



1.0 CONVENTION

1.01 CALL TO ORDER

The June 26, 2018 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:03 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Ms. Smith; Dr. Hickman, Ms. Karr and Mr. Wisener. 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.

1.02 CONSENT ITEMS

6.012 Appropriations A-B

6.015 Expenditures A

6.021 Authorization/Employment

6.03 Contracts A

6.052 Policies A

Mr. Blayney moved to approve the consent agenda and agenda as submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Smith moved to approve the May 29, 2018 meeting minutes and June 7, 2018 Special Board of Health meeting minutes. Ms. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Blayney moved to approve the May 2018 bills. Mr. Wisener seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleson and other agency staff met with the Partnership today to begin developing the Community Health Improvement Plan (CHIP) priorities. Ten priorities were identified that will be covered by three categories as follows: Chronic Disease, Addiction and Mental Health. Mr. Blayney also attended this meeting and was very enlightened regarding the correlation between the State Community Health Improvement Plan (SHIP) and the CHIP (CHIP priorities must include two of the SHIP priorities). Mr. Blayney further noted it will be very important how the metrics of the plan are facilitated and all the data that has been collected thus far will be very beneficial moving forward. It is anticipated that the metrics of the plan will be managed through the strategies.

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. Mr. Knowlton reported that the next levy payment should be received next month or August.

PMT: Agency

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

5.0 OLD BUSINESS

5.032 ADMIN/FACILITIES

A. Remodel/Renovation - Staff provided an update to the renovation and parking issues requested by the Board at the special meeting June 7, 2018. Mr. Knowlton has spoken with the owner of the buildings adjacent to Buns restaurant. The owner is not interested in selling and has plans to renovate and lease the buildings. As requested at the June 7, 2018 meeting, the square footage, number of parking spaces and destruction of the buildings has not been obtained. Mr. Burke has spoken to the owner of two apartment buildings on Franklin Street. The owner would not be interested in selling the buildings and then destroyed. The owner would entertain an offer to rent approximately 10 parking spaces; however, these spaces would be minimal improvement for employee and customer parking issues.

Ms. Hiddleson and Mr. Knowlton have spoken with the agency's two attorney tenants. The attorneys are not interested in moving out of the building; however, each expressed a willingness to consolidate on the fourth floor. Given this, it would appear the renovation Option 2 with the inclusion of a second floor to 5 West Winter may be best (renovation Option 2 was presented at the June 7, 2018 meeting).



The Board requested that staff research other existing locations or availability of land to build. Recommendations included the following: Buehlers, vacant space on Route 23 in shopping center North of Bob Evans; land availability at Ohio Health Route 23 South and Delaware Area Career Center's former location on Route 521. The research should include total amount of square footage, the capability to add additional space to an already existing facility and infrastructure cost of a new build. Dr. Hickman inquired what the status was of the Sawmill property the agency discussed last year. Although not confirmed, Mr. Knowlton is of the understanding that some of the location is unused.

Due to Ms. Margie Fleischer being unable to attend the June 7, 2018 meeting, Ms. Fleischer and Mrs. Hiddleston recently met and toured the Delaware General Health District facilities. Mrs. Hiddleston conveyed Ms. Fleischer's preference not to renovate the existing building and to obtain a new location after the agency's current mortgage is paid off.

**PMT: Agency / Community
Information Only**

6.0 NEW BUSINESS

6.01 FINANCE

6.011 BUDGETS

6.012 APPROPRIATIONS

A. Administration - Requested Board approval to increase the current 2018 Administration (70225111) expense appropriation by \$110,000.00. This change is needed to facilitate the vehicle purchase in 6.015 A "Expenditures". A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Plumbing - Request Board approval to increase the current 2018 Plumbing Fund (70225446) expense appropriation by \$35,000.00 to \$489,589.64. This change is needed to facilitate the vehicle purchase in 6.015 A "Expenditures". A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Purchase Vehicles - Requested Board approval to expend up to \$145,000.00 Public Health funds to purchase four vehicles.

The agency is requesting the purchase of three SUVs and one van. The agency is requesting one SUV as an agency pool vehicle; the Environmental Health Division is requesting one SUV for the Plumbing Unit and one SUV for the Solid Waste unit. The Community Health Division is requesting the purchase of a van that will greatly aid the staff in hauling car seats, agency displays, recycling equipment and various other items to and from agency events. The SUVs proposed are 2018 or 19 Chevy or Ford products. The SUVs are 4x4 vehicles due to the nature of the inspectors work being on new construction sites and vacant lots. Estimated cost of each of the SUVs is quoted at \$35,000. The van is estimated at \$40,000 each (quote is from website, actual cost should be lower).

All vehicles will come from the Public Health fund. Two SUVs and the van would come from the Administration budget. The other SUV will come from the Plumbing budget.

Staff will research with local car dealers for the best price and the specific vehicle(s) to fit the agency's needs.

Staff requests a total purchase amount not to exceed \$145,000 for all four vehicles. As usual, the agency receives state government bid pricing for vehicle purchases. Expenditure is not budgeted; therefore, appropriation changes are elsewhere in the agenda.

An assessment of current pool vehicle usage is being completed due to the recent expansion of the infant home visit program, the implementation of the Sunbury office in the near future, and additional agency events. Requested authority for the Health Commissioner to offer up to three vehicles for auction if assessment reveals vehicles are not needed for the agency pool after new vehicles are in use. These would be the three 2006 vehicles (oldest of the agency fleet).

PMT: Agency

The Board approved item on consent.



