



Delaware General Health District

1 and 3 West Winter Street
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Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org



Shelia Hiddleson, RN, MS
Health Commissioner

Date: October 24, 2019

To: Board of Health

From: Shelia Hiddleson, RN, MS
Health Commissioner

Re: Board meeting Tuesday, October 29, 2019, 7:00 pm Basement – Training Room

***PMT – Performance Management Touchstone**

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS 6.012 A-C Appropriations 6.015 A-C Expenditures 6.021 A-B Authorization/Employment 6.023 A Tuition Reimbursement/Staff Development 6.025 A-E Salary Scale/Policies/Benefits 6.053 A-B Resolutions Discuss/Approve - 6.032 A Admin/Facilities – Staff requests item be moved to the beginning of the meeting.	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent.	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER <ul style="list-style-type: none"> • 2020 Pay Periods • Board CE Requirement 	2	Info/ Shelia	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). Action Requested: Accept	2	Accept/ Dave	Agency

3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
3.01 BOARD PRESIDENT	<15	Info	

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
4.01 REGULATION HEARING/ADOPTION			
<p>A. Public Hearing / Second Reading of Resolution 2019-05 Delaware General Health District Setting Environmental Health Fees for 2020 - Request Board approve the second reading of Resolution #2019-05 Delaware General Health District Setting Environmental Health Fees for 2020 (attached).</p> <p>Staff request the Environmental Health fees be adjusted per the attached fee schedule for 2020. Cost analysis has been completed per the Ohio Revised Code. Per ORC 3709.09(C) on Sept 25th, staff sent out letters to each contractor/operator affected by a fee increase (or decrease) informing them of the fee change, this public hearing and requesting input. In addition, a public notice was published in the Delaware Gazette on October 10, 2019 informing the public of the fee changes and this public hearing. Public input received by staff will be provided at this meeting. Two additional changes are being requested from the first reading. 1. In section I-C Private Water Systems Sealing permit, we had a request from a water well driller to pay one permit fee for all wells being sealed at the same time, on the same parcel. Staff concurs with this request however, to do so, one permit must be paid and the fees for the other permits would be waived, as permits are still required for the sealing of each well. 2. In section XVII D. The wording for a Temporary body art service needed changed to coincide with new body art rule language.</p> <p>Action Requested: Public Comment. Approval of Second reading of 2020 Environmental Health Fee Schedule.</p>	5	Approve/ Steve	Agency/ Community

4.04 CITIZEN REQUEST			
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5.0 OLD BUSINESS

Items pending from the last meeting or information on prior actions and reports.

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
5.032 Admin/Facilities			
<p>A. West Winter Sale: The Weiler appraisal was received on October 18, 2019 and provided to the Board via e-mail at 10:15 AM. The market value as of September 25, 2019 is estimated to be \$2,700,000. Ms. Hiddleson provided Mr. Sean Hughes, Economic Development Director Delaware City, the information to list the buildings for sell on the Delaware Means Business website.</p> <p>Action Requested: Information</p>	0	Information/ Shelia	Agency

6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
6.012 APPROPRIATIONS			
<p>A. SAFE Community Grant - Request Board approval to add \$6,205.83 of expense appropriation for the SAFE Community grant (71351515). The new grant started October 1st with an increase in the grant award from the projected \$43,794.17 to \$50,000. DGHD also needs to move a few line items to bring the budget in line with the end of the County year projected spending. Please see attached budget revision for line item details. Action Requested: Consent approval</p>	0	Consent/ Dave	Agency
<p>B. Residential Services - Request Board approval to increase the current 2019 Residential Services (70225445) fund expense by \$35,000 to \$263,929.87. This change is needed to facilitate the vehicle purchase in 6.015 C "Expenditures". Please see attached budget revision form for the line item details. Action requested: Consent approval</p>	0	Consent/ Dave	Agency
<p>C. EH Admin - Request Board approval to increase the current 2019 EH Admin (70225441) fund expense by \$27,000 to \$167,445.22. This change is needed to facilitate the software purchase in 6.015 A "Expenditures". Please see attached budget revision form for the line item details. Action requested: Consent approval</p>	0	Consent/ Dave	Agency
6.015 EXPENDITURES			
<p>A. Healthspace - Request Board approval to purchase new Environmental Health Software from Healthspace. The Environmental Health staff has been researching software for the division for quite some time. ODH provided a different version of Healthspace to all local health departments seven years ago. That contract has expired, and that software version is no longer supported. A completely new version (new format) of Healthspace is now available. Healthspace has all the EH programs and reporting needs for the division. In addition, the software is mobile for our field staff. Healthspace has offered deep discounts if we join in with Franklin, Licking and Union Health departments. All of these other departments have approved to purchase at this time. If approved, this will put all EH programs under one software thus reducing redundancy and improving efficiency. An initial expense of \$23,000.00 and an annual expense of \$11,385.00. This is much less expensive than what was anticipated and is 60% less than what Healthspace would normally charge should we wait to purchase alone. Expense has not been budgeted and therefore, appropriation changes are elsewhere in the agenda. Action requested: Consent approval for initial and annual expense of EH Software Healthspace</p>	0	Consent/ Steve	Agency

<p>B. String Lights and LED Light Bulbs - Request Board approval to purchase \$1,600 in holiday string lights and \$350 in LED light bulbs as part of a DKMM special project for an electronics drop-off event specifically for Delaware City (county's largest city). The goal of this project is to reduce contamination in recycling and composting and increase the amount of electronics recycled. Attendees will receive their choice of LED holiday string lights or an LED light bulb (both Energy Star® certified). The agency received \$2,000 in special grant funds from DKMM to conduct this event and this purchase has been approved by the funder.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Jen	Community
<p>C. Purchase Vehicles – Request Board approval to expend up to \$72,000 Public Health Funds to purchase 2 vehicles. The Environmental Health Division is requesting the purchase of two new vehicles (one full size pickup and one SUV for the division). The pickup will replace a 2012 Chevy Colorado with 90,000+ miles currently used by the EH Technician. The SUV will be assigned to the EH Division as a pool vehicle to be shared mainly by managers or any staff not assigned a vehicle. Estimated cost is \$35000 per vehicle. Both vehicles will come from the Public Health Fund. Staff will research with local car dealers for the best price and the specific vehicle to fit our needs. As usual, our agency receives state government bid pricing for vehicle pricing. The pickup from the Residential Services budget and SUV from the plumbing budget. Expenditure for Residential Services is not budgeted; therefore, appropriation changes are elsewhere is the agenda. The expenditure for Plumbing is budgeted.</p> <p>Action Requested: Consent approval to purchase one pickup and one SUV and to authorize the Health Commissioner to offer up to 1 vehicle for auction.</p>	0	Consent/ Dave	Agency
6.016 INVENTORY			
<p>A. Remove from Inventory / Galaxy Tablets - Request Board approval to remove Galaxy Tablets 8314-8319 from inventory. Tablets are more than five years old, slow, and have not been used in more than a year.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Dave	Agency
6.021 AUTHORIZATION/EMPLOYMENT			
<p>A. Resignation/ Heather Lane, S.I.T- Epidemiologist. – Request Board accept the resignation of Ms. Heather Lane, S.I.T.- Epidemiologist in the Environmental Health Division effective November 6, 2019. Ms. Lane has been with the agency since May 2017 and with the EH Division since June 2019. Ms. Lane has accepted an Executive Director position with Veteran Companion Animal Services, a non-profit organization, that Ms. Lane started. Request approval to post and hire either an Epidemiologist/Veterinarian or a Sanitarian to replace Ms. Lane.</p> <p>Action Requested: Consent approval to accept resignation and approval for fill the position.</p>	0	Consent/ Steve	Agency
<p>B. Retirement of Mr. Dave Knowlton, Director of Finance and Operations – Request Board accept the retirement notice of Mr. Knowlton with an effective date of April 6, 2020. Request approval to post and hire a Director of Finance and Operations with an anticipated start date no later than February 1, 2020 to allow for ample orientation and assure continuity of duties.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT			
<p>A. Conference / Ms. Jackie Bain - Request Board approval to expend up to \$1,644.38 of SAFE funds (Fund 4182) for Ms. Jackie Bain to attend the Lifesavers Conference in Tampa, FL on March 14-17, 2020. Ms. Bain was asked to present at the conference about the Delaware County Reduce Teen Crashes Project. Expenses include conference registration (\$350.00); hotel (\$532.88); meals (\$143.50); airfare (\$500.00); taxi (\$40.00); airport parking (\$28.00); and baggage fee (\$70.00). Out of Health District and/or State Approval forms attached and expenditure is budgeted from SAFE - 4182. Action Requested: Consent approval</p>	0	Consent/ Jen	Agency
6.025 SALARY SCALE/POLICIES/BENEFITS			
<p>A. Flexible Spending Account (FSA) – Request Board approval to raise the allowable maximum amount for employees to request deducted from their paychecks annually in 2020 for Health FSA to \$2,700. Raised from the previous \$2,550. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
<p>B. Preventive Health Measure/FSA – Request Board approval to maintain current \$300 agency contribution for employee's FSA accounts or Preventive Health Measure for 2020. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
<p>C. Classification Point Factors – Request Board approval of the updated Classification Point Factors (attached). Updates included the creation of an Immunization Specialist. The Fiscal Specialist was moved from pay grade C Professional to pay grade B Paraprofessional and a Fiscal Specialist 2 position was created. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
<p>D. Pay Grades / Salary Scale – Request Board approval of the updated Pay Grade and Salary Scale (attached). Updates including moving the Fiscal Specialist positions to from C to B and Immunization Technician changed to Immunization Specialist. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
<p>E. Position Series Control Plan – Request Board approval of the updated Position Series Control Plan (attached). Updates include new hires, resignations, promotions, changes in paygrade and creating of new positions. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
6.032 ADMIN/FACILITIES			
<p>A. *New Facility: Mr. Bill Souders, Moody-Nolan, will provide the Board an artist rendering of the new facility and a schematic drawing of the interior space. The Senior Leadership Team, Mr. Blayney, and Ms. Fleischer met with Moody-Nolan to review building designs to assure plans will meet the needs of the district into the future. The designs are based on a \$150/square foot cost for the building and a parcel development cost not to exceed \$500,000. Request Board approval of the design plan and planned cost. A formal Cost Estimation will be completed once the plan has been accepted by the City of Delaware. Action Requested: Discussion and Approval</p>	20	Discussion/ Shelia	Agency

