



## **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. Karr; Ms. Smith; Ms. Howerton; Dr. Hickman and Mr. Wisener. 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; Mr. Dave Knowlton; Operations Director; and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

### **1.02 CONSENT ITEMS**

#### **6.012 A-H Appropriations**

#### **6.015 A Expenditures**

#### **6.021 A-C Authorization/Employment**

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

#### **6.023 A-G Tuition Reimbursement/Staff Development**

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

#### **6.03 A Contracts**

#### **6.033 A Community Health**

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

#### **6.052 A Policies**

#### **6.053 A Resolutions**

Item 6.021 D was added to the agenda. Item 6.015 A was removed from the consent agenda and the agenda in its entirety. 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**

A. October 31, 2017 minutes.

B. Special Board of Health Meeting (Facilities Planning) minutes of November 28, 2017. A copy of the November 28, 2017 minutes was provided to the Board.

Mr. Blayney moved to approve the October 31, 2017 and November 28, 2017 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

### **1.04 APPROVAL OF BILLS**

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

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

Ms. Hiddleson thanked Ms. Smith for attending the Winter Educational Conference and presenting the service awards.

The monthly thank you and recognition report was provided to the Board.

The Board of Health held a Special Facilities Planning meeting on November 28, 2017. As a result of that meeting, the Board determined not to sell 1-5 West Winter buildings, the district's ability to serve the community and its interests are best served at the present location, and to begin planning for satellite offices. This information has been shared with all staff of the agency.

### **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. Dr. Hickman seconded the motion. The motion carried unanimously.



**4.01 REGULATION HEARING/ADOPTION**

**A. Third and Final Reading of Resolution #2017-07 Delaware General Health District Setting Environmental Health Fees for 2018** – Requested Board approval of the third and final reading of Resolution #2017-07 Delaware General Health District Setting Environmental Health Fees for 2018. A copy of Resolution #2017-07 was provided to the Board.

Staff requested the Environmental Health fees be adjusted per the attached fee schedule for 2018. Cost analysis has been completed per the Ohio Revised Code. Per ORC 3709.09(C) on September 29th, staff sent out letters to each operator affected by a fee increase (or decrease) of the fee change, the October 31<sup>st</sup> public hearing and requested input. In addition, a public notice was published in the Delaware Gazette on October 14, 2017 informing the public of the fee changes. Mr. Burke reported that no comments from the public have been received.

**PMT: Agency/Community**

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

**6.0 NEW BUSINESS**

**6.012 APPROPRIATIONS**

**A. Health (70225111) to WIC (70951509)** - Requested Board approval to advance up to \$150,000 from Health (70225111) to WIC (70951509) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**

**B. Health (70225111) to Safe Rt 23 Corridor (71351515)** - Requested Board approval to advance up to \$70,000.00 from Health (70225111) to Safe Rt 23 Corridor (71351515) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**

**C. Health (70225111) to PHEP (BIO) (71751519)** - Requested Board approval to advance up to \$100,000 from Health (70225111) to PHEP (BIO) (71751519) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**

**D. Health (70225111) to MCH (71051510)** - Requested Board approval to advance up to \$100,000.00 from Health (70225111) to MCH (71051510) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**

**E. Health (70225111) to Litter (22111502)** - Requested Board approval to advance up to \$25,000.00 from Health (70225111) to Litter (22111502) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**



**F. Health (70225111) to the Immunization Action Plan (IAP) Fund (71551527) -** Requested Board approval to advance up to \$50,000 from Health (70225111) to the Immunization Action Plan (IAP) Fund (71551527) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**

**G. Health (70225111) to the Injury Prevention Fund (71251512) -** Requested Board approval to advance up to \$100,000 from Health (70225111) to the Injury Prevention Fund (71251512) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approved item on consent.**

**H. Health (70225111) to the Creating Healthy Communities Grant (71151511) -** Requested Board approval to advance up to \$100,000 from Health (70225111) to the Creating Healthy Communities Grant (71151511) to meet payroll and other maintenance needs should cash flow ever become a problem in 2018 and permission to return the funds to Health (70225111) should cash flow be sufficient in 2018.

**PMT: Agency**

**The Board approve item on consent.**

#### **6.015 EXPENDITURES**

**Item 6.015 A was removed from the consent agenda and the agenda in its entirety.**

**A. Navy OFM Stacking Chairs -** Request Board approval to expend up to \$1,500 Public Health funds to purchase 24 Navy OFM Stacking Chairs with Lumbar Support from Global Industrial for clinic and WIC waiting rooms and client service areas. These chairs will support up to 300 pounds and will be easier to clean and maintain than the current padded and upholstered chairs. Expenditure was not originally budgeted but funds are available from other budget line items.

