



Delaware General Health District

1 and 3 West Winter Street
P.O. Box 570
Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org



Shelia Hiddleson, RN, MS
Health Commissioner

Date: March 22, 2018

To: Board of Health

From: Shelia Hiddleson, RN, MS
Health Commissioner

Re: Board meeting **Tuesday, March 27, 2018, 7:00 pm Basement – Training Room**

***PMT – Performance Management Touchstone**

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER This is the annual re-organization meeting of the Board. A. Election of Officers - For this portion of the meeting, the Secretary of the Board presides. Ms. Margie Fleischer was re-appointed to the Board by the District Licensing Council with term ending 2023. B. Nominations - The nominations committee currently has no members; therefore, nominations will be made from those present at the March 26, 2018 meeting. <ol style="list-style-type: none"> 1. Nominations and election for President 2. Nominations and election for Vice President 	2	
1.02 CONSENT ITEMS 6.012 Appropriations A 6.015 Expenditures A-B 6.016 Inventory A 6.021 Authorization A-B 6.022 Reclassification/Promotion A-B 6.023 Tuition Reimbursement/Staff Development A-C 6.03 Contracts A 6.034 Personal Health A-C Info Only 6.04 Special Reports A	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent.	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER A. Kudo's B. NACCHO Nomination to Who's Who C. Satellite Update D. TB Contract E. Re-Accreditation Update 35% Complete/In-Process	2	Info/ Shelia	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). Action Requested: Accept	2	Accept/ Dave	Agency

3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
3.01 BOARD PRESIDENT	<15	Info	
3.02 BOARD COMMITTEES		Info	

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
4.04 CITIZEN REQUEST			

6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
6.01 FINANCE			
6.011 BUDGETS			
A. Budget - Request Board approval to approve the 2018-2019 Budget Book as the approved budget and appropriation levels for the agency for 2019. The 2017–2018 Budget Book and a few Board approved revisions set the 2018 budget levels for the Health District. If current appropriation levels are not revised, current appropriations will remain until a revision is approved by the Board. Action Requested: Discuss, approve	5	Approve/ Dave	Agency
6.012 APPROPRIATIONS			
A. Injury Prevention - Request Board approval to revise the current 2018 Injury Prevention (71251512) expense appropriation by making a few line item changes. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. Please see attached budget revision form for line item details. Action Requested: Consent approval	0	Consent/ Dave	Agency

6.015 EXPENDITURES																						
<p>A. Equip Elevator - Request Board approval to expend up to \$8,000 Public Health funds to equip the elevator with necessary materials for the installation of a card reader. The cost includes labor and material supplied by Otis Elevator. The elevator currently operates on a key lock system. A card reader will give the agency more flexibility to operate on a floor by floor and hour by hour basis and to also completely lock it down remotely or onsite in the event of agency emergency. Expenditure is not budgeted. Action Requested: Consent approval</p>				0	Consent/ Shelia	Agency																
<p>B. Spring Educational Conference - Request Board approval to expend up to \$3,500 in Public Health Funds (Admin 1000) for expenses related to the Spring Education Conference (SEC) that will be held on May 16, 2018 at SourcePoint. The SEC Planning Committee is currently working to finalize the agenda. The tentative plan for the morning is to break the staff up into teams that will be assigned to a location in the community to perform volunteer service. Each location and project identified will be linked back to the mission and/or strategic priorities of the Health District. The details of the afternoon are still being worked on by the SEC Planning Committee. Expenses will include the room (\$275), breakfast, lunch and beverages (\$1,750), staff shirts (\$800), speaker fee (\$500), and supplies (\$175). Expenditure is budgeted. Action Requested: Consent approval</p>				0	Consent/ Jen	Agency																
6.016 INVENTORY																						
<p>A. Remove Inventory - Request Board approval to remove below listed obsolete items from inventory.</p> <table border="1"> <thead> <tr> <th>Inventory #</th> <th>Description</th> <th>Price Paid</th> <th>Date Purchased</th> </tr> </thead> <tbody> <tr> <td>1151</td> <td>TSI Calibration Kit Co2 Meter</td> <td>\$565</td> <td>08/22/07</td> </tr> <tr> <td>1169</td> <td>HP Compaq 6530B Notebook</td> <td>\$1,115</td> <td>11/03/08</td> </tr> <tr> <td>1305</td> <td>Backup Server*</td> <td>\$2,435</td> <td>11/13/14</td> </tr> </tbody> </table> <p>*Delaware General Health District updated its system and was not using the server. Accent Communications offered \$500 for the server. Delaware General Health District sold the backup server. Action Requested: Consent approval.</p>				Inventory #	Description	Price Paid	Date Purchased	1151	TSI Calibration Kit Co2 Meter	\$565	08/22/07	1169	HP Compaq 6530B Notebook	\$1,115	11/03/08	1305	Backup Server*	\$2,435	11/13/14	0	Consent/ Dave	Agency
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6.021 AUTHORIZATION/EMPLOYMENT																						
<p>A. Employ / Mr. Ian McKenzie - Request Board approval to hire Mr. Ian McKenzie, as Sanitarian-In-Training in the Environmental Health Division at pay grade C-3 and a starting wage of \$19.89 per hour effective April 2, 2018. This position was left vacant with Mr. Dustin Kent taking the Program Manager position. Mr. McKenzie will work primarily in the Residential Services Unit. Position is funded 100% from Environmental Health Funds. Action Requested: Consent approval</p>				0	Consent/ Steve	Agency																
<p>B. Employ / Ms. Brittany Zoecklein – Request Board approval to hire Ms. Brittany Zoecklein, as Sanitarian-In-Training in the Environmental Health Division at pay grade C-3 and a starting wage of \$19.89 per hour. Projected start date of April 9th (possibly a week later). This position was left vacant with the retirement of Mr. Chuck Gossett. Ms. Zoecklein will work primarily in the Food Protection and Public Safety Unit. Position is funded 100% from Environmental Health Funds. Action Requested: Consent approval</p>				0	Consent/ Steve	Agency																