6.053 RESOLUTIONS																	
<p>A. Resolution 2012-23 Body Art Training – Request Board approve of the updated Resolution 2012-23 Body Art Training (attached).</p> <p>Staff had a request to license a client that had experience from an out of state licensed facility. The previous version of the resolution would require the client, who was the owner/operator of the facility, to obtain employment from a competitor to complete the apprenticeship. This created an understandable hardship for the client. Therefore, the revised resolution includes proof of training and experience. In addition, new rules for Tattoo and body piercing are being proposed at the state level. This new resolution address those changes as well.</p> <p>Action Requested: Consent approval</p>			0	Consent/ Steve	Agency/ Community												
<p>B. 2020 Meeting Dates – The following dates are submitted to establish the 2020 Board meeting schedule. Historically the November and December meeting dates have been combined to accommodate holiday schedules.</p> <table border="1"> <tr> <td>January 28, 2020</td> <td>May 26, 2020</td> <td>September 29, 2020</td> </tr> <tr> <td>February 25, 2020</td> <td>June 30, 2020</td> <td>October 27, 2020</td> </tr> <tr> <td>March 31, 2020</td> <td>July 28, 2020</td> <td>Nov./Dec. 1, 2020</td> </tr> <tr> <td>April 28, 2020</td> <td>August 25, 2020</td> <td></td> </tr> </table> <p>Action Requested: Consent approval</p>			January 28, 2020	May 26, 2020	September 29, 2020	February 25, 2020	June 30, 2020	October 27, 2020	March 31, 2020	July 28, 2020	Nov./Dec. 1, 2020	April 28, 2020	August 25, 2020		0	Consent/ Shelia	Agency
January 28, 2020	May 26, 2020	September 29, 2020															
February 25, 2020	June 30, 2020	October 27, 2020															
March 31, 2020	July 28, 2020	Nov./Dec. 1, 2020															
April 28, 2020	August 25, 2020																

Sincerely,

Shelia Hiddleston
Health
Commissioner
740/972-8635

Steve Burke
Director of
Environmental Health
740/815-8807

Jen Keagy
Director of
Community Health
614/315-1337

Adam Howard
Director of
Personal Health
740/360-4718

Dave Knowlton
Director of
Operations
614/582-0640

As of 09/30/2019		Budgeted	Yr-to-Date	Yr-to-Date	Total	Yr-To-Date		Budgeted	Yr-to-Date	Yr-to-Date	Total	Yr-To-Date
Program Name	Pgm	Revenue	Revenue	Transfers	Receipts	%		Expenses	Expenses	Transfers	Disbursements	%
	#		9/30/2019						9/30/2019			
ADMINISTRATION												
Administration	1000	4,110,200	4,055,502		4,055,502	98.67%		1,539,548	1,430,390		1,430,390	92.91%
Vital Statistics	1100	127,000	119,454		119,454	94.06%		156,450	135,690		135,690	86.73%
Sunbury Office	1200	0	2,328		2,328	0.00%		211,863	223,957		223,957	105.71%
DGHD New Office	1300	6,182,295	0	6,182,295	6,182,295	100.00%		6,182,295	882,866	6,182,295	7,065,161	114.28%
Facility	5101	0	0		0			417,626	136,934		136,934	32.79%
Data	5301	0	680		680			326,351	348,631		348,631	106.83%
Building	6000	365,500	340,747		340,747	93.23%		422,021	343,305		343,305	81.35%
COMMUNITY HEALTH												
OEPA Litter Grant	2481	0	2,838		2,838			7,094	1,048		1,048	
CH Admin	4000	7,500	35,789		35,789	477.19%		831,848	580,989		580,989	69.84%
Source Point	3005	13,520	12,372		12,372	91.51%		13,790	1,620		1,620	11.75%
Communications	4001	0	0		0			218,337	165,837		165,837	75.95%
Tobacco	4175	0	0		0	#DIV/0!		100,000	12,156		12,156	12.16%
Creating Healthy Comm	4150	95,000	77,893		77,893	81.99%		105,000	90,009		90,009	85.72%
Injury Prevention	4200	40,000	20,747		20,747	51.87%		5,490	1,365		1,365	24.86%
SAFE	4182	42,000	28,209		28,209	67.16%		43,794	29,365		29,365	67.05%
PHEP	2080	164,000	109,960		109,960	67.05%		174,627	111,229		111,229	63.70%
Litter	2480	72,202	62,989		62,989	87.24%		81,777	55,274		55,274	67.59%
ENVIRONMENTAL HEALTH												
EH Admin	2000	0	375		375			140,007	113,565		113,565	81.11%
ER Response	2400	0	0		0			12,433	17,019		17,019	136.88%
Sewage	2100	293,875	211,832		211,832	72.08%		294,397	173,192		173,192	58.83%
Vector	2101	0	25,193		25,193			45,846	61,360		61,360	133.84%
Residential Service	2103	50	0		0			228,380	118,368		118,368	51.83%
Plumbing	2200	709,475	731,022		731,022	103.04%		452,166	337,243		337,243	74.58%
Food Protection/Public	2300	2,885	1,400		1,400	48.53%		187,595	134,258		134,258	71.57%
Campgrounds	2330	7,526	7,812		7,812	103.80%		11,080	7,473		7,473	67.45%
Food	2310	400,612	411,731		411,731	102.78%		415,014	280,871		280,871	67.68%
Water	2110	16,577	13,730		13,730	82.83%		19,262	10,429		10,429	54.14%
Solid Waste	2411	60,252	44,962		44,962	74.62%		66,220	44,239		44,239	66.81%
Pools	2314	55,735	61,075		61,075	109.58%		59,363	52,329		52,329	88.15%
PERSONAL HEALTH												
PH Admin	3000	0	3,470		3,470			210,327	93,058		93,058	44.24%
Clinic Services	3200	250,000	135,696		135,696	54.28%		543,128	420,518		420,518	77.43%
PH Disease Prevention	3100	2,000	16,811		16,811	840.55%		245,958	148,727		148,727	60.47%
IAP	3180	67,090	0		0	0.00%		17,453			0	0.00%
BCMh	3471	50,000	15,650		15,650	31.30%		99,756	85,997		85,997	86.21%
WIC	3390	583,741	405,996		405,996	69.55%		595,771	437,260		437,260	73.39%
Get Vaccinated	3185	0	34,847		34,847			70,084	21,208		21,208	30.26%