**PMT: Agency**

#### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. New Hire / Ms. Josie Bonnette -** Requested Board approval to hire Ms. Josie Bonnette to fill a Community Health Specialist 1 position due to Ms. Kelsey Kuhlman's promotion from Community Health Specialist 3 to Program Manager within the Community Health Division. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective January 2, 2018. Position is funded (50% Fund 4200 Injury Prevention, 50% Fund 4000 Community Health Admin) with an anticipated annual salary and benefits not to exceed \$60,199.48. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Mr. Chuck Gossett Retirement -** Requested Board accept the retirement of Mr. Chuck Gossett, Registered Sanitarian 3 effective February 28, 2018.

**PMT: Agency**

**The Board approved item on consent.**



**C. Fill Full Time Registered Sanitarian 3 Position** – Requested Board approval to fill vacated part time Registered Sanitarian 3 position with a full time Registered Sanitarian 3. As previously noted under 6.021 B, Mr. Chuck Gossett will retire effective February 28, 2018. Mr. Gossett is a Registered Sanitarian 3 working part time in the Food Protection and Public Safety Unit for the past 16 years. Mr. Gossett is currently a .625 FTE in actual hours worked. Mr. Gossett has over 30 years of experience and consistently performs above .625 FTE hours.

The division currently has 4.625 FTE working in the Food Protection and Public Safety Unit. The staff in this unit has responsibility for all of the following programs: Food, Vending, Pools, Campgrounds, Schools, Smoking enforcement and Tattoo facilities. Based on Mr. Gossett's retirement and the increased workload in the program in the past several years, staff performed and compared two FTE studies.

A National Retail Food Regulatory Program Standards Guide indicates one FTE should have between 280-320 food inspections. Based on these numbers and the actual number of 1,793 food inspections in 2016 agency staff performed, Delaware General Health District needs between 5.6 and 6.4 FTE doing only food inspections. With the experience agency staff has (10 years or more), management feels comfortable using the 320 number from the National guide which recommends Delaware General Health District have 5.6 FTE doing only food inspections. The Ohio Department of Health cost methodology indicates the agency actually performed 388 food inspections per FTE in 2016. However, as noted above, agency staff also performed inspections in all the other programs. All the other programs combined indicated an actual FTE of .89 for 2016. A balance, or middle ground, of these FTE studies indicates this unit needs a total of 5.1 FTEs (350 inspections per year each) to cover the food program only. With the added programs needing .89 FTE, which brings the agency to the 5.99 FTEs needed to cover all the programs in this unit. Therefore, management is requesting this part time Registered Sanitarian 3 position be replaced with a fulltime Registered Sanitarian 3. An additional sanitarian (SIT-RS2) should be considered to be hired for the Food Protection and Public Safety Unit; however, management would like to work with five FTEs through the next year to determine exact need. Staff will come back to the Board of Health when requested to create and fill a sixth sanitarian position for this unit.

**PMT: Agency**

**The Board approved item on consent.**

**D. New Hire / Ms. Natalie Truini** – Requested Board approval to hire Ms. Truini to fill Intern 1 position at \$13.45/hour (pay grade A2) effective December 19, 2017. It is anticipated this position will be a short term assignment from December 19, 2017 to January 20, 2017 (approximately six weeks). Ms. Truini held an Intern position with the agency last summer. Management has several duties the Intern position can perform in preparation for next year's mosquito season in addition to many duties not related to the mosquito program. Last year, the Board approved \$40,566.40 for two summer Interns from the Residential Services fund. Of that budgeted amount, the agency did not expend more than \$19,000. Therefore, Residential Services funds are available for the short term Intern position.

**PMT: Agency**

**Mr. Blayney moved to approve hiring an Intern 1 as outlined in item 6.021 D. Mr. Wisener seconded the motion. The motion carried unanimously.**

The Board had a brief discussion and in consensus to hire a second Intern if the need should become available within or similar to the same time frame as Ms. Truini (December – January).

**Mr. Blayney moved to approve hiring a second Intern should the opportunity become available. Mr. Wisener seconded the motion. The motion received one abstention. The motion carried.**



#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion Without Competition / Ms. Samantha Knape** – Requested Board approve promotion without competition of Ms. Samantha Knape from Administrative Assistant 1 to Administrative Assistant 2 in the Environmental Health Division with a pay grade A 4 and a starting wage of \$14.45 per hour effective December 6, 2017. This includes a prorated evaluation and an increase to the bottom of the Administrative Assistant 2 pay scale per the Personnel Policy. Ms. Knape has been performing the duties of Administrative Assistant 2 consistently and accurately for many months and now meets the minimum time required per the Administrative Assistant 2 job description. Ms. Knape has been with the agency since November 6, 2016.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Public Health Accreditation Board (PHAB) Site Visit** - Requested Board approval for out of state travel for Ms. Shelia Hiddleson to complete a PHAB Site Visit. This conference is applicable to the Essential Functions of Ms. Hiddleson and directly related to Strategic Plan goal of Engagement/Visible Leadership and Quality/Performance Management. All expenses paid by PHAB, request is for time only. Approximately twenty-four hours, including travel time on Sunday December 17 at 12:00 noon and returning Tuesday December 19, 2017 at 10:32 PM.

