



Delaware General Health District

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 DelawareHealth.org



Shelia Hiddleston, RN, MS
 Health Commissioner

January 15, 2019

SPECIAL BOARD OF HEALTH MEETING PURCHASE OF PROPERTY

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER	2	

5.0 OLD BUSINESS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>
5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES		
A. Executive Session – Request Board enter executive session to discuss the purchase of property. Action Requested: Executive Session	30	Executive Session/ Shelia
B. Funds for property purchase – Mr. Knowlton and Mrs. Hiddleston have reviewed the finances for the DGHD back to 2000 to identify non-levy dollars that may be used to purchase property and/or build a new facility. Mr. Knowlton has prepared a document using the Plumbing fund revenues/expenses and State Subsidy revenues as these funds are unrestricted. The net amount is being verified and will be available at the board meeting for acceptance. After a review with the County Auditor, Mr. Kaitsa, it was suggested that the Board pass a resolution accepting this verification document and designating that these funds are not levy dollars to the best knowledge of the Health Commissioner and director of Operations/Finance. Action Requested: Resolution to accept the declaration of funding available to purchase property and/or build a new facility.	5	Dave and Shelia



Resolution #2019-01 Delaware General Health District
Declaration of Funds for Purchase of Property and
Building/Renovating Main Office of the District

WHEREAS, the Delaware General Health District is interested in pursuing the purchase of property and building/renovating for the relocation of the main office of the district,

WHEREAS, the funds to purchase property and build/renovate a new main office for the district must be financed without the use of levy dollars,

WHEREAS, the Director of Finance and Operations for the Delaware General Health District since May 19, 2008 is Dave Knowlton

AND, Mr. Knowlton has been responsible for overseeing and reporting all financial transactions of the district,

IT IS HEREBY DECLARED, that during his tenure to the best of his knowledge all expenses of the Plumbing Program have been reported and compared to revenues to assure that if levy funds were utilized for initial payroll/expenses, these expenses have been repaid to the general revenue fund,

AND, this includes all expenses except rent as this expense is not charged for any other program of the district,

WHEREAS, Mr. Knowlton has completed a review of all revenues/expenses for the Plumbing Program and State Subsidy revenue since 2000 and has noted that _____ dollars are available that are not levy dollars,

AND, during this review the only discrepancies discovered were that health and dental insurance were inadvertently missed in 2015. In 2016 health insurance for Plumbing was \$27,493. Dental insurance in 2016 was \$1,122. And that car insurance was not charged to the plumbing funds. These amounts are reflected in the expenses to the Plumbing fund.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Health of DGHD met on the 15th of January 2019 and declare the amount of _____ may be used to purchase property and build/renovate a new main office for the district.

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

Shelia L Hiddleston, RN MS
Board of Health Secretary

Dave Knowlton, MS
Director of Finance