



**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

**4.01 REGULATION HEARING/ADOPTION**

**A. System Abandonment Fee Waiver** - Item 4.01 A was added to the agenda. Requested Board approval to offer a fee waiver incentive (\$70 tank abandonment) for homeowners who tie into central sewer per Delaware County Sanitary Engineers office guidance and incentives. Mr. Steve Burke and Mr.

Dustin Kent met with the staff at the Delaware County Sanitary Engineers office recently to discuss getting homes that are close to central sewer to connect and abandon on-site sewage systems. These meetings came about at the request of County Commissioner Mr. Gary Merrill upon attending the Delaware General Health District's annual District Advisory Council meeting in March 2018. Homeowners in the Woods of Glen Erin subdivision have requested connection to central sewer. The staff at Sanitary Engineers office requested the County Commissioners offer a 50% tap fee and financial assistance for laterals as incentives to homeowners for one year for homeowners in the Woods of Glen Erin Subdivision in Concord Township. The County Commissioners approved these incentives. A public meeting is scheduled for August 23<sup>rd</sup> at 6 p.m. at the Concord Township hall. Delaware General Health District staff would like to follow the lead of the Delaware County Sanitary Engineers office's guidance and incentives by waiving the \$70.00 sewage system abandonment fee and any related staff inspection times. Staff will also discuss the advantages of tapping into a central sewer includes not having to participate in the O&M program which would include paying a contract service or the Delaware General Health District for inspections. In addition, homes connected to central sewage have higher home values, eliminates on-site system repair costs and eliminates pumping and maintenance costs and poses less risk to the environment. The Board discussed the waiver of fee and if applicable to all or only the households of Woods of Glen Erin. It is the preference of the Board to waive the \$70 fee for all homeowners within the health district and not limit to Woods of Glen Erin.

**PMT: Quality/Community/Agency**

Dr. Hickman moved to approve waiving the \$70 tank abandonment fee for all homeowners within the health district that connect to central sewer. Mr. Wisener seconded the motion. The motion carried unanimously.

**4.04 CITIZEN REQUEST**

**A. See item 3.01 A.**

**5.0 OLD BUSINESS**

**5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES**

**A. Executive Session** – Ms. Fleischer moved for the Board to enter into executive session to discuss the purchase of property. Ms. Smith seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Wisener, yes; Ms. Fleischer, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Karr, yes. The motion carried unanimously.

Ms. Fleischer moved to amend the motion to include the Health Commissioner and Directors in attendance to remain for the executive session. Ms. Smith seconded the amended motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Wisener, yes; Ms. Fleischer, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Karr, yes. The motion carried unanimously and the Board members present as well as the Health Commissioner and Directors present entered into executive session at 7:49 pm.

Ms. Karr moved to exit executive session. Ms. Smith seconded the motion. Roll vote was taken: Mr. Wisener, yes; Dr. Threlfall, yes; Ms. Fleischer, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Karr, yes. The motion carried unanimously. The Board exited executive session at 8:44 pm.

Ms. Fleischer moved to authorize the Health Commissioner to contact a broker to represent the Delaware General Health District regarding the possible purchase of the property located at 800 West Central Avenue, Delaware, Ohio 43015 and to potentially sell the current Delaware General Health District buildings (1 and 3 West Winter Street, Delaware, Ohio 43015). Ms. Smith seconded the motion. The motion carried with five yea votes and one abstention from Mr. George Wisener.

Dr. Hickman moved authorize the Health Commissioner to notify broker of property located at 800 West Central Avenue, Delaware, Ohio 43015 that the Delaware General Health District is interested in purchasing, but as a public entity additional information is required. Ms. Karr seconded the motion. The motion carried with five yea votes and one abstention from Mr. George Wisener.

Ms. Fleischer moved to authorize the Health Commissioner to work with broker to obtain an appraisal of property located at 800 Central Avenue, Delaware, Ohio 43015 and the Delaware General Health District buildings located at 1 and 3 West Winter Street, Delaware, Ohio 43015. Ms. Smith seconded the motion. The motion carried with five yea votes and one abstention from Mr. George Wisener.

**6.0 NEW BUSINESS**

**6.021 AUTHORIZATION/EMPLOYMENT**

**A. Voluntary Resignation / Ms. Elisabeth Krull** - Requested Board accept resignation of Ms. Elisabeth Krull, Director of Nursing/Program Manager effective July 26, 2018. Ms. Krull will move back to Arizona in order to be with family.

