



1.0 CONVENTION

1.01 CALL TO ORDER

The April 30, 2019 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; Mr. Blayney; Ms. Howerton; Dr. Hickman; Ms. Fleischer; Mr. Wisener; Ms. Smith; and Ms. Karr. 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; Ms. Glynnis Prigge, Sanitarian-in-Training; Mr. Robert Stewart, Sanitarian-in-Training; and Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance: Mr. Eric Penkal, Assistant Prosecutor; Mr. Nick McMasters, Dickey's BBQ; Mr. Jimmie Gaines, Dickey's BBQ.

1.02 CONSENT ITEMS

- 6.015 A-B Expenditures
- 6.016 A-B Inventory
- 6.023 A-C Tuition Reimbursement/Staff Development
- 6.025 A-D Salary Scale/Policies/Benefits
- 6.03 A Contracts
- 6.053 A-C Resolutions

Info Only

- 6.034 A Personal Health

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

Mr. Blayney moved to approve the March 26, 2019 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Fleischer moved to approve the March 2019 bill. Mr. Wisener seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A. Re-Accreditation Progress – Documents for re-accreditation are close to being finalized and it is anticipated to submit reaccreditation next Monday or Tuesday.

B. Tuberculosis Update – Mr. Adam Howard updated the Board regarding a tuberculosis case. Staff continue to monitor, and patient has been very cooperative.

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. Mr. Wisener seconded the motion. The motion carried unanimously.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.05 LICENSE REVOCATION

A. Dickey's BBQ / Food Service License – Mr. Burke reported that on March 26, 2019, The Board of Health voted to revoke the Food Service License for Dickey's BBQ Pit, 820 Sunbury Rd. Delaware, Ohio. Board Resolution 2012-5, requires the same operator that wishes to reopen at the same location or the same operator at a different location or a different operator at the same location, come before the Board to request approval to issue a new Food License. Staff has received confirmation of the management passing the level 2 food safety course. Ms. Stephanie DeGenaro, Food Protection and Public Safety program manager completed an inspection on April 30, 2019 in which items were noted that still needed to be completed. It was the consensus of the Board to grant authority to Ms. DeGenaro to determine and accept a food



service license application from Dickey's BBQ once all inspections/requirements are met. In addition, inspections will continue as per the normal protocol of the Delaware General Health District. This may include an accelerated inspection plan.

PMT: Agency/Community

Dr. Hickman moved to grant authority to Ms. Stephanie DeGenaro to determine and accept a food service license application from Dickey's BBQ once all inspections/requirements have been met. Ms. Howerton seconded the motion. The motion carried unanimously.

5.0 OLD BUSINESS

5.053 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Executive Session – Requested Board enter Executive Session to discuss the Health Commissioner's annual appraisal and compensation.

Ms. Wisener moved to enter executive session to discuss the Health Commissioner's appraisal and compensation. Ms. Karr seconded the motion. Roll vote: Dr. Threlfall, yes; Mr. Blayney, yes; Ms. Howerton, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Smith, yes; Dr. Hickman, yes; Ms. Karr, yes. The motion carried unanimously. The Board entered executive session at 8:20 pm.

Dr. Hickman moved to exit executive session. Mr. Blayney seconded the motion. Roll vote: Ms. Fleischer, yes; Ms. Smith, yes; Ms. Howerton, yes; Dr. Hickman, yes; Mr. Blayney, yes; Dr. Threlfall, yes; Ms. Karr, yes; Mr. Wisener, yes. The motion carried unanimously. The Board returned to public session at 9:26 pm.

Dr. Hickman moved to approve to provide the Health Commissioner a 3% annual salary increase with a retroactive effective date of January 1, 2019, for a favorable annual performance appraisal for 2018. Ms. Howerton seconded the motion. The motion carried unanimously.

PMT: Agency



Action Requested: Executive Session

B. Quality Based Selection - A request for statement of qualifications will be required by ORC 153.65-73 for an architectural/engineering design service firm to submit interest in assisting the district moving forward with the building of a new facility. Requesting permission to allow the health commissioner to post a Request for Statement of Qualifications in connection with the design and building of a new facility with an anticipated open period not to exceed four weeks. The Board was provided a draft copy of the Request for Statement of Qualification. To assist with any questions or discussion, Mr. Eric Penkal, Assistant Prosecutor attended. The Board discussed venues and media outlets for posting of the Request for Statement of Qualifications. Recommendations included Boards of architects, websites and The America Institute of Architects sites. It was also noted that Mr. John Melvin and Mr. Sean Hughes will be able to make recommendation of other venues for posting. Mr. Blayney also recommended posting with the eleven firms submitted proposals to Delaware County regarding the Delaware Area Career Center and all have a very good rating. Mr. Penkal noted that it is accepted to target individual design firms. The Board then discussed the rating and interview and selection process. Mr. Melvin and Mr. Hughes have offered to assist with the rating process. Mr. Blayney noted that another good resource would be Mr. Fred Fowler of the Delaware County Code Compliance. It has been anticipated that the rating will take two weeks; however, this may take longer based on the number of applicants submitted. The Board deferred forming and member selection of a review committee; including Board of Health members; to a later date.