6.022 RECLASSIFICATION/PROMOTION			
<p>A. Promotion With Competition / Mr. Dustin Kent - Request Board approval to promote with competition Mr. Dustin Kent from RS 3 (pay grade C9) to Program Manager (pay grade D5) within the Environmental Health Division. Effective March 1st, Mr. Kent's new hourly rate will be \$29.13/hour after receiving a pro-rated performance appraisal and 5% promotion with competition increase. Annual performance appraisal date will change according to policy. Position is funded 70225443-2100-Sewage 40.00%; 70225445-2103-Residential Services 60.00% with an anticipated annual salary and benefits not to exceed \$98,264.71. Action Requested: Consent approval</p>	0	Consent/ Steve	Agency
<p>C. Promotion With Competition / Ms. Lisa Spangler – Request Board approval to promote with competition Ms. Lisa Spangler from Administrative Assistant 2 to Environmental Technician in the Environmental Health Division with a pay grade A-6 and a starting wage of \$15.80 following a prorated evaluation and a 5% raise per policy. Effective date of May 7th, possibly sooner if interviews for Ms. Spangler's replacement occur timely. Ms. Spangler will work primarily in the Residential Services Unit but will also support the other Environmental Units. Position is funded 100% from Environmental Health Funds. Action Requested: Consent approval</p>	0	Consent/ Steve	Agency
6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT			
<p>A. Certification Reimbursement / Mr. Wes Stone and Mr. Todd Goodsite - Request Board approval to reimburse the annual A+ and Security+ certifications for Mr. Todd Goodsite and Net+ certification for Mr. Wes Stone. These certifications are offered by Comp TIA which signifies that an individual has met required academic preparation qualifications, has successfully passed a competency-based examination and satisfied the continuing education requirements to maintain the national credential. The annual renewal rate for A+ is \$25.00, Security + \$50.00, Net+\$50.00 each for a total of \$125.00 each year beginning in 2018. each Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
<p>B. Out of State Travel / Ms. Shelia Hiddleson – Request Board approval to expend up to \$ 1,734.36 funds for Shelia Hiddleson to attend the Annual NACCHO conference in New Orleans on July 9, 2018 – July 12, 2018. This conference is applicable to the HC responsibilities of Mrs. Hiddleson and directly related to Strategic Plan goal of Performance Management and Visible Leadership. Expenses include conference/registration (\$580.00); hotel (\$402.21); meals (\$227.15); and shuttle (\$25.00) and airfare (\$500.00). Out of Health District and/or State Approval form attached and expenditure is budgeted. Action Requested: Consent approval</p>	0	Consent/ Shelia	Engagement/ Visible Leadership
<p>C. Strength Finders Training / Administration Division - Request Board approval up to \$1,000 Public Health Funds to purchase Strength Finders Training for the Administrative staff retreat on May 23, 2018. This includes \$375 for a trainer from Ohio State University and \$255 for books and an on-line test/survey for each staff. This is the same training that Community Health, Personal Health, and Environmental Health Divisions have completed; with the completion of the Administration Division formation of committees/task forces will be able assure appropriate mix of strengths. Expenditure is budgeted. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency

6.03 CONTRACTS			
A. Contract / Holony Media - Request Board approval to enter into contract upon Prosecutor approval with Holony Media for a one-time cost of \$1,375 for the Delaware General Health District's Intranet and \$199/month maintenance charge to be paid for by Public Health funds. The monthly maintenance fee is \$2,388 annually and is an on-going expense. This will allow the agency to have an Intranet platform that supports the agency's branding, enhanced search features, and a more intuitive, user-friendly environment. The Intranet Task Force reviewed hosting the Intranet website through Holony, GoDaddy (or similar) or in-house. Both Holony and GoDaddy costs were very similar. Since costs were close, it was decided to select Holony due the existing working relationship with the agency related to the Delaware General Health District's website. In-house hosting and developing was not recommended due to cost of staff time would exceed other two options and it would create more of a burden on the agency's server and bandwidth. Expenditure is not budgeted. Action Requested: Consent approval	0	Consent/ Shelia	Agency
6.031 HEALTH COMMISSIONER			
A. Executive Session – Request Board enter into Executive Session to discuss the Health Commissioner's annual appraisal. Action Requested: Executive Session	20	Discuss/ Shelia	Agency
6.034 PERSONAL HEALTH			
A. 2018 Sliding Fee Scale - Request Board approval of the updated Sliding Fee Scale for clinic services effective April 1, 2018. A copy of the Sliding Fee Scale is attached . Action Requested: Consent approval	0	Consent/ Adam	Agency
B. Apply for Get Vaccinated Ohio – Public Health Initiative (GV) grant – Request Board approval to apply for the Ohio Department of Health GV grant. This is a continuation of the previously named Immunization Action Plan grant. DGHD is eligible for a maximum of \$70,084 for the funding period of July 1, 2018 – June 30, 2019. Reimbursement is deliverable based; therefore, actual reimbursement may vary. The goal of the grant is to “raise and maintain childhood and adolescent immunization rates and reduce coverage disparities by race, ethnicity, disability status and socioeconomic status in Ohio to reach the 2018 goal – that 90% of children and adolescents will be up-to-date on immunizations by age two and age 18 (respectively).” If funded the Personal Health Division requests Board approval to expend grant funds according to the Notice of Award. Action Requested: Consent approval	0	Consent/ Adam	Agency
C. New Board Home Visiting Program – Request Board approval to expand the Personal Health Division's New Born Home Visiting Program to include a Prenatal Home Visiting service. The service area is intended to increase birth weight, decrease preterm labor, increase the use of community resources, improve nutrition during pregnancy, and decrease maternal smoking. Estimated first year cost to be approximately \$14,000 for staff time and program supplies. Should the program's use grow by the community, the program budget may increase. Currently, staff recommends current staffing	0	Consent/ Adam	Agency