**PMT: Agency**

The Board approved item on consent.



## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The July 31, 2018 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:05 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Ms. Smith; Dr. Hickman, Ms. Karr, Ms. Fleischer and Mr. Wisener. 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; and Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were as follows: Dr. Alice Fraiser, Ms. Marianne Gabel and Ms. Kathy Duis.

### **1.02 CONSENT ITEMS**

Item 4.01 A was added to the agenda. Ms. Fleischer moved to approve the consent agenda as submitted and the agenda as submitted and amended. Mr. Wisener seconded the motion. The motion carried unanimously.

### **1.03 APPROVAL OF MINUTES**

Ms. Karr moved to approve the June 26, 2018 and July 19, 2018 meeting minutes. Ms. Fleischer seconded the motion. The motion carried unanimously.

### **1.04 APPROVAL OF BILLS**

Ms. Smith moved to approve the June bills. Dr. Hickman seconded the motion. The motion carried unanimously.

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

- A. Facilities Update – under 5.05 A Executive Session.
- B. Position Paper Request – under 3.0 A Board President.
- C. Shawnee Hills Update – The Board was provided a copy of the summary report of what the Delaware General Health District has reviewed to date. Recently, involved parties have agreed to have a meeting facilitated by the Delaware General Health District.
- D. Accreditation Annual Report Review – The Board was provided a copy of the report.
- E. Gift – The Board briefly discussed purchasing a baby gift for Ms. Howerton. Dr. Threlfall requested Mrs. Hiddleston to reach out to Ms. Howerton for an update. Consensus to consider the matter and will let Ms. Hiddleston know at a later date.
- F. A copy of the monthly Thank You and Recognition report was provided to the Board.

### **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 as well as the FTE report.

#### **PMT: Agency**

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

Ms. Hiddleston reported that the agency has received the preliminary state audit report with no significant findings. It was requested if the Board would like to have an exit interview with the state auditors. Consensus was not to request an exit interview.

#### **PMT: Agency**

Dr. Hickman moved not to request an audit exit interview. Ms. Smith seconded the motion. The motion carried unanimously.

## **3.0 BOARD REPORTS**

**3.01 BOARD PRESIDENT** – Prior to tonight's meeting, Dr. Threlfall was approached and asked for the Board of Health to consider adopting a Climate Control Position Paper. Those individuals seeking the consideration are in attendance tonight. Dr. Fraizer provided a copy of the proposed position paper to the Board as well as a flyer of Climate Changes and Impacts in Columbus, Ohio. March of 2017 this group presented to the Board a Climate Control presentation that highly focused on Carbon Fee and Dividend policy. Since then, focus has shifted away from the Carbon Fee/Dividend policy and more on impact to health. The group has also presented to the Delaware City Council, Delaware Kiwanis and Delaware Rotary. The group has recently asked the Delaware Kiwanis to consider the updated position paper that has been presented to the Board tonight. The Kiwanis has expressed interest and has forwarded request to the State Kiwanis branch for consideration. The Board inquired if there is any current legislation. While there is no local legislation, it is believed that Florida Senator Carlos Cureblo has been instrumental getting a handbill into legislation and a carbon tax has just been implemented in California. The Board concluded by indicating the information presented will be taken into consideration with a decision to come at a later date.



**B. Voluntary Resignation / Ms. Michaela Klingel, Public Health Nurse 2 effective July 26, 2018.** Ms. Klingel's passion is in the private sector and is returning to previous employer.  
PMT: Agency  
The Board approved item on consent.

**C. Appoint Interim Director of Nursing/Program Manager – Requested Board approval to temporarily appoint current Public Health Nurse 3 Ms. Susan Nichols as the Director of Nursing/Program Manager effective July 23, 2018 and to continue until a new Director of Nursing/Program Manager has been hired.** Ms. Nichols will receive a temporary pay increase of 3% while serving as the interim Director of Nursing/Program Manager. The current Director of Nursing/Program Manager has resigned effective July 26, 2018. The temporary appointment is necessitated by the Ohio Administrative Code 3701-36-03.  
PMT: Agency  
The Board approved item on consent.

