



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 7:01 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Vice President; Ms. Fleischer; Ms. Karr; Ms. Smith; Mr. Wisener; and Dr. Hickman. 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; Ms. Pam Shears, Administration Program Manager; Ms. Michaela Klingel, Public Health Nurse 2; Mr. Todd Goodsite, IT Specialist 2; Mr. Mike Nelson, Custodian/Maintenance 1; and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 A-B Appropriations

6.015 A-B Expenditures

6.023 A-C Tuition Reimbursement/Staff Development

6.03 A-B Contracts

Info Only

6.04 A-B Special Reports

Items 6.02 A and 6.05 A were added to the agenda and Item 6.023 C was removed from the consent agenda. Mr. Wisener 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. Karr moved to approve the August 29, 2017 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleston invited the Board to attend Mr. Roger Wren's retirement party on September 28, 2017 from 3:30 pm to 5:30 pm at the Delaware General Health District (1 W. Winter / basement).

Ms. Bowe introduced new employee Ms. Michaela Klingel, Public Health Nurse 2.

Mr. Knowlton introduced new employee Mr. Mike Nelson, Custodian/Maintenance 1.

Ms. Shears introduced new employee Mr. Todd Goodsite, IT Specialist 2.

The Board was provided a copy of the monthly thank you and recognition report.

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



4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. First Reading of Resolution #2017-07 Delaware General Health District Setting Environmental Health Fees for 2018 – Requested Board approve the first reading of Resolution #2017-07 Delaware General Health District Setting Environmental Health Fees for 2018.

Mr. Burke reported that staff has requested the Environmental Health fees be adjusted per the provided fee schedule for 2018. Cost analysis has been completed per the Ohio Revised Code. As usual, the agency strives for 90% cost recovery of each program in fees, with levy funds covering the remainder of the costs. As the Board is already aware, 90% cost recovery is simply not feasible in certain programs when a low number of establishments/permits occur in a program. Sewage and water program fees were last increased for 2017.

The fees recommended by staff for an increase for 2018 are in the Swimming Pool program for “additional pools at the same location” fee and in the “Risk” classifications of Food Service Operation/Retail Food Establishments. These food fees were last increased slightly in 2014 (2% for most categories; however, mobile fees stayed the same). Mobile fees were decreased for 2017 due to the cost recovery being at 108% for 2015. For 2016, mobile food license fee is at approximately 104% which again requires a fee decrease. Therefore, staff recommended a decrease in the mobile food fees (from \$115 to \$105) for 2018. This will put mobile food cost recovery at 97%. The Vending program is at 108% cost recovery; therefore, it too requires a decrease. Staff recommended \$44.00 for the vending fee, down from the \$49.00 fee currently. This will put it at 97% cost recovery. The food program as a whole recovered approximately 83% of the costs in 2016. The agency’s food fees are typically already higher than surrounding and “like” counties; however, staff recommended an increase in the “risks” classifications to approximately 90% cost recovery IF fees are currently below 90% cost recovery. If fees are above the 90%, staff recommended the fee remain the same. The result of these recommended changes is an increase of \$15,347.00 total income.

The Board was provided a copy of the 2017/2018 Environmental Health fee comparison document and the 2018 proposed Environmental Health fee resolution.

PMT: Agency/Community

Mr. Wisener moved to approve the first reading of Resolution #2017-07 Delaware General Health District Setting Environmental Health Fees for 2018. Ms. Smith seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Injury Prevention – Requested Board approval to make a few line item changes in the 2017 Injury Prevention (71251512) expenditure appropriation budget. This will bring appropriations in line with current projected grant expenditures. A copy of the Budget Revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Creating Healthy Communities (CHC) – Requested Board to make a few line item changes to the 2017 CHC (71151511) expenditure appropriation budget. This will bring appropriations in line with current projected grant expenditures. A copy of the Budget Revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.