PMT: Agency/Quality

Mr. Wisener moved to approve and advertise the Request for Statement of Qualifications. Ms. Smith seconded the motion. The motion carried unanimously.

C. Ethics Discussion – As requested by the Board, Ms. Hiddleston investigated with the Assistant Prosecutor if a conflict of interest continues for Ms. Howerton related to the purchase of property on S. Sandusky. Mr. Penkal has advised that,

- “It would be my opinion that the conflict could potentially remain, and that Ms. Howerton should continue to recuse herself from voting on this issue. I understand that she no longer is employed with the organization but removing yourself from organization where the conflict originated does not resolve the underlying conflict of interest. Reason being, we do not know what, if anything, was discussed prior by Ms. Howerton with the organization. This conflict would only relate to the actual purchase of the property and once the transfer of sale is complete, Ms. Howerton would be able to join in future discussions relating to the property. Therefore, again, it would be my opinion that the conflict could potentially remain, and Ms. Howerton should continue to recuse herself from voting on this topic.”
- Mr. Eric Penkal attended to assist with discussion and/or questions.

Ms. Hiddleston provided the above opinion and there was not further discussion of the Board.

**PMT: Quality
Info Only**

D. Final Purchase Agreement – Ms. Howerton recused herself from the meeting during the purchase of property discussion. The Phase I assessment for the property at 470 S. Sandusky has been received; there do not appear to be any red flags/unexpected discoveries related to the property. The Board was provided a copy of the purchase agreement in which the contingencies were noted in red text.

It is anticipated that closing on the purchase of property will occur on May 9, 2019. Mr. Penkal will attend the closing. After closing, staff will begin the selling process of the Delaware General Health District's current building(s).

Mr. Blayney requested the Board of Health members visit the Sandusky Street property. There is a 6,000 square foot structure (formerly a residence) with a one car garage. Purpose of visit is to seek the opinion of the Board members to salvage or remove the structure. Mr. Blayney further noted that the structure is in poor condition. Also, the structure may not be salvageable due to asbestos and the possibility of mold. However, if this is the case, the asbestos and mold



would have to be removed prior to destroying/removing the structure. Since the expenditure is inevitable, it may be cost worthy to then reconstruct versus remove. Preliminary review indicates that the structure is sound but may be cost prohibited to reconstruct. If reconstructed, it is anticipated that structure would be used to store equipment, et cetera.

It was requested to assure that, in writing, the seller will remove all non-fixed items from structure or property. Ms. Hiddleston noted that the purchase agreement contains the necessary language.

PMT: Agency

Mr. Blayne moved to proceed with the purchase agreement in the amount of \$875,000 and any other incidental fees that may occur upon closing. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.015 EXPENDITURES

A. Computer Monitors - Requested Board approval to expend up to \$6200 public health funds to purchase additional computer monitors for most departments. This purchase will add dual screen capability to several workstations and replace smaller, outdated monitors. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Laserfiche Licenses - Requested Board approval to expend up to \$4600 one time and \$900/YR for additional Laserfiche licenses. As we continue to grow our Laserfiche system we need additional licenses to enable staff to use the Laserfiche system for the purchase requisition process, school flu/teen consent process, and plumbing process. This allows for the public and staff to do online applications with clinics and plumbing permits and create a paperless purchase requisition process with a built-in workflow to improve agency processes.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Laptop Computers - Requested Board approval to retire and remove from inventory four laptops. One laptop is from 2014 and outdated, the other three from 2016 have broken items (keyboard, screen etc.) as they are used heavily by the Environmental Health division. Laptops have already been replaced with new models. Inventory Tags # 8326, 1330, 1331, 1332.

PMT: Agency

The Board approved item on consent.