<p>can support the service; however, an FTE study is underway for the Division to look at FTE levels for multiple programs. Process and outcome evaluations are planned to ensure service success. Action Requested: Consent approval</p>																																																			
6.04 SPECIAL REPORTS																																																			
<p>A. 2017 Child Fatality Review Report (attached) - There were sixteen (16) child death cases that were reviewed in 2017, down from twenty (20) cases the previous year. Four (4) of the sixteen (16) cases were considered preventable. Action Requested: Information Only</p>	0	Info/ Adam	Quality/ Reporting																																																
6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES																																																			
6.051 APPOINTMENTS																																																			
<p>A. 2018 Board Committees Assignments – Current Board Committees are listed below and denoted with current members and vacancies.</p> <table border="1" data-bbox="203 709 1133 1123"> <thead> <tr> <th colspan="6">Current Board Committees</th> </tr> <tr> <th>Finance (3)</th> <th>Personnel (4)</th> <th>Subdivision Variance (3)</th> <th>Regulation Review (3)</th> <th>Levy (3)</th> <th>Nominations (3)</th> </tr> </thead> <tbody> <tr> <td>W Threlfall</td> <td>G Wisener</td> <td>W Threlfall</td> <td>W Threlfall</td> <td>W Threlfall</td> <td>Vacant</td> </tr> <tr> <td>P Blayney</td> <td>M Fleischer</td> <td>P Blayney</td> <td>P Blayney</td> <td>P Blayney</td> <td>Vacant</td> </tr> <tr> <td>M Hickman</td> <td>H Karr</td> <td>Vacant</td> <td>A Howerton</td> <td>Vacant</td> <td></td> </tr> <tr> <td></td> <td>D Smith</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D Knowlton</td> <td>S Hiddleson</td> <td>S Burke</td> <td>S Burke</td> <td>S Hiddleson</td> <td>S Hiddleson</td> </tr> <tr> <td>S Hiddleson</td> <td>A Whitney</td> <td>A Howard</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>() Denotes Quorum Action Requested: Assign 2018 Board Committee Members</p>	Current Board Committees						Finance (3)	Personnel (4)	Subdivision Variance (3)	Regulation Review (3)	Levy (3)	Nominations (3)	W Threlfall	G Wisener	W Threlfall	W Threlfall	W Threlfall	Vacant	P Blayney	M Fleischer	P Blayney	P Blayney	P Blayney	Vacant	M Hickman	H Karr	Vacant	A Howerton	Vacant			D Smith					D Knowlton	S Hiddleson	S Burke	S Burke	S Hiddleson	S Hiddleson	S Hiddleson	A Whitney	A Howard				5	Approval Dr. Therfall	Agency
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6.054 LEGAL ISSUES

A. Recalcitrant - Again this year, the prosecutor's office sent the initial late notice to Food Service Operations or Retail Food Establishments that have failed to pay their license fee by March 1st. The list below is now requested to be sent to the prosecutors to be issued cease and desist orders or injunctive relief as determined by the prosecutor's office for operating without a valid license.

Entity	Class	Address	Lic #	Fee owed
American Bistro	C4S	3499/3503 Market St Powell, OH 43065	SHAN-AP5KU W	\$941.75
Ashley Station	C1S	21 S Franklin St Ashley, OH 43003	NFRY-9DSTWX	\$368.00
Cafe Esda	C3S	3450 O'Connell St Powell, OH 43065	SHAN-ARNN23	\$748.00
Crown Sports Pub	C2S	9999 Samwill Parkway Powell, OH 43065	NFRY-9DSU26	\$405.50
Dickey's BBQ Pit #249	C4S	820 Sunbury St Delaware, OH 43015	NFRY-9DSU38	\$941.75
Dickey's BBQ Pit #955	C3S	8641 Columbus Pike Lewis Center, OH 43035	KMEA-9QAQ8D	\$748.00
Little Bear Golf Club	C2S	1940 Little Bear Loop Lewis Center, OH 43035	NFRY-9DSU7H	\$405.50
Phi Delta Theta--OWU	C3S	19 Williams Dr Delaware, OH 43015	NFRY-9DSUA4	\$748.00
Sam's Lounge	C2S	4819 Columbus Pike Lewis Center, OH 43035	NFRY-9DSUB2	\$405.50
Scoreboard Pub & Grill	C4S	6 Troy Rd Delaware, OH 43015	SDGO-AAYPM3	\$941.75
Sunberry LLC	C2S	7323 State Route 37 E Sunbury, OH 43074	NFRY-9DSTWE	\$405.50

(Some of these may come off this list if they renew their license by the Board meeting)

Action requested: Approval to refer list to prosecutors office for further legal action.

