



1.0 CONVENTION

1.01 CALL TO ORDER

The April 25, 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. Blayney, Vice President; Mr. Wisener; Ms. Smith, Ms. Karr and Ms. Fleischer. Staff members present were: Ms. Shelia Hiddleston, 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; Mr. Ian McKenzie, Sanitarian In Training; Ms. Brittany Zoecklein, Sanitarian In Training and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

This is the annual re-organization meeting of the Board.

A. Election of Officers - 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 April 25, 2018 meeting.

1. Nominations and election for President

Mr. Blayney nominated and moved to elect Dr. Threlfall as President. The motion was seconded by Mr. Wisener. The motion carried unanimously.

2. Nominations and election for Vice President

Dr. Threlfall nominated and moved to elect Mr. Blayney for Vice President. The motion was seconded by Ms. Karr. The motion carried unanimously.

Dr. Threlfall expressed that it has been a true honor to serve on the Board for many years and appreciates the confidence of the agency and other Board members. It has been the best people Dr. Threlfall has served and the organization itself. The organization and staff are among the greatest. Dr. Threlfall reflected upon the struggles of the earlier years of providing services and levies not passing. It is due to the perseverance and forward thinking of the staff and Board of Health members that there has been a constant incline of success of provided services, community awareness and eventually passing of the levy. The Delaware General Health District has moved forward by leaps and bounds since those early years. In conclusion, Dr. Threlfall reiterated what an enjoyment and honor it has been to serve on the Board of Health.

Ms. Smith thanked Dr. Threlfall for serving as the Board of Health President for many years. And, Dr. Threlfall has been a major contributor to the successes of the agency as noted earlier by Dr. Threlfall. Mr. Burke echoed Ms. Smith's comments.

1.02 CONSENT ITEMS

6.015 Expenditures A-B

6.016 Inventory A

6.021 Authorization/Employment A

6.022 Reclassification/Promotion A-B

6.023 Tuition Reimbursement/Staff Development A-B

6.025 Salary Scale/Policies/Benefits A-B

6.034 Personal Health A

6.053 Resolutions A

Info Only

6.025 Salary Scale/Policies Benefits C

6.033 Community Health A

6.035 Environmental Health A

Item 6.012 Appropriations – A. Injury Prevention was added to the agenda. Ms. Karr moved to approve the consent agenda as submitted and the agenda as amended and submitted. Ms. Fleischer seconded the motion the carried unanimously.



1.03 APPROVAL OF MINUTES

A. Correction to March 27, 2018 minutes as noted below in red text.

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 Advisory** Council with term ending 2023.

Mr. Wisener moved to approve the minutes as submitted and amended. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the March 2018 bills. Ms. Fleischer seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

The Board was provided a copy of the monthly Thank You and Recognition Summary.

Mr. Steve Burke introduced the two new Sanitarians in Training as follows: Mr. Ian McKenzie and Ms. Brittany Zoecklein.

2.02 FINANCE

A. **Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the report was provided to the Board.

PMT: Agency

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

3.02 BOARD COMMITTEES

A. **The Finance Committee** - Met prior to the Board meeting to discuss Sunbury Satellite office space.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. **Injury Prevention** - Request Board approval to shift some expense line item appropriations to the current 2018 Injury Prevention (71251512) grant. 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.

Mr. Blayney moved to approve Injury Prevention appropriation. Mr. Wisener seconded the motion. The motion carried unanimously.

6.015 EXPENDITURES

A. **NALBOH Conference / Dr. Walter Threlfall** – Requested Board approval to expend funds for Dr. Threlfall to attend the NALBOH conference August 8-10, 2018 in Raleigh, North Carolina. Expenses include conference/registration \$475; hotel \$261.63; meals \$135; and airfare \$400. Total expense not to exceed \$1,271.63. A copy of the Out of Health District and/or State Approval was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. **SoniClear Digital Meeting Recorder** - Requested Board approval to expend up to \$1,040.00 in Public Health funds for SoniClear Digital Meeting Recorder Software, Voice Tracker microphone kit, and USB foot pedal. Due to the multiple coalition meetings that occur, Community Health staff have completed a 30-day trial of this software and has found that it will greatly benefit the process of recording meetings and completing meeting minutes. The software records meetings on any Windows computer with clear, digital sound. Notes can be entered easily during and after the meeting to create an outline of agenda items, discussion points, action items, motions, and votes making it easier to produce meeting minutes. The expenditure is budgeted.

