



**1.0 CONVENTION**

**1.01 CALL TO ORDER**

The March 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; Ms. Howerton; Ms. Karr; Ms. Fleischer; and Mr. Wisener. 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. Hannah Bender; Ms. Jessica Nutter; and Ms. Pamela Blosser. Dr. Threlfall turned the meeting over to Ms. Hiddleston for the Annual Reorganization of the Board.

**A. Election of Officers** - For this portion of the meeting, the Secretary of the Board presides. Ms. Amy Howerton was re-appointed to the Board by the District Advisory Council with term ending 2024.

**B. Nominations** - Nominations will be made from those present at the March 26, 2019 meeting.

1. Nominations and election for President: Ms. Hiddleston shared that Dr. Threlfall is willing to continue as the President if that was the desire of the Board. A motion was made by Mr. Wisner to elect Dr. Threlfall as the Board President for 2019. The motion was seconded by Ms. Howerton. **The motion carried unanimously**

2. Nominations and election for Vice President: Ms. Hiddleston shared that Mr. Blayney is willing to continue as the Vice President if that was the desire of the Board. A motion was made by Ms. Fleischer to elect Mr. Blayney as the Vice President for 2019. The motion was seconded by Ms. Karr. **The motion carried unanimously.**

Ms. Hiddleston ceded the meeting Board to Dr. Threlfall.

**1.02 CONSENT ITEMS**

**6.012 A-B Appropriations**

**6.014 Fees**

**6.015 A- C Expenditures**

**6.021 A-G Authorization/Employment**

**6.022 Reclassification/Promotion**

**6.023 A-C Tuition Reimbursement/Staff Development**

**6.025 Salary Scale/Policies/Benefits**

**6.033 Contracts**

Mr. Wisner made a motion to approve the consent agenda. Ms. Karr seconded the motion. **The motion carried unanimously**

**1.03 APPROVAL OF MINUTES**

**A.** Minutes of regular Board of Health meeting on February 26, 2019 (previously sent).

**B.** Minutes of the Finance Committee meeting on March 2, 2019 (previously sent).

**C.** Minutes of the Special Board of Health meeting on March 12, 2019. A copy of the March 12, 2019 minutes was provided to the Board.

Ms. Fleischer made a motion to accept the minutes from the three meetings as presented. Mr. Wisener seconded the motion. **The motion carried unanimously**

**1.04 APPROVAL OF BILLS**

**Ms. Karr moved to approve the February 2019 bills. Ms. Fleischer seconded the motion. The motion carried unanimously.**

**2.0 STAFF REPORTS**

**2.01 HEALTH COMMISSIONER**

- Doodle Poll – Strategic Plan: Ms. Hiddleston discussed that none of the proposed dates for the Strategic Plan retreat met with 100% approval; the date with the most

Board members available is October 5, 2019 from 0830-1200. Those present, that had not responded to Doodle Poll or had responded in the negative to this date, reviewed their calendars and stated this date and time would work. The Strategic Planning Board Retreat will be October 5, 2019 from 0830-1200 in the Basement Training Room. Ms. Hiddleson is in the process of reviewing proposal for a facilitator.

- **NALBOH Conference:** Ms. Hiddleson shared that Ms. Fleischer has requested to attend the NALBOH Conference in August that will be held in Denver. Ms. Hiddleson asked if any other Board members would like to attend; those present declined. Ms. Hiddleson requested that if anyone changed their mind and would like to attend to let her know before the April meeting, so the item can be placed on the agenda for approval.
- **Visible Leadership – Mr. Kent, Mr. Letterle, Ms. Keagy, Mr. Irvan, Ms. Hieronimus, Ms. Hiddleson:** Ms. Hiddleson shared that those staff listed have been requested to make presentations at National conferences over the next few months.
- **Kudos:** Ms. Hiddleson reviewed the Kudos with the Board.
- **Mr. Burke introduced the new Administrative Assistants in the Environmental Health Division; Ms. Bender, Ms. Nutter, and Ms. Blosser.** The Board welcomed the new employees to the district.

**PMT: Agency**

## **2.02 FINANCE**

**A. Finance Report –** Requested Board review and accept the year-to-date finance report. A copy of the report was provided to the Board.

**PMT: Agency**

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

## **3.02 BOARD COMMITTEES**

**A. Finance Committee –** The Finance Committee met on March 2, 2019. The minutes from the meeting were reviewed and approved in section 1.03.

