

1.0 CONVENTION

1.01 CALL TO ORDER

The October 30, 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. Howerton; Dr. Hickman; and Ms. Smith. 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: Ms. Keri Mast observing nursing student.

1.02 CONSENT ITEMS

6.012 Appropriations A-D

6.014 Fees A

6.015 Expenditures A-B

6.0121 Authorization/Employment A-C

6.022 Reclassification/Promotion A-B

6.023 Tuition Reimbursement/Staff Development A

6.024 Leave of Absence A

6.025 Salary Scale/Policies/Benefits A-C

Item 6.015 Expenditure C was added to the agenda. Mr. Blayney moved to approve the consent agenda as submitted and the agenda as submitted and amended. Ms. Karr seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Karr moved to approve the September 25, 2018 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Blayney moved to approve the bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A copy of the monthly kudo report was provided to the Board.

Staff have prepared documents needed for applying for re-accreditation. Staff are now reviewing all those drafts and hope to have all finalized by the end of December 2018.

Ms. Hiddleston reported it is time to complete the Health Commissioner's annual performance appraisal by December or January.

Ms. Karr is now a member of the OABH and it is anticipated that Ms. Fleisher will be voted in as secretary tomorrow.

Ms. Hiddleston will review status of Board CEU credits. Based on results, if CEU's will still be needed after the December Board meeting, Ms. Hiddleston will provide necessary material to fulfill CEU requirement.

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.

PMT: Agency

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

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

3.02 BOARD COMMITTEES

A. Personnel Committee – Met October 23, 2018.



5.0 OLD BUSINESS

A. Executive Session – Ms. Hiddleston requested the Board enter executive session to discuss the purchase of property.

Mr. Blayney moved to enter executive session to discuss the purchase of property. Ms. Karr seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Ms. Howerton, yes; Ms. Smith, yes; Ms. Karr, yes; and Dr. Hickman, yes. The motion carried unanimously. The Board entered executive session at 8:02 pm.

Ms. Howerton moved to exit executive session. Mr. Blayney seconded the motion. Roll vote was taken: Ms. Smith, yes; Ms. Karr, yes; Dr. Hickman, yes; Dr. Threlfall, yes; Mr. Blayney, yes; and Ms. Howerton, yes. The motion carried unanimously. The Board exited executive session at 9:00 pm.

Mr. Blayney moved to approve the health commissioner to contract with Triad Architect to develop an architectural schematic and artist rendering of a 30,000 square foot health district building with an optional 10,000 square foot addition in an amount not to exceed \$5,000.00. Ms. Howerton seconded the motion. The motion carried unanimously.

B. Executive Session – The Board of health requested the Board enter executive session to discuss the annual evaluation of the health commissioner. Ms. Howerton moved to enter executive session to consider the annual evaluation of the health commissioner. Ms. Karr seconded the motion. Roll vote was taken: Mr. Blayney, yes; Ms. Howerton, yes; Dr. Threlfall, yes; Dr. Hickman, yes; Ms. Smith, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered executive session at 9:02 PM

Mr. Blayney moved to exit executive session. Dr. Hickman seconded the motion. Roll vote was taken: Mr. Blayney, yes; Ms. Howerton, yes; Dr. Hickman, yes; Dr. Threlfall, yes; Ms. Smith, yes; Ms. Karr, yes. The motion carried unanimously. The Board exited Executive Session at 9:04 pm.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Administration (70225111) - Requested permission to increase "Materials & Supplies expense appropriation in Administration (70225111) 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 \$455,231 of "Materials & Supplies" appropriation. Together they have spent \$248,167 of "Materials & Supplies" appropriation, but they have also encumbered \$172,514 of these funds for future expected expenditures. Subtracting these numbers it leaves DGHD with \$34,649 for new "Materials & Supplies" for the rest of the year. Not all of the \$172,514 encumbered funds will be spent, but being low on appropriation in this Expenditure Object Category could be dangerous.

This category is where vaccines are recorded. In the last five (5) years DGHD has averaged \$118,528 in vaccines per year. In 2018 we have already purchased \$139,314, but in 2015 DGHD spent \$202,395. Because this is a "what if" business additional appropriation is needed to avoid any embarrassing situations should a crisis arise.

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

The Board approved item on consent.



B. Get Vaccinated (70225558) – Requested permission to establish \$70,084 of 2019 expense appropriation for Get Vaccinated (70225558). Get Vaccinated (GV) is the “Deliverable” version of the old IAP grant. DGHD received the grant in 2018 after the Budget Book was printed. May 29, 2018 the DGHD Board approved the 2018 appropriation for the GV grant. This request is being made to have appropriation January 1, 2019 to be able to seamlessly continue the work of the grant without having to alter program payments. A copy of the Budget Revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Injury Prevention (71251512) – Requested permission to make a few line item changes in the Injury Prevention grant to align appropriation authority with current spending plans. A copy of the Budget Revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Sunbury Satellite (70225116) – Back when DGHD negotiated its lease for the Sunbury Office a decision was made to pay for tenant improvements (TI) from agency funds. This decision was made because the landlord’s contract called for DGHD to continue paying lease payments at the rate they were previously before the option was exercised with a 1.5% increase. With five options to renew for 5 years each, DGHD would have been paying a lot of extra funds since the landlord’s lease would have had DGHD paying back the TI during the first five (5) years. To facilitate this payment, requested permission to increase the DGHD Sunbury Satellite office expense appropriation by \$73,613.84. A copy of the Budget Revision form was provided to the Board.