PMT: Agency/Community

The Board approved item on consent.



6.016 INVENTORY

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

Inventory #	Description	Date Purchased	Reason for Request	Price
8101	Engel 35 Qt Travel Refrig	10/6/2009	No Longer Functional	\$764.00
8141	Brother Printer	2/3/2010	No Longer Functional	\$310.00
8142	Brother Printer	2/3/2010	No Longer Functional	\$310.00
8148	TZ 210 Sonic Wall Unit	1/29/2010	No Longer Functional	\$685.00
8160	Hand Truck	4/28/2011	No Longer Functional	\$719.69
8174	2 Station Hand Wash	7/26/2011	No Longer Functional	\$1,119.47
8175	2 Station Hand Wash	7/26/2011	No Longer Functional	\$1,119.47
8176	2 Station Hand Wash	7/26/2011	No Longer Functional	\$1,119.47
8149	Prosafe 24 Port Switch	3/3/2010	No Longer Functional	\$735.83
8150	Prosafe 24 Port Switch	3/3/2010	No Longer Functional	\$735.83
8151	Prosafe 24 Port Switch	3/3/2010	No Longer Functional	\$735.83
8152	Prosafe 24 Port Switch	3/3/2010	No Longer Functional	\$735.83
8153	Prosafe 24 Port Switch	3/3/2010	No Longer Functional	\$735.83
8154	Prosafe 24 Port Switch	3/3/2010	No Longer Functional	\$735.83
8179	Display Board	3/9/2012	No Longer Functional	\$473.50
8180	Mobile Computer Security Cabinet	6/8/2012	No Longer Functional	\$499.85
8181	Ludia E Beam	7/6/2012	No Longer Functional	\$790.00
8182	Brother MFC Printer	9/10/2012	No Longer Functional	\$315.36

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Confirmation of Employment / Ms. Natalie Truini – Requested Board confirm rehire employment of Ms. Natalie Truini as the summer intern for the mosquito program at pay grade A 2 and a wage of \$13.70 per hour with a start date of May 21, 2018. This includes a \$0.25 per hour increase from last year as the agency has done for returning interns. Ms. Truini worked in the mosquito program last year and again over Winter break from college. With Ms. Truini’s past experience here, little training, if any, will be required. Estimated cost of \$10,000 for the entire 2018 season. Public Health funds. (See agenda item for mosquito grant request that, if approved, will help fund this request)

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion Without Competition / Mr. David Letterle – Requested Board confirm promotion without competition of Mr. David Letterle from a Sanitarian-In-Training to a Registered Sanitarian I in the Environmental Health Division with a pay grade C 6 and a wage of \$21.15 per hour effective March 28, 2018. This includes a prorated evaluation and 3% increase per the Personnel Policy and will move Mr. Letterle’s annual evaluation date to March 28. Mr. Letterle recently passed the Registered Sanitarian Exam. Mr. Letterle has been performing at an RS I level for many months. Mr. Letterle works 100% in the Residential Services Unit. Mr. Letterle has been with the agency since May of 2017.

PMT: Agency

The Board approved item on consent.