## **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.

**PMT: Agency**

**Action Requested: Executive Session**

This item was tabled and will be placed on the April agenda.

## **6.0 NEW BUSINESS**

### **6.01 FINANCE**

#### **6.011 BUDGETS**

**A. Budget –** The Board approved the 2019-2020 Budget and set appropriation levels for the agency for 2020. Additionally, the Board approved revisions to the 2019 budget levels for the Health District. If current appropriation levels are not revised, current appropriations will remain until a revision is approved by the Board. Ms. Howerton requested information about the Levy, current levy cycle, and ramifications for the district if a levy was not approved by the voters. Ms. Hiddleson and Mr. Knowlton explained that the current levy runs through 2024, it is a ten-year levy. Ms. Hiddleson explained that fifty-five percent of the agency budgeted revenue are levy dollars and that as the county grows there is a small increase in levy dollars each year. Mr. Knowlton explained that should a levy not pass; drastic cuts would have to take place to all non-mandated programs. Ms. Hiddleson reminded the Board that she and Mr. Knowlton review each

staff position regularly, determine with the Director's if positions should be filled with any vacancy, notify the Board anytime that a staff person paid with grant funds is transferred by more than 5% to public health funds, and that Delaware County has a strong history of supporting social services levies. Ms. Hiddleson shared that the Boards plan to run a renewal levy, rather than a new or replacement levy, bodes well for the success of the levy as evidenced across the state by other local health districts that are successful with renewal levies. Mr. Knowlton will be updating the ten-year projections soon, scenarios will include the new building, levy projections, and a scenario should the levy not be realized in 2024. Mr. Knowlton will notify Dr. Threlfall and Mr. Blayne when the Budget Commission will meet to approve the district budget; Mr. Knowlton and Ms. Hiddleson will also attend the meeting. Ms. Hiddleson shared that Mr. Kaitsa had recently inquired about the district's carryover, Ms. Hiddleson explained the plans for the Capital Fund and the new building, as well as reminding Mr. Kaitsa of the importance of carryover to address any emergent or emergency public health issues.

**PMT: Agency**

A motion was made to approve the 2019 budget revisions and the 2020 budget with appropriations by Ms. Fleischer. The motion was seconded by Ms. Howerton. **The motion carried unanimously**

**6.012 APPROPRIATIONS**

**A. Capital Account:** On January 24, 2019 DGHD and the Delaware County Auditor's office agreed that DGHD has \$6.18 million of funding available for the purchase of a new office building. Request Board approval to establish a new capital account with the Auditor's office. This account will be used for reporting all fiscal activities associated with a new office. Also requesting permission to recode the \$25,000 "earnest deposit" to this account. A copy of the DGHD New Office 2019 Budget Form was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**B. Appropriation Increase:** Requested Board approval to increase expense appropriation in Administration by \$6,282,295 to allow for the transfer of \$6,182,295 to the DGHD New Office capital account. The remaining \$100,000 is being requested to cover any unknown equipment expenses with the new Sunbury office and to address any shortcomings DGHD may have in its motor pool. With the growth of DGHD staff there are only three (3) unreserved vehicles for other staff to use and two (2) of them are model year 2006. A copy of the Administration Budget Revision Form was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**6.014 FEES**

**A. Sliding Fee Scale:** Request Board approval of the updated Sliding Fee Scale for clinic services effective April 1, 2019. A copy of the Sliding Fee Scale was provided to the Board.

**PMT: Community**

**The Board approved item on consent.**

**6.015 EXPENDITURES**

**A. Zix Encrypt -** Request Board approval to expend up to \$5,500/YR of public health funds to purchase Zix Encrypt. Zix Encrypt is a secure method of sending and receiving PHI agency wide through our email system. We had an alternative method via a company called eFax Secure that only applied to a handful of people within the agency. We cancelled eFax Secure for a savings of ~\$1400/YR.

**PMT: Quality**

**The Board approved item on consent.**

**B. Vaccine Refrigeration Unit:** Request Board approval to expend up to \$15, 000 from

fund 1200 to purchase a vaccine refrigeration unit. Originally, DGHD was going to purchase a vaccine refrigeration unit for the Eastern Satellite; however, the current unit located at DGHD headquarters has needed multiple days of maintenance. The existing unit, once repaired, should be fully operational, but staff have reservations and will move this unit to the Eastern Satellite where less product will be stored and place the new machine at DGHD headquarters where the majority of product is stored. Staff will continue to monitor the old unit to ensure satisfactory operation.