0	Consent/ Steve	Agency/ Community
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Sincerely,

Shelia Hiddleston
Health
Commissioner
740/972-8635

Adam Howard
Director of
Personal Health
740/360-4718

Steve Burke
Director of
Environmental Health
740/815-8807

Jen Keagy
Director of
Community Health
614/315-1337

Dave Knowlton
Director of
Operations
614/582-0640

As of 02/28/2018		Budgeted	Yr-to-Date	Difference	Yr-To-Date	Budgeted	Yr-to-Date	Difference	Yr-To-Date
Program Name	Pgm	Revenue	Revenue		%	Expenses	Expenses		%
	#		2/28/2018				2/28/2018		
ADMINISTRATION									
Administration	1000	4,034,499	53,690	3,980,809	1.33%	1,849,370	330,683	1,518,688	17.88%
Vital Statistics	1100	120,600	24,210	96,390	20.07%	144,048	28,558	115,490	19.83%
Facility	5101	0	0	0		137,012	10,115	126,897	7.38%
Data	5301	0	1,710	-1,710		408,807	45,525	363,282	11.14%
Building	6000	364,749	17,453	347,296	4.78%	409,535	61,016	348,519	14.90%
COMMUNITY HEALTH									
CH Health Promo	2090	2,500	0	2,500	0.00%	292,613	48	292,565	0.02%
CH Admin	4000	10,700	15,440	-4,740	144.30%	285,246	122,056	163,190	42.79%
Source Point	3005	9,937	843	9,095	8.48%	10,002	472	9,530	4.71%
Health Promo	3300	0	890	-890		357,366	537	356,829	0.15%
Communications	4001	0	0	0		238,999	32,049	206,950	13.41%
CRI	4300	14,000	0	14,000	0.00%	14,096		14,096	0.00%
MCH	3480	50,443	17,450	32,993	34.59%	45,000	15,815	29,185	35.14%
Creating Healthy Comm	4150	95,000	32,381	62,619	34.09%	99,427	10,069	89,358	10.13%
Injury Prevention	4200	69,000	19,114	49,886	27.70%	72,469	5,247	67,223	7.24%
SAFE	4182	42,000	4,248	37,752	10.11%	42,083	4,774	37,309	11.35%
PHEP	2080	139,652	30,430	109,222	21.79%	139,652	21,323	118,329	15.27%
Litter	2480	72,954	21,661	51,293	29.69%	73,488	8,511	64,977	11.58%
ENVIROMENTAL HEALTH									
EH Admin	2000	0	125	-125		77,960	16,084	61,876	20.63%
ER Response	2400	0	0	0		17,164	1,783	15,381	10.39%
Sewage	2100	274,272	52,036	222,236	18.97%	284,779	34,573	250,206	12.14%
Vector (Ebola/Zika)	2101	0		0		36,885	5,034	31,851	13.65%
Residential Service	2103	50	0	50		241,088	24,788	216,300	10.28%
Plumbing	2200	689,688	116,712	572,976	16.92%	439,559	48,404	391,155	11.01%
Food Protection/Public Saf	2300	2,635	575	2,060	21.82%	109,423	18,490	90,933	16.90%
Campgrounds	2330	7,526	0	7,526	0.00%	10,303	1,127	9,176	10.94%
Food	2310	404,112	263,886	140,227	65.30%	483,353	49,640	433,714	10.27%
Water	2110	13,240	1,701	11,539	12.85%	14,183	2,673	11,510	18.85%
Solid Waste	2411	60,252	16,501	43,751	27.39%	62,191	7,873	54,318	12.66%
Pools	2314	55,031	0	55,031	0.00%	53,283	6,944	46,339	13.03%
PERSONAL HEALTH									
PH Admin/Logan Cty	3000	0	330	-330		208,336	43,639	164,698	20.95%

