving predetermined goals and DGHD does not report the expenses involved in achieving the "deliverables". Since the expenses do not have to be reported to ODH and deliverable payments do not have to be deposited to the separate PHEP account, DGHD would prefer to use the a public health fund to ease tracking of all PHEP expenses and revenues while maintaining the flexibility of a public health account (shared appropriation and shared cash resources). A copy of the Budget for line item details was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

### 6.015 EXPENDITURES

**A. Item 6.015 Expenditures A** was removed from the agenda and no Board action was taken as matter was resolved prior to the July 25, 2017 Board of Health meeting.

**PMT: Agency**

**B. Strength Finders Training** - Requested Board approval to expend up to \$2,000 Public Health funds to purchase Strength Finders training for Personal Health Division staff retreat on September 8, 2017. This includes \$1,500 for a trainer from Ohio State University to provide three hour training and \$500 for on-line test/survey of strengths. Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**C. Vehicle Repair** - Requested Board approval to expend up to \$2,500 from Public Health funds to repair a car owned by staff member, Mr. Mike Rogich. This is a claim that was submitted on July 23<sup>rd</sup> to the agency's insurance company and the insurance company denied the claim. Last week, Mr. Rogich took the battery for an agency owned mosquito machine home to charge it so staff could fog the Ashley area the next day. After charging, unknown to Mr. Rogich, some battery acid condensate was on top of the battery. Upon moving the battery from a shelf, battery acid spilled on the hood of his car causing damage. Staff has received two (2) estimates, both of which are slightly less than \$2,500. Furthermore, staff is reviewing policies and procedures to avoid this type of situation in the future. The Board had a brief discussion that the agency's insurance company denied the claim with reasoning as being classified as a member to member claim. The Board also discussed other avenues to file claim such as with Mr. Rogich's auto insurance or homeowner's policy (it was noted if completed this way, Mr. Rogich's insurance company could perhaps in turn file a countersuit against the agency's insurance company). After discussing the options, it was the consensus of the Board to approve payment to Mr. Rogich of up to \$2,500 due to the possible adverse effects that could happen to either Mr. Rogich personal insurance rates or perhaps a countersuit against the agency.

**PMT: Agency**

**Mr. Blayney moved to approve to expend up to \$2,500 for Mr. Mike Rogich's car repair. Ms. Karr seconded the motion. The motion carried unanimously.**

### 6.016 INVENTORY

**A. Remove from Inventory / Computer and other Peripheral Equipment** - Requested Board approval to remove computer and other peripheral equipment from inventory. A copy of the list identifying the pieces to be disposed of through recycling was provided to the Board. All pieces are outdated and very old.

**PMT: Agency**

**The Board approved item on consent.**



## **6.02 PERSONNEL**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Confirm Employment / Ms. Korin Reed, Public Health Nurse 2** – Requested Board approval to confirm employment of Ms. Korin Reed, RN to fill full-time permanent Public Health Nurse 2 position within the Personal Health Division, 40 hours a week (100% FTE), \$22.80/hour (pay grade C-8) effective July 18, 2017.

**PMT: Agency**

The Board approved item on consent.

### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion Without Competition / Ms. Rachel Aller** – Requested Board approval to promote without competition Ms. Rachel Aller from Administrative Assistant 1 (Pay grade A-2) to Administrative Assistant 2 (Pay grade A-4) within the Personal Health Division. Effective July 29, 2017, Ms. Aller's new hourly rate will be \$14.45/hour, the bottom of the A-4 pay grade, which is the higher amount after receiving the 3% promotion without competition increase. Annual performance appraisal date will change to one year from the effective date of promotion without competition, July 29, 2018. Ms. Aller has met the one year experience required for the Administrative Assistant 2 position and has been working to that level for some time.

**PMT: Agency**

The Board approved item on consent.

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

**A. Personnel Policies Update / Section 413 Policy on Additional Leave** – Requested Board approval to remove from the Personnel Policies the below listed Section 413 Policy on Additional Leave. At the April 25, 2017 meeting, the Board approved to eliminate the additional leave allowance upon implementation of the new Performance Appraisal Tool. To be consistent with the April approval, Section 413 needs to be deleted from the Personnel Policies.

#### **413 Policy on Additional Leave**

**A.** A full-time employee who receives an overall Exceeds receives an additional eight (8) hours paid administrative leave. Part-time employees are eligible for this benefit proportional to the employee's regular hours worked.

**PMT: Agency**

The Board approved item on consent.

## **6.03 CONTRACTS**

**A. Contract / Ms. Marilyn Bottorf, RN** - Requested Board approval to enter into contract with Ms. Marilyn Bottorf, RN for nursing services for influenza immunization clinics upon review and approval of the Delaware County Prosecutor. A copy of the drafted contract was provided to the Board.

**PMT: Agency**

The Board approved item on consent.

## **6.04 SPECIAL REPORTS**

**A. 2015-2019 Delaware General Health District Agency Strategic Plan** – The Board was provided a copy of the second quarter agency strategic plan progress report. Ms. Keagy reported that items indicated by a green or blue dot are either on schedule or have been completed. The Leadership Team is currently reviewing the Strategic Plan to ascertain if any new strategies or action steps need to be amended. It was also noted that further discussion regarding this matter will be on the Board of Health Fall Retreat agenda. Dr. Threlfall requested that any ideas/recommendations that result from the Leadership Team review or in general be provided to the Board of Health prior to the fall retreat; preferable provided in September 2017.

**PMT: Quality**

Discussed



**B. 2014-2018 Community Health Improvement Plan (CHIP) –** The Board was provided a copy of the second quarter CHIP progress report. The Board discussed the status of the strategies and action steps. Question selection for both the adult and parent surveys are in the process of being finalized as part of the 2017 Community Health Assessment. The Board also discussed that it appears SourcePoint has had challenges with recruiting participants for the WISE program. Ms. Keagy reported that one of the challenges was a turn-over in staff that coordinates the WISE program. Ms. Keagy reported that Delaware General Health District staff continues to monitor progress of the CHIP and will consider needed adjustments.

**PMT: Quality  
Discussed**

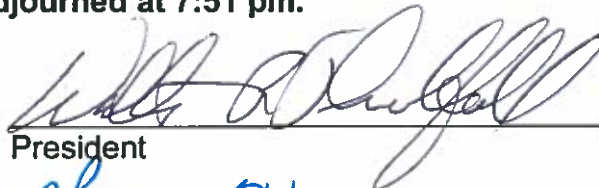
**6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES**

**A. Facilities Committee Report 2017 -** This committee was established to review current and future building/parking/staffing needs of the agency. The committee request the Board review the report over the next month and discuss at the August Board meeting. Completing the Facilities Report is part of Delaware General Health District's Strategic Plan; Strategy 1.4 Develop an agency facility plan to manage personnel and public access and community growth. A copy of the Facilities Committee Report was provided to the Board.

**PMT: Agency/Community  
Information Only**

**ADJOURN**

**Ms. Fleischer moved to adjourn. Dr. Hickman seconded the motion. The motion carried unanimously. The meeting adjourned at 7:51 pm.**



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President



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Secretary