



1.0 CONVENTION

The August 28, 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. Karr, Ms. Fleischer 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; and Lisa Brown, Administrative Assistant to the Health Commissioner.

1.01 CALL TO ORDER

1.02 CONSENT ITEMS

6.012 Appropriations A

6.021 Authorization/Employment A

6.022 Reclassification/Promotion A-B

6.033 Community Health A-B

6.052 Policies A

6.053 Resolutions A

6.054 Legal Issues A

Item 6.012 A Appropriation was removed from the consent agenda and amended. Item 5.05 A Executive Session was added to the agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Wisener moved to approve the July 31, 2018 and August 13, 2018 minutes. Ms. Fleisher seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Blayney moved to approve the July 2018 bills. Ms. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A. Continuing Education Update – Ms. Hiddleson provided CEU progress report. In order to finish the continuing education units, it was recommended that a presentation be provided at the September, October, and December meetings. Topics recommended were as follows: tobacco, nursing, and the Community Health Improvement Plan.

Mrs. Hiddleson provided an update to the Mohican Drive issue related to Shawnee Hills and Concord; the health district convened a meeting with interested parties and facilitated a discussion. An action plan was developed, and Mayor Monahan thanked Ms. Hiddleson for the facilitation.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board. Mr. Knowlton provided the Board with information about the carryover, noting that approximately six million dollars are not levy dollars if needed for a purchase or renovation in future facility plans.

PMT: Agency

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



3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

A. Climate Change - As a follow-up to last month's climate change presentation, Dr. Threlfall led a brief discussion regarding the preference of the Board. The Board recognizes that climate change is a current global issue that is being addressed by higher authority levels of government than the Board of Health. It is the preference of the Board to provide education and awareness by preparing a Weather Impact on Health Position Paper as applicable within the health district. Mr. Blayney reported that Regional Planning has gathered a lot of data regarding air quality and would be a good resource for information.

5.0 OLD BUSINESS

5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES (moved to end of meeting)

A. Executive Session – Mr. Blayney moved to enter executive session to discuss the purchase of property. Ms. Fleischer seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; Ms. Karr, yes; Ms. Fleischer, yes. The motion carried unanimously. The Board entered executive session at 7:45 pm.

The Board exited Executive Session at 7:55 PM.

Ms. Fleischer made a motion to return to public session. Ms. Karr seconded the motion. Roll vote was taken: Mr. Wisener, yes; Mr. Blayney, yes; Dr. Threlfall, yes; Ms. Karr, yes; Ms. Fleischer, yes. The motion carried unanimously.

Mr. Blayney made a motion to continue investigating potential buildings/properties for purchase for the main offices of the health district. Mr. Wisener seconded the motion. The motion carried unanimously.

Ms. Karr made a motion to retain Ms. Walsh to pursue the purchase of a building or property for the health district and to allow the health commissioner to negotiate a contract. Mr. Blayney seconded the motion. The motion carried unanimously.

Ms. Hiddleston asked the Board about the length of the contract, the building specifics, and possible locations. Discussion ensued to make the contract for six months as a beginning, provide the specifications for size based on the Discovery and Feasibility Study, and that locations may be pursued outside of Delaware City, but not in the Industrial area. Further discussion included a realization that Ms. Hiddleston may have conversations with community partners related to the needs of the district as the search ensues. Ms. Fleischer inquired if the appraisal was complete on the 1-5 West Winter buildings; Ms. Hiddleston responded that the appropriation was set aside, and Mr. Hinkle was notified he could begin the process.

Mr. Blayney requested some information from Ms. Karr related to the differences between Limitations of Liability and Indemnification clauses. Ms. Karr explained that indemnification clauses are broader than a limitations of liability clause; noting that both methods would create hurdles in a contract for the health district as a public entity. Ms. Hiddleston shared that Mr. Eric Penkal has provided language for a purchase resolution should the need arise in the future.



6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Administration (70225111) – Request Board approval to increase “Services & Charges” expense appropriation by \$100,000. Currently DGHD has 25 programs spending and sharing appropriation in the programs that make up “public health”. In total these 25 programs had budgeted \$981,023 of “Services & Charges” appropriation. Together they have spent \$673,799 of “Services & Charges” appropriation, but they have also encumbered \$319,878 of these funds for future expected expenditures. Subtracting these numbers it leaves DGHD with \$233.86 for new “Services & Charges” for the rest of the year. Not all of the \$319,878 encumbered funds will be spent, but it would hurt a lot of progress for DGHD to wait for an encumbrance to be cancelled before expenditures could be made. A copy of the Budget Revision form was provided to the Board. When looking at the budget revision form please remember that 25 programs can share appropriation in “public health” which is why the numbers for “Services & Charges” on the revision form of one program do not match the total expenditure for “Services & Charges” reported above.

PMT: Agency

Mr. Blayney moved to approve 6.012 A as outlined above. Ms. Fleischer seconded the motion. The motion carried unanimously.

Mrs. Hiddleston requested this additional appropriations item be deferred until after Executive Session: Should the offer to purchase property be accepted or countered, requesting permission to adjust accordingly capital funds to facilitate sale should an agreement be reached. Also, requested permission to adjust accordingly principal funds to pay off current loan. No action was taken on this item after the Executive Session concluded.