2018 BUDGET REVISION FORM DELAWARE GENERAL HEALTH DISTRICT

Program Injury Prevention

Fund 71251512

AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT		Changes	AMENDED	
	2018			2018	
500 SALARY		\$ 44,537.28			\$ 31,400.00
5001 COMPENSATION	44,537.28		(13,137.28)	31,400.00	
5004 OVERTIME			-		
510 BENEFITS		\$ 14,139.28			\$ 14,512.36
5101 HEALTH INSURANCE	1,810.94		3,879.07	5,690.01	
5102 WORKERS COMP	445.37		(131.37)	314.00	
5103 DENTAL INSURANCE	517.05		-	517.05	
5120 COUNTY SHARE / PERS	10,688.95		(3,152.95)	7,536.00	
5131 COUNTY SHARE / MEDICARE	676.97		(221.67)	455.30	
520 MATERIALS AND SUPPLIES		\$ 500.00			\$ 500.00
5201 GENERAL SUPPLIES	500.00		-	500.00	
5208 OPERATING SUPPLIES	-		-	-	
5215 PROGRAM SUPPLIES	-		-	-	
5217 BOOKS/PERIODICALS	-		-	-	
5220 SOFTWARE LICENSES	-		-	-	
530 SERVICES AND CHARGES		\$ 12,950.00			\$ 25,714.20
5301 CONTRACTED PROFESSIONAL SVCS	2,000.00		8,660.00	10,660.00	
5305 TRAINING & STAFF DEVELOPMENT	1,500.00		(1,300.00)	200.00	
5308 MEMBERSHIP, SUBSCRIPTIONS, DUES	2,000.00		(1,800.00)	200.00	
5309 TRAVEL-MILEAGE	250.00		(50.00)	200.00	
5310 TRAVEL NON-TAXABLE	1,000.00		(1,000.00)	-	
5312 ADVERTISING & LEGAL NOTICES	6,000.00		6,819.00	12,819.00	
5313 PRINTING AND RELATED SERVICES	200.00		(200.00)	-	
5315 SATELLITE, CABLE, INTERNET, AIRCA	-		-	-	
5316 APPLICATION FEES	-		-	-	
5317 PUBLIC RELATIONS & PROMOTIONS	-		-	-	
5330 COMMUNICATIONS SERVICES	-		-	-	
5319 REIMBURSEMENT/REFUNDS	-		-	-	
5320 DATA PROCESSING SERVICES	-		-	-	
5325 MAINTENANCE CONTRACTS/AGREE	-		-	-	
5328 MAINTENANCE/REPAIR SERVICES	-		1,000.00	1,000.00	
5330 TELEPHONE SERVICES	-		-	-	
5331 POSTAL AND FREIGHT SERVICES	-		25.00	25.00	
5332 CELL PHONE INTERNET ALLOWANCE	-		10.20	10.20	
5335 RENTAL SERVICES	-		600.00	600.00	
5338 UTILITIES	-		-	-	
5340 LAB AND TESTING SERVICES	-		-	-	
5342 MEDICAL AND HEALTH RELATED SERVI	-		-	-	
5345 SAFETY AND SECURITY SERVICES	-		-	-	
5348 PROGRAM PROFESSIONAL SERVICES	-		-	-	
5349 PROGRAM SERVICES	-		-	-	
5350 HUMAN SERVICES	-		-	-	
5351 FAMILY RESOURCE SERVICES	-		-	-	
5355 TRANSPORTATION SERVICES	-		-	-	
5361 ATTORNEY SERVICES	-		-	-	
5365 GRANT RELATED SERVICES	-		-	-	
5370 INSURANCE PREMIUMS & CLAIMS	-		-	-	
5375 ELECTION AND SETTLEMENT SERVICE	-		-	-	
5380 OTHER SERVICES	-		-	-	
TOTAL	72,126.56	\$ 72,126.56	0.00	72,126.56	\$ 72,126.56



Out of Health District Travel and/or Overnight Approval Form

Date: March 27, 2018
 To: Delaware County Auditor
 Approved Funding Source(s): Public Health Funds
 Employee: Shelia L. Hiddleson
 Conference/Meeting: NACCHO Annual - Unleashing the Power of Local Public Health
 Location: New Orleans, LA
 Inclusive Travel Dates: July 9-13, 2018

The Board of Health authorizes the above named employee to attend, at Health District expense, the above listed conference/meeting, and location, and inclusive travel dates. Below are itemized anticipated necessary expenses to be incurred. The listed amounts reflect the maximum approved by the Board of Health subject to the reimbursement limits of the Delaware General Health District.

Expenditure			Amount	Quantity	Total	
Conference Registration:			\$ 580.00		\$ 580.00	
Airfare and/or Mileage:			\$ 500.00		\$ 500.00	
Parking/Taxi:			\$ 12.50	2	\$ 25.00	
Hotel:			\$ 134.07	3	\$ 402.21	
Meals :			\$ 56.79	4	\$ 227.15	
Other:						
Total:					\$ 1,734.36	
Hotel per gsa.gov (attached)	Rate	Qty				
Hotel	\$ 109.00	3	\$ 327.00		Daily: \$ 134.07	
Hotel Tax	13.00%		\$ 42.51			
Sales Tax	10.00%		\$ 32.70			
		Sub Total:	\$ 402.21			
Meals per gsa.gov (attached)		Meals/day			Average: \$ 56.79	
	Rate	Qty	Subtotal	Tax Rate	Tax	Total
1st Day (75% if applicable)	\$ 44.25	1	\$ 44.25	10.00%	\$ 4.43	\$ 48.68
Interim of 1st & Last Days	\$ 59.00	2	\$ 118.00	10.00%	\$ 11.80	\$ 129.80
Last Day (75% applicable)	\$ 44.25	1	\$ 44.25	10.00%	\$ 4.43	\$ 48.68
		4	\$ 206.50			\$ 227.15

Certified/approved at the Board of Health meeting on: _____

 Walter Threlfall, DVM
 President, Board of Health

 Shelia L. Hiddleson, RN, MS
 Secretary, Board of Health

Date

Date

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website](#) (a non-federal website).