**PMT: Community**

**The Board approved item on consent.**

**C. Vehicle Purchase:** Request Board approval to expend up to \$70,000 public health funds to purchase up to three (3) new agency vehicles.

Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

## 6.02 PERSONNEL

### 6.021 AUTHORIZATION/EMPLOYMENT

**A. Employ Administrative Assistant II / Pamela Blosser** – Request Board confirm employment of Pam Blosser to fill Administrative Assistant II position within the Environmental Health division. This position is forty (40) hours a week (100% FTE), \$ 14.88/hour (pay grade A4) effective March 4, 2019 Position is funded 63% from Sewage fund (70225443), 23% from Residential Services Fund (70225445) 10% from Vector Fund (70225444) and 4% from Water Fund (70651506) with an anticipated annual salary and benefits not to exceed \$61,559.18. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Employ Administrative Assistant II / Jessica Nutter** – Request Board confirm employment of Jessica Nutter to fill Administrative Assistant II position within the Environmental Health division. This position is forty (40) hours a week (100% FTE), \$ 14.88/hour (pay grade A4) effective March 11, 2019. Position is funded 100% from the Plumbing Fund (70225446) with an anticipated annual salary and benefits not to exceed \$61,559.18. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**C. Employ Administrative Assistant II / Hannah Bender** – Request Board confirm employment of Hannah Bender to fill Administrative Assistant II position within the Environmental Health division. This position is forty (40) hours a week (100% FTE), \$ 14.45/hour (pay grade A4) effective March 18, 2019. Position is funded 50% from the Plumbing Fund (70225446) and 50% from the EH Admin Fund (70225441) with an anticipated annual salary and benefits not to exceed \$60,428.21. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**D. Confirmation of rehire of Natalie Truini** – Request Board approval to rehire Natalie Truini as the summer intern for the mosquito program at pay grade A 2 and a wage of \$13.70 per hour with a start date to be determined. Natalie worked in our mosquito program the last two years and again over Winter break from college. With Natalie's experience, she will require little if any training. Estimated cost of \$10,000 for the entire 2019 season. Public Health funds.

**PMT: Agency**

**The Board approved item on consent.**

**E. Employ Sanitarian-in-Training/ Richard Stewart** – Request Board confirm employment of Richard Stewart to fill the Sanitarian position within the Environmental Health division. This position is forty (40) hours a week (100% FTE), \$ 19.89/hour (pay grade C3) effective April 1, 2019. Position is 100% from the Food Protection & Public Safety Fund (70225447) with an anticipated annual salary and benefits not to exceed \$74736.28. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**F. Employ Sanitarian-in-Training/ Glynnis Prigge** - Request Board confirm employment of Glynnis Prigge to fill the Sanitarian position within the Environmental Health division. This position is forty (40) hours a week (100% FTE), \$ 19.89/hour (pay grade C3) effective April 1, 2019. Position is funded 75% Sewage Program (70225443), 15% Residential Services (70225445), 6% Water (70651506) and 4% Vector (70225444) with an anticipated annual salary and benefits not to exceed \$74736.28. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**G. Voluntary Resignation:** Request Board accept the resignation of Samantha Knape, Administrative Assistant II in the Environmental Health Division. Miss Knape has been with the agency since December of 2017. Miss Knape requested her last day be March 22, 2019. Miss Knape informed staff of this request back in January, however, the EH Director missed the agenda deadline. Miss Knape has been an excellent employee. In addition, staff requests approval to fill the position left open by this resignation.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion without Competition:** Request Board approval to promote without competition Ronda Hess from Administrative Assistant 3 (pay grade A6) to Administrative Assistant/Vital Statistics Registrar (pay grade A9) within the Administration Division. Upon Ms. Shears' retirement, May 31, 2019, the Board of Health is required to appoint a Vital Statistics Registrar (ORC 3705.05). Ms. Hess has been the Deputy Registrar for the past several years and is fully capable to assume the duties of Registrar. Ms. Hess' position description has been updated, with points determined, based on the additional Registrar responsibilities. Effective May 4, 2019, Ms. Hess' new hourly rate will be \$20.04/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, May 4, 2020. Position is funded 100% Public Health with an anticipated annual salary of \$41,683.20, this is an annual increase of \$2,100.80.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference:** Request Board approval to expend up to \$2,943.44 Disease Prevention (Program # 3100) funds for Travis Irvan and Arielle Hieronimus to attend the Food Safety Summit in Chicago, Illinois from May 6<sup>th</sup> – 9<sup>th</sup> 2019. Mr. Irvan was asked by CDC to present on the Chipotle outbreak. As a curtesy, Mr. Irvan and Ms. Hieronimus's registration fees were waived. The conference is also working to cover Mr. Irvan's airfare (up to \$400) and lodging (\$767.05). If the conference does indeed cover these expenses, the total cost to send both Mr. Irvan and Ms. Hieronimus will be \$1,776.39. This conference is applicable to the disease prevention unit, specifically to foodborne illness investigation and prevention. Additionally, the conference meets the strategic plan goal of visible leadership. Expenses include conference/registration (\$0); hotel (max of \$1,560.38 may be reduced to \$793.33); airfare (max of \$775 may be reduced to \$375);