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation / Ms. Alyssa Hill - Requested Board accept resignation of Ms. Alyssa Hill, Peer Helper, effective August 14, 2018. Ms. Hill intends to spend more time with her children until they become school aged.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition / Ms. Emily Clark – Requested Board approval to promote with competition Ms. Emily Clark, BSN, RN from Public Health Nurse 3 (pay grade C9) to Director of Nursing/Program Manager (pay grade D6) within the Personal Health Division effective August 13, 2018. Per policy, Ms. Clark’s new hourly rate will be \$30.00/hour. Annual performance appraisal date will change to one year from the effective date of promotion with competition, August 13, 2019. Position is funded 100% from the Clinical Services fund with an anticipated annual salary and benefits of \$86,321.16. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

B. Promotion Without Competition / Ms. Abby Crisp - Requested Board approval to promote without competition Abby Crisp from Community Health Specialist 1 (pay grade C3) to Community Health Specialist 2 (pay grade C5) within the Community Health Division. Effective 9/1/18, Abby Crisp’s new hourly rate will be \$22.18/hour after receiving a pro-rated performance appraisal and 3% promotion without competition increase. Annual performance appraisal date will change to one year from the effective date of promotion without competition, 9/1/19. Position is funded 100% out of Creating Healthy Communities (71151511 & 70225229) with a net effect increase of \$1,709.60.

PMT: Agency

The Board approved item on consent.



6.033 COMMUNITY HEALTH

A. Creating Health Communities Grant Continuation - Requested board approval to apply for the Ohio Department of Health *Creating Healthy Communities (CHC)* continuation grant in the amount of \$105,000 for the funding period 1/1/19 – 12/31/19. The goal of the grant is to collaborate with a community coalition to implement Policy, Systems and Environmental (PSE) strategies in the areas of active living, healthy eating and tobacco-free living focused on the target areas of Delaware City South, Oxford Township and Village of Ashley, Harlem Township and Big Walnut Catchment Area. Abbey Trimble will now be funded 7% out of the grant, which is a 6% decrease from last year (13%) due to Abby Crisp fully taking on the role of CHC Coordinator previously held by Abbey Trimble who will now just serve in a supervisory role along with working on tobacco policies. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. A copy of the budget justification was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Child Injury Prevention - Requested board approval to apply for the Ohio Department of Health *Child Injury Prevention* competitive grant in the amount of \$165,000 for the funding period 1/1/19 – 9/30/19. The goal of the grant is to reduce injuries and deaths of children related to traumatic brain injury (safe active transportation) and occupant protection (child passenger and teen driving) through comprehensive, multi-faceted, population and evidence-based programs at the local level that address the risk associated with these unintentional injuries. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. A copy of the budget justification was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.035 ENVIRONMENTAL HEALTH

A. Registered Plumbing Contractor – Mr. Burke reported that through a series of communications with zoning compliance and review of licensing records, it was discovered that a home owner (who is also a plumbing contractor) installed plumbing and sewage without obtaining required permits. Also, other permits required by zoning and code compliance were not obtained. Should this situation develop into a legal situation, the agency will follow due process of the legal system.

PMT: Agency

Information only.

6.04 SPECIAL REPORTS

A. 2014-2018 Community Health Improvement Plan (CHIP) – The Board was provided a copy of the 2018 second quarter CHIP progress report. Ms. Keagy highlighted the status of the slower progressing items in yellow which included mental health; drug and alcohol and transportation.

PMT: Quality

Information only.

6.052 POLICIES

A. Electronic Health Record Signature Policy – Requested Board approval of the Electronic Health Record Signature Policy. A copy of the policy was provided to the Board. Ohio Revised Code (O.R.C.) 3701.75 allows for electronic signatures provided certain stipulations are met. This policy ensures the Health District is in compliance with O.R.C. 3701.75.

PMT: Agency / Quality

The Board approved item on consent.



6.053 RESOLUTIONS

A. Resolution 2018-03 to Certify Tax Levy - Requested Board approval of Resolution 2018-03 to Certify Tax Levy. A copy of the resolution was provided to the Board. 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 (70225111) 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. A copy of "Schedule A" was provided to the Board.

The Board approved item on consent.

6.054 LEGAL ISSUES

A. 17 Vine Street, Ashley, Ohio – Requested Board to declare 17 Vine Street, Ashley, Ohio as a public nuisance and refer to the County Prosecutor. Mr. Mack Lusby, listed by the Auditor's office as the owner of 17 Vine Street, Ashley, Ohio, has been issued orders many times over the past few years by the Solid Waste staff to abate a solid waste nuisance condition on this property. Each time progress was made toward cleaning up the property and abate the nuisance, thus avoiding referral to the Board of Health. The latest orders to abate this nuisance were posted on the property on May 2, 2018. Follow up inspections on June 4th and July 9th revealed no progress, in fact, more trash and debris appeared on the site.


The Prosecutor's office requested the referral come directly from the Board of Health, therefore, staff request the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal action to require Mr. Mark Lusby to abate the solid waste nuisance condition at 17 Vine Street, Ashley, Ohio. Photos from July 9, 2018 were provided to the Board. Limited pictures and documents are being provided to the Board at this time. If the Board desires, additional pictures and documents will be available for review at the meeting.


PMT: Agency

The Board approved item on consent.

ADJOURN

Ms. Fleischer move to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 8:05 PM.



President


Secretary