**PMT: Quality**

**The Board approved item on consent.**

**B. Tuition Reimbursement / Ms. Abby Crisp** - Requested Board approval of tuition reimbursement per policy for Ms. Abby Crisp, Community Health Specialist 1. Ms. Crisp is pursuing a Master in Public Health (MPH) Degree with a concentration on Epidemiology through the University of South Florida (all classes online). This is an accredited program through the Council on Education for Public Health (CEPH). Ms. Crisp's began classes in August of 2017 and the program will likely take three years to complete. Total cost of tuition is \$26,000 for the entire program. Ms. Crisp is a valuable member of the Community Health Division and has the support of the Community Health Director and the Health Commissioner in this request. Tuition reimbursement was previously approved for the 2017 school year; this request is for the 2018 school year. Policy states "...annual reimbursement not to exceed \$3,000." A copy of Postsecondary Education Reimbursement Application was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**C. Master Certified Health Education Specialist (MCHES) / Ms. Jen Keagy** - Requested Board approval for reimbursement of \$290 for Ms. Jen Keagy, Community Health Director, to sit for the Master Certified Health Education Specialist (MCHES) examination. Ms. Keagy is currently a Certified Health Education Specialist (CHES) and meets all of the eligibility requirements. The MCHES examination is used to assess the extent to which a candidate can possess, apply, and interpret knowledge relative to the Seven Areas of Responsibility of a Health Education Specialist. This certification places one in a nationally recognizable group of peers and documents one's advanced-level competence. Successfully passing the exam and becoming a MCHES is Ms. Keagy's performance appraisal workforce development goal.

**PMT: Agency**

**The Board approved item on consent.**

**D. Certified Administrative Professional (CAP) / Ms. Monica Wing** - Requested Board approval for reimbursement of \$375 for Ms. Monica Wing, Administrative Assistant 3, to sit for the Certified Administrative Professional (CAP) examination. Ms. Wing meets all of the eligibility requirements. Earning the CAP credentials demonstrates one's aptitude as an administrative and office support professional and is based on mastering the seven domains in the CAP Body of Knowledge. This certification allows the candidate to pass the industry's measurement of knowledge based on skill assessment and industry competency. Successfully passing the exam



and becoming a CAP is Ms. Wing's performance appraisal workforce development goal.

**PMT: Agency**

**The Board approved item on consent.**

**E. Conference / Ms. Christine Tracy** - Requested Board approval to expend up to \$2,102.52 in PHEP funds (2080) for Ms. Christina Tracy to attend the 2018 National Preparedness Summit which is being held April 16-20, 2018 in Atlanta, GA. This summit will present new research findings, share tools and resources, and provide a variety of opportunities for attendees to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies. Expenses include conference/registration (605.00), airfare (\$325.00), hotel (\$703.89), meals (\$313.63), taxi (\$50.00), airport parking (\$35.00), and baggage fees (\$70.00). A copy of the Out of Health District and/or State Approval form was provided to the Board. Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**F. Conference / Ms. Lori Kannally** - Requested Board approval to expend up to \$2,672.64 Public Health funds (3300) for Ms. Lori Kannally to attend the CADCA (Community Anti-Drug Coalition of America) Partnering for Prevention Leadership Forum in National Harbor, MD on February 4-8, 2018. This conference will provide up to date information & guidance in the areas of drug intervention and prevention practices including the areas of alcohol, marijuana & opiates. Expenses include conference/registration (\$805.00); hotel (\$932.64); meals (\$304.00); airfare (\$500.00); taxi (\$56.00); airport parking (\$25.00); and baggage fee (\$50.00). A copy of the Out of Health District and/or State Approval forms was provided to the Board. Expenditure is budgeted from Public Health - 3300. Financial support for this conference may be provided by the Drug Free Delaware Coalition to which Ms. Lori Kannally is an active member and expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**G. Conference / Mr. Mike Rogich, Mr. Dustin Kent, and Mr. Aaron Decker** - Requested Board approval to expend up to \$1,083.96 Public Health (sewage programs) funds for Mr. Mike Rogich, Mr. Dustin Kent and Mr. Aaron Decker to attend the Ohio On-Site Waste Water Association Annual Conference in Mount Sterling, Ohio January 10-11, 2017. This conference is applicable to the sewage program for Mr. Rogich, Mr. Kent, and Mr. Decker and directly related to Strategic Plan goal of visible leadership and workforce development. Expenses include conference/registration (\$210 each); hotel (\$105.32 each); meals (\$46 each); and parking (\$0). A copy of the Out of Health District and/or State Approval form was provided to the Board. Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

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

**A. 2017 Salary Scale** – Requested Board approval of the 2017 Salary Scale. A copy of the 2017 Salary Scale was provided to the Board. The 2017 Salary Scale has been updated to reflect approval of the Board at the September 2017 meeting to add pay grade A10.