meals (\$528.06); and parking/taxi (\$80). A copy of the Out of Health District and/or State Approval form was provided to the Board.

**PMT: Quality**

**The Board approved item on consent.**

**B. Conference:** Request Board approval to expend up to \$1400 (reimbursed by NACCHO) in vector funds for David Letterle and Dustin Kent to attend the NACCHO 2019 Vector Conference in Pittsburgh, Pennsylvania on April 16-18. NACCHO has asked them to speak at this conference about vector surveillance (GIS) and control and has offered up to \$1400 in reimbursable travel expenses. This conference is applicable to the performance goals of both employees and directly related to Strategic Plan goal of Visible Leadership. Expenses include conference/registration (\$0); Fuel (\$150, an agency vehicle will be driven), hotel (\$455); meals (\$420); and parking (\$100). Out of Health District and/or State Approval form was provided to the Board and expenditure is not budgeted, however, all cost will be reimbursed by NACCHO.

**PMT: Quality**

**The Board approved item on consent.**

**C. Conference:** Request Board approval to expend up to \$2130 (reimbursed by NACCHO) in vector funds for Dustin Kent to attend the National Environmental Health Association (NEHA) 2019 Annual Conference in Nashville, Tennessee on July 9-12, 2019. NACCHO has asked him to speak at this conference also about the vector control grant we have with NACCHO and has offered up to \$1400 in reimbursable travel expenses and up to \$730 in registration fees. This conference is applicable to Dustin's performance goals and directly related to Strategic Plan goal of Visible Leadership. Expenses include conference/registration (\$730); airfare (\$400), hotel (\$607); meals (\$235), shuttle to and from airport (80); a copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is not budgeted, however, all cost will be reimbursed by NACCHO.

**PMT: Quality**

**The Board approved item on consent.**

#### **6.025 SALARY SCALE/POLICIES/BENEFITS**

##### **A. Market and Salary Adjustment- Plumbing Inspector series:**

The Health Commissioner has informed the Board of Health at recent meetings that a salary survey for most staff positions will occur this fall. However, the plumbing inspector salary scale has a bit more urgency due to the 3-4 vacancies in central Ohio expected in the next few months and the recruiting of our staff that has already occurred to fill those positions.

Franklin Co. HD, Columbus City and Union Co. have approached our staff and indicated starting pay is based on years of experience. Notice in yellow highlight below the top end of the pay scale for Columbus City and Franklin County. With the experience of our inspectors, it is anticipated these agencies would offer our more experienced inspectors at or above \$35 per hour in Franklin or Columbus. Union County indicated they are revising their pay scale this year, so we expect it to be in that range. There is a possibility that we may contract to do Union County's plumbing inspections when their inspector retires in April. In addition to other Health Departments, private plumbing contractors has approached our staff to come back into the private industry.

The Board of Health approved the hiring of an additional Plumbing Inspector back in September 2018. The position has been posted since then in several places including: The DGHD web page, Indeed Job web site and The Plumbers Union Hall in Columbus. Our plumbing inspectors have informed all our local contractors of the position while performing inspections. To date, we have had only 1 qualified applicant for this position and that person withdrew his application due to the pay.