PMT: Community

The Board approved item on consent.

6.014 FEES

A. Clinic Fee Schedule 2018 - Requested Board approval of the updated Clinic Service Fees for 2018 to be effective November 1, 2018. A copy of the Fee Schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Phone Bank / Call Center - Requested Board approval to expend up to \$7,000.00 in Public Health Emergency Preparedness (PHEP) grant funds for supplies to build a phone bank (20 phones, 20 phone extensions, 20 phone cords, and a 24-port switch and patch panel with mounting bracket). After the recent Chipotle outbreak, it has become evident that there is a great need to have an established area that can be easily and quickly converted into a phone bank or call center.

PMT: Agency/Community

The Board approved item on consent.

B. Sunbury Satellite Office Renovations - Requested Board approval to expend up to \$120,000 public Health funds to renovate the Sunbury Satellite office. Also requesting permission to waive the competitive bidding requirement of DGHD. The landlord is trying to get 3 estimates. Currently they have received one at \$114,314 and are expecting 2 more. The time frame of the formal competitive bidding process would create a very uncomfortable situation for the landlord who doesn’t receive rent payments until the office is ready for business. Expenditure is budgeted.

PMT: Community

The Board approved item on consent.

C. Winter Educational Conference / Willowbrook At Delaware Run - Request Board approval to expend up to \$4,200.00 Public Health funds to provide catering, room rental and speaker(s)/activities for the staff winter educational conference on December 14, 2018. Expenditure is budgeted.

Ms. Smith moved to approve update to \$4,300.00 for the Winter Educational Conference. Ms. Karr seconded the motion. The motion carried unanimously.



6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation / Ms. Christina Tracy - Requested Board accept resignation of Ms. Christina Tracy, Community Health Specialist 2 / Emergency Preparedness Coordinator effective October 23, 2018.

PMT: Agency

The Board approved item on consent.

B. Public Health Nurse II / Mr. James Schwaderer– Requested Board approval to hire Mr. James Schwaderer to fill full-time permanent position within the Personal Health Division vacated by Ms. Michaela Klingel. This position is 40 hours a week (1.0 FTE), \$22.80/hour (pay grade C8) effective October 23, 2018. Position is funded 60% from fund 70225555, program 3200 – Clinic Services, 20% from fund 70225556, program 3471 – BCMH, and 20% from fund 71551527, program 2180 – Get Vaccinated with an anticipated annual salary and benefits of approximately \$82,388.80. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

C. WIC Peer Helper / Ms. Margo Dixon – Requested Board approval to hire Ms. Margo Dixon to fill part-time permanent position within the Personal Health Division vacated by Ms. Alyssa Hill. This position is 16 hours a week (0.4 FTE), \$13.50/hour (pay grade A3) effective November 5, 2018. Position is funded 100% from fund 70951509 program 3390 – Women Infants & Children with an anticipated annual salary and benefits of approximately \$23,171.20. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion with Competition / Ms. Monica Wing – Requested Board approval to promote with competition Ms. Monica Wing from AA 3 (pay grade A 6) to Administrative Assistant/Satellite Coordinator (pay grade A 9) within the Administration Division. Effective 10-01-2018, Ms. Wing's new hourly rate will be \$18.20/hour which is the minimum of the pay grade. Annual performance appraisal date will change to one year from the effective date of promotion with competition, 10/01/2018. Position is funded 100% public health funds with a net increase of \$4,160 annually.

PMT: Agency

The Board approved item on consent.

B. Promotion With Competition / Ms. Alyssa Burcher – Requested Board approval to promote with competition Ms. Alyssa Burcher from Administrative Assistant 2 (pay grade A4) to Administrative Assistant 3 (pay grade A6) within the Community Health Division. Effective November 3, 2018, Ms. Burcher's new hourly rate will be \$15.45/hour. New hourly rate is the minimum of A6 paygrade and is the higher amount after a pro-rated evaluation plus 5% promotion with competition increase. Annual performance appraisal date will change to one year from the effective date of promotion with competition, November 3, 2019. Position is funded 100% out of Public Health Funds – Community Health Admin (70225222).

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Shelia Hiddleston - Requested Board approval to expend up to \$1,193 funds for Shelia Hiddleston to attend the Open Forum for Quality Improvement and Innovation in Public Health conference in Philadelphia on March 28-29, 2019. This conference is applicable to the Essential Functions of Mrs. Hiddleston and directly related to Strategic Plan goal of Performance Management, Visible Leadership, and Workforce Development. Expenses include conference/registration (\$300); hotel (\$403); meals (\$140); and air fare (\$350, Mrs. Hiddleston will plan to drive and submit mileage in lieu of air fare in an amount not to exceed air fare day after board meeting). A copy of the Out of Health District and/or State Approval form was provided to the Board. The expenditure is budgeted.

