



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. 1. Nominations and election for President 2. Nominations and election for Vice President	2	
1.02 CONSENT ITEMS	2	Approve
1.03 APPROVAL OF MINUTES	2	Approve
1.04 APPROVAL OF BILLS	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/Contact</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
2.02 FINANCE		
A. Finance Report	2	Accept

3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/Contact</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>
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>
6.011 BUDGETS		
A. Budget - Request Board approval to approve the 2018-2019 Budget Book	5	Approve
6.012 APPROPRIATIONS		
A. Injury Prevention - (71251512) expense appropriation by making a few line item changes.	0	Consent
6.015 EXPENDITURES		
A. Equip Elevator - expend up to \$8,000 Public Health funds to equip the elevator with necessary materials for the installation of a card reader.	0	Consent

B. Spring Educational Conference - Request Board approval to expend up to \$3,500 in Public Health funds	0	Consent																																																						
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A. Remove Inventory	0	Consent																																																						
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A. Certification Reimbursement / Mr. Wes Stone and Mr. Todd Goodsite	0	Consent																																																						
B. Out of State Travel / Ms. Shelia Hiddleson	0	Consent																																																						
C. Strength Finders Training / Administration Division	0	Consent																																																						
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6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES																																																								
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A. 2018 Board Committees Assignments – Current Board Committees are listed below and denoted with current members and vacancies.	5	Approve																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: center;">Current Board Committees</th> </tr> <tr> <th style="width: 16.6%;">Finance (3)</th> <th style="width: 16.6%;">Personnel (4)</th> <th style="width: 16.6%;">Subdivision Variance (3)</th> <th style="width: 16.6%;">Regulation Review (3)</th> <th style="width: 16.6%;">Levy (3)</th> <th style="width: 16.6%;">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></td> <td></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>			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			
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1.0 CONVENTION

1.01 CALL TO ORDER

The March 27, 2018 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. Wisener; Ms. Howerton; Dr. Hickman; and Ms. Fleischer. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director and Lisa Brown, Administrative Assistant to the Health Commissioner.

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 Advisory 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.

1. Nominations and election for President
2. Nominations and election for Vice President

Due to not having full Board attendance, this item was removed from the agenda. **Mr. Wisener moved to remove the annual re-organization items A and B from the agenda. Ms. Fleischer seconded the motion. The motion carried unanimously.**

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

6.054 Legal Issues A

Info Only

6.04 Special Reports A

Items 6.031 A. Executive Session and 6.051 Appointments A. 2018 Board Committee Assignments were removed from the agenda. Item 6.054 Legal Issues A. Recalcitrant(s) was removed from the consent agenda. Dr. Hickman moved to approve the agenda and consent agenda as amended and submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

APPROVAL OF MINUTES

Ms. Howerton moved to approve the February 27, 2018 minutes. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Fleischer moved to approve the February 2018 bills. Ms. Howerton seconded the motion. The motion carried unanimously.



2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- A. **Kudo's** – A copy of the monthly kudos were provided to the Board.
- B. **NACCHO Nomination to Who's Who** – Ms. Hiddleson was nominated for the NACCHO's Who's Who for participation on the national immunization workgroup.
- C. **Satellite Update** – Mr. Knowlton is currently working with a realtor. The realtor has requested proposals for three (3) different Sunbury sites. The hope is to secure a five-year lease with a two-year out and pay back only the renovation costs completed specifically for the Delaware General Health District needs. It is anticipated to have the proposals by April 6, 2018 and recommendation to the Board at the April Board of Health meeting.
- D. **TB Contract** – The Ohio Revised Code requires the County Commissioners to do the TB Control. In turn, it is typical for County Commissioners to then contract with local health districts to execute the TB Control. Ms. Hiddleson met with the County Commissioners last week and the TB Contract was renewed.
- E. **Re-Accreditation Update 35% Complete/In-Process** – The agency will go through the re-accreditation process in 2019. Staff set a goal to have all re-accreditation documents in place by December 2018; at 35% completion.

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. Mr. Knowlton reported that the large difference in year-to-date revenue is due to the receipt of the levy payment this year in March versus last year's receipt of February 2017. Next month the March 2018 year-to-date finance report will reflect the receipt of the levy payment.

PMT: Agency

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

6.0 NEW BUSINESS

6.01 FINANCE

6.011 BUDGETS

A. **Budget** - Requested Board approval of 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. A copy of the 2018-2019 Budget Book was hand delivered to each Board of Health member on Wednesday, March 21, 2018; except, Dr. Hickman's was delivered on Thursday, March 22, 2018. Ms. Howerton noted that it would be preferable to receive the Budget Book in a timelier manner to allow for sufficient review. Ms. Hiddleson assured the Board that desired changes can be provided at any Board of Health Meeting. The Board then began discussion and recommended changes to the 2018-2019 Budget Book as outlined below.

Mr. Knowlton distributed a copy of the five year comparison pages of the Budget Book and a copy of the DGHD Levy Payments Comparison. It was noted that this year's levy payment was almost 10% higher than last year. A copy of the DGHD Levy Payment Comparison report was provided to the Board. This is being contributed to the growth of Delaware County. The Board then reviewed specific line items as follows:



Materials & Supplies:

- 5243 Drugs and Pharmaceuticals and 5228 Vehicle Maintenance and Repair Supplies - It appears there may have been a formula glitch in reporting the correct dollar amounts on the correct line items. Specifically, the 2017 Actual column to 2018 Revised column line items. It was recommended to review all line items that report a 0 dollar amount in comparison to the 2017 Actual dollar amount.