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**  
**A. Conference / Ms. Christina Tracy - Requested Board approval to expend up to \$2,102.52 in PHEP funds (Fund 4050) for Ms. Christina Tracy to attend the 2018 National Healthcare Coalition Preparedness Summit which is being held November 27-29, 2018 in New Orleans, LA.** This summit is designed to expand opportunities for learning about the implementation of healthcare coalitions and coalition activities in communities. The conference also supports meeting CDC Public Health Emergency Preparedness (PHEP) grant requirements. Being the Chair for the Delaware County Healthcare Coalition, this conference will highlight best practice approaches to advance the local coalition. It will also provide the education necessary to learn how to seamlessly integrate the Coalition, long term care facilities, and healthcare partners into the PHEP efforts and preparedness activities within the jurisdiction. Expenses include conference/registration (495.00), airfare (\$500.00), hotel (\$351.94), meals (\$162.25), taxi (\$80.00), airport parking (\$30.00), and baggage fees (\$70.00). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.  
PMT: Agency/Community  
The Board approved item on consent.

**6.025 SALARY SCALE/POLICIES/BENEFITS**  
**A. Personnel Policies – Requested Board approval of the updated Personnel Policies Sections 100 Introduction and 200 Code of Ethics (Ohio Revised Code 102). A copy of the revised policies was provided to the Board. To summarize, section 100 was brought up-to-date with the vision, mission, guiding principles the Board approved last year (October 2017). Section 106 Performance Management was restructured with more concise language and into a more visual/explanatory fashion. Section 108 Responsibilities of the Delaware General Health District, the 10 essential services language was deleted and replaced with the 12 Public Health Accreditation Board (PHAB) standards which include the 10 essential services. The only significant change to Section 200 was bringing Section 203 Conflict of Interest up-to-date with the language the Board approved on April 25, 2018.  
PMT: Agency  
The Board approved item on consent.**

**B. Language Interpretation Policy - Requested Board approval to amend agency policy "Language Interpretation Policy" by adding the line "DCHD will compensate employees an additional \$1 per hour for interpretation and translation services for DCHD client related services". Since August 1, 2016 the only interpreter in the agency has been assigned to the Fiscal office (also an insurance biller). Said employee has been praised many times for her work as overcoming communication issues is a big problem in all offices. Requesting permission to add said line and reimburse employee \$148.45 for unreimbursed previous work since August 1, 2016.  
The Board approved item on consent.**

**6.04 SPECIAL REPORTS**  
**A. 2015-2019 Delaware General Health District Strategic Plan – A copy of the 2018 second quarter agency strategic plan progress report that includes actions steps that are behind schedule, barriers, and plan for improvement was provided to the Board. Ms. Keagy noted that there has been progress in bringing the entire behind schedule items up-to-date.  
PMT: Agency/Quality  
Information only.**

**6.053 RESOLUTIONS**  
**A. Resolution 2015-04 Funding Policies – Requested Board approval of the updated Resolution 2015-04 Funding Policies. Over the course of revisions, it has been noted that waiver language has been inadvertently deleted. The waiver relates to plan reviews for Food Service Operations or Retail Food Establishments that have minimal volume and type of food product. A copy of the Resolution was provided to the Board.  
PMT: Agency  
The Board approved item on consent.**



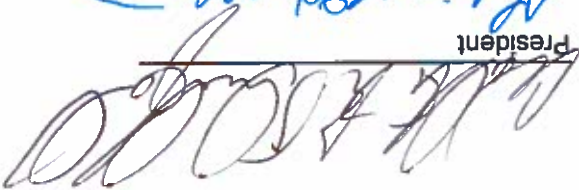

**Delaware General Health District**  
 1 and 3 West Water Street  
 P.O. Box 570  
 Delaware, Ohio 43015-0570  
 DelawareHealth.org  
 (740) 368-1700 Fax (740) 368-1738



**B. Resolution 2012-23 Tattoo and Body Piercing Training – Requested Board approval of updated Resolution 2012-23 Tattoo and Body Piercing Training. Only one change was made which is a caveat to require additional training and/or reject a course. A copy of the revised Resolution was provided to the Board.**  
**PMT: Agency/Community**  
**The Board approved item on consent.**

**C. Resolution 2012-18 Foodborne Disease Policy Paper – Requested Board approval of updated Resolution 2012-18 Foodborne Disease Policy Paper. Updates included statistical outbreak data. A copy of the revised Resolution was provided to the Board.**  
**PMT: Agency/Community**  
**The Board approved item on consent.**

**ADJOURN**  
**The meeting adjourned at 8:50 pm.**

  
 President  
  
 Secretary





Delaware General Health District

1 and 3 West Winter Street  
P.O. Box 570  
Dover, Ohio 43015-0570  
(740) 362-1700 Fax (740) 362-1735  
Delaware@dh.org



**1.0 CONVENTION**  
**1.01 CALL TO ORDER**  
The August 13, 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; Ms. Smith; Dr. Hickman, Mr. Wisener, Ms. Karr, and Ms. Fleischer. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director. Guests present were: Mr. Bob Lamb, Economic Development Director Delaware County, (Mr. Lamb exited the meeting at 7:30 PM) and Mr. Eric Penkal, Assistant Prosecutor Delaware County.

