



1.0 CONVENTION

1.01 CALL TO ORDER

The September 24, 2019 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:04 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall; Dr. Hickman; Mr. Wisener; Ms. Karr; and Ms. Smith. Staff members present were Ms. Shelia Hiddleson, 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; Ms. Emily Patterson, Epidemiologist 1; Ms. Jamica Harper, Community Health Specialist 2; Kelly Fernandez, Community Health Specialist 1/Emergency Preparedness and Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.015 A Expenditures

6.021 A-B Authorization Employment

6.032 A, C, D Staff Development

6.025 A-B Policies

6.053 A-B Resolutions

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

1.03 APPROVAL OF MINUTES

Ms. Karr moved to approve the August 27, 2019 meeting minutes. The motion was seconded by Ms. Smith. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the August bills. The motion was seconded by Ms. Smith. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- Board of Health Pictures – Pictures of Board of Health members will be taken at the October meeting.
- Strategic Planning Retreat – The Board of Health Strategic Planning Retreat will be on Saturday, October 5, 2019; 8:30-noon.
- Holland Incorporated – Holland Incorporated has contacted Ms. Hiddleson a couple of times to inquire if the agency would be interested in selling a portion of the newly purchased property. Ms. Hiddleson has advised that a decision of this nature will not be available until after the design and building location on the property has been confirmed.
- The Youth Risk Behavior Surveillance survey has been released and will close this Friday (September 27, 2019). Some feedback has been received from parents and/or other representatives.
- New employees were introduced as follows: Ms. Emily Patterson, Epidemiologist 1 and Ms. Jamica Harper, Community Health Specialist 2.
- AOHC is working on a gun violence position paper based on data and scientific evidence. Ms. Hiddleson asked the Board if they were interested in developing a position paper; all agreed, and a draft will be provided next month.

2.02 FINANCE

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

PMT: Agency

Ms. Karr moved to accept the year-to-date finance report. The motion was seconded by Ms. Smith. The motion carried unanimously.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

First reading- Resolution # 2019-05 Delaware General Health District Setting Environmental Health Fees for 2020 - Staff requested the Environmental Health fees be adjusted as outlined on the proposed fee schedule for 2020. Cost analysis for the required programs has been completed per the Ohio Revised Code. As usual, staff strive for 90% cost recovery of each program in fees, with levy funds covering the remainder of the costs. Most license categories are currently in the 85 to 90% cost recovery. As the board is already aware, 90% cost recovery is simply not feasible in certain programs when a low number of establishments/permits occur in a program.

The fees recommended by staff for an increase for 2020 in Plumbing program (cost methodology not required) are in various categories. Plumbing fees were last increased in 2010. There are also a couple of decreases recommended. Those are: 1. Commercial Application fees. Staff recommend that the application fee for small jobs be divided by the amount of work proposed. Staff found that when a small job (1 or 2 fixtures) occur, the cost of the application and permit are higher than the cost of the job and 2. Water heater only permit is recommended for a decrease due to staff working with code compliance to have a combined permit and fee. This process is still in the development stages, but staff anticipate a single permit that brings inspections from the Delaware General Health District and the code compliance office.

The fee recommended for an increase in Mobile Food Service program were decreased for 2017 due to the cost recovery being at 102%. For 2018, the mobile food cost recovery was at 84% due to more staff inspections. Therefore, staff is recommending a 10% increase in the mobile food fees (from \$105 to \$115) for 2018.

Staff requested Board approve the first reading of the proposed EH Fee Schedule for 2020. A copy of the 2019/2020 EH Fee comparison document and the 2020 proposed EH fee resolution was provided to the Board.

PMT: Agency/Community

Dr. Hickman moved to approve the first reading of Resolution 2019-05 Delaware General Health District Setting Environmental Health Fees 2020. The motion was seconded by Mr. Wisener. The motion carried unanimously.