B. Promotion Without Competition / Mr. John Bailey – Requested Board confirm promotion without competition of Mr. John Bailey from a Plumbing Inspector I to a Plumbing Inspector II in the Environmental Health Division with a pay grade B(P)2 and a wage of \$22.28 per hour effective April 17, 2018. This includes a prorated evaluation and 3% increase per the Personnel Policy. Mr. Bailey's annual evaluation date will remain April 17th. Mr. Bailey has been performing at a Plumbing Inspector II level for many months. Mr. Bailey works 100% in the Plumbing Unit. Mr. Bailey has been with the agency since April 17, 2017.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Certified Health Education Specialist Certification / Ms. Josie Bonnette - Requested Board approval for reimbursement up to a maximum of \$320.00 for Ms. Josie Bonnette, Community Health Specialist, to sit for the Certified Health Education Specialist (CHES) examination in October 2018 – pending eligibility approval from the National Commission for Health Education Credentialing, Inc. (NCHEC). The CHES 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 CHES is Ms. Bonnette's workforce development goal for her performance appraisal. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Applied Qualitative Health Research / Ms. Abby Crisp - Requested Board approval to expend up to \$200.00 in Public Health funds for Ms. Abby Crisp to attend one course with the Ohio State University Center for Public Health Summer Series – “Applied Qualitative Health Research” in Columbus, Ohio on June 18-22, 2018. Because Ms. Crisp is a current graduate student, Ms. Crisp qualifies for the discounted student rate. The expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Pay Grades and Salary Scale – The Pay Grades and Salary Scale document has been updated to reflect moving Director of Nursing from pay grade D5 to pay grade D6. A copy of the updated document was provided to the Board.

PMT: Agency

Information Only

B. Personnel Policies / 203 Conflict of Interest – Requested Board approved of new language added to Section 203 Conflict of Interest. Added language is identified in red text (listed below).

203 Conflict of Interest

A. It is the policy of this District to prohibit its employees from engaging in any activity, practice or conduct which conflicts with or appears to conflict with the interests of the Health District, its customers/clients or its suppliers. Employees are not to solicit or accept anything of value that would create a substantial or improper influence upon the employee in his/her public duties. Employees are not to engage in, directly or indirectly, either on or off the job, any conduct which is disloyal, disruptive or damaging to the Health District.

B. Section Ohio Revised Code 124.57 encompasses the political activities that are and are not allowed to employees who are in classified service.

C. It is the policy of this District to prohibit its employees from engaging in any activity, practice or conduct which conflicts with or appears to conflict



with the interests of the Health District, its customers/clients or its suppliers.

- 1) A conflict of interest may exist when an employee of Delaware General Health District engages in any secondary employment that appears or may appear to compromise the employee's judgement, actions, or job performance or conflict with the mission, vision, policies, goals, objectives and operations of Delaware General Health District.
- D. Employees are not to solicit or accept anything of value that would create a substantial or improper influence upon the employee in his/her public duties. Employees are not to engage in, directly or indirectly, either on or off the job, any conduct which is disloyal, disruptive or damaging to the Health District.
- E. Section Ohio Revised Code 124.57 encompasses the political activities that are and are not allowed to employees who are in classified service.
- F. Employees of Delaware General Health District shall not have other employment which presents a "time conflict". A "time conflict" for the purposes of this section exists when the working hours of a secondary job directly conflict with an employee's scheduled working hours and/or the routine office hours of Delaware General Health District. A time conflict may also occur related to mandatory training, on-call obligations, or emergency response. In addition, "time conflict" may occur when the demands of a secondary job prohibit adequate rest or otherwise negatively affect the employee's job performance at Delaware General Health District.
- G. No employee of Delaware General Health District shall have secondary employment during his/her normal work hours of Delaware General Health District while the employee is on sick leave, a paid or unpaid leave of absence, including Family Medical Leave, where benefits are maintained by Delaware General Health District. Other forms of approved leave are permitted for secondary employment.
- H. Employees are required to notify his/her manager by completing a "Notification of Secondary Employment" form. The manager will review with the division director and, if approved, the director will review with the Health Commissioner. Final approval is required by the Health Commissioner. The County Prosecutor and/or Ohio Ethics Commission may be consulted.
- I. All other sections of the Delaware General Health District Personnel Policy shall remain in effect and apply to any secondary employment.

The Board approved item on consent.