B. HP DESIGNJET Printer - Requested Board approval to remove from inventory and dispose of Inventory # 1098, HP DESIGNJET 130NR W/STAND/BIN. This item was purchased in 2005 for \$2,126. A new replacement was purchased a year ago. It was hoped DGHD could find parts to repair it for resale. Unfortunately, parts are not available.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. NACCHO Conference – Ms. Jen Keagy and Ms. Shelia Hiddleston - Requested Board approval to expend up to \$3,268.26 of CH funds for Jen Keagy and PH funds for Shelia Hiddleston to attend the 2019 NACCHO Annual Conference in Orlando, FL on July 8-11, 2019. This conference is applicable to the Strategic Plan goal of Visible Leadership. Jen Keagy and Shelia Hiddleston's abstract submission, *Public Health Opportunities for Visible Leadership Among Political Subdivisions*, was accepted as a 30- minute Sharing Session. Expenses include conference registration (\$1040.00); airfare (\$700); hotel (\$823.50); meals (\$554.76); airport parking and airport/hotel transportation (\$130); baggage fees (\$120.00). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

PMT: Agency/Quality/Community

Action Requested: Consent approval



B. OSU Summer Institute / Ms. Arielle Hieronimus, Mr. James Schwaderer; Ms. Abby Crisp; Ms. Abbey Trimble; and Ms. Josie Bonnette - Requested Board approval to expend up to \$2,740 (Fund Varies) funds for Arielle Hieronimus, James Schwaderer, Kelli Kincaid, Abby Crisp, Abbey Trimble, and Josie Bonnette, to attend the 20th Annual Summer Program in Population Health offered by the Ohio State University on June 17-21, 2019 in Columbus, Ohio. Ms. Hieronimus won a free course by competing in a video contest and Mr. Schwaderer secured the local public health stipend; therefore, two of the seven courses will be at no charge to the Health District. Additionally, Ms. Abby Crisp is also currently a student; therefore, the cost of her courses is reduced approximately 74%.

This conference is applicable to several public health programs with course offerings including: community-based health promotion programs, qualitative health research, violence as a public health issue, propensity score analysis in public health, housing for health equity, the intersection between criminal justice & public health, foundations of public health, applied project management for public health, epidemiology of maternal and infant health, and data visualization to inform public health decision making.

Specifically, Mr. Schwaderer will be attending *Data Visualization to Inform Public Health Decision Making*, Ms. Hieronimus will be attending *Applied Qualitative Health Research*, Ms. Kincaid will attend *Housing for Health Equity*, Ms. Crisp will be attending *Applied Propensity Score* and *Advanced Applied Qualitative Research*, Ms. Trimble will be attending *Data Visualization*, and Ms. Bonnette will attend *Applied Qualitative Research*.

Additionally, the conference fits the workforce development goal of the strategic plan in that it helps promote a learning culture and helps develop highly skilled staff; the classes are also applicable to the health districts responsibilities for CHA and CHIP.

Expenses include conference/registration \$2,740.

PMT: Agency

The Board approved item on consent.

C. PHASES Fellowship / Ms. Shelia Hiddleson – Ms. Hiddleson has been selected to participate in the first fifteen-person cohort of the de Beaumont Foundation PHASES Fellowship program. This unique fellowship with the de Beaumont Foundation and the Aspen Institute's Health, Medicine and Society Program will support public health pros in developing communication skills and strategies to frame public health messages in ways that resonate with other sectors. The program meets the Strategic Plan goals of Visible Leadership, Community Engagement, and Performance Management. All travel expenses will be paid for by the de Beaumont Foundation; a training in Washington DC in May and a conference in Orlando, FL in July. The July training is in conjunction with the NACCHO Conference, approved in the item above; the de Beaumont Foundation is planning to pay for the travel and conference expenses for NACCHO barring anything unusual. Therefore, the conference cost above would be decreased by \$1634.13. There is a possibility of future minimum travel in the fall to teach other Health District Leaders the resources developed during this fellowship. Requested is for time only to participate in the fellowship and provide visible leadership at the local, state, and national public health level into the future.

PMT: Agency/Quality/Engagement

Action Requested: Consent

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Health Insurance, Dental Insurance and Long-Term Disability – Requested Board approval to maintain current Board of Health pick up for all policies. Dental and Long-Term Disability rates are remaining the same. Health Insurance rates are increasing by 3.95%, except for employees that have primary care physicians in the ERC Health Select network, the rates for those plans will be decreasing by 1.05%

PMT: Agency

The Board approved item on consent.

B. ERC Health – Requested Board approval to maintain current ERC employee premium reductions for participating employees. With staff participation a 3% renewal decrease was



achieved for the health insurance premiums (brought the 6.95% increase to 3.95% increase). The ERC program requires the agency to incentivize staff through payroll deductions for employees that meet ERC goals.

PMT: Agency

The Board approved item on consent.