5.0 OLD BUSINESS

5.032 ADMIN/FACILITIES

A. Appraisal – Ms. Hiddleston provided a copy of the Hinkle appraisal that was completed in October 2018 to the Board of Health via email on October 31, 2018 and again via email on August 28, 2019 per request at the August Board of Health meeting. The cost of the appraisal was \$2500. Upon request of Mr. Blayney and Ms. Fleischer a second appraisal has been solicited due to potential conflicts of interest from a prospective buyer. The appraisal is in process. The cost of the second appraisal is \$3500. The appraisal was scheduled for today (September 24, 2019); however, the vendor cancelled. The appraisal was rescheduled for tomorrow (September 25, 2019). It is hoped to have the completed appraisal by Friday (September 27, 2019).

PMT: Agency

Info Only

B. 1-5 West Winter Sale – Due to the concerns of a possible conflict related to the first appraisal, the posting of the building for sale at 2.5 million dollars has not occurred. Ms. Hiddleston has spoken with Mr. Eric Penkal, Assistant Prosecutor, and there is not any special language that needs to be included in the advertisement. Mr. Sean Hughes, Delaware City Economic Director, will assist the health district with the advertisement of the building at www.delawaremeansbusiness.com; this property database is provided by JobsOhio so that all properties are shared globally and with the entire real estate community. In addition to this posting, the city will push the advertisement to real estate investors and social media.

Ms. Hiddleston requested the Board discuss any change to the proposed asking price or provide Ms. Hiddleston with direction to the price pending the second appraisal so the advertisement can be posted.

PMT: Agency

Dr. Hickman moved to approve to increase the listing price at the new appraisal amount or to leave it at 2.5 million whichever is greater. The motion was seconded by Mr. Wisener. The motion carried unanimously.

6.0 NEW BUSINESS

6.015 EXPENDITURES

A. Requested Board approval to expend up to \$3,100 funds to purchase an update for Accufund program. DGHD has not updated this program since 2011, but the program is still being used in Finance and its platform language is compatible with Laserfiche applications. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation - Requested Board accept the resignation of Pamela Blosser, Administrative Assistant II in the Environmental Health Division. Ms. Blosser has been with the agency since March of 2019. Ms. Blosser requested her last day be September 13, 2019. In addition, staff requests approval to fill the position left open by this resignation.

PMT: Agency

The Board approved item on consent.

B. Position - Requested Board approval to create a new position within the Clinical Services Unit and for the flexibility to hire the most qualified candidate between an Immunization Specialist, Public Health Nurse 1, and Public Health Nurse 2. The position will be 40 hours a week (100% FTE), pay grade C2-C8 in the Personal Health Division. Position will be funded 100% through Clinic Services (Program # 3200) with an anticipated annual salary and benefits not to exceed \$80,489 dependent on benefits selected.

Workload in the Clinical Services Unit has continued to increase as more clinics have been added and as the home visiting program has become more utilized. Public Health Nurse 1 and 2 are existing position descriptions and the Immunization Specialist (fka Immunization Technician) has been updated. A copy of the updated position description was provided to the Board.

PMT: Agency/Community/Quality

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Site Visit- Ms. Hiddleston is the Site Visit Chairperson for the Public Health Accreditation Board and will be traveling September 25-27, 2019. All expenses are paid by PHAB. Ms. Hiddleston requested Board approval of time only to complete the site visit.

PMT: Quality

The Board approved item on consent.

B. Conference / Ms. Lisa Brown – Last month, the Board approved a conference for Ms. Brown to attend the Laserfiche conference in Long Beach, CA. Due to personal circumstances, Ms. Brown will not be able to attend the conference in February 2020.