C. Table of Organization - A copy of the updated Table of Organization was provided to the Board. Updates included promotions of Mr. Dustin Kent, Mr. Adam Howard and Ms. Lissie Krull. Two retirements of Ms. Joan Bowe and Mr. Chuck Gossett. Added new position of Environmental Health Technician and added new hires Mr. Ian McKenzie and Ms. Brittany Zoecklein.

**PMT: Agency
Information Only**



6.03 CONTRACTS

A. Contract for Sunbury Satellite Office - Requested Board approval to authorize the Health Commissioner to negotiate and execute, pending final approval from the Delaware County Prosecutor, a contract for a Sunbury Satellite office space. Ms. Hiddleson provided a PowerPoint presentation that outlined the available options, financials and pros/cons. The Board discussed that two of the locations would not be the best options due to items such as visibility; lack of room for growth and ingress/egress; and, one location being without a private restroom to collect clinical urine samples. It was the consensus of the Board that the Sunbury Mills Plaza location would provide optimal functions of visibility; parking; ingress/egress and private restroom facilities. Also, recommended authorizing the Health Commissioner to negotiate and execute contract for the Sunbury Mills Plaza Sunbury satellite office space.

PMT: Agency

Mr. Wisener moved to authorize the Health Commissioner to negotiate and execute a contract for a Sunbury satellite office location within the Sunbury Mills Plaza. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.031 HEALTH COMMISSIONER

A. Executive Session – Request Board enter into Executive Session to discuss the Health Commissioner’s annual appraisal.

Dr. Threlfall noted it is the preference of the Board of Health to post-pone Executive Session until May’s meeting in which it is hoped there is full Board attendance.

6.033 COMMUNITY HEALTH

A. Maternal & Child Health Grant - The Ohio Department of Health recently released the new competitive request for proposal for the *Maternal & Child Health (MCH)* grant for the funding period 10/1/18 – 9/30/19. Currently, the Blessings in a Backpack Program is funded from the MCH grant; however, this program was removed from the next funding cycle. Community Health staff anticipated this change and have been in discussion with the Delaware County Hunger Alliance to continue this program in the event funding was no longer available. There is no staff currently being funded out of this grant.

PMT: Agency/Community Information Only

6.034 PERSONAL HEALTH

A. Reapply for WIC Administration Grant – Requested Board approval to reapply for the Ohio Department of Health WIC Administration grant and to expend funds according to the Notice of Award. This is a continuation of the WIC Administration grant that will be effective October 1, 2018 – September 30, 2019. DMU is eligible for \$577,661. This represents a cut of \$6,080. To accommodate, staff will adjust the WIC manager’s salary from 100% WIC Administration to a combination of WIC Administration and Public Health funds. The adjustment will be no greater than 5%.

PMT: Agency

The Board approved item on consent.

6.035 ENVIRONMENTAL HEALTH

A. Ohio EPA Mosquito Control Grant - The Ohio EPA is offering a Mosquito Control Grant similar to the one we received in 2016. The grant year is July to July. In this grant we can request up to \$10,000 for seasonal personnel cost, in addition to other surveillance, larval and adult mosquito control costs totaling to a maximum of \$30,000. The Environmental Health Division plans on applying for the maximum amount. Upon receipt of NOA, approval to set appropriations and expend funds according to grant budget.

PMT: Agency Information Only



6.04 SPECIAL REPORTS

A. Programs and Services: The Services/Programs Assessment and Prioritization fiscal report has been completed for 2017. A copy of the report was provided to the Board. Mrs. Hiddleson provided PowerPoint presentation related to the Provision of Programs and Services policy and the Foundational Capabilities costing of public health services. A copy of the Provision of Programs and Services policy and the Foundational Capabilities costing of public health services were provided to the Board. Presentation is also considered a 30 minute Board credit toward Continuing Education as required by the O.R.C.

PMT: Quality Presentation

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.

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	D Kent			

() Denotes Quorum

PMT: Agency

Dr. Threlfall requested the Board of Health members review the vacancies and confirm assignments at the May 29, 2018.