**5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES**

**A. Executive Session – Ms. Hiddleson requested to enter into Executive Session to discuss the purchase of property for the district's purposes and to allow all those present to remain.**

Mr. Blayney moved to enter into Executive session with Board members present, health commissioner present, directors present, Mr. Lamb present, and Mr. Penkal present. Ms. Smith seconded the motion. Roll vote was taken: Mr. Blayney, yes; Mr. Wisener, yes; Dr. Hickman, yes; Ms. Karr, yes; Dr. Threlfall, yes; Ms. Fleischer, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Dr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; The motion carried unanimously. The Board entered Executive Session at 7:01 PM.

The Board returned to public session at 8:40 PM.

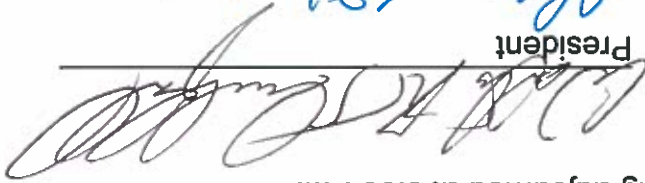

Ms. Fleischer moved to exit Executive Session. Ms. Karr seconded the motion. The motion carried unanimously. The Board exited Executive Session at 8:18 pm. Roll vote was taken: Ms. Karr, yes; Dr. Hickman, yes; Ms. Smith, yes; Ms. Fleischer, yes; Dr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; The motion carried unanimously.

Mr. Blayney made a motion to allow the health commissioner to contract with Sara Walsh as a broker to represent the DGH in the purchase of property at 800 West Central Avenue, Delaware OH and to authorize an offer. Ms. Fleischer seconded the motion. Mr. Blayney amended the motion to include additional broker interviewed by Ms. Hiddleson if Ms. Walsh unavailable. Ms. Fleischer agreed to the amendment. Dr. Threlfall called for the vote on the amendment. The motion carried with six yes and one abstention; Mr. Wisener abstained.

Dr. Threlfall called for the vote on the motion. The motion carried with six yes and one abstention; Mr. Wisener abstained.

**ADJOURN**

Ms. Karr made a motion to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 8:50 PM.

  
President  
  
Secretary



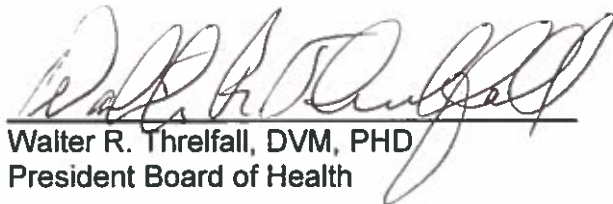
## Resolution 2018-03 to Certify Tax Levy

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### RESOLUTION TO CERTIFY TAX LEVY

Be it resolved, by the Board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund in the amount of \$3,919,745 from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. Please see attached copy "Schedule A".

Adopted by the Delaware General Health District Board of Health this 28<sup>th</sup> day of August 2018.



Walter R. Threlfall, DVM, PHD  
President Board of Health

**SCHEDULE A**

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

<b>DELAWARE COUNTY HEALTH DEPT</b> <b>TAX YEAR 2018</b>  <b>FUND</b>	<b>Amount</b> <b>Approved by</b> <b>Budget Commission</b> <b>Inside 10 M.</b> <b>Limitation</b>	<b>Amount</b> <b>to Be Derived</b> <b>from levies</b> <b>Outside 10 M.</b> <b>Limitation</b>	<b>County Auditor's</b> <b>Estimate of Tax Rate</b> <b>to be Levied</b>	
			<b>Inside 10 M.</b> <b>Limit</b>	<b>Outside 10 M.</b> <b>Limit</b>
Current Expense		3,919,745		0.70
<b>TOTAL</b>	<b>0</b>	<b>3,919,745</b>	<b>0.00</b>	<b>0.70</b>