PH Naloxene	3186							5,964	464		464	7.77%
AS OF 09/30/2019		13,719,035	6,995,109	6,182,295	13,177,404	50.99%		14,558,112	7,108,239	6,182,295	13,290,534	48.83%
Net Minus Transfers					6,995,109						7,108,239	
AS OF 09/30/2018					6,928,710						5,635,239	
Difference					66,399						1,473,000	
										Minus Bld Exps	882,866	
					Cash Status as of	9/30/2019				Net Increase	590,135	
		Fund	Carryover	Receipts	Disbursements			Current Balance				
		Litter	9,198.36	62,988.80	55,273.85			16,913.31				
		Health Dept	10,091,413.25	5,922,425.69	11,430,767.47			4,583,071.47				
		Campground	7,949.87	7,812.25	7,473.31			8,288.81				
		Food Service	108,454.22	411,731.25	280,871.11			239,314.36				
		Water System	13,962.67	13,730.10	10,429.12			17,263.65				
		Solid Waste	43,066.33	44,961.63	44,238.61			43,789.35				
		Pools	28,370.89	61,075.00	52,329.01			37,116.88				
		WIC	99,506.30	405,995.75	437,259.50			68,242.55				
		MCH	24,534.89	0.00	0.00			24,534.89				
		Healthy Comn	90,235.61	15,431.91	58,296.76			47,370.76				
		Injury Prev	8,309.53	20,747.21	1,364.76			27,691.98				
		Safe	33,459.97	28,209.20	29,365.01			32,304.16				
		DGHD New Of	0.00	6,182,295.00	882,865.85			5,299,429.15				
		IAP	46,030.00	0.00	0.00			46,030.00				
		PHEP	43,122.78	0.00	0.00			43,122.78				
			10,647,614.67	13,177,403.79	13,290,534.36			10,534,484.10				



Resolution #2019-05 Delaware General Health District Setting Environmental Health Fees for 2020

A Regulation of the Delaware General Health District Setting Fee Schedules for Environmental Health Programs for 2020

WHEREAS, the Delaware General Health District Board of Health (“Board of Health”), acting under the authority vested in it by Section 3709.21 of the Ohio Revised Code, may adopt regulations necessary for the public health and safety and for the prevention and restriction of disease; and,

WHEREAS, license fees are adopted in the form of rules under authority of Section 3709.09 of the Ohio Revised Code; and,

WHEREAS, Retail Food Establishment License Fees are adopted in the form of rules under authority of Section 3717.25 of the Ohio Revised Code; and,

WHEREAS, Food Service Operation License Fees are adopted in the form of rules under authority of Section 3717.45 of the Ohio Revised Code; and,

WHEREAS, the Ohio Department of Health has established rules governing the categories and methodology for establishing fees; and,

WHEREAS, the adopted fees are necessary to cover the costs of administering the environmental health programs.

NOW THEREFORE, be it resolved by the Board of Health, that after giving due thought and proper consideration, the following to the fee schedule for the Delaware General Health District Environmental Health Fees for 2020 are hereby adopted:

Delaware General Health District Environmental Health Fees for 2020

(Fees listed do not include State Fees where applicable and as indicated by “+S”. Lab fees indicated “+L”)

Service	Fee
I. Private Water Systems	
A. New Permit/Application	
1. Single Family (excluding pond)	\$ 350.00 +S +L
2. Single Family (pond)	\$ 350.00 +S +L
3. Multi-Family	\$ 450.00 +S +L
B. Alteration Permit/Application*	
1. Single Family	\$ 300.00 +L
2. Multi-Family	\$ 350.00 +L
3. Connection to PWS	\$ 50.00
C. Sealing Permit	
1. Single or Multi-Family (multiple sealing permits on one property only pays for one sealing permit, provided all permits are issued at same time)	\$ 70.00
D. Construction of a Test Well**	
	\$ 130.00 +S
E. Conversion of a Well (not previously approved as a private water system into a private water system for a single family dwelling.)	
	\$ 410.00 +S +L

F. Conversion of a Well (not previously approved as a private water system into a private water system for a non-single family dwelling.)	\$	485.00 +S +L
G. Administrative Variance Application	\$	100.00
H. Board of Health Variance Application	\$	150.00
I. Penalty Late Fee	\$	25% of permit fee
*Includes alteration to private water systems and test wells in addition to original permit fee. **There is no additional fee collected for sealing test wells.		
II. Private Water Contractor/Hauler		
A. New Permit/Application	\$	55.00/per vehicle
B. Water Contractor Inspection	\$	200.00
III. Water Samples		
A. Bacteriological		
1. Permit related	\$	Lab Fee Only
B. Other Request (including bacteriological and chemical)	\$	50.00 +L
C. Other licensed facilities served by on-site water supply	\$	50.00 +L
IV. Recreation Vehicle Parks		
A. Sites 3-50	\$	185.00 +S
B. Sites Over 50	\$	185.00 +S
C. Additional Lots Over 50	\$	4.00/per site
D. Temporary Camps	\$	125.00, Max fee of \$500
E. Resident/Day Camps	\$	0.00
F. Penalty Late Fee (RV/Camps/Licenses)	\$	25% of local license fee per state requirement
V. Solid Waste (No State Fees)		
A. Transfer Station	\$	750.00 Fee set by OEPA
B. Scrap Tire Collection Facility	\$	200.00 Fee set by OEPA
C. Compost Facility	\$	300.00 to 30,000.00 Fee set by OEPA
VI. Semi-Public Sewage Systems		
A. Annual Inspection Fee		
1. 15,000-25,000 GPD	\$	330.00/per year
2. 5,000-14,999 GPD	\$	190.00/per year
3. 1,500-4,999 GPD	\$	100.00/per year
4. <1,500 GPD or on lot disposal	\$	50.00/per year
5. Holding Tank	\$	50.00/per year
6. Government, School	\$	35.00/per year
7. Food Service, Pool	\$	0.00/per year
8. Penalty Late Fee (in addition to original permit fee)	\$	25% of permit fee

VII. Sewage		
A. Sewage Treatment Systems (including HSTS, SFOSTS and GWRS unless otherwise noted)		
1. New Installation Permit (HSTS/GWRS)~	\$	550.00 +S
2. New Installation Permit (SFOSTS)	\$	550.00 +S
3. Replacement Installation Permit (HSTS/GWRS)~	\$	550.00 +S
4. Replacement Installation Permit (SFOSTS)	\$	550.00 +S
5. Alteration Permit (HSTS/GWRS)~	\$	500.00 +S
6. Alteration Permit (SFOSTS)	\$	500.00 +S
7. Site Review – permit related	\$	135.00/per lot
8. Subdivision/Lot-Split Site Evaluation	\$	135.00/per lot
9. Layout/Design Plan Review	\$	200.00/per lot
10. Collector Tile Plan	\$	190.00
11. Subdivision/Lot-Split Plan Review	\$	135.00/per lot
12. Site Re-Evaluation Inspection*	\$	70.00
13. Remodel/Addition – system confirmation inspection**	\$	110.00
14. Lot Feasibility Inspection***	\$	110.00/per lot
15. Tank Abandonment Inspection	\$	70.00
16. Re-Inspection Fee (Workmanship)	\$	70.00
17. Subdivision Sketch Plan Review	\$	100.00
18. Adjacent Property Transfer Inspection****	\$	100.00
19. Penalty Fee – Installation Without a Permit (in addition to original permit fee)	\$	25% of permit fee
20. Annual Operation Permit for HSTS and Non Semi Public SFOSTS	\$	0.00
21. Maintenance Inspection	\$	75.00
22. Collection of Effluent Samples	\$	30.00 +L
<p>~HSTS, SFOSTS and GWRS are all considered different systems and are permitted separately, regardless of location. HSTS and GWRS permits can be combined if purchased at the same time for the same address.</p> <p>*Defined as a site visit to verify that site and soil conditions have not changed and the original plan from lot split or subdivision approval can be used. Any conditions requiring a new plan result in an original site review fee.</p> <p>**Defined as an inspection to verify primary and secondary sewage system location and function related to another agency permit.</p> <p>***Defined as an inspection to confirm a lot is suitable for building per current rules based on a soil report and site inspection.</p> <p>****Defined as when an existing residence with an on-site system is transferring property to an adjoining property, fee applies only to when a site visit is required.</p>		
B. Septage Sites		
1. Land Application	\$	16.50/per usable acre
C. Annual Registration		
1. Sewage Installer Registration	\$	270.00
2. Sewage Hauler Registration	\$	175.00
a. Per Vehicle Permit	\$	30.00
3. Service Contractor Registration	\$	270.00
4. Penalty Fee (performing work without valid registration)	\$	25% plus registration fee
D. Administrative Variance Application	\$	100.00
E. Board of Health Variance Application	\$	150.00
VIII. Pools/Spas/Special Use Pools		