**PMT: Agency**

**The Board approved item on consent.**

**B. 2017 Classification Point Factors** – Requested Board approval of the 2017 Classification Point Factors. A copy of the 2017 Classification Point Factors was provided to the Board. The 2017 Classification Point Factors has been updated to reflect approval of the Board at the September 2017 meeting to correct education position points for the Administrative Assistant to the Health Commissioner position.

**PMT: Agency**

**The Board approved item on consent.**



**C. Position Series Control Plan** – Requested Board approval of the updated Position Series Control Plan. A copy of the Position Series Control Plan was provided to the Board. The Position Series Control Plan updates include new hires, retirements, and promotions since August 29, 2017.

**PMT: Agency**

The Board approved item on consent.

**6.03 CONTRACTS**

**A. Contract Renewal / Ms. Nicole Carroll** - Requested Board approval to automatically renew the contract with Ms. Nicole Carroll for car seat technician services, not to exceed \$12,000.00 for services during calendar year 2018. This contract will be paid out of Public Health funds.

**PMT: Agency**

The Board approved item on consent.

**6.031 HEALTH COMMISSIONER**

**A. Executive Session** – Ms. Howerton moved to enter Executive Session to discuss the Health Commissioner's annual appraisal and compensation with only Board of Health members to remain. Ms. Karr seconded the motion. Roll vote was taken: Mr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered Executive Session at 7:21 pm.

Mr. Blayney moved to exit Executive Session. Ms. Karr seconded the motion. Roll vote was taken: Mr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Howerton, yes; Ms. Karr, yes. The motion carried unanimously. The Board exited Executive Session at 8:03 pm.

The Board requested an Executive Session in January to discuss the Health Commissioner's annual appraisal and compensation.

**PMT: Agency**

**6.033 COMMUNITY HEALTH**

**A.** Requested Board approval to apply for the Ohio Department of Health *Community Health Assessment Interval Change – 5 to 3 Years* funding opportunity for a minimum of \$12,500.00 but could be additional money available depending on the total number of applications received. This funding opportunity will be used to support the transition from a five-year community health assessment cycle to a three-year cycle. If funded, the Community Health Division requests Board approval to expend grant funds according to the Notice of Award.

**PMT: Agency**

The Board approved item on consent.

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

**A. 2018 Meeting Dates** – The following dates are submitted to establish the 2018 Board meeting schedule. Historically the November and December meeting dates have been combined to accommodate holiday schedules.

January 30, 2018	May 29, 2018	September 25, 2018
February 27, 2018	June 26, 2018	Nov./Dec. 4, 2018
March 27, 2018	July 31, 2018	
April 24, 2018	August 28, 2018	

**PMT: Agency**

The Board approved item on consent.

**6.052 POLICIES**

**A. Record Retention** - Request Board approval for a one time disposal of Prenatal records. The current Retention Schedule requires that records are maintained for 28 years after last visit. New guidance from the state has changed this requirement to one year following patient's eighteenth birthday and for adults, three years from the date of



the submission of the final close out report for the fiscal year. Since the last record was generated in 2008, all conditions for the new requirements are met and these records qualify for destruction. If approved, the required forms will be submitted to the Delaware County Records Commission as required and then submitted to the Auditor of State for final approval.

**PMT: Agency**

**The Board approved item on consent.**

**6.053 RESOLUTIONS**

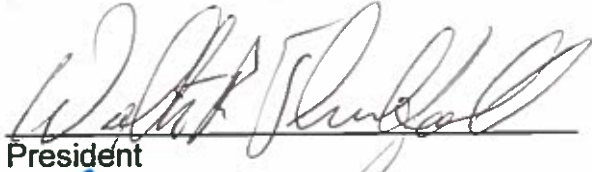
**A. Resolution 2010-02 Rules of the Identity Theft Compliance Program –** Requested Board approval of Annual Update of Resolution 2010-02 Rules of the Identity Theft Compliance Program call for the annual approval of the program. Staff requested Board approval for continuance of program in 2018. A copy of the 2018 Identity Theft Compliance Program was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**ADJOURN**

**Mr. Wisener moved to adjourn. Ms. Karr seconded the motion. The motion carried unanimously. The meeting adjourned at 8:05 PM.**



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President



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Secretary