Management has reviewed our current salaries for our plumbing inspectors with surrounding counties. The results are as follows:

Plumbing Inspector Hourly Rates		
Health District	Entry	Top
Delaware	\$20.50	\$31.50
Columbus	\$25.09	\$40.04
Franklin	\$21.17	\$42.26
Union	\$21.21	\$32.69
Licking	\$19.13	\$28.35
Ashland	\$24.00	
National Average \$31.25 (Zip recruiter)		
Current Openings, actively recruiting DGHD staff		

Current population of Delaware County is approximately 210,000. DCRPC projects growth in Delaware County to be over 250,000 by 2030. Therefore, staff is confident plumbing income will remain steady or increase for the next several years. During the past several years, program income has exceeded program expense; of note, plumbing fees are one of only a few health district fees that can be used for general health district expenses.

DGHD	Hourly Rate	Years Exp.
PI #1	\$29.79	17
PI #2	\$28.89	16
PI #3	\$22.28	2
Average	\$26.99	11.67

It is the recommendation of leadership that we adjust our pay scale for the plumbing inspector- Certified Trades by \$4.50 per hour for the base of each range and \$10.00 for the top of each range. In addition, it is recommended a \$5.00 per hour pay raise for each inspector begin at the beginning of the next pay. This \$5.00 per hour amounts to \$39,499 per year for all 3 inspectors (includes the increase in benefits).

To make up the additional expense of the \$5 per hour raise, leadership is anticipating a \$1 per fixture rate increase in the plumbing permit fees for next year. This would have amounted to an additional \$37,963 in plumbing income in 2018. All plumbing fees will be reviewed this fall for the 2020 fees and it is likely additional income will be noticed.

Leadership will also review the current plumbing contracts with neighboring Health Departments to determine if an increase is necessary. This market adjustment is needed for the DGHD to remain competitive, during the fall salary survey there may be other positions in need of a market adjustment due to the inability to fill positions with qualified candidates to maintain the quality of services by the DGHD. If DGHD does not remain able to meet the community needs for Plumbing Inspections, other vital public health services/program needs may need to be reduced.

**PMT: Agency**

**The Board approved item on consent.**

**6.03 CONTRACTS**

**6.033 COMMUNITY HEALTH**

**A. YRBS Contract:** Request Board approval to enter contract with the Hospital Council of Northwest Ohio in the amount not to exceed \$20,000.00 (approved \$16,000 in January, additional \$4,000 is being budgeted if overage in hours occurs per recommendation of the prosecutor) in Public Health funds. The contract will provide services and the final report for the Youth Risk Behavior Surveillance Survey for the 2019-2020 school year. DGHD is collaborating with community stakeholders; partners have pledged up to \$12,000 (DMMHRBSB, United Way, and Drug Free Delaware).

**PMT: Engagement**

**The Board approved item on consent.**

**6.04 SPECIAL REPORTS**

**A. Swimming Pool and Spa Program Review:** We have finally received the written

survey report from the Ohio Department of Health that was conducted back on November 1st, 2018 on the swimming pool and spa program. The written report indicates a score of 92%. The negative points had to do with documentation of flow rates and one inventory inspection was missed. While no action plan is required, the manager of the unit will be assuring the items where we were lacking is addressed with staff.

**PMT: Quality**

**Action Requested:** Information Only

**B. Community Health Improvement Plan** - The 2014-2018 Final Outcomes Summary was provided to the Board. Ms. Keagy reviewed the end of year report for the CHIP, noting highlights and community partners that contribute to the success of the CHIP. The Board thanked district staff for all the leadership and work contributed to the success.

**PMT: Community**

## 6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

### 6.052 POLICIES

**A. Board of Health By-Laws** – The Board of Health By-Laws have been updated. A copy of the updated By-Laws was provided to the Board. Updated language identified in red text. Board is requested to review at the March 26, 2019 meeting with final approval to be requested at the April 30, 2019 meeting. Dr. Threlfall asked if the Board had any guideline for meeting conduct that were separate from Robert's Rules; Ms. Hiddleston stated that there were no Board specific rules. Dr. Threlfall requested the following change to the By-Laws:

#### ARTICLE VI - PROCEDURE

##### Section I: Roberts Rules of Order

The Board shall ~~adopt its own rules of procedure but shall~~ rely on Robert's Rules of Order for questions of parliamentary procedure, except where they are inconsistent with the standing rules of the Board or are contrary to existing laws of the State of Ohio.