A. Individual Public, Spas, Special Use Pools	\$	490.00 +S
B. Government, School	\$	245.00 +S
C. Additional Pool at Same Location	\$	100.00 +S
D. Penalty Late Fee – Pool Licenses	\$	25% of the local license fee per state requirement
IX. Other Bathing Places/Beaches (No State Fee)		
A. Commercial	\$	160.00
B. Government Other Bathing Place	\$	80.00
X. Food Service Operations (Local Fees)		
A. Commercial <25,000 square feet (sq. ft.)		
1. Commercial Level 1 <25,000 sq. ft.	\$	272.00 +S
2. Commercial Level 2 <25,000 sq. ft.	\$	302.00 +S
3. Commercial Level 3 <25,000 sq. ft.	\$	576.00 +S
4. Commercial Level 4 <25,000 sq. ft.	\$	731.00 +S
B. Commercial >25,000 square feet (sq. ft.)		
1. Commercial Level 1 >25,000 sq. ft.	\$	385.00 +S
2. Commercial Level 2 >25,000 sq. ft.	\$	406.00 +S
3. Commercial Level 3 >25,000 sq. ft.	\$	1,448.00 +S
4. Commercial Level 4 >25,000 sq. ft.	\$	1,535.00 +S
C. Non-Commercial <25,000 square feet (sq. ft.) (50% of Commercial Fee)		
1. Non-Commercial Level 1 <25,000 sq. ft.	\$	136.00 +S
2. Non-Commercial Level 2 <25,000 sq. ft.	\$	151.00 +S
3. Non-Commercial Level 3 <25,000 sq. ft.	\$	288.00 +S
4. Non-Commercial Level 4 <25,000 sq. ft.	\$	365.50 +S
D. Non-Commercial >25,000 square feet (sq. ft.) (50% of Commercial Fee)		
1. Non-Commercial Level 1 >25,000 sq. ft.	\$	192.50 +S
2. Non-Commercial Level 2 >25,000 sq. ft.	\$	203.00 +S
3. Non-Commercial Level 3 >25,000 sq. ft.	\$	724.00 +S
4. Non-Commercial Level 4 >25,000 sq. ft.	\$	767.50 +S
E. Mobile	\$	115.00 +S
F. Temporary (No State Fee)		
1. Commercial Temporary	\$	80.00
2. Non-Commercial Temporary	\$	40.00
G. Vending	\$	44.00 +S
H. Plan Review (No State Fee)	\$	50% of local license fee
I. Remodel Plan Review	\$	50.00
J. Food Safety Education Classes		
1. Serv Safe Manager Certification Course with Book	\$	150.00
a. Book Only	\$	70.00
b. Class Only	\$	100.00
2. Re-test/Proctor Test for Non DGHD Student	\$	30.00
3. Re-test/Proctor Test for DGHD Student	\$	0.00
4. Level One Certification (P.I.C.)	\$	25.00/per person
5. Group Rates for Level One Certification (to qualify for a group rate, an organization must have a minimum of 26 enrolled)		
a. 26-29 Students	\$	20.00/per person
b. 50-74 Students	\$	15.00/per person
c. 75 or more Students	\$	10.00/per person

K. Frozen Dessert Sampling	\$	30.00 +L
L. Micromarket	\$	<i>Fee Set by OAC +S</i>
M. Penalty Late Fee (food service operation licenses)	\$	25% of local license fee per state requirement
XI. Foster Care Homes/Hunger Task Force Inspections		
A. Environmental Inspections	\$	50.00/per trip +L
XII. Plumbing (No State Fee)		
A. Annual Registration Fee	\$	150.00
B. Residential Permit		
1. Per Fixture	\$	16.00
2. Application	\$	50.00
3. Re-inspection	\$	75.00
4. Residential Water Heater Replacement (no application fee)	\$	55.00
C. Commercial Permit		
1. Per Fixture	\$	21.00
2. Application	\$	
1-2 fixtures	\$	50.00
3-5 fixtures	\$	100.00
6+ fixtures	\$	250.00
3. Plan Review		
a. 1-20 Fixtures	\$	50.00
b. 21-40 Fixtures	\$	100.00
c. 41-60 Fixtures	\$	150.00
d. 61+ Fixtures	\$	250.00
4. Commercial Water Heater Replacement (no application fee)	\$	70.00
5. Re-inspection	\$	75.00
D. Partial Inspection (residential, medical gas and commercial)	\$	60.00
E. Medical Gas		
1. Per Outlet	\$	21.00
2. Per System	\$	75.00
3. Application Fee	\$	
1-2 fixtures	\$	\$50.00
3-5 fixtures	\$	100.00
6+ fixtures	\$	250.00
4. Plan Review		
a. 1-10 Outlets	\$	100.00
b. 11-30 Outlets	\$	200.00
c. 31 or more Outlets	\$	250.00
5. Re-inspection Fee	\$	75.00
F. Late Fee (all plumbing permits)	\$	25% of permit fee
XIII. Mosquito Spraying		
A. Public Property (may be waived per policy)	\$	Cost of Materials
XIV. Environmental Audits		
A. On-site visit	\$	100.00
XV. Hazardous Materials Spill Response (note: a fee shall be charged to the company responsible for the spill for		
	\$	See note to the left

response activity and billed on a per hour cost including salary, fringes and mileage incurred of the responding personnel.)		

XVI. Animal Head Removal (charged to owner of an animal for veterinarian services related to rabies testing for animals that are not specifically required to be tested.)	\$	25.00
XVII. Tattoo and Body Piercing (No State Fee)		
A. Tattooing Services	\$	250.00
B. Body Piercing Services	\$	250.00
C. Combined Body Piercing and Tattooing Services	\$	325.00
D. Time Limited Approval for a Specific Event	\$	150.00

The regulation Governing Setting Fee Schedule for Environmental Health Programs as adopted by the Board of Health on 25th day of September 2018 is hereby amended.

Effect of Partial Invalidity

Should any part of this regulation be declared invalid or unconstitutional for any reason, the remainder of this regulation shall not be affected thereby.

Effective Date

The effective date of this regulation shall be January 1, 2020.

Adopted by the Board of Health of the Delaware General Health District this 3rd day of December 2019.

 Dr. Walter Threlfall, DVM
 Board of Health President
 Delaware General Health District

 Shelia L. Hiddleston, RN, MS
 Board of Health Secretary
 Delaware General Health District

2019 BUDGET FORM DELAWARE GENERAL HEALTH DISTRICT

Program SAFE GRANT

Fund 71351515

AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT	Changes	AMENDED
	2019		2019
500 SALARY			
5001 COMPENSATION	23,240.46	7,759.54	31,000.00
5004 OVERTIME	-	700.00	700.00
510 BENEFITS			
5101 HEALTH INSURANCE	11,926.57	(4,075.45)	7,851.12
5102 WORKERS COMP	232.41	84.59	317.00
5103 DENTAL INSURANCE	214.66	-	214.66
5120 COUNTY SHARE / PERS	5,577.71	2,030.29	7,608.00
5131 COUNTY SHARE / MEDICARE	353.26	106.39	459.65
		-	-
520 MATERIALS AND SUPPLIES	51.00		-
5201 GENERAL SUPPLIES		-	-
5208 OPERATING SUPPLIES		-	-
5215 PROGRAM SUPPLIES		-	-
5298 MATERIALS & SUPPLIES - OTHER		-	-
		-	-
530 SERVICES AND CHARGES			
5301 CONTRACTED PROFESSIONAL SVCS		-	-
5305 TRAINING & STAFF DEVELOPMENT	1,076.10	(1,076.10)	-
5308 MEMBERSHIP, SUBSCRIPTIONS, DUES	510.00	(510.00)	-
5309 TRAVEL-MILEAGE	612.00	457.57	1,069.57
5310 TRAVEL NON-TAXABLE		-	-
5312 ADVERTISING & LEGAL NOTICES		-	-
5313 PRINTING AND RELATED SERVICES		780.00	780.00
		-	-
TOTAL	43,794.17	6,205.83	50,000.00

