

1.0 CONVENTION

1.01 CALL TO ORDER

The February 26, 2019 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:02 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Ms. Howerton; 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; Ms. Katherine Fox, Public Health Nurse 2 and Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance: Mr. Eric Penkal, Delaware County Assistant Prosecutor

1.02 CONSENT ITEMS

5.03 A Contracts

6.012 A-B Appropriations

6.015 A-B Expenditures

6.016 A Inventory

6.021 A-C Authorization/Employment

6.022 A Reclassification/Promotion

6.023 A Tuition Reimbursement/Staff Development

6.025 A-B Salary Scale/Policies/Benefits

Item 5.053 A Executive Session was removed from the agenda. Item 4.05 A Food Service Operation Hearing was changed to information only. Mr. Wisener moved to approve the consent agenda and agenda as amended and submitted. Mr. Blayney seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Blayney moved to approve the January 29, 2019 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Blayney moved to approve the January 2019 bills. Ms. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleson invited all Board members to attend the annual District Advisory Council meeting on March 14, 2019 (6:15 pm networking; 6:45 pm meeting). The District Advisory Council will appoint a Board of Health member from the candidates as follows: Ms. Amy Howerton, Nursing Home Administrator, Dr. Greg Whisman, and Ms. Dianna Womer, Nurse Practitioner. If additional candidates are received prior to the meeting, those individuals will be added to the ballot. If applicable and Board in consensus, an update regarding the facilities plan will be provided at the meeting.

A copy of the monthly thank you and recognition summary was provided to the Board. Ms. Hiddleson also noted that the Delaware General Health District received a shout out at the State of the County address.

Mr. Adam Howard introduced new employee, Ms. Katherine Fox, Public Health Nurse 2.

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. Dr. Hickman seconded the motion. The motion carried unanimously.



4.05 LICENSE REVOCATION

A. Food Service Operation Hearing – The hearing was cancelled due to Dickey's BBQ completing a portion of the issued action plan and pending receipt of level 2 training for two employees by February 28, 2019 and renewal of food license by March 1, 2019. As background information, Mr. Burke summarized that Dickey's BBQ, 820 Sunbury Rd. Delaware, Ohio has had numerous violations over the past several months. On November 19, 2018 staff held an Administrative Hearing with the management of Dickey's BBQ to develop an action plan to address the violations. The plan involved Dickey's management agreeing to having an employee on each shift trained in level 1 food safety and submission of a written estimate for floor repair or replacement by Dec 31, 2018. To date, the level 1 training has been provided/verified for two employees and the estimate for the floor repair has not been received. The Board was in consensus that if action plan items and renewal of food license are not completed by established deadlines, a special meeting will be called to determine license action by the Board of Health.
Information Only

5.0 OLD BUSINESS

5.053 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Executive Session – Request Board enter Executive Session to discuss the Health Commissioner's annual appraisal and compensation. Removed from the agenda and rescheduled for March 26, 2019.

PMT: Quality/Agency

B. Executive Session – Requested Board enter executive session to discuss the purchase of property. Guest: Eric Penkal, Assistant Prosecuting Attorney.

Prior to entering executive session, the Board had a discussion regarding the Quality Based Selection (QBS) process. On a former date, Ms. Hiddleston forwarded each Board of Health member a QBS template that was provided by Mr. Eric Penkal, Delaware County Assistant Prosecutor. Mr. Penkal indicated that the template is a guideline that was created by the Butler County Engineer's office. Generally, a property or land is identified prior to the QBS process; however, there is nothing wrong or improper in completing the process prior to selecting a property or building. Mr. Penkal is very familiar with the design build process and is willing to help the Delaware General Health District through the process. Ms. Hiddleston and Mr. Knowlton have discussed the process with Mr. Jon Melvin, Delaware County Facilities Director. In these discussions, Mr. Melvin provided example materials of how the process was utilized for the development of the Career Center (State Route 521).

The QBS process includes the hiring of a criteria architect or engineer. These individuals help map out and precisely define the scope of the project. It was suggested that the Facilities Plan and Triad Architects Report would assist in defining the scope. Also, Mr. Melvin is willing to help. Defining the scope leads into design build and the Request for Qualifications (RFQ). It is best to have a large selection pool of RFQ candidates. Mr. Sean Hughes has provided Ms. Hiddleston with a list of contractors that have completed work in Delaware.

The Delaware General Health District staff and the Board have also explored utilizing the Finance Authority. It has not been determined to use Finance Authority at this time. In considering the Finance Authority, it was noted that the Board should remain cognizant that the Finance Authority becomes the project manager, including lengthy time lines and can avoid prevailing wages. It was noted that probably prevailing wages will be paid due to current economic conditions.

The Board then went into executive session to discuss the purchase of property.

PMT: Agency

Mr. Blayney moved to enter executive session for discussion of the purchase of property with Ms. Hiddleston, Directors and Mr. Eric Penkal to remain. Mr. Wisener seconded the motion. Roll call vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Ms. Howerton, yes; Dr. Hickman, yes; Ms. Karr, yes; Mr. Wisener, yes. The motion carried unanimously. The Board entered executive session at 7:49 PM.

The Board returned to public session at 8:54 PM with the following motion. Ms. Amy Howerton recused herself from executive session at 8:30 PM and left the building.

A motion was made by Mr. Blayney to return to public session, seconded by Mr. Wisener. Roll Call Vote: Ms. Karr, yes; Dr. Threlfall, yes; Dr. Hickman, yes; Mr. Blayney, yes; Mr. Wisner, yes.

Mr. Blayney made a motion to authorize the Finance Committee of the Board to develop language for a contract to purchase property #2, to include contingencies related to the property and/or regulations and to set an offer amount. Mr. Wisener seconded the motion. The motion carried unanimously by all Board members present.

