



1.0 CONVENTION

1.01 CALL TO ORDER

The July 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; Mr. Wisener; Ms. Smith; and Ms. Fleischer. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director; Mr. Steve Burke, Environmental Health Director; and Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance: Mr. William Souders, Architect of Moody-Nolan and Ms. Mary Zapata, MSW Student – Macro Course.

1.02 CONSENT ITEMS

6.012 Appropriations A

6.015 Expenditures A-C

6.021 Authorization/Employment A-B

6.025 Salary Scale/Policies/Benefits A

6.03 Contracts A

6.033 Community Health A

Info

6.04 Special Reports A – CEU Presentation

Mr. Blayney moved to approve the consent agenda and agenda as submitted. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Wisener moved to approve the June 25, 2019 minutes. The motion was seconded by Mr. Blayney. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Mr. Blayney moved to approve the June 2019 bills. The motion was seconded by Ms. Smith. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Public Attendance – Observing Student** – Ms. Hiddleston acknowledged observing student - Ms. Mary Zapata, MSW Student – Macro Course.
- **Audit** – The State audit is in progress and no findings are anticipated.
- **Vehicles** – Two of the agency's vehicles were damaged due to accidents. For both vehicles, repair costs are approximately \$4,000. DGHD staff were not at fault for either accident and the repairs will be reimbursement from the responsible party's insurance.
- **Kudos** - A copy of the monthly Thank you and Recognition Report was provided to the Board.

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. The motion was seconded by Ms. Smith. The motion carried unanimously.

5.0 OLD BUSINESS

5.03 CONTRACTS

5.032 ADMINISTRATION/FACILITIES

A. **Facility Contract** – Requested Board approval for the health commissioner to negotiate and execute a contract for Architectural and Project Management services for the building of a new facility with an administrative amount of 7.9% upon approval as to form by the Delaware County Prosecutor. Mr. William Souders, Project Lead was in attendance. The Board had a brief discussion of how the process is moving forward and the role and responsibility of Mr. Souders. The timeline was briefly discussed as follows: Finish design and construction plans by the middle of February 2020; break ground April 2020; anticipated 12-month construction period

with occupancy in April 2021. Currently, three options are being reviewed for the best positioning of the new building on the property.

PMT: Agency

Mr. Blayney moved to approve the health commissioner to negotiate and execute a contract for design and construction services for the new office site; subject to County Prosecutor approval. The motion was seconded by Mr. Wisener. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Tobacco - Requested Board approval to establish \$100,000 of expense appropriation for the new Tobacco grant the Board approved May 2019. The Auditor's office assigned fund number 70225230 to the Delaware General Health District previously for this grant with Board approval of the grant in May. Board approval of this request will also serve as approval to establish this fund. A copy of the budget was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Winter Educational Conference / (Medallion at The Club) - Requested Board approval to expend up to \$5,000.00 Public Health funds to provide catering, room rental and speaker(s)/activities for the staff winter educational conference on December 13, 2019 expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

B. Survey Monkey - Requested Board approval to expend up to \$4250 5301 (DATA AND COMMUNICATION), Sub Account 5220 (SOFTWARE <\$5000) funds to purchase upgraded enterprise version of survey monkey (with 15% discount). Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

C. Roof Repair / Existing Structure - Requested Board approval to expend up to \$4000 program 5101 (EXPANSION (FACILITY)), Sub Account 5328 (MAIN & REPAIR SERVICES) funds to purchase roofing repairs at the new building location located at 470 Sandusky Street. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. New Hire / Ms. Jamica Harper - Requested Board approval to hire Jamica Harper to fill a Community Health Specialist 2 position due to the addition of the Ohio Department of Health Tobacco Use Prevention & Cessation grant. Due to Connie Codispoti's retirement, this position was not immediately filled until notification was received of the grant award. This position is 40 hours a week (100% FTE), \$20.89/hour (pay grade C5) effective 8/12/19. Position is funded (80% Fund 78 Tobacco Deliverable, 20% Fund 4000 CH Admin) with an anticipated annual salary and benefits not to exceed \$77,256. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

B. Resignation / Ms. Hannah Bender, Administrative Assistant II – Requested Board accept the resignation of Ms. Hannah Bender effective August 2, 2019. Ms. Bender has only been with the agency since March of 2019. She has accepted a management position with her previous employer. Hannah insist that she was not looking and the offer came as a complete surprise. She said she loves her job here, but this is an opportunity she could not refuse. Request approval to post and hire an Administrative Assistant to replace Ms. Bender.

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. A copy of the updated plan was provided to the Board with changes denoted in yellow highlight.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

6.032 ADMINISTRATION/FACILITIES

A. NeoGov / Paycor - Requested Board approval to end our services with Paycor as our Human Resources Information System (HRIS) provider and begin services with NeoGov as a new provider. DGHD has used Paycor for five years and in that time there have been many issues (upgrades that took away functionality without prior notice, non-consistency with customer service, reporting, time & attendance functionality etc.). NeoGov works solely with government and public sector agencies, therefore they are better equipped for our needs with payroll, time/attendance, benefits etc. DGHD currently pays approximately \$25,281.92 per year for Paycor's services (usually increases at the end of each calendar year) and NeoGov would be \$28,560.00 per year (not including the initial set up fee of \$16,000 onetime cost). Request approval to allow the Health Commissioner to negotiate and execute a contract, pending approval of the County Prosecutor.

PMT: Agency

The Board approved item on consent.

6.033 COMMUNITY HEALTH

A. Creating Health Communities (CHC) Grant - Requested board approval to apply for the Ohio Department of Health *Creating Healthy Communities (CHC)* competitive grant in the amount of \$100,000 for the budget period 1/1/20 – 12/31/20. The program period will begin 1/1/20 and end on 12/31/24 for a total of \$500,000 for the 5-year cycle. The goal of the grant is to collaborate with community coalitions to implement Policy, Systems and Environmental (PSE) strategies in the areas of active living and healthy eating in the priority areas of the following school districts: Delaware City Schools, Buckeye Valley Local Schools and Big Walnut Local Schools. The change in priority areas allows the grant funds to be utilized in a larger geographic area than the previous cycle. Abbey Trimble and Janet Naticchia will be funded at 5% and 3% respectively. Josie Bonnette will be funded at 100% as the grant coordinator. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. A copy of the budget justification was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

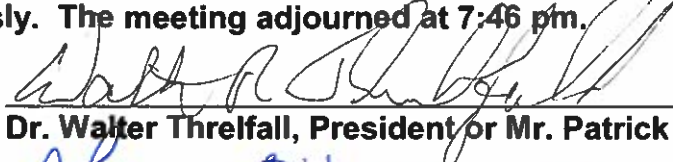
A. HIPAA and Privacy Regulations – As part of the Continuing Education for the Board of Health required by O.R.C. 3701.342 and O.A.C. 3701-26-03, Mr. Adam Howard, Personal Health Director provided a 25-minute (7:20 pm to 7:45 pm) presentation regarding the Board of Health's responsibilities related to privacy of information, specifically protected health information.

PMT: Agency

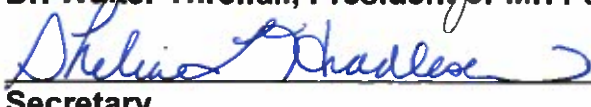
Information Only

ADJOURN

Mr. Blayney moved to adjourn. The motion was seconded by Ms. Smith. The motion carried unanimously. The meeting adjourned at 7:46 pm.



Dr. Walter Threlfall, President or Mr. Patrick Blayney, Vice President



Secretary