6.053 RESOLUTIONS

A. Resolution 2018-01 Public Health Ethics - Requested Board approval of Resolution 2018-01 to adopt Public Health Ethics and implement, in all practice, the Principles of the Ethical Practice of Public Health developed by the CDC and Public Health Leadership Society. A copy of the resolution was provided to the Board. The Public Health Accreditation Board Domain 11 in Standard 11.2 "The health department manages ethical issues". The DGHD has always considered ethical issues in human resources and in the provision of programs/services; however, there is not a formal adoption of a public health ethics policy. Ethical Considerations is being incorporated into requests for New Programs, New Grants, and Evaluation of all programs/services; should an ethical dilemma arise after review it will be referred to the Leadership Team and/or the Board of Health for resolution.

PMT: Quality

The Board approved item on consent.

ADJOURN

Ms. Fleischer moved to adjourn. Ms. Smith seconded the motion. The motion carried unanimously. The meeting adjourned at 8:08 pm.

President

Secretary

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH Approved	Changes
Health Commissioner	01101	12/31/2012	Hiddleston	NA	E & U	FT	Filled	X	
Assistant Health Commissioner	02101			NA	E & U		Inactive		
DIVISION DIRECTOR Series									
Personal Health Director	03101	3/14/2011	Howard	D8	E & U	FT	Filled	X	
Operations Director	04101	5/19/2008	Knowlton	D8	E & U	FT	Filled	X	
Environmental Health Director	05101	1/2/2013	Burke	D8	E & U	FT	Filled	X	
Community Health Director	06101	2/24/2014	Keagy	D8	E & U	FT	Filled	X	
PROGRAM MANAGER Series									
Program Manager / Director of Nursing	07101N	4/11/2016	Krull	D6	E & C	FT	Filled	X	
Program Manager	07102	1/4/1989	Shears*	D5	E & C	FT	Filled	X	
Program Manager	07103S	1/24/1996	Sams	D5	E & C	FT	Filled	X	
Program Manager	07104D	6/12/2000	Jennings	D5	E & C	FT	Filled	X	
Program Manager	07105	8/21/2006	Irvan	D5	E & C	FT	Filled	X	
Program Manager	07106S	5/29/2007	DeGenaro	D5	E & C	FT	Filled	X	
Program Manager	07107	8/13/2007	Kuhlman	D5	E & C	FT	Filled	X	
Program Manager	07108	10/5/2009	Kincaid	D5	E & C	FT	Filled	X	
Program Manager	07109S	3/27/2013	Kent	D5	E & C	FT	Filled	X	
HUMAN RESOURCES Series									
Human Resources Officer	08101	6/29/2011	Whitney	D4	E & C	FT	Filled	X	
Benefits Specialist	08102			C5	N & C		Inactive	X	
Human Resources Assistant	08103			A9	N & C		Inactive		
FISCAL SPECIALIST Series									
Fiscal Specialist	09101	9/21/1992	Stull	C1	N & C	FT	Filled	X	
Fiscal Specialist	09102	4/30/2012	Chittock	C1	N & C	FT	Filled	X	
Fiscal Specialist	09103	12/20/2012	Naticchia	C1	N & C	FT	Filled	X	
COMMUNICATIONS Series									
PIO / Supervisor	10101	2/11/2013	Whittaker	D3	E & C	FT	Filled	X	
Multimedia Specialist	10102	6/12/2017	Edwards	C5	N & C	FT	Filled	X	
GIS Specialist	10103	7/19/2012	Elhami*	C5	N & C	Intermittent	Filled	X	
