



1.0 CONVENTION

1.01 CALL TO ORDER

The December 3, 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; Dr. Hickman; Ms. Fleischer; Mr. Wisener and Ms. Smith. Staff members present were Ms. Shelia Hiddleson, Health Commissioner; 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.

1.02 CONSENT ITEMS

6.01 Finance A

6.014 Fees A

6.015 Expenditures A

6.021 Authorization/Employment A

6.023 Tuition Reimbursement/Staff Development A

6.025 Salary Scale/Policies/Benefits A

6.03 Contracts A

6.033 Community Health A-B

6.052 Policies A-B

Item 6.021 A was removed from the consent agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. The motion was seconded by Mr. Wisener. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the October 29, 2019 minutes. The motion was seconded by Mr. Blayney. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Blayney moved to approve the October 2019 bills. The motion was seconded by Mr. Wisener. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A copy of the monthly thank you and recognition summary was provided to the Board.

Due to being elected to the City of Powell Council, Ms. Karr has officially submitted her letter of resignation from the Board of Health effective December 1, 2019.

All Board members are welcome to attend the Winter Education Conference on December 13, 2019. Ms. Smith will attend.

All Board of Health members have completed the required CEU's except for Ms. Howerton.

Mr. Dave Knowlton reported that he has advised the Flahive Law Offices that it is not conducive to the sale of the building to change/relocate current rental space.

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. Mr. Knowlton noted that at the end of the financial report is the actual receipts total that have been processed through the Sunbury Office. The revenue total on the report only has revenue that has been solely generated by the office. Programs like Plumbing, Clinic and Vital Stats receipts are being reported by those programs on their respective line item on this financial report.

PMT: Agency

Ms. Smith moved to accept the year-to-date finance report. The motion was

seconded by Ms. Fleischer. The motion carried unanimously.

3.02 BOARD COMMITTEES

A. Personnel Committee: The Personnel Committee of the Board met on November 21, 2019. The agenda included a Salary Survey discussion, Personnel Issue x2 and the Health Commissioner's performance appraisal. The Salary Survey results and recommendations will be shared with the Board at the January meeting so the 2019 Financial data will be complete. Mr. Wisener and Ms. Smith explained that the same form utilized in 2014 for the Health Commissioner's annual evaluation will be utilized for this year's evaluation. Each Board of Health member in attendance was provided a copy of the form. Completed forms should be returned to Mr. Wisener.

**PMT: Agency
Information Only**

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. Third reading- Environmental Health Fees for 2020(Board of Health Resolution 2019-05)– Requested Board approval of the third and final reading of Resolution #2019-05 Delaware General Health District Setting Environmental Health Fees for 2020. A copy of the resolution was provided to the Board.

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 operator affected by a fee increase (or decrease) informing them of the fee change, the October 29th 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. No comments have been received from the public.

PMT: Agency/Community

Mr. Wisener moved to approve the third and final reading of Resolution 2019-05 Environmental Health Fees for 2020. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

5.0 OLD BUSINESS

5.032 ADMIN/FACILITIES

Mr. Blayney moved to approve moving 5.032 A to the end of the agenda. The motion was seconded by Dr. Hickman. The motion carried unanimously.

A. Facility Update - The cost estimate for the new facility and site has been received. Mr. Blayney, Ms. Hiddleston, and Mr. Knowlton provided an overview of the cost estimate and revised budget.

**PMT: Agency
Information Only**

6.0 NEW BUSINESS

6.01 FINANCE

A. Prevailing Wage - Ms. Hiddleston requested Board approval to appoint Mr. Dave Letterle as the prevailing wage coordinator for the agency upon retirement of Mr. Dave Knowlton.

**PMT: Agency
The Board approved item on consent.**

6.012 APPROPRIATIONS

A. Admin Fund - Requested Board approval to increase 2019 expense appropriation in the Admin Fund (70225111) by \$100,000. Currently the Benefits line item for Public Health is showing a \$22,000 surplus under DGHD projections for the end of the year. With one more health insurance payment of approximately \$80,000 due in December, this increase is needed to avoid an uncomfortable disruption to employee benefits. The Board was provided a copy of the budget revision.