2019 BUDGET REVISION FORM DELAWARE GENERAL HEALTH DISTRICT

Program RESIDENTIAL SERVICES

Fund 70225445

AMENDED APPROPRIATION REQUEST

	ACCOUNT	CURRENT		Changes	AMENDED	
		2019			2019	
500	SALARY		<u>163,959.30</u>			<u>163,959.30</u>
5001	COMPENSATION	<u>160,899.30</u>		0.00	<u>160,899.30</u>	
5004	OVERTIME	<u>3,060.00</u>		0.00	<u>3,060.00</u>	
510	BENEFITS		<u>44,080.97</u>			<u>44,080.97</u>
5101	HEALTH INSURANCE	<u>0.00</u>		0.00	<u>0.00</u>	
5102	WORKERS COMP	<u>2,189.37</u>		0.00	<u>2,189.37</u>	
5103	DENTAL INSURANCE	<u>0.00</u>		0.00	<u>0.00</u>	
5120	COUNTY SHARE / PERS	<u>39,350.23</u>		0.00	<u>39,350.23</u>	
5131	COUNTY SHARE / MEDICARE	<u>2,541.37</u>		0.00	<u>2,541.37</u>	
520	MATERIALS AND SUPPLIES		<u>13,974.00</u>			<u>13,974.00</u>
5201	GENERAL SUPPLIES	<u>1,836.00</u>		0.00	<u>1,836.00</u>	
5215	PROGRAM SUPPLIES	<u>510.00</u>		0.00	<u>510.00</u>	
5217	BOOKS/PERIODICALS	<u>0.00</u>		0.00	<u>0.00</u>	
5224	UNIFORMS AND CLOTHING	<u>0.00</u>		0.00	<u>0.00</u>	
5225	PERSONAL PROTECTIVE EQUIPMENT	<u>510.00</u>		0.00	<u>510.00</u>	
5228	MAINTENANCE & REPAIR SUPPLY	<u>6,120.00</u>		0.00	<u>6,120.00</u>	
5241	AGRIC/HORTIC MATERIALS	<u>0.00</u>		0.00	<u>0.00</u>	
5243	DRUGS & PHARMACEUTICALS	<u>0.00</u>		0.00	<u>0.00</u>	
5246	LAB MATERIALS AND SUPPLIES	<u>0.00</u>		0.00	<u>0.00</u>	
5260	INV TOOL, EQUIP, FURN 1000-4999	<u>4,998.00</u>		0.00	<u>4,998.00</u>	
530	SERVICES AND CHARGES		<u>6,915.60</u>			<u>6,915.60</u>
5301	CONTRACTED PROFESSIONAL SVCS	<u>0.00</u>		0.00	<u>0.00</u>	
5305	TRAINING & STAFF DEVELOPMENT	<u>1,224.00</u>		0.00	<u>1,224.00</u>	
5308	MEMBERSHIP/SUBSCRIPTIONS	<u>102.00</u>		0.00	<u>102.00</u>	
5309	TRAVEL-MILEAGE	<u>0.00</u>		0.00	<u>0.00</u>	
5310	TRAVEL NON-TAXABLE	<u>612.00</u>		0.00	<u>612.00</u>	
5312	ADVERTISING & LEGAL NOTICES	<u>204.00</u>		0.00	<u>204.00</u>	
5313	PRINTING AND RELATED SERVICES	<u>510.00</u>		0.00	<u>510.00</u>	
5315	SATTELITE,CABLE, INTERNET, AIRCA	<u>0.00</u>		0.00	<u>0.00</u>	
5316	APPLICATION FEES	<u>0.00</u>		0.00	<u>0.00</u>	
5317	PUBLIC RELATIONS & PROMOTIONS	<u>0.00</u>		0.00	<u>0.00</u>	
5319	REIMBURSEMENT/REFUNDS	<u>0.00</u>		0.00	<u>0.00</u>	
5320	SOFTWARE AND COMPUTER SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5325	MAINTENANCE CONTRACTS/AGREE	<u>0.00</u>		0.00	<u>0.00</u>	
5328	MAINTENANCE/REPAIR SERVICES	<u>3,570.00</u>		0.00	<u>3,570.00</u>	
5330	COMMUNICATIONS SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5331	POSTAL AND FREIGHT SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5332	CELL PHONE INTERNET ALLOWANCE	<u>693.60</u>		0.00	<u>693.60</u>	
540	CAPITAL OUTLAYS AND EQUIP		<u>0.00</u>			<u>35,000.00</u>
5450	MACHINERY AND EQUIP (over \$5000)	<u>0.00</u>		35,000.00	<u>35,000.00</u>	
5460	UNANTICIPATED EMERGENCIES	<u>0.00</u>			<u>0.00</u>	
TOTAL		228,929.87	228,929.87	35,000.00	263,929.87	263,929.87

2019 BUDGET REVISION FORM DELAWARE GENERAL HEALTH DISTRICT

Program EH ADMIN

Fund 70225441

AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT		Changes	AMENDED	
	2019			2019	
500 SALARY		<u>96,729.85</u>			<u>96,729.85</u>
5001 COMPENSATION	<u>96,729.85</u>		0.00	<u>96,729.85</u>	
5004 OVERTIME	<u>0.00</u>		0.00	<u>0.00</u>	
510 BENEFITS		<u>25,681.77</u>			<u>25,681.77</u>
5101 HEALTH INSURANCE	<u>0.00</u>		0.00	<u>0.00</u>	
5102 WORKERS COMP	<u>967.30</u>		0.00	<u>967.30</u>	
5103 DENTAL INSURANCE	<u>0.00</u>		0.00	<u>0.00</u>	
5120 COUNTY SHARE / PERS	<u>23,215.16</u>		0.00	<u>23,215.16</u>	
5131 COUNTY SHARE / MEDICARE	<u>1,499.31</u>		0.00	<u>1,499.31</u>	
520 MATERIALS AND SUPPLIES		<u>6,426.00</u>			<u>6,426.00</u>
5201 GENERAL SUPPLIES	<u>3,570.00</u>		0.00	<u>3,570.00</u>	
5215 PROGRAM SUPPLIES	<u>510.00</u>		0.00	<u>510.00</u>	
5217 BOOKS/PERIODICALS	<u>510.00</u>		0.00	<u>510.00</u>	
5224 UNIFORMS AND CLOTHING	<u>0.00</u>		0.00	<u>0.00</u>	
5225 PERSONAL PROTECTIVE EQUIPMENT	<u>0.00</u>		0.00	<u>0.00</u>	
5228 MAINTENANCE & REPAIR SUPPLY	<u>1,020.00</u>		0.00	<u>1,020.00</u>	
5241 AGRIC/HORTIC MATERIALS	<u>0.00</u>		0.00	<u>0.00</u>	
5243 DRUGS & PHARMACEUTICALS	<u>0.00</u>		0.00	<u>0.00</u>	
5246 LAB MATERIALS AND SUPPLIES	<u>0.00</u>		0.00	<u>0.00</u>	
5260 INV TOOL, EQUIP, FURN 1000-4999	<u>510.00</u>		0.00	<u>510.00</u>	
5294 FOOD SUPPLIES	<u>306.00</u>		0.00	<u>306.00</u>	
530 SERVICES AND CHARGES		<u>11,607.60</u>			<u>38,607.60</u>
5301 CONTRACTED PROFESSIONAL SVCS	<u>510.00</u>		0.00	<u>510.00</u>	
5305 TRAINING & STAFF DEVELOPMENT	<u>6,630.00</u>		0.00	<u>6,630.00</u>	
5308 MEMBERSHIP/SUBSCRIPTIONS	<u>0.00</u>		0.00	<u>0.00</u>	
5309 TRAVEL-MILEAGE	<u>510.00</u>		0.00	<u>510.00</u>	
5310 TRAVEL NON-TAXABLE	<u>0.00</u>		0.00	<u>0.00</u>	
5312 ADVERTISING & LEGAL NOTICES	<u>1,224.00</u>		0.00	<u>1,224.00</u>	
5313 PRINTING AND RELATED SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5315 SATTELITE,CABLE, INTERNET, AIRCA	<u>0.00</u>		0.00	<u>0.00</u>	
5316 APPLICATION FEES	<u>2,040.00</u>		0.00	<u>2,040.00</u>	
5317 PUBLIC RELATIONS & PROMOTIONS	<u>0.00</u>		0.00	<u>0.00</u>	
5319 REIMBURSEMENT/REFUNDS	<u>0.00</u>		0.00	<u>0.00</u>	
5320 SOFTWARE AND COMPUTER SERVICES	<u>0.00</u>		27,000.00	<u>27,000.00</u>	
5325 MAINTENANCE CONTRACTS/AGREE	<u>0.00</u>		0.00	<u>0.00</u>	
5328 MAINTENANCE/REPAIR SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5330 COMMUNICATIONS SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5331 POSTAL AND FREIGHT SERVICES	<u>0.00</u>		0.00	<u>0.00</u>	
5332 CELL PHONE INTERNET ALLOWANCE	<u>693.60</u>		0.00	<u>693.60</u>	
540 CAPITAL OUTLAYS AND EQUIP		<u>0.00</u>			<u>0.00</u>
5450 MACHINERY AND EQUIP (over \$5000)	<u>0.00</u>		0.00	<u>0.00</u>	
5460 UNANTICIPATED EMERGENCIES	<u>0.00</u>			<u>0.00</u>	
TOTAL	140,445.22	140,445.22	27,000.00	167,445.22	167,445.22