PMT: Agency

Info Only

C. Conference: Requested Board approval to expend up to \$1,711.69 of Public Health funds for Abby Crisp to attend the 2019 APHA Annual Meeting & Expo in Philadelphia, PA on November 3-6, 2019. This conference is applicable to the Community Health Division, specifically the division goal to submit abstracts to a state or national conference and is directly related to the Strategic Plan goal of Visible Leadership. Abby Crisp and Heather Lane's abstract submission, *Tailored Survey Methodology for County Age-Friendly Assessment*, was accepted as a Sharing Session. Expenses include conference registration (\$292.00); airfare (\$550.00); hotel (\$446.86); meals (\$157.83); airport/hotel transportation (\$80.00); baggage fees (\$70.00); airport parking (\$50.00); membership

dues (\$65.00). APHA requires that all presenters must be individual members of APHA. A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from COMMUNITY HEALTH ADMIN - 4000.

PMT: Engagement

The Board approved item on consent.

D. Conference: Requested Board approval to expend up to \$2,154.69 of Public Health funds for Heather Lane to attend the 2019 APHA Annual Meeting & Expo in Philadelphia, PA on November 3-6, 2019. This conference is directly related to the Strategic Plan goal of Visible Leadership. Abby Crisp and Heather Lane's abstract submission, *Tailored Survey Methodology for County Age-Friendly Assessment*, was accepted as a Sharing Session. Expenses include conference registration (\$665.00); airfare (\$550.00); hotel (\$446.86); meals (\$157.83); airport/hotel transportation (\$80.00); airport parking (\$50.00); membership dues (\$205.00). APHA requires that all presenters must be individual members of APHA. A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from ENVIRONMENTAL HEALTH ADMIN - 2000.

PMT: Engagement

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Personnel Policies/ Section 300- Requested Board approval of the updated section 300 of the Personnel Policies. The entire section of 300 has been reviewed. Updates included grammatical corrections and updating language to a more clear, concise language. A copy of the revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Personnel Policies / Section 402 Holidays and Special Observances – Requested Board approval of the update language for Section 402 of the Personnel Policies. A copy of the revision was provided to the Board.

PMT: Agency

Action Requested: Consent approval

6.04 SPECIAL REPORTS

A. Programs/Services Assessment Fiscal Analysis: The Fiscal Analysis for 2018 related to the Programs/Services Assessment was provided to the Board. The 2018 Foundational Public Health Services Model for DGHD with the Per Capita Expenditures from the AOHC Costing tool are included. Ms. Hiddleston reviewed the report; this report may be helpful in the development of the new Strategic Plan.

PMT: Agency

Info Only

B. Continuing Education Credits / Emergency Preparedness Training – 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, Ms. Kelly Fernandez provided a 22-minute (7:34 pm to 7:56 pm) PowerPoint presentation regarding the Board of Health's responsibilities related to emergency preparedness and response.

PMT: Agency/Quality

Info Only

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Credit Card Log – Per policy the Board was provided a copy of the quarterly Credit Card log.

PMT: Agency

Info Only

6.053 RESOLUTIONS

A. Resolution 2012-25 - Requested Board approval of Resolution 2012-25 titled *Assuring Access to Care*. This resolution has been updated as part of routine review of resolutions. A copy of the resolution was provided to the Board.

PMT: Agency

The Board approved item on consent.

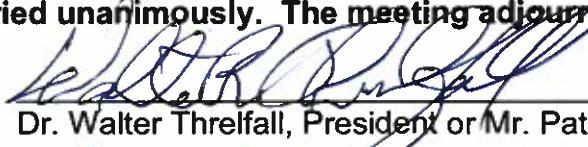
B. Resolution 2019-04 – Requested Board approval of Resolution 2019-04 Resolution 2019-04. Be it resolved by the Board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund (70225111) in the amount of \$4,014,640 from levies outside the 10 mill limitation at the County Auditor’s estimated rate of 0.70 mills. A copy of the resolution and “Schedule A” was provided to the Board.

PMT: Agency


The Board approved item on consent.

ADJOURN

Ms. Smith moved to adjourn. The motion was seconded by Mr. Wisener. The motion carried unanimously. The meeting adjourned at 8:05 pm.



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



Secretary