6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Create Full-time Permanent Position - Requested Board approval to create a full-time permanent Administrative Assistant Satellite Office position forty (40) hours a week (100% FTE), pay grade A9 within the Administration Division. A copy of the Position Description was provided to the Board. Position is funded 100% Public Health with an anticipated annual salary and benefits not to exceed \$58,500. Amount may be adjusted depending on benefits selected. This position is budgeted.

PMT: Agency

The Board approved item on consent.

B. Create Full-time Temporary Position - Requested Board approval to create a full-time temporary Administrative Assistant 1 or 2 position forty (40) hours a week (100% FTE), pay grade A2 or A4 within the To Be Determined Division. This position will be hired to replace an internal Administrative Assistant that may be hired to fill the Administrative Assistant Satellite Office position beginning in July to allow for training for the satellite office pending signing of the Sunbury Lease and anticipated possession date. Copies of the Position Descriptions were provided to the Board. Position is funded To Be Determined with an anticipated annual salary and benefits not to exceed \$ 30,958. Amount may be adjusted depending on benefits selected.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Delaware Morrow Mental Health & Recovery Services Board – Requested Board approval for the Health Commissioner to negotiate and enter into a contract with Delaware Morrow Mental Health & Recovery Services Board for SBIRT Implementation Support.

PMT: Agency / Community

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. 2017 Communicable Disease Report – As part of the Continuing Education for the Board required by the ORC, Mr. Travis Irvan, Program Manager provided a 50 minute presentation of the Delaware General Health District's responsibility for Reportable Infectious Diseases and a summary of the 2017 Investigation. A copy of the 2017 Communicable Disease report was provided to the Board.

PMT: Quality / Community

Continuing Education Presentation / Information Only

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

6.052 POLICIES

A. Privacy Policy - As part of the DGHD on-going contract with Holony to host the website and internal Intranet a Privacy Policy needs to be adapted alerting users of the website how the DGHD will use any data provided. A copy of the draft Privacy Policy was provided to the Board. District staff requested approval of the Privacy Policy for Website Usage pending approval from the Delaware County Prosecutor's Office.

PMT: Agency / Engagement

The Board approved item on consent.

ADJOURN

Dr. Hickman moved to adjourn. Mr. Blayney seconded the motion. The motion carried unanimously. The meeting adjourned at 8:15 pm.

President

Secretary



1.0 CONVENTION

1.01 CALL TO ORDER

The July 19, 2018 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:16 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.

5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Lease of Property - Ms. Hiddleson presented a Power Point presentation (attached) and a discussion was held regarding the possible lease of the property at 800 West Central Ave. Delaware, OH. Ms. Hiddleson gave an update related to other properties that the Board requested staff to evaluate, providing information that no other available buildings in Delaware would meet the needs of the district. Ms. Hiddleson also gave an update on the possible availability of parking near the 1-5 West Winter property based on information received from Mr. Homan, Delaware City Manager. When discussion concluded, the Board determined that the leasing of the 800 West Central Ave. and the lack of other available buildings was not in the best interest of the district at this time.

B. Executive Session – Requested to enter into Executive Session to discuss the purchase of property for the district's purposes.

Ms. Smith moved to enter into Executive session with Board members present, health commissioner present, and directors present. Mr. Wisener seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Wisener, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Mr. Blayney, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered Executive Session at 7:35 pm.

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

Mr. Blayney made a motion to approach the owners of the property at 800 West Central Ave. Delaware, OH to purchase the property, not to lease. Ms. Smith seconded the motion. Roll vote was taken: Ms. Smith, yes; Ms. Fleischer, yes; Mr. Blayney, yes; Dr. Threlfall, yes; Ms. Karr, yes; Mr. Wisener, abstain; Dr. Hickman, yes. The motion carried with six yes and one abstention.

Ms. Fleischer made a motion to authorize the health commissioner to offer up to \$5,000 for a sixty-day hold on the property at 800 West Central Avenue, Delaware, with the \$5,000 applied to the purchase if warranted, and to negotiate a contract for hold after approval by the prosecutor. Ms. Karr seconded the motion. Roll vote was taken: Dr. Hickman, yes; Mr. Blayney, yes; Ms. Fleischer, yes; Ms. Smith, yes; Dr. Threlfall, yes; Ms. Karr, yes; Mr. Wisener, abstain. The motion carried with six yes and one abstention.

Mr. Blayney made a motion to authorize the health commissioner to contact the Finance Authority to schedule a meeting with Board Finance Committee and staff for the discussion of purchase and/or renovations of the property at 800 West Central Avenue, Delaware. Ms. Smith seconded the motion. Roll vote was taken: Ms. Smith, yes; Dr. Hickman, yes; Mr. Blayney, yes; Mr. Wisener, abstain; Ms. Fleischer, yes; Dr. Threlfall, yes; Ms. Karr, yes. The motion carried with six yes and one abstention.



Mr. Blayney made a motion to authorize the health commissioner to contact appropriate contractors to complete a cursory inspection of 800 West Central Ave. Delaware to include the interior, roof, and parking lot; and to acquire estimates of costs to repair/replace. Additionally, to notify Board members of inspection times for possible tours. Dr. Hickman seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Dr. Hickman, yes; Ms. Karr, yes; Ms. Fleischer, yes; Mr. Wisener, abstain; Mr. Blayney, yes; Ms. Smith, yes. The motion carried with six yes and one abstention.

ADJOURN

The meeting adjourned at 8:25 pm.



President



Secretary