Mr. Blayney provided a supplemental motion to authorize the Finance Committee of the Board to authorize the Health Commissioner to make an offer for property #2 based on the recommendations related to contingencies, regulations, and the set offer amount. Mr. Wisener seconded the motion. The motion carried unanimously.

The Finance Committee will meet at 7:00 AM on March 4, 2019 with proper special meeting notification requirements met. [editor's note: Due to scheduling conflict, committee met at 10:00 am on March 2, 2019 with proper notice provided.]

5.03 CONTRACTS

A. Contract Renewal – The contract with ReMax Impact, Sara Walsh Realtor, expires at the end of February. Requested Board approval for Ms. Hiddleson to negotiate and execute a renewal of the contract for an additional six months.

PMT: Agency

The Board approved item on consent.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Creating Healthy Communities (CHC) - Requested Board approval to make a few line item changes in the Creating Healthy Communities (CHC) grant (71151511). While a revision was just completed last month, a technical issue required a change in personnel funding and we were asked to assist with the installation of disability enabled playground equipment at Hylan Souders Elementary School. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Immunization Action Plan (IAP) - Requested Board approval to reduce expense appropriation by \$17,452.63 in the Immunization Action Plan (IAP) grant (71551527). This will reduce appropriation in this fund down to zero. The IAP grant has been changed to a "deliverable" grant which pays DGHD based upon achievement of predetermined goals. By paying based upon achievement of goals, ODH does not require reporting of expenses involved with achieving these goals. Because of this DGHD manages the replacement program (Get Vaccinated) from a program in public health. This greatly reduces appropriation and cash flow concerns. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. 3 West Winter Renovation Electrical Wiring - Board notified of expenditure of \$6,100 Building funds to purchase electrical wiring for the 3 offices being built on the 2nd floor of 3 West Winter. By code requirements smoke alarms have to be installed and wired into our system. This estimate was received February 19, 2019. Mr. Knowlton and Ms. Hiddleson reviewed and approved expenditure. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.



B. Server - Requested Board approval to expend up to \$20,000 public health funds to purchase a new agency primary server. The purchase will replace an older server from 2013 which has components beginning to fail and is no longer stable. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. 12 ShorTel Model 115 Phones and 1 Shortel S30 Phone - Requested Board approval to remove from inventory and try to sell 12 ShorTel model 115 phones and one Shortel model S30 phone. These phones have become obsolete to our current models.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation / Ms. Connie Codispoti - Requested Board accept resignation of Ms. Connie Codispoti, Community Health Specialist 3 effective February 22, 2019. The Community Health Specialist 3 position (100% public health fund) will not be filled at this current time until a time study is completed to determine need. Additionally, the Community Health Division is awaiting notification of grant funding from ODH for the Tobacco Use Prevention and Cessation Program which may necessitate the hiring of a Community Health Specialist.

PMT: Agency

The Board approved item on consent.

B. Resignation/ Mr. Aaron Decker R.S. – Requested Board accept the resignation of Mr. Aaron Decker effective February 22, 2019. Mr. Decker has been with the agency since March of 2014. Mr. Decker has accepted the Environmental Health Director position with the Morrow County Health Department. Request approval to post and hire a Sanitarian or Sanitarian-In-Training to replace Mr. Decker.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion without Competition / Mrs. Amy Whitney - Requested Board approval to promote without competition Mrs. Amy Whitney, Human Resources Officer. With the recent changes in the Table of Organization for better alignment of duties/ work load; Mrs. Whitney is now supervising an Administrative Assistant. The Human Resource Officer's position is classified as a D4 with a total point value of 713, to add the supervision component to the responsibilities increases the points by 30 making it 743 a D5. Mrs. Hiddleston is recommending a promotion without competition as identified in the personnel manual "The employee is consistently performing at a higher level than expected of the current position". Mrs. Whitney would receive a 3% raise per policy; the net annual increase to the Delaware General Health District salary and benefits line will be \$1,973.51. The effective date of the promotion will be January 7, 2019.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Jackie Bain - Requested Board approval to expend up to \$1,226.65 of CH funds (Fund 4000) for Ms. Jackie Bain to attend the Lifesavers Conference in Louisville, KY on March 30-April 2, 2019. Jackie will be co-presenting on a panel with OSHP Lt. Eric Caudill and the University of TN regarding her launch of the Delaware County Reduce Teen Crashes portal. Expenses include conference registration (\$400.00); hotel (\$473.57); meals (\$55.12); mileage @.58 for 462 miles (\$267.96); hotel parking (\$30.00); A copy of the Out of Health District and/or State Approval forms were provided to the Board and expenditure is budgeted from COMMUNITY HEALTH - 4000.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan – Requested Board approval of the updated Position Series Control Plan. Updates noted in yellow highlight. A copy of the updated Position Series Control Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Weather and Emergency Office Closures – The recent inclement weather and the county designation of a Level 2 Snow Emergency have necessitated the implementation of Section 711 of the Personnel Policies. The current policy has a disparity between the written and intent of the policy. Therefore, the following revision is recommended for increased clarity. A copy of the revised policy was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. 2014-2018 Community Health Improvement Plan (CHIP) – A copy of the 2014-2018 full CHIP progress report was provided to the Board. Ms. Keagy noted that staff are reviewing and summarizing outcome data. An update of the review may be provided at the March or April Board meeting. Moving forward with the new CHIP, the agency has partnered with new people and many community partners have taken the lead on several of the 22 strategies. Ms. Howerton commended the entire team of the Delaware General Health District for the positivity and for doing a tremendous job with the community. Mr. Blayney further noted that the CHIP process and involvement of the community has greatly improved in comparison to the early years.

PMT: Quality

Information Only

The meeting adjourned at 9:09 PM.



President



Secretary