Out of Health District Travel and/or Overnight Approval Form

Date:	October 17, 2019
To:	Delaware County Auditor
Approved Funding Source(s):	4182 - SAFE
Employee:	Jackie Bain
Conference/Meeting:	Lifesavers Conference
Location:	Tampa, FL
Inclusive Travel Dates:	3/14/20 - 3/17/20

The Board of Health authorizes the above named employee to attend, at Health District expense, the above listed conference/meeting, and location, and inclusive travel dates. Below are itemized anticipated necessary expenses to be incurred. The listed amounts reflect the maximum approved by the Board of Health subject to the reimbursement limits of the Delaware General Health District.

Expenditure			Amount	Quantity	Total	
Conference Registration:			\$ 350.00		\$ 350.00	
Airfare and/or Mileage:			\$ 500.00		\$ 500.00	
Parking/Taxi:			\$ 20.00	2	\$ 40.00	
Hotel:			\$ 177.63	3	\$ 532.88	
Meals :			\$ 35.88	4	\$ 143.50	
Other:	Airport Parking (\$28.00); Baggage Fees (\$70.00)				\$ 98.00	
Total:					\$ 1,664.38	
Hotel per gsa.gov (attached)	Rate	Qty				
Hotel	\$ 156.50	3	\$ 469.50		Daily: \$ 177.63	
Hotel Tax	13.50%		\$ 63.38			
Sales Tax			\$ -			
		Sub Total:	\$ 532.88			
Meals per gsa.gov (attached)		Meals/day	\$56.00		Average: \$ 35.88	
	Rate	Qty	Subtotal	Tax Rate	Tax	Total
1st Day (75% if applicable)	\$ 45.75	1	\$ 45.75		\$ -	\$ 45.75
Interim of 1st & Last Days	\$ 26.00	2	\$ 52.00		\$ -	\$ 52.00
Last Day (75% applicable)	\$ 45.75	1	\$ 45.75		\$ -	\$ 45.75
		4	\$ 143.50			\$ 143.50

Certified/approved at the Board of Health meeting on: October 29, 2019

Walter Threlfall, DVM
President, Board of Health

Shelia L. Hiddleston, RN, MS
Secretary, Board of Health

Date

Date

Pay Grades and Salary Scale

A	Clerical and Support Personnel	Minimum	Midpoint	Max
1	Custodial Worker	\$11.20	\$13.44	\$15.68
2	Administrative Assistant 1 Intern 1	\$13.45	\$16.14	\$18.83
3	Custodian/Maintenance 1 WIC Peer Helper	\$13.50	\$16.20	\$18.90
4	Administrative Assistant 2	\$14.45	\$17.34	\$20.23
5		\$14.95	\$17.94	\$20.93
6	Administrative Assistant 3 Custodian/Maintenance 2 Environmental Health Technician	\$15.45	\$18.54	\$21.63
7	Intern 2	\$16.45	\$19.74	\$23.03
8		\$17.32	\$20.78	\$24.25
9	Custodian/Maintenance 3 HR Assistant Admin Asst/Vital Statistics Registrar Admin Asst/Satellite Coordinator	\$18.20	\$21.84	\$25.48
10	Administrative Assistant to the HC	\$18.89	\$22.67	\$26.45

B	Paraprofessionals			
1	Fiscal Specialist 1	\$18.39	\$22.07	\$25.75
2	Fiscal Specialist 2	\$18.89	\$22.67	\$26.45

B(P)	Certified Trades	Minimum	Midpoint	Max
1	Plumbing Inspector 1	\$25.00	\$31.85	\$38.70
2	Plumbing Inspector 2	\$26.00	\$33.05	\$40.10
3	Plumbing Inspector 3	\$27.00	\$34.25	\$41.50

B(IT)	Information Technology	Minimum	Midpoint	Max
1	IT 1	\$23.43	\$28.12	\$32.80
2	IT 2	\$24.43	\$29.32	\$34.20
3	IT 3*	\$25.93	\$31.12	\$36.30

C	Professional	Minimum	Midpoint	Max
1		\$18.39	\$22.07	\$25.75
2	WIC Health Professional 1 Immunization Specialist	\$18.89	\$22.67	\$26.45
3	Community Health Specialist 1 Sanitarian in Training Public Health Nurse 1	\$19.89	\$23.87	\$27.85
4	WIC Health Professional 2	\$20.39	\$24.47	\$28.55

Pay Grades and Salary Scale

C	Professional	Minimum	Midpoint	Max
5	Benefits Specialist Community Health Specialist 2 GIS Specialist* Multimedia Specialist Epidemiologist 1	\$20.89	\$25.07	\$29.25
6	Registered Sanitarian 1	\$21.14	\$25.37	\$29.60
7	WIC Health Professional 3	\$21.39	\$25.67	\$29.95
8	Community Health Specialist 3 Public Health Nurse 2 Registered Sanitarian 2	\$22.14	\$26.57	\$31.00
9	Epidemiologist 2 Public Health Nurse 3 Registered Sanitarian 3	\$23.14	\$27.77	\$32.40

D	Supervisors, Managers, Directors	Minimum	Midpoint	Max
1	Plumbing Inspector Supervisor	\$25.50	\$30.60	\$35.70
2		\$26.00	\$31.20	\$36.40
3	Community Health Specialist Supervisor Epidemiologist Supervisor Public Health Nurse Supervisor Public Information Officer Registered Sanitarian Supervisor WIC Health Professional Supervisor	\$26.50	\$31.80	\$37.10
4		\$28.50	\$34.20	\$39.90
5	Program Manager Human Resources Officer	\$29.00	\$34.80	\$40.60
6	Director of Nursing	\$30.00	\$36.00	\$42.00
7		\$31.00	\$37.20	\$43.40
8	Community Health Director Environmental Health Director Finance & Operations Director Nursing & Personal Health Director	\$33.00	\$39.60	\$46.20

Classification Point Factors

	Educ	Exp	Supv	Policy	Interact	Safety	Records	Mental	Total	Range
Grade D - Management										
Cert Plumbing Inspector Suprv	97	92	60	48	46	77	75	35	530	D1
PIO/Supervisor	164	92	60	115	75	54	41	50	651	D3
WIC Health Professional Suprv	164	92	60	81	46	54	75	35	607	D3
Registered Sanitarian Suprv	164	92	60	81	46	77	75	35	630	D3
Public Health Nurse Suprv	164	92	60	81	46	77	75	35	630	D3
Epidemiologist Supervisor	232	56	60	81	59	54	75	35	652	D3
Community Health Spec Suprv	232	92	60	81	59	54	41	35	654	D3
Human Resources Officer	164	92	60	150	75	77	75	50	743	D5
Program Managers (CH, EH, PH)	164	92	90	115	59	77	75	50	722	D5
WIC Program Manager	164	92	120	115	59	77	75	50	752	D5
Director of Nursing	164	92	120	150	59	100	75	50	810	D6
Director of Operations	232	164	90	150	75	100	75	50	936	D8
Division Directors (CH, EH, PH)	232	164	150	150	75	100	75	50	996	D8
Grade C - Professional										
WIC Health Professional 1	97	20	0	48	46	32	75	35	353	C2
Immunization Specialist	97	20	0	15	46	77	75	35	365	C2
Community Health Specialist 1	164	20	0	48	59	54	41	20	406	C3
Sanitarian in Training	164	20	0	48	46	54	41	35	408	C3
Public Health Nurse 1	97	20	0	81	46	77	75	35	431	C3
WIC Health Professional 2	164	20	30	48	46	54	75	35	472	C4
Multimedia Specialist	164	92	30	48	46	32	41	35	488	C5
GIS Specialist	164	92	30	48	46	32	41	35	488	C5
Registered Sanitarian 1	164	56	0	48	46	77	75	35	501	C6 (MKT)
Epidemiologist 1	164	20	30	81	59	54	75	35	518	C5
Community Health Specialist 2	164	56	30	81	59	54	41	35	520	C5
Benefits Specialist	164	92	30	81	46	32	41	35	521	C5
Registered Sanitarian 2	164	56	30	81	46	77	75	35	564	C8 (MKT)
Public Health Nurse 2	164	56	30	81	46	77	75	35	564	C8 (MKT)
WIC Health Professional 3	164	92	30	81	46	54	75	35	577	C7
Registered Sanitarian 3	164	92	30	81	46	77	75	35	600	C9 (MKT)
Public Health Nurse 3	164	92	30	81	46	77	75	35	600	C9 (MKT)
Epidemiologist 2	232	56	30	81	59	54	75	35	622	C9 (MKT)
Community Health Specialist 3	232	92	30	81	59	54	41	35	624	C8
Grade B - Paraprofessional										
Fiscal Specialist 1	30	56	30	48	33	10	75	35	317	B1
Fiscal Specialist 2	97	92	30	48	46	10	75	35	433	B2