PMT: Agency/Quality/Engagement

The Board approved item on consent.

6.024 LEAVE OF ABSENCE

A. Unpaid Leave / Ms. Alyssa Burcher - Requested Board approval for Ms. Alyssa Burcher, Administrative Assistant 2 to take unpaid leave for up to 480 hours (60 work days) effective upon birth of child (anticipated due date the week of November 26, 2018). Ms. Burcher is taking up to 12 weeks maternity leave. Ms. Burcher works forty (40) hours per week and Ms. Burcher's leave balances will be exhausted before going into unpaid status. Per policy, Ms. Burcher has been employed for less than one (1) year.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Family Medical Leave Act (FMLA) Guide – Requested Board approval of the updated FMLA guide. The Personnel Committee of the Board has reviewed the changes and recommend approval. A copy of the updated FMLA Guide was provided to the Board.

PMT: Agency

Action Requested: Consent approval

B. Flexible Spending Account / Preventative Health Measure - Requested Board approval to offer employer contribution of \$300 for a Flexible Spending Account or \$300 towards a Preventive Health Measure for all employees working 20 hours or more per week for the 2019 calendar year. This amount is pro-rated for employees working between 20-39 hours per week. The Personnel Committee of the Board has reviewed the changes and recommend approval.

PMT: Agency

The Board approved item on consent.

C. Change in Position Description of Public Health Nurse I – Requested Board approval to change the requirements of the Public Health Nurse (PHN) I position description. The major change eliminates the requirement of a bachelor's degree to be hired as an entry level PHN I. However, the new position description requires the PHN I to obtain an approved bachelor's degree within three years of hire. Additionally, a bachelor's degree is still required of all other PHN positions. This will change the paygrade of the position from C6 to C3.

Hiring qualified PHNs continues to be a challenge. The change to the position description allows the Health District to broaden the field of potential candidates when hiring for a PHN, while maintaining a high educational standard with the requirement of obtaining a bachelor's degree within three years. Review of Ohio Revised Code 3709.15 reveals this is acceptable as it states, in part "...The board may also appoint as many registered nurses for public health nurse duty as the public health and sanitary conditions of the district require..." Nowhere in O.R.C. 3709.15 does it state a bachelor's degree is required, only a RN. Additionally, staff are aware of at least two large hospital systems with a similar process and requirement to obtain a bachelor's degree. A copy of the PHN I job description was provided to the Board. The Personnel Committee of the Board has reviewed the changes and recommended approval.

PMT: Agency

The Board approved item on consent.



6.034 PERSONAL HEALTH

A. Fentanyl Test Strips – Mr. Howard led a discussion regarding the purchase and distribution of fentanyl test strips. The Fentanyl Overdose Reduction Checking Analysis Study, published in February 2018 from Johns Hopkins Bloomberg School of Public Health found, among other things, that *“the majority of people who use drugs would modify their drug use behaviors if their drugs tested positive for fentanyl.”* Currently, five (5) other local health districts in Ohio are known to distribute test strips including: Columbus Public Health, Summit County Public Health, Toledo – Lucas County Health Department, Portsmouth City Health Department, and Public Health – Dayton and Montgomery County. If approved, staff would work with local law enforcement and other community partners to establish a plan to help those in need.

The Board would like more data regarding successful behavior change for this type of program. The Board would also like to know how local law enforcement and treatment resources/entities will support this type of programming (be able to provide treatment if sought). The Board may reconsider this item upon presentation of additional information.

PMT: Community

At this time the Board tabled the item.

6.04 SPECIAL REPORTS

A. Tobacco Prevention and Control – Ms. Abbey Trimble provided a PowerPoint presentation for continuing education related to the Tobacco Prevention and Control program (7:30 pm to 7:50 pm). A copy of the Board of Health Resolution #2013-06 Public Policy Statement on Tobacco Products and Resolution #2015-11 Electronic Nicotine Delivery Systems Position Paper was provided to the Board. Also, a copy of the Juul or E-Cigarette information sheet.

PMT: Community/Engagement Information

6.053 RESOLUTIONS

A. Resolution 2011-02 Routine and Emergency Events (Delegation of Authority) – Requested Board approval of updated Resolution 2011-02. A copy of Resolution 2011-02 was provided to the Board. For consistency and to attempt to include all delegations in one document, the delegation given in the clinic fee schedule and the EH funding policy have been added to Resolution 2011-02. Additionally, the conference and travel fees section was changed to resolve conflicting language in the financial authorization section. A copy of the updated Resolution 2011-02 Routine and Emergency Events (Delegation of Authority) was provided to the Board.

PMT: Agency

Mr. Blayney moved to approve the updated Resolution 2011-02 Routine and Emergency Events (Delegation of Authority). Ms. Smith seconded the motion. The motion carried unanimously.

ADJOURN

Ms. Karr moved to adjourn. Mr. Blayney seconded the motion. The motion carried unanimously. The meeting adjourned at 9:05 PM.

Vice Patricia E. Blayney
President
Shelia Huddle
Secretary