6.015 EXPENDITURES

A. Winter Educational Conference / Bent Tree Golf Club - Requested Board approval to expend up to \$3,000.00 Public Health funds to provide catering and room rental by Bent Tree Golf Club for the staff winter educational conference on December 1, 2017. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Renovate Restroom (Basement 1 West Winter) - Requested Board approval to expend up to \$8,750.00 Building funds to renovate the restrooms in the basement of 1 West Winter. Expenditure falls under funds budgeted for building repair.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

A. Upon review of the Administrative Assistant to the Health Commissioner job description during the annual performance appraisal process it was noted that the points for Experience was incorrectly noted as 92 (3-5 years' experience). The experience per the job description is 5-7 years; therefore the point value given should be 128. This changes the total points for the position to 469 which is outside of Pay Grade A 9. Ms. Hiddleson and the Personnel Committee recommended creating an A 10 pay grade with a point range of 436-480 and salary range of \$18.89 to \$26.45 and to move the Administrative Assistant to the Health Commissioner to the A 10 pay grade with no adjustment to current employee hourly wage as it falls within new range.

Ms. Fleischer moved to create an A 10 pay grade with a point value of 436-480 and a salary range of \$18.89 to \$26.45, to move the Administrative Assistant to the Health Commissioner to the A 10 pay grade, and make no adjustment to current employee hourly wage as it falls within new range. Mr. Wisener seconded the motion. The motion carried unanimously.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Mr. Wes Stone - Requested Board approval to expend up to \$2,365.41 Public Health funds for Mr. Wes Stone to attend the Annual Laserfiche conference in Long Beach, California on January 8-12, 2018. This conference is applicable to Mr. Stone's position and directly related to the Strategic Plan goal to develop and implement a plan for technology improvements and improve technological effectiveness and efficiency of the agency. Expenses include conference/registration (\$795); hotel (\$839.05); meals (\$241.36); airfare (\$450) and taxi/shuttle (\$40). The Board was provided a copy of the Out of Health District and/or State Approval form. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Conference / Ms. Abbey Trimble and Ms. Abby Crisp - Requested Board approval to expend up to \$351.63 funds for Ms. Abbey Trimble and \$440.66 funds for Ms. Abby Crisp to attend the Health Educators Institute conference in Oregon, OH on October 25-27, 2017. This conference will focus on new skills, information, and resources to provide comprehensive health education services in the community. Expenses include conference/registration (\$235.00/each); hotel (\$205.66); and mileage (\$116.63). Ms. Trimble and Ms. Crisp will carpool and share a hotel room. The Board was provided a copy of the Out of Health District and/or State Approval forms. Expenditure is budgeted from Creating Healthy Community grant funds.

PMT: Agency

The Board approved item on consent.



C. Conference / Mr. Travis Irvan – Ms. Hiddleson reported that item 6.023 C was removed from the consent agenda as item was updated as identified below in red text. The scholarship was not received from NACCHO; however, staff reviewed the content of the conference and deemed it is beneficial to the agency and Mr. Irvan's position to attend the conference.

Requested Board approval to expend up to \$1,395.68 Public Health funds for Mr. Travis Irvan to attend the InFORM conference in Garden Grove, California on November 6-9, 2017. This conference is applicable to the disease outbreak duties of Mr. Irvan as Program Manager and Epidemiologist and directly related to Strategic Plan goal of Visible Leadership and Workforce Development. Expenses include conference/registration (\$175); hotel (\$498.24); meals (\$237.44); airfare (\$450) airport shuttle (\$15) and parking (\$20) for a total of \$1,395.68. Out of Health District and/or State Approval form attached and expenditure is budgeted. ~~Mr. Irvan has applied for a scholarship from NACCHO and will attend the conference only if the scholarship, which pays up to \$1,400 in trip expenses, is received. Only work time for travel and attendance is requested.~~

Mr. Wisener moved to approve conference request as outlined in 6.023 C. Ms. Karr seconded the motion. The motion carried unanimously.