Classification Point Factors

	Educ	Exp	Supv	Policy	Interact	Safety	Records	Mental	Total	Range
Grade B - Information Technology										
IT Specialist 1	97	56	30	48	46	54	75	50	456	B (IT) 1
IT Specialist 2	97	128	30	81	46	54	75	50	561	B (IT) 2
IT Specialist 3	97	164	30	81	46	54	75	50	597	B (IT) 3
Grade B - Plumbing										
Cert Plumbing Inspector 1	97	20	0	48	46	54	41	35	341	B.1 (P) 1
Cert Plumbing Inspector 2	97	56	30	48	46	54	75	35	441	B.1 (P) 2
Cert Plumbing Inspector 3	97	92	30	48	46	77	75	35	500	B.1 (P) 3
Grade A - Administrative Support										
Admin Assistant 1	30	20	0	15	46	10	7	20	148	A2
WIC Peer Helper	30	20	0	15	46	32	17	5	165	A3
Intern 1 (Non-Degreed)	30	20	0	15	20	32	41	5	163	A2
Custodian Maintenance 1	30	20	0	15	20	54	7	20	166	A3
Admin Assistant 2	30	56	0	15	46	10	41	35	233	A4
Custodian Maintenance 2	30	56	30	48	33	54	7	35	293	A6
Environmental Health Technicia	97	20	0	15	46	54	41	20	293	A6
Admin Assistant 3	30	92	30	15	46	10	41	35	299	A6
Intern 2 (Degreed)	164	20	0	15	33	32	41	5	310	A7
Custodian Maintenance 3	30	92	30	48	46	54	41	35	376	A9
Admin Asst/Satellite Coordinato	30	92	30	48	46	54	41	35	376	A9
Admin Assistant to HC	97	128	30	48	46	10	75	35	469	A10
HR Assistant	97	92	30	48	46	10	75	35	433	A9

**Grade A
Admin & Support**

1	94-129
2	130-164
3	165-199
4	200-234
5	235-269
6	270-304
7	305-340
8	341-375
9	376-435
10	436-480

Grade B

Paraprofessional	
1	290-385
2	386-470
Plumbing	
1	300-385
2	386-470
3	471-555
Info Tech	
1	426-500
2	501-575
3	576-650

Grade C

Professional	
1	300-345
2	346-390
3	391-435
4	436-480
5	481-525
6	526-565
7	566-599
8	600-650
9	651-700

Grade D

Management	
1	481-540
2	541-600
3	601-660
4	661-720
5	721-780
6	781-840
7	841-900
8	901-1000

(MKT) Market Adjustment

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH	Changes
Health Commissioner	01101	12/31/2012	Hiddleson	NA	E & U	FT	Filled	X	
Assistant Health Commissioner	02101			NA	E & U		Inactive		
DIVISION DIRECTOR Series									
Personal Health Director	03101	3/14/2011	Howard	D8	E & U	FT	Filled	X	
Operations Director	04101	5/19/2008	Knowlton	D8	E & U	FT	Filled	X	
Environmental Health Director	05101	1/2/2013	Burke	D8	E & U	FT	Filled	X	
Community Health Director	06101	2/24/2014	Keagy	D8	E & U	FT	Filled	X	
PROGRAM MANAGER Series									
Program Manager / Director of Nursing	07101N	7/15/2013	Baugher	D6	E & C	FT	Filled	X	
Program Manager	07102S	1/24/1996	Sams	D5	E & C	FT	Filled	X	
Program Manager	07103D	6/12/2000	Jennings	D5	E & C	FT	Filled	X	
Program Manager	07104	8/21/2006	Irvan	D5	E & C	FT	Filled	X	
Program Manager	07105S	5/29/2007	DeGenaro	D5	E & C	FT	Filled	X	
Program Manager	07106	8/13/2007	Kuhlman	D5	E & C	FT	Filled	X	
Program Manager	07107	10/5/2009	Kincaid	D5	E & C	FT	Filled	X	
Program Manager	07108S	3/27/2013	Kent	D5	E & C	FT	Filled	X	
Program Manager	07109	5/22/2017	Letterle	D5	E & C	FT	Filled	X	
Program Manager				D5	E & C	FT	Inactive		
HUMAN RESOURCES Series									
Human Resources Officer	08101	6/29/2011	Whitney	D5	E & C	FT	Filled	X	
Benefits Specialist	08102			C5	N & C		Inactive	X	
Human Resources Assistant	08103			A9	N & C		Inactive		
FISCAL SPECIALIST Series									
Fiscal Specialist 2	09101	12/20/2012	Naticchia	B2	N & C	FT	Filled	X	Promotion to FS2 effective 10/5/2019
Fiscal Specialist 1	09102	9/21/1992	Stull	B1	N & C	FT	Filled	X	Fiscal Specialist series moved to B Pay grade.
Fiscal Specialist 1	09103			B1	N & C	FT	Vacant	X	
COMMUNICATIONS Series									
PIO / Supervisor	010101	2/11/2013	Whittaker	D3	E & C	FT	Filled	X	Updated position numbers to reflect series.
Multimedia Specialist	010102	6/12/2017	Edwards	C5	N & C	FT	Filled	X	
GIS Specialist	010103	7/19/2012	Elhami*	C5	N & C	Intermittent	Filled	X	Terminated effective 10/19/2019
INFORMATION TECHNOLOGY Series									
Information Technology Specialist 3	20101	3/30/2015	Stone	B (IT) 3	N & C	FT	Filled	X	
Information Technology Specialist 3	20102	9/5/2017	Goodsite	B (IT) 3	N & C	FT	Filled	X	Promotion to IT3 effective 9/01/19
Information Technology Specialist 1	20103			B (IT) 1	N & C		Inactive		
EPIDEMIOLOGY Series									
Epidemiologist 2	30101S	5/3/2017	Lane	C9	N & C	FT	Filled	X	
Epidemiologist 2	30102	4/17/2017	Hieronimus	C9	N & C	FT	Filled	X	
Epidemiologist 1	30103	6/27/2016	Crisp	C5	N & C	FT	Filled	X	
Epidemiologist 1	30104	9/3/2019	Patterson	C5	N & C	FT	Filled	X	New Hire effective 9/03/19
NURSING Series									
Public Health Nurse Supervisor	40101			D3	E & C		Inactive		
Public Health Nurse 3	40201	10/10/2006	Nichols	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40202	4/25/2016	Jesson	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40203	7/18/2017	Reed	C9	N & C	FT	Filled	X	Promotion to PHN3 effective 9/01/19
Public Health Nurse 2	40301	8/5/1996	Lenko	C8	N & C	FT	Filled	X	FT but currently filled with PT (0.8 FTE)
Public Health Nurse 2	40302	10/23/2018	Schwaderer	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40303	2/4/2019	Fox	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40304			C8	N & C	FT	Vacant	X	
Public Health Nurse 2	40305			C8	N & C	FT	Inactive	X	
Immunization Specialist	40501			C2	N & C	FT	Vacant	X	Title change from technician(C4) to specialist(C2)
WIC HEALTH PROFESSIONAL Series									
WIC Health Professional Supervisor	50101			D3	E & C		Inactive		
WIC Health Professional 3	50201	1/3/1998	Syar	C7	N & C	PT	Filled	X	
WIC Health Professional 2	50301	8/28/2007	Wright	C4	N & C	PT	Filled	X	
WIC Health Professional 2	50302	5/12/2008	Nye	C4	N & C	FT	Filled	X	
WIC Health Professional 2	50303			C4	N & C	FT	Inactive		
WIC Health Professional 1	50401	2/2/2015	Myers	C2	N & C	PT	Filled	X	