C. Updated 2019 Pay Grades & Salary Scale – Requested Board approval of the updated Pay Grades & Salary Scale. Update included the increased salary range for pay grade B (P) Certified Trades Plumbing Inspector 1, 2 and 3. And, the percentage spread column was deleted. A copy of the Pay Grades & Salary was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Updated Position Series Control Plan – Requested Board approval of the updated Position Series Control Plan. Updates included new hires and promotion since February 26, 2019. A copy of the Position Series Control Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Ohio State University - Requested Board approval to enter into a one-year contract with The Ohio State University College of Public Health's Center for Health Policy, Outcomes, Evaluation Studies (Center for HOPES) in the amount not to exceed \$7,500.00 in Public Health funds upon review and approval of the Delaware County Prosecutor. The contract will provide services to support the DGHD Epidemiologists by providing technical assistance on an as-needed basis in regard to survey methodology, data analysis, statistical software coding, integrating surveillance and survey data, data visualization including mapping, trend analysis, and support for Institutional Review Board (IRB) submission through The Ohio State University IRB.

PMT: Quality

The Board approved item on consent.

6.034 PERSONAL HEALTH

A. Communicable Disease Annual Report – A copy of the 2018 Communicable Disease Annual Report was provided to the Board. In 2018 DGHD investigated 22 outbreaks that included 1,154 people ill. In addition, DGHD conducted 1,358 disease investigations not relating to an outbreak. Additional information contained in the report includes an update on the ongoing Hepatitis A community outbreak, the Chipotle outbreak, summary statistics of reportable diseases and more.

**PMT: Quality/Community
Info Only**

6.04 SPECIAL REPORTS

A. Sunshine Law Continuing Education – Ms. Hiddleston presented a continuing education related to Sunshine Laws from 8:00 pm to 8:15 pm. The training met the minimum standards of ORC 3701.342 (...shall provide that continuing education credits that pertain to ethics, public health principles, and a member's responsibilities...). The presentation highlighted the ethics, public health principles, and a member's responsibilities. Additionally, is was in alignment with the Board By-Laws and members responsibilities.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. NALBOH Conference / Ms. Margie Fleischer – Requested Board approval for conference, travel, and expenses. The NALBOH Annual Conference will be held on August 14-16, 2019 in Denver CO. Ms. Fleischer, BOH Member, has requested to attend. The title of the conference is Climb Every Mountain: Embracing the challenges of Board Governance. The travel expenses include: Conference Fee \$450, Airfare \$350, Shuttle \$59.10, Hotel and Meals at Per Diem rates \$431 and \$248.50 respectively, for a total cost of \$1,538.60; a copy of the out of state travel form was provided to the Board.

Mr. Blayney moved to approve Ms. Fleischer's NALBOH conference. Ms. Smith seconded the motion. The motion carried unanimously.



B. Building – Ms. Hiddleston provided the Board a copy of the drafted project timeline and budget. Ms. Hiddleston will update the timeline when items occur and/or are completed.

**PMT: Agency
Info Only**

6.052 POLICIES

A. Bylaws – Requested approval of the updated Board of Health Bylaws which were provided for review at the March 26, 2019 meeting. A copy of the Bylaws was provided to the Board.

**PMT: Agency
The Board approved item on consent.**

6.053 RESOLUTIONS

A. Resolution 2012-28 - Requested Board approval of Resolution 2012-28 previously titled *Promoting Child and Adolescent Immunizations*, now titled *Promoting Immunizations*. This resolution has been updated as part of routine review of resolutions. A copy of Resolution 2012-28 was provided to the Board.

**PMT: Agency/Community
Action Requested: Consent approval**

B. Resolution 2012-10 Policy for Sewage Treatment Systems - The Delaware County Sanitary Engineers office has informed DGHD staff that work on a central sewer line must occur. A residence on that central sewer line must be disconnected while work is occurring on the sewer line. Therefore, a temporary holding tank is required for the residence. Upon further discussion of the situation, staff at the sanitary engineer's office has provided DGHD with a letter that indicates this may indeed occur occasionally as development continues in the county.

Therefore, staff requested Board approval of the updated Resolution # 2012-10 Policy for Sewage Treatment Systems. A copy of Resolution 2012-10 was provided to the Board.

**PMT: Agency/Community
The Board approved item on consent.**

C. Resolution 2018-02 Authorizing Pre-Tax Deductions for Medical, Dental, Vision and Flexible Spending Account (FSA) - Requested Board approval of Resolution 2018-02 authorizing pre-tax deductions for medical, dental, vision and FSA withholdings for 2018. A copy of Resolution 2018-02 was provided to the Board.

**PMT: Agency
The Board approved item on consent.**

ADJOURN

The meeting adjourned at 9:28 PM.

President

Secretary