

# Board of Health Retreat



Date/Time October 14, 2017 8:00 AM to 12:00 PM Location Delaware General Health District  
1 West Winter  
Basement Training Room  
Delaware, OH 43015

Meeting called by	Dr. Threlfall and Shelia Hiddleson	[Attendees] Dr. Threlfall, Mr. Blayney, Mrs. Smith, Dr. Hickman, Mr. Wisener, Mrs. Fleischer, Ms. Howerton, Mrs. Karr, Mrs. Hiddleson, Mr. Burke, Mr. Knowlton, Mrs. Bowe, Ms. Keagy
Type of meeting	Work Session	
Note taker	Shelia Hiddleson	

## Agenda Items

Topic	Presenter	Time allotted
Welcome	Shelia	1 Minute
PHAB Strategic Plan Standards Review	Shelia	20 Minutes
Strategic Plan Review and Revision	All	45 Minutes
PHAB Mission, Vision, Values Review	Shelia	10 Minutes
Core Value Development Exercise	All	30 Minutes
Fiscal Review	Shelia/Dave	15 Minutes
Opiate Plan and Logic Model	Jen	30 Minutes
Action Items	All	5 Minutes
Adjourn	All	

## Minutes

### Welcome and 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 8:05 AM by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Ms. Fleischer; Ms. Karr; Ms. Smith; Mr. Wisener; and Dr. Hickman. 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; and Mr. Dave Knowlton; Operations Director. (Sign-In sheet attached)

Dr. Threlfall welcomed everyone present to the BOH Retreat and thanked each member and staff for giving up a Saturday morning. Dr. Threlfall also reminded those present to speak freely and openly with each other moving forward to assure the best possible discussion to move the Delaware General Health District forward. Dr. Threlfall turned the meeting over to Mrs. Hiddleson.

Mrs. Hiddleson also welcomed the Board and Staff, echoing Dr. Threlfall's recognition of the importance of the discussion to come and thanking all in advance for their active participation. Mrs. Hiddleson also reviewed the Continuing Education requirements for Board members, noting that the PHAB sections of the retreat and Opiate sections of the retreat will count towards requirement.

### PHAB Strategic Plan Standards Review

Mrs. Hiddleson reviewed the PHAB requirements for Strategic Planning and Governance responsibilities; this portion of the meeting lasted forty-five minutes. The Power Point slides are attached, each slide being reviewed in detail with comparison of the Standard and the current agency plan. Areas for improvement in the current plan were noted throughout the discussion. The Board and Staff had discussion about current strategic plan, previous efforts, and thoughts moving forward. A recurring theme in the discussion was to keep the plan simple, without too many objectives, strategies, and action steps to allow for ease of tracking and to keep focused on the big picture.

### Strategic Plan Review and Revision

Mrs. Hiddleston reviewed the current plan and the proposed revisions/new steps. Each of the revisions (highlighted in yellow in the attached document) was discussed at length for consensus with the objective and strategies. After completion of the proposed updates/changes provided by staff, Mrs. Hiddleston led the discussion of other opportunities for improvement either in the plan or other initiatives the plan should include. Board members and staff agreed that current and emerging issues were captured. The revision will be placed on the October 31, 2017 regular Board meeting agenda for approval.

Mrs. Hiddleston led a discussion about the plan and how board members would like to receive reports on progress; the current report is provided semi-annually utilizing various colors to denote progress. The Board agreed that a semi-annual report for the entire plan is sufficient, but a quarterly report on any items that are behind schedule would be beneficial. The color system is currently used in this manner:

#### Key for Status:

No dot: Project not yet expected to start

Green: Project is on schedule

Yellow: Project is behind schedule, but in progress

Red: Project is scheduled to start but no progress has been made

Blue: Project has been completed

The Board would like an explanation provided for any item that is yellow or red and the action steps being taken to bring those items in alignment. This brief report would then be updated quarterly between the semi-annual overall plan reports. Staff leadership will work on the requested revisions to the plan reporting.

### PHAB Mission, Vision, Values Review

Mrs. Hiddleston reviewed the PHAB standards related to Mission, Vision, and Core Values; the Power Point slides are attached; this portion of the meeting lasted ten minutes. The Board and Staff had discussion about current Mission and Vision and other thoughts related to the future.

### Core Value Development Exercise

Mrs. Hiddleston led a discussion of the current Mission and Vision of the Delaware General Health District. The Board and Staff discussed the definitions of Vision and Mission, applying them to the essential services of the Delaware General Health District and the responsibility to provide service/programs to the public. After a discussion about the current Mission and Vision statement it was decided to change both as follows:

*Vision*                      *Healthy Habits, Healthy People, Healthy Community*  
*Mission*                    *Promote, protect, and improve the health of the community.*

The Board and Staff participated in a brainstorming process and Affinity Diagram process to identify the Delaware General Health District Guiding Principles. The Board decided not to call these "Core Values" as there was consensus that this term was overused. After the completion of the Affinity Diagram the following Guiding Principles were determined:

*Integrity, Compassion, Collaboration, Innovation, Professionalism, Education*

The Board requested that Staff take these principles to all staff to determine if these resonate with staff and how they would define these words. Feedback to Board members will occur at the January 2018 meeting for adoption if appropriate.

### Fiscal Review

Mrs. Hiddleston and Mr. Knowlton reviewed the current Fiscal Report and considerations for future planning as discussed in the spring.

### Opiate Plan and Logic Model

Ms. Keagy reviewed the community Opiate data, the Opiate Action Plan, and the Logic Model with the Board and staff; this portion of the meeting lasted thirty minutes. Ms. Keagy discussed the role of the Delaware General Health District moving forward, the concerns expressed by the public in the community meeting held on October 6, 2017, and the monitoring of the plan/model moving forward. The Board and staff discussed the plan and concerns about the health of the community into the future related to the Opiate and Addiction issues.

### Adjourn

There being no further discussion the special Board of Health meeting, retreat, and continuing education gathering was adjourned at 11:30 AM.

Respectfully Submitted, Shelia-L Hiddleston, RN, MS Health Commissioner

Approved October 31, 2017



President



Secretary

Board of Health Continuing Education Hours Update:

Month	WT	PB	DS	MF	GW	AH	MH	HK
February	30	0	0	30	30	30	30	30
March	20	0	0	20	20	20	0	20
April	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0
June	0	30	30	30	30	30	30	0
July	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0
September	0	15	15	15	15	0	15	15
October								
December								
OABH			120					
Retreat	85	85	85	85	85	0	85	85
Other*								
<b>Total</b>	135	130	250	180	180	80	160	150
<b>Need</b>	0	0	0	0	0	40	0	0
<b>Met</b>	Met	Met	Met	Met	Met		Met	Met

10/31/17 *Shelina Hayden*