October 2017 - September 2018 The following rates apply for New Orleans, Louisiana. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018					M&IE (5)				
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep
New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	\$148	\$148	\$148	\$148	\$173	\$173	\$173	\$152	\$152	\$109	\$109	\$148	\$64

Delaware General Health District Sliding Fee Scale 2018

Assessed Rate	Household Size								
	1	2	3	4	5	6	7	8	
0%	annual	\$ 12,140	\$ 16,460	\$ 20,780	\$ 25,100	\$ 29,420	\$ 33,740	\$ 38,060	\$ 42,380
	monthly	\$ 1,012	\$ 1,372	\$ 1,732	\$ 2,092	\$ 2,452	\$ 2,812	\$ 3,172	\$ 3,532
	weekly	\$ 233	\$ 317	\$ 400	\$ 483	\$ 566	\$ 649	\$ 732	\$ 815
20%	annual	\$ 12,141 - \$16,692	\$ 16,461 - \$22,632	\$20,781 - \$ 28,572	\$ 25,101 - \$34,512	\$ 29,421 - \$ 40,452	\$ 33,741 - \$ 46,392	\$ 38,061 - \$52,332	\$42,381 - \$ 58,272
	monthly	\$ 1,013 - \$ 1,390	\$ 1,373 - \$ 1,885	\$ 1,733 - \$ 2,380	\$ 2,093 - \$ 2,875	\$ 2,453 - \$ 3,370	\$ 2,813 - \$ 3,865	\$ 3,173 - \$ 4,360	\$ 3,533 - \$ 4,855
	weekly	\$ 234 - \$ 320	\$ 318 - \$ 434	\$ 401 - \$ 548	\$ 484 - \$ 663	\$ 567 - \$ 777	\$ 650 - \$ 891	\$ 733 - \$ 1,005	\$ 816 - \$ 1,120
40%	annual	\$ 16,693 - \$21,244	\$ 22,633 - \$28,804	\$28,573 - \$ 36,364	\$ 34,513 - \$43,924	\$ 40,453 - \$ 51,484	\$ 46,393 - \$ 59,044	\$ 52,333 - \$ 66,604	\$58,273 - \$ 74,164
	monthly	\$ 1,391 - \$ 1,769	\$ 1,886 - \$ 2,399	\$ 2,381 - \$ 3,029	\$ 2,876 - \$ 3,659	\$ 3,371 - \$ 4,289	\$ 3,866 - \$ 4,919	\$ 4,361 - \$ 5,549	\$ 4,856 - \$ 6,179
	weekly	\$ 321 - \$ 408	\$ 435 - \$ 553	\$ 549 - \$ 698	\$ 664 - \$ 844	\$ 778 - \$ 989	\$ 892 - \$ 1,134	\$ 1,006 - \$ 1,280	\$ 1,121 - \$ 1,425
60%	annual	\$ 21,245 - \$25,797	\$ 28,805 - \$34,977	\$36,365 - \$ 44,157	\$ 43,925 - \$53,337	\$ 51,485 - \$ 62,517	\$ 59,045 - \$ 71,697	\$ 66,605 - \$ 80,877	\$74,165 - \$ 90,057
	monthly	\$ 1,770 - \$ 2,149	\$ 2,400 - \$ 2,914	\$ 3,030 - \$ 3,679	\$ 3,660 - \$ 4,444	\$ 4,290 - \$ 5,209	\$ 4,920 - \$ 5,974	\$ 5,550 - \$ 6,739	\$ 6,180 - \$ 7,504
	weekly	\$ 409 - \$ 495	\$ 554 - \$ 672	\$ 699 - \$ 848	\$ 845 - \$ 1,025	\$ 990 - \$ 1,201	\$ 1,135 - \$ 1,378	\$ 1,281 - \$ 1,554	\$ 1,426 - \$ 1,731
80%	annual	\$ 25,798 - \$30,349	\$ 34,978 - \$41,149	\$44,158 - \$ 51,949	\$ 53,338 - \$62,749	\$ 62,518 - \$ 73,549	\$ 71,698 - \$ 84,349	\$ 80,878 - \$ 95,149	\$90,058 - \$ 105,949
	monthly	\$ 2,150 - \$ 2,528	\$ 2,915 - \$ 3,428	\$ 3,680 - \$ 4,328	\$ 4,445 - \$ 5,228	\$ 5,210 - \$ 6,128	\$ 5,975 - \$ 7,028	\$ 6,740 - \$ 7,928	\$ 7,505 - \$ 8,828
	weekly	\$ 496 - \$ 583	\$ 673 - \$ 790	\$ 849 - \$ 998	\$ 1,026 - \$ 1,206	\$ 1,202 - \$ 1,413	\$ 1,379 - \$ 1,621	\$ 1,555 - \$ 1,829	\$ 1,732 - \$ 2,037
100%	annual	\$ 30,350	\$ 41,150	\$ 51,950	\$ 62,750	\$ 73,550	\$ 84,350	\$ 95,150	\$ 105,950
	monthly	\$ 2,529	\$ 3,429	\$ 4,329	\$ 5,229	\$ 6,129	\$ 7,029	\$ 7,929	\$ 8,829
	weekly	\$ 584	\$ 791	\$ 999	\$ 1,207	\$ 1,414	\$ 1,622	\$ 1,830	\$ 2,038