All present agreed this was a good change; Ms. Hiddleston will notify those members not present of the suggested additional change so that a vote may be taken to accept the revised by-laws at the April meeting.

**PMT: Agency**

**Action Requested:** Review only, approval pending at the April 2019 meeting

### 6.053 RESOLUTIONS

**A. Executive Session:** Request Board enter into Executive Session to consider the purchase of property.

**PMT: Agency**

A motion was made by Mr. Wisener to enter into Executive Session for the discussion of the purchase of property. The motion was seconded by Ms. Fleischer. Roll call vote was taken: Ms. Howerton, yes; Ms. Karr, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Dr. Threlfall, yes. The Board entered Executive Session with Health Commissioner and Director's present at 7:41 PM.

The Board returned to public session at 8:05 PM with the following motion.

Ms. Fleischer made a motion to return to public session. The motion was seconded by Mr. Wisener. Roll call vote was taken: Dr. Threlfall, yes; Ms. Howerton, yes; Ms. Karr, yes; Mr. Wisener, yes; Ms. Fleischer, yes.

**B. Request for Statement of Qualifications:** 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 develop and post a Request for Statement of Qualifications in consultation with the Assistant County Prosecutor in connection with the design and building of a new facility with an anticipated open period not to exceed two weeks (unless advised differently by the Assistant Prosecutor). A draft request was provided to the Board.



The Board and staff discussed the QBS process; Ms. Hiddleston shared information gleaned from Mr. Jon Melvin, County Facilities Management, and Mr. Sean Hughes, City Economic Development Director, related to the process. The Board will continue this discussion at the April meeting and take no action at this time.

**PMT: Agency**

**C. Authority:** As the district moves forward, there may be items that need to be addressed between meetings related to the building project. In order to accomplish goals in a timely manner, Ms. Hiddleston is requesting that the Board bestow upon the Finance Committee the additional responsibility for making building related decisions as needed. The Board discussed the need for all Board members to be involved in all decisions during the initial building process. Further discussion will occur at the April meeting.

**PMT: Agency**

**6.054 LEGAL ISSUES**


**A. Food Recalcitrants:** Late notices have been sent by the prosecutor's office to Food Service Operations or Retail Food Establishments that have failed to pay their license fee by March 1st. Cease and desist orders or injunctive relief as determined by the prosecutor's office for operating without a valid license are requested for the following entities (entities in strikethrough paid required fees prior to the Board of Health meeting):


Entity	Classes	Address	Lic #	Fee owed
Ashley Station	C1S	21 S Franklin St Ashley, OH 43003	NFRY-9DSTWX	\$ 368.00
The Indian Warehouse	C1S	571 Carle Ave, Lewis Center, OH 43035	SHAN-AYNPZW	\$ 368.00
Barley Hopsters	C2S	1 N Sandusky St Delaware, OH 43015	NFRY-9DSTX5	\$ 405.50
Crown Sports Club	C2S	9999 Sawmill Pky. Powell, OH 43065	NFRY-9DSU26	\$405.50
Lindt--Tanger Outlet	C2S	400 S Wilson Rd Sunbury, OH 43074	SDGO-AB8KDU	\$ 405.50
Little Bear Golf Club	C2S	1940 Little Bear Loop Lewis Center, OH 43035	NFRY-9DSU7H	\$405.50
Moon Rolls Ice Cream	C2S	10243 Sawmill Pkwy Powell, OH 43065	SHAN-AZEK5V	\$405.50
Anne's Kitchen Southern Style	C3S	240 N Liberty St Suite E Powell, OH 43065	KMEA-9N7GCT	\$748.00
Autumn Lakes Campground	C3S	8644 Porter Central Rd Sunbury, OH 43074	NFRY-9DSTWZ	\$748.00
Blossom Stars, LLC	C3S	11 E Central Ave Delaware, OH 43015	LNER-ADDRGV	\$ 748.00
Kilbourne Market	C3S	5620 St Rt 521 Delaware, OH 43015	SHAN-B68S23	\$ 748.00
Vito's Wine Bar, LLC	C3S	30 S Sandusky St.	NFRY-	\$

**PMT: Quality**

Mr. Wisener moved to refer recalcitrants listed in item 6.054 A to the Delaware County Prosecutor's office for further legal action. Ms. Fleischer seconded the motion. The motion carried unanimously.

**ADJOURN: 8:20 PM**

  
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President

  
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Secretary