Services & Charges Line Items:

- 5301 – Contracted Professional Service - Substantial increase in comparison to past years. Ms. Hiddleston reported that items that contributes to the increase are as follows:
 - This is the year of the Community Health Assessment and Community Health Improvement Plan planning year; approximately \$73,000.
 - The Triad Architects Feasibility and Discovery Study is included; approximately \$20,000.
 - Blessing in a Backpack which is a grant of approximately \$50,000 passes through this line item.
- 5320 Data Processing Service – These are contracts for technology services or software support such as the agency’s server, Laserfiche and Nightingale Notes. Also, it was anticipated that the State was going to provide software for Environmental Health. Due to this, the agency stopped budgeted for such software. The State has decided not to provide the software as intended; therefore, the agency has begun budgeting again for plumbing software.
- 5328 – Maintenance & Repair Services – It appears that 2017 Actual dollar amount of \$4,671 may be an error (too low in comparison to 2015; 2016; 2018; 2019). Mr. Knowlton to review and correct if needed.

In conclusion, it was requested that Mr. Knowlton review the above items as discussed and complete any needed changes. It was requested to provide a copy of revisions to the Board.

PMT: Agency

Dr. Hickman moved to approve the 2018-2019 Budget Book as amended (outlined in item 6.011 A) and submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

6.012 APPROPRIATIONS

A. Injury Prevention - Requested 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. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.



6.015 EXPENDITURES

A. Equip Elevator - Requested 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.

PMT: Agency

The Board approved item on consent.

B. Spring Educational Conference – Requested 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.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Remove Inventory - Requested Board approval to remove below listed obsolete items from inventory.

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

*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.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Employ / Mr. Ian McKenzie - Requested 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.

PMT: Agency

The Board approved item on consent.

B. Employ / Ms. Brittany Zoecklein – Requested 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.

PMT: Agency

The Board approved item on consent.



6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition / Mr. Dustin Kent - Requested 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.

PMT: Agency

The Board approved item on consent.

C. Promotion With Competition / Ms. Lisa Spangler – Requested 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.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Certification Reimbursement / Mr. Wes Stone and Mr. Todd Goodsite - Requested 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

PMT: Agency

The Board approved item on consent.

B. Out of State Travel / Ms. Shelia Hiddleston – Requested Board approval to expend up to \$ 1,734.36 funds for Ms. Shelia Hiddleston to attend the Annual NACCHO conference in New Orleans on July 9, 2018 – July 12, 2018. This conference is applicable to the Health Commissioner's responsibilities of Ms. Hiddleston 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). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

C. Strength Finders Training / Administration Division - Requested 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.

PMT: Agency

The Board approved item on consent.



6.031 HEALTH COMMISSIONER

~~A. Executive Session – Requested Board enter into Executive Session to discuss the Health Commissioner’s annual appraisal.
Item was removed from the agenda.~~

6.034 PERSONAL HEALTH

A. 2018 Sliding Fee Scale - Requested Board approval of the updated Sliding Fee Scale for clinic services effective April 1, 2018. A copy of the Sliding Fee Scale was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Apply for Get Vaccinated Ohio – Public Health Initiative (GV) grant – Requested 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.

PMT: Agency

The Board approved item on consent.

C. New Born Home Visiting Program – Requested 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 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.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. 2017 Child Fatality Review Report – A copy of the 2017 Child Fatality Review Report was provided to the Board. 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.

**PMT: Quality/Reporting
Information Only**



6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

6.051 APPOINTMENTS

A. ~~2018 Board Committees Assignments~~ — Current Board Committees are listed below and denoted with current members and vacancies.
(-) Denotes Quorum

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			

PMT: Agency
Item was removed from the agenda.

6.054 LEGAL ISSUES

A. **Recalcitrant** – Requested Board approval to refer recalcitrant(s) to the prosecutor to be issued cease and desist orders or injunctive relief as determined by the prosecutor's office for operation without a valid license. Mr. Burke reported that the prosecutor's office has already 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 below list has been updated since sending the original agenda packet. Entities that have paid are identified in strikethrough; those in red will be referred to the prosecutor.

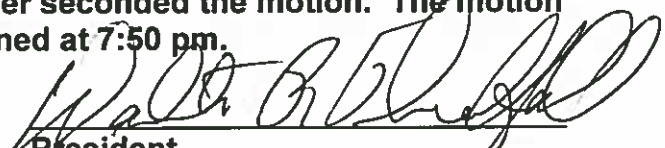
PMT: Agency/Community


Entity	Class	Address	Lic #	Fee owed
American Bistro	C4S	3499/3503 Market St Powell, OH 43065	SHAN-AP5KUW	\$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-AAAYPM3	\$941.75
Sunberry LLC	C2S	7323 State Route 37 E Sunbury, OH 43074	NFRY-9DSTWE	\$405.50

Dr. Hickman moved to approve referring recalcitrant(s) to the prosecutor's office. Mr. Wisener seconded the motion. The motion carried unanimously.

ADJOURN

Dr. Hickman moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 7:50 pm.


President


Secretary