6.03 CONTRACTS

A. Blessings in a Backpack - Requested Board approval to renew the contract with Blessings in a Backpack in the amount not to exceed \$43,340.00 in Maternal & Child Health grant funds upon review and approval of the Delaware County Prosecutor. The contract will provide food on the weekends for elementary school children who qualify for free or reduced lunch.

PMT: Community

The Board approved item on consent.

B. Lutheran Social Services of Central Ohio - Requested Board approval to renew the contract with Lutheran Social Services of Central Ohio in the amount not to exceed \$5,000.00 in Maternal & Child Health grant funds upon review and approval of the Delaware County Prosecutor. The contract will provide the packing and delivery of food for the weekend backpacks for elementary school children who qualify for free or reduced lunch.

PMT: Community

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Ms. Shelia Hiddleson reported that the Board of Health retreat is scheduled for October 14, 2017 from 8:00 AM to 12:00 PM at the Delaware General Health District (1 W. Winter / Basement). The purpose of the retreat is to review and update the Strategic Plan and a review of the Opiate Action Plan.

The Board was provided a copy of the updated Strategic Plan with suggested items highlighted with yellow. The updated Strategic Plan will be discussed at the Board of Health Retreat and the third quarter update will be available. The Opiate Plan and Logic Model will be provided via e-mail on October 9th; the community is meeting on October 6th to review and identify gaps. The Board was provided a copy of the Bylaws.

PMT: Quality

Information only

B. Ms. Shelia Hiddleson reported the Board of Health is required to complete two (2) hours of continuing education annually per ORC 3701.342 in order for the Delaware General Health District to receive the state subsidy (\$26,350 2017, set to double in 2018 for Accredited Health Districts).



In 2017, eighty (80) minutes have been offered during Board of Health meetings. During the meeting on September 26th a presentation related to Friends for Life will be offered which will increase that amount to ninety-five (95) minutes. Attendance at the Board retreat will count towards the annual requirement.

If unable to attend the retreat, there will be two (2) more opportunities to complete required hours at the October and December meetings, the discs are available for those that still need hours after December 5th but must be completed by December 31, 2017.

Current completion of annual requirement is as follows:

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								
October								
December								
Total	50	30	30	80	80	80	60	50
Need	70	90	90	40	40	40	60	70
Met								

PMT: Agency Information only

C. Friends for Life (total of 15 minutes) - Ms. Shears presented a PowerPoint presentation regarding the Friends for Life program which highlighted changes in funding that the Friends for Life Board recently adopted and how the program has benefited the objectives of the agency. The Board was provided a copy of the Big Give flyer (fundraiser) and the Friends for Life informational flyer. Ms. Shears further explained that in order to carry out Board of Health responsibilities, it is necessary for the Board to be knowledgeable about the Delaware County community and its authorities. The Public Health Accreditation Board (PHAB) in Domains Eleven and Twelve, provide standards related to the financial health of the Delaware General Health District and the provision of information to the governing entity. The direct services and products that the Friends for Life Fund provide to the community enable the Delaware General Health District to meet and exceed the objectives of the agency Strategic Plan and PHAB Standards.

PMT: Agency Information only

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Executive Session – Ms. Hiddleston requested the Board enter into Executive Session to discuss the purchase or sale of property.

Ms. Karr moved to enter into executive session for the purpose of discussion the purchase or sale of property with Ms. Hiddleston and Mr. Knowlton to remain. Roll vote was taken: Mr. Blayney, yes; Mr. Weisner, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Karr, yes. The Board entered into executive session at 7:45 pm.

Ms. Smith moved to exit executive session. Mr. Wisner seconded the motion. Roll vote was taken: Mr. Blayney, yes; Mr. Weisner, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Karr, yes. The Board returned to public session at 9:01 pm.

The Board requested to schedule a special meeting on November 28, 2017 at 7:00 pm to discuss the facility plan. This will not replace regular December 5, 2017 meeting.



ADJOURN

Dr. Hickman moved to adjourn.
meeting adjourned at 9:02 pm.

Ms. Fleischer seconded the motion. The

President

Secretary