FOR FAMILY UNITS WITH MORE THAN 8 MEMBERS, ADD \$4,320 FOR EACH ADDITIONAL FAMILY MEMBER.

CHILDREN'S VACCINATION SERVICES WILL NOT BE DENIED DUE TO INABILITY TO PAY.

BASED ON REVISED CSA POVERTY GUIDELINES PUBLISHED IN THE FEDERAL REGISTER ON 01/18/2018

Adopted by the Board of Health March 27, 2018

Effective Date: 4/1/18

Delaware County Child Fatality Review Board Report 2017

Purpose: The ultimate purpose of the local Child Fatality Review (CFR) board, as clearly described in the law, is to reduce the incidence of preventable child deaths. To accomplish this, it is expected that local review boards will do the following:

- Promote cooperation, collaboration, and communication between all groups that serve families and children.
- Maintain a database (National Center for Fatality Review and Prevention) of all child deaths to develop an understanding of the causes and incidence of those deaths.
- Recommend and develop plans for implementing local services and program changes, and advise the department of health of aggregate data, trends and patterns found in child deaths.

2017 Cases

- A total of 16 cases were reviewed by the board in 2017. One case from the end of 2016 was reviewed in 2017 and one case from the end of 2017 will be reviewed in 2018.

Delaware County Child Fatality Review Board 10 Year Comparative Data

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Number of Cases Reviewed	13	18	15	14	15	16	15	9	20	16
Could the Death Have Been Prevented?										
% Preventable	31%	33%	13%	36%	20%	0%	13%	33%	38%	25%
% Not Preventable	69%	61%	87%	64%	73%	100%	86%	66%	52%	50%
% Could not Determine	0%	5%	0%	0%	7%	0%	0%	0%	5%	6%
Death by Age Group										
<1 Year	7	10	10	6	13	14	9	5	8	8
1-4 Years	2	3	2	1	0	1	2	0	3	2
5-9 Years	1	1	1	4	0	1	1	0	3	1
10-14 years	0	0	1	1	1	0	1	3	2	2
15-17 Years	3	3	1	2	1	0	2	1	5	3
18-19 Years	0	1	0	0	0	0	0	0	0	0
Manner of Death										
Suicide	1	1	0	3	0	0	1	0	1	1
Accidental	3	3	1	1	2	0	1	2	6	3
SIDS/SUIDS	1	0	1	0	0	0	0	0	1	0
Undetermined	0	1	0	1	1	1	0	0	1	3
Natural	8	12	13	9	12	15	13	7	13	9

Recommendations

- The board did not have any new recommendations for 2017.

Initiatives

- The Delaware General Health District Newborn Home Visiting Program is in the planning phase of expanding services to include prenatal visits that will be conducted at the end of the first trimester and third trimester. This program will focus on promoting pregnancy health, lowering risk factors for prematurity, and promoting newborn safety and breastfeeding.