INFORMATION TECHNOLOGY Series									
Information Technology Specialist 3	20101	3/30/2015	Stone	B (IT) 3	N & C	FT	Filled	X	
Information Technology Specialist 2	20102	9/5/2017	Goodsite	B (IT) 2	N & C	FT	Filled	X	
Information Technology Specialist 1	20103			B (IT) 1	N & C		Inactive		
EPIDEMIOLOGY Series									
Epidemiologist 2	30101			D3	E & C		Inactive	X	
Epidemiologist 1	30102	5/3/2017	Lane	C9	N & C	FT	Filled	X	
NURSING Series									
Public Health Nurse Supervisor	40101			D3	E & C		Inactive		
Public Health Nurse 3	40201	10/10/2006	Nichols	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40202	7/15/2013	Clark	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40203			C9	N & C	FT	Vacant	X	
Public Health Nurse 2	40301	8/5/1996	Lenko	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40302	4/25/2016	Jesson	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40303	7/18/2017	Reed	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40304	9/5/2017	Klingel	C8	N & C	FT/PT	Filled	X	
Public Health Nurse 1	40401			C6	N & C		Inactive		
Immunization Technician	40501			C4	N & C		Inactive	X	
WIC HEALTH PROFESSIONAL Series									
WIC Health Professional Supervisor	50101			D3	E & C		Inactive		
WIC Health Professional 3	50201	1/3/1998	Syar	C7	N & C	PT	Filled	X	
WIC Health Professional 2	50301	8/28/2007	Wright	C4	N & C	PT	Filled	X	
WIC Health Professional 2	50302	5/12/2008	Nye	C4	N & C	FT	Filled	X	
WIC Health Professional 2	50303			C4	N & C	FT	Inactive		
WIC Health Professional 1	50401	2/2/2015	Myers	C2	N & C	PT	Filled	X	
WIC Health Professional 1	50402	3/17/2016	Welsh	C2	N & C	PT	Filled	X	
WIC PEER HELPER Series									
WIC Peer Helper	60101	6/23/2015	Hill	A3	N & C	PT	Filled	X	
WIC Peer Helper	60102	9/21/2015	Protheroe	A3	N & C	PT	Filled	X	
WIC Peer Helper	60103	10/13/2015	Wurtsbaugh	A3	N & C	PT	Filled	X	
COMMUNITY HEALTH SPECIALIST Series									
Community Health Specialist Supervisor	70101	6/20/2016	Trimble	D3	E & C	FT	Filled	X	
Community Health Specialist 3	70201	10/13/2004	Kannally	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70202			C8	N & C	FT	Inactive	X	
Community Health Specialist 3	70203	3/7/2011	Sutherland	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70204	11/14/2011	Codispoti	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70205	3/7/2012	Chaudry	C8	N & C	Intermittent	Filled	X	
Community Health Specialist 2	70301	11/12/1993	Way-Young	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70302	12/17/2009	Bain	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70303			C5	N & C	FT	Vacant	X	
Community Health Specialist 2	70304	1/3/2017	Tracy	C5	N & C	FT	Filled	X	
Community Health Specialist 1	70401	6/27/2016	Crisp	C3	N & C	FT	Filled	X	
Community Health Specialist 1	70402	4/17/2017	Hieronimus	C3	N & C	FT	Filled	X	
Community Health Specialist 1	70403	1/2/2018	Bonnette	C3	N & C	FT	Filled	X	