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH	Changes
WIC PEER HELPER Series									
WIC Peer Helper	60101	9/21/2015	Protheroe	A3	N & C	PT	Filled	X	
WIC Peer Helper	60102	10/24/2016	Wurtsbaugh	A3	N & C	PT	Filled	X	
WIC Peer Helper	60103	11/26/2018	Dixon	A3	N & C	PT	Filled	X	
COMMUNITY HEALTH SPECIALIST Series									
Community Health Specialist Supervisor	70101	6/20/2016	Trimble	D3	E & C	FT	Filled	X	
Community Health Specialist 3	70201	10/13/2004	Kannally	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70202	3/7/2011	Sutherland	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70203			C8	N & C	FT	Inactive	X	
Community Health Specialist 3	70204			C8	N & C	FT	Vacant	X	
Community Health Specialist 3	70205			C8	N & C	Intermittent	Vacant	X	
Community Health Specialist 2	70301	11/12/1993	Way-Young	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70302	12/17/2009	Bain	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70303	1/2/2018	Bonnette	C5	N & C	FT	Vacant	X	Promoted to CHS 2 effective 9/01/19
Community Health Specialist 2	70304	8/12/2019	Harper	C5	N & C	FT	Vacant	X	New Hire effective 8/12/19
Community Health Specialist 1	70401	1/15/2019	Fernandez	C3	N & C	FT	Filled	X	
Community Health Specialist 1	70402			C3	N & C	FT	Filled	X	
Community Health Specialist 1	70403			C3	N & C	FT	Filled	X	
REGISTERED SANITARIAN Series									
Registered Sanitarian Supervisor	80100			D3	E & C		Inactive		
Registered Sanitarian Supervisor	80101			D3	E & C		Inactive		
Registered Sanitarian Supervisor	80102			D3	E & C		Inactive		
Registered Sanitarian 3	80201	2/23/2004	Self	C9	N & C	FT	Filled	X	
Registered Sanitarian 3	80202	3/28/2005	Rogich	C9	N & C	FT	Filled	X	
Registered Sanitarian 3	80203			C9	N & C	FT	Inactive	X	
Registered Sanitarian 3	80204			C9	N & C	FT	Inactive	X	
Registered Sanitarian 3	80205			C9	N & C	FT	Inactive		
Registered Sanitarian 2	80301	9/2/2003	Adams	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80302	6/19/2006	Wilson	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80303	1/2/2007	Sanders	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80304			C8	N & C	FT	Vacant	X	
Registered Sanitarian 2	80305			C8	N & C	FT	Vacant	X	
Registered Sanitarian 2	80306			C8	N & C	FT	Inactive		
Registered Sanitarian 1	80403			C6	N & C	FT	Vacant	X	
Registered Sanitarian 1	80402	4/2/2018	McKenzie	C6	N & C	FT	Filled	X	
Registered Sanitarian 1	80403	4/9/2018	Zoecklein	C6	N & C	FT	Filled	X	
Sanitarian in Training	80500	4/1/2019	Stewart	C3	N & C	FT	Filled	X	
Sanitarian in Training	80501	4/1/2019	Priqge	C3	N & C	FT	Filled	X	
Environmental Health Technician	80502	3/15/2017	Spangler	A6	N & C	FT	Filled	X	
CERTIFIED PLUMBING INSPECTOR Series									
Certified Plumbing Inspector Supervisor	90101			D1	E & C		Inactive		
Certified Plumbing Inspector 3	90201	5/20/2002	Brill	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90202	9/15/2003	Dawson	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90203			B (P) 3	N & C	FT	Inactive	X	
Certified Plumbing Inspector 2	90301	4/17/2017	Bailey	B (P) 2	N & C	FT	Filled	X	
Certified Plumbing Inspector 1	90401	6/10/2019	Olszewski	B (P) 1	N & C	FT	Filled	X	
ADMINISTRATIVE ASSISTANT Series									
Administrative Assistant to HC	10001	2/15/2005	Brown	A10	N & C	FT	Filled	X	
Administrative Assistant/Vital Statistics Registrar	10101	1/16/2001	Hess	A9	N & C	FT	Filled	X	
Administrative Assistant/Satellite Coordinator	10102	4/24/2017	Wing	A9	N & C	FT	Filled	X	
Administrative Assistant 3	10201	9/17/2008	Vance	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10202	5/7/2018	Burcher	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10203			A6	N & C	FT	Vacant	X	
Administrative Assistant 2	10301	5/22/2000	Adkins	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10302	1/30/2006	Wolcott	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10303	11/28/2011	Baileys	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10304	6/27/2012	Forson	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10305	8/27/2012	Mendenhall	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10306	7/18/2016	Aller	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10307			A4	N & C	FT	Filled	X	
Administrative Assistant 2	10308	3/4/2019	Blosser	A4	N & C	FT	Filled	X	Termination effective 9/13/19
Administrative Assistant 2	10309	3/11/2019	Nutter	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10310	3/18/2019	Bender	A4	N & C	FT	Filled	X	
Administrative Assistant 1	10401			A2	N & C	FT	Inactive		
Administrative Assistant 1	10402			A2	N & C	FT	Inactive		
Administrative Assistant 1	10403			A2	N & C	FT	Vacant	X	

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH	Changes
CUSTODIAL MAINTENANCE Series									
Custodian Maintenance 3	11101	2/26/2007	Law	A9	N & C	FT	Filled	X	
Custodian Maintenance 2	11201			A6	N & C		Inactive		
Custodian Maintenance 1	11301	8/28/2017	Nelson	A3	N & C	PT	Filled	X	
Custodial Worker	11401			A1	N & C		Inactive		
INTERN Series									
Intern 2 (Degreed)	12101			A7	N & C	Intermittent	Vacant	X	
Intern 1 (Non-Degreed)	12201	5/14/2019	Truini	A2	N & C	Intermittent	Vacant	X	Termination effective 8/02/19
Intern 1 (Non-Degreed)	12202	5/20/2019	Robare	A2	N & C	Intermittent	Vacant	X	Termination effective 8/16/19

*Staff grandfathered to new JD, no change in Pay

Walter R. Threlfall, DVM
President Board of Health

Shelia L. Hiddleston, MS, RN
Secretary Board of Health



Resolution 2012-23 Body Art Training

A resolution establishing training requirements for Body Art training under Section 3709 of the Ohio Revised Code.

WHEREAS, for the purpose of this resolution, “Body Art” shall be defined as the practice of physical body adornment, including tattooing/microblading, body piercing and/or scarification of the dermis layer (or deeper), of the skin of a human. It does not include ear piercing with an ear piercing gun.

WHEREAS, Section 3730.09 of the Ohio Revised Code requires individuals who perform body art procedures to be adequately trained to perform the procedures properly and safely; and,

WHEREAS, Section 3701-09 of the Ohio Administrative Code requires that the operator maintains procedures ensuring that all persons performing body art services on the business premises have received appropriate training in body art as evidenced by documentation that is acceptable to the Board of Health; and,

WHEREAS, for the purpose of this resolution, “body piercing procedure” and “tattooing procedure” shall be defined the same as in Ohio Administrative Code 3701-09

THEREFORE, BE IT RESOLVED, that the Board of Health authorizes the Environmental Health Director, or designee, to approve body art training based on the following minimum standards and the standards set forth in 3701-09, prior to issuing approval for the body art studio to operate:

1. Proof** of completion of the appropriate training course(s)* by a reputable training company that includes a minimum of 24 hours of instruction and includes at least 5 procedures in the specified area and incorporates standard precautions and minimum trainings as defined in 3701-09 and/or;
2. Proof** of at least 20 tattooing procedures or 10 body piercing procedures at a government licensed and inspected facility.

*The Delaware General Health District retains the right to require additional training and/or reject a course if the course is deemed inadequate. The Delaware General Health District retains the right to require additional experience if the submitted experience is deemed inadequate.

** Proof may consist of official certifications, licenses, inspection reports, time reports, sign in sheets, customer logs or other written documentation acceptable to the Environmental Health Director that confirms the required training or experience.

Superseding all previous editions, Resolution 2012-23 is hereby amended and approved by the Board of Health this 29th day of October 2019.

Walter R. Threlfall, DVM, MS, PhD
President
Board of Health
Delaware General Health District

Shelia L. Hiddleston, RN, MS
Secretary
Board of Health
Delaware General Health District