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH Approved	Changes
REGISTERED SANITARIAN Series									
Registered Sanitarian Supervisor	80100			D3	E & C		Inactive		
Registered Sanitarian Supervisor	80101			D3	E & C		Inactive		
Registered Sanitarian Supervisor	80102			D3	E & C		Inactive		
Registered Sanitarian 3	80201	2/23/2004	Self	C9	N & C	FT	Filled	X	
Registered Sanitarian 3	80202	3/28/2005	Rogich	C9	N & C	FT	Filled	X	
Registered Sanitarian 3	80203			C9	N & C	FT	Inactive	X	
Registered Sanitarian 3	80204			C9	N & C	FT	Inactive	X	
Registered Sanitarian 3	80205			C9	N & C	FT	Inactive		
Registered Sanitarian 2	80301	9/2/2003	Adams	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80302	6/19/2006	Strong	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80303	1/2/2007	Sanders	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80304	3/24/2014	Decker	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80305			C8	N & C	FT	Inactive		
Registered Sanitarian 2	80306			C8	N & C	FT	Vacant	X	
Registered Sanitarian 1	80403	5/22/2017	Lettere	C6	N & C	FT	Filled	X	Promoted from SIT - 3/28/18
Registered Sanitarian 1	80402			C6	N & C	FT	Inactive		
Registered Sanitarian 1	80403			C6	N & C	FT	Inactive	X	
Sanitarian in Training	80500	4/2/2018	McKenzie	C3	N & C	FT	Filled	X	New Hire 4/02/18
Sanitarian in Training	80501	4/9/2018	Zoecklein	C3	N & C	FT	Filled	X	New Hire 4/09/18
Environmental Health Technician	80502	3/15/2017	Spangler	A6	N & C	FT	Filled	X	Promoted from AA2 - 5/07/18
CERTIFIED PLUMBING INSPECTOR Series									
Certified Plumbing Inspector Supervisor	90101			D1	E & C		Inactive		
Certified Plumbing Inspector 3	90201	5/20/2002	Brill	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90203			B (P) 3	N & C	FT	Inactive	X	
Certified Plumbing Inspector 3	90202	9/15/2003	Dawson	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 2	90301	4/17/2017	Bailey	B (P) 2	N & C	FT	Filled	X	4/17/18
Certified Plumbing Inspector 1	90401			B (P) 1	N & C	FT	Vacant	X	
ADMINISTRATIVE ASSISTANT Series									
Administrative Assistant to HC	10101	2/15/2005	Brown	A10	N & C	FT	Filled	X	
Administrative Assistant 3	10201	1/16/2001	Hess	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10202	9/17/2008	Vance	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10203	4/24/2017	Wing	A6	N & C	FT	Filled	X	
Administrative Assistant 2	10301	5/22/2000	Adkins	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10302	1/30/2006	Wolcott	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10303	11/28/2011	Baileys	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10304	6/27/2012	Forson	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10305	8/27/2012	Mendenhall	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10306	7/18/2016	Aller	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10307	3/15/2017	Harmon	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10308			A4	N & C	FT	Vacant	X	Spangler promoted to EH Tech 5/07/18
Administrative Assistant 2	10309	11/21/2016	Knape	A4	N & C	FT	Filled	X	
Administrative Assistant 1	10401			A2	N & C	FT	Inactive		
Administrative Assistant 1	10402			A2	N & C	FT	Inactive		
Administrative Assistant 1	10403			A2	N & C	FT	Vacant	X	
Administrative Assistant 1	10404			A2	N & C	FT	Inactive		
CUSTODIAL MAINTENANCE Series									
Custodian Maintenance 3	11101	2/26/2007	Law	A9	N & C	FT	Filled	X	
Custodian Maintenance 2	11201			A6	N & C		Inactive		
Custodian Maintenance 1	11301	8/28/2017	Nelson	A3	N & C	PT	Filled	X	
Custodial Worker	11401			A1	N & C		Inactive		
INTERN Series									
Intern 2 (Degreed)	12101			A7	N & C	Intermittent	Vacant	X	
Intern 1 (Non-Degreed)	12201	5/21/2018	Truini	A2	N & C	Intermittent	Filled	X	Summer intern rehired for 5/21/18
Intern 1 (Non-Degreed)	12202			A2	N & C	Intermittent	Vacant	X	

*Staff grandfathered to new JD. no change in Pay

Walter R. Threlfall, DVM
President Board of Health

Sheila L. Hiddleston, MS, RN
Secretary Board of Health



Resolution #2018-02 authorizing pre-tax deductions for Medical, Dental, Vision and FSA

Delaware General Health District
Section 125 Premium Only Plan
Plan Year Ending June 30, 2019

The undersigned President of the Board of the Delaware General Health District (the Employer) hereby certifies that the following resolutions were duly adopted by the Board of Health on May 29, 2018, and that such resolutions have not been modified or rescinded as of the date hereof:

Resolved, that the form of Amended Section 125 Cafeteria Plan effective July 1, 2018 presented to this meeting on May 29, 2018 is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Resolved, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

Resolved, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions are attached herewith.

By 
Walter Threlfall
President, Board of Health