**PMT: Agency
The Board approved item on consent.**

B. Food Fund - Requested Board approval to increase 2019 expense appropriation in the Food Fund (70451504) by \$12,216.12 to be able to meet salary obligations through the end of 2019. The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

C. Solid Waste Fund - Requested Board approval to increase 2019 expense appropriation in the Solid Waste Fund (70751507) by \$2,518.52 to be able to meet salary obligations through the end of 2019. The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

D. Ohio EPA Grant Fund - Requested Board approval to establish \$7,094 of 2020 expense appropriation in the Ohio EPA grant fund (70225221). Because this was a new grant that came to DGHD in 2019, 2020 appropriation was not established in the Budget Book. The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

E. Tobacco Grant Fund - Requested Board approval to establish \$112,000 of 2020 expense appropriation in the Tobacco grant fund (70225230). Because this was a new grant that came to DGHD in 2019, 2020 appropriation was not established in the Budget Book. The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

F. Naloxone Grant Fund - Requested Board approval to establish \$4,943.50 of 2020 expense appropriation in the Naloxone grant fund (70225559). Because this was a new grant that came to DGHD in 2019, 2020 appropriation was not established in the Budget Book. The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

G. New Building Fund - Requested Board approval to establish \$5,200,000 of 2020 expense appropriation in the New Building fund (71451401). Because this was a new opportunity that came to DGHD in 2019, 2020 appropriation was not established in the Budget Book. The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

H. Maternal & Child Health (MCH) - Requested Board approval to establish \$24,534.89 of 2019 transfer appropriation for the Maternal & Child Health (MCH) Services Fund (71051510). This grant has ended and DGHD wishes to close this fund since it had not been used since October of 2017. The ORC provides for the return of these funds by saying "The unexpended balance in any special fund, other than an improvement fund, existing in accordance with division (D), (F), or (G) of section [5705.09](#) or section [5705.12](#) of the Revised Code, may be transferred to the general fund or to the sinking fund or bond retirement fund after the termination of the activity, service, or other undertaking for which such special fund existed, but only after the payment of all obligations incurred and payable from such special fund". The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

I. Immunization Action Plan (IAP) - Requested Board approval to establish \$46,030 of 2019 transfer appropriation for the Immunization Action Plan (IAP) Fund (71551527). This grant has ended and DGHD wishes to close this fund since it has not been used since August of 2018. The ORC provides for the return of these funds by saying "The unexpended balance in any special fund, other than an improvement fund, existing in accordance with division (D), (F), or (G) of section [5705.09](#) or section [5705.12](#) of the Revised Code, may be transferred to the general fund or to the sinking fund or bond retirement fund after the termination of the activity, service, or other undertaking for which

such special fund existed, but only after the payment of all obligations incurred and payable from such special fund". The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

J. Public Health Emergency Planning (PHEP) (BIO) - Requested Board approval to establish \$43,122.78 of 2019 transfer appropriation for the Public Health Emergency Planning (PHEP)(BIO) Services Fund (71751519). This grant has ended and DGHD wishes to close this fund since it has not been used since September of 2017. The ORC provides for the return of these funds by saying "The unexpended balance in any special fund, other than an improvement fund, existing in accordance with division (D), (F), or (G) of section [5705.09](#) or section [5705.12](#) of the Revised Code, may be transferred to the general fund or to the sinking fund or bond retirement fund after the termination of the activity, service, or other undertaking for which such special fund existed, but only after the payment of all obligations incurred and payable from such special fund". The Board was provided a copy of the budget revision.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Clinic Fee Schedule - Requested Board approval of the updated Clinic Fees for 2019 to be effective December 4, 2019. The Board was provided a copy of the updated Clinic Fees for 2019.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Migrate Email Systems - Requested Board approval to expend up to an additional \$6,000 public health funds to migrate email systems from Google to Microsoft 365. This allows for better integration with current systems and includes additional features such as video conferencing, team collaboration software, and additional security. Expenditure is budgeted and a three-year contract is required.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Retire/Rehire / Mr. Dave Knowlton - Ms. Hiddleson requested permission to follow the process for rehire of Mr. Knowlton after retirement as an Intermittent employee not to exceed 1000 hours annually for the purpose of continuation of orientation of new director and/or assistance with new facility if needed. Ms. Fleischer asked for clarification of the 1000 hours. Ms. Hiddleson explained that an intermittent employee can only work 1,000 within a year, but it is not anticipated that amount of hours will be needed.

PMT: Agency

Ms. Smith moved to approve to rehire Mr. Knowlton as outlined in 6.021 A. The motion was seconded by Mr. Blayney. The motion carried unanimously.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Jackie Bain - Requested Board approval to expend up to \$1,644.38 of CH ADMIN funds for Jackie Bain to attend the Lifesavers Conference in Tampa, FL on March 14-17, 2020. Jackie was asked to present at the conference about the Delaware County Reduce Teen Crashes Project. This request was previously approved at the October Board of Health meeting to come from SAFE funds (4182); however, the Ohio Department of Public Safety notified us that the grant can only pay for this conference every three years. There was a change in ODPS grant consultants; our previous consultant approved the expenditure, but the new consultant denied it. The expenditure is budgeted from CH ADMIN - 4000.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Compensation Bonus / Ms. Rachel Aller – Requested Board approval to issue a one-time compensation net bonus of \$500 (gross will be approximately \$750) to Ms. Rachel Aller, Administrative Assistant in the Personal Health Division. Over the past few months, Ms. Aller has not only been working above her position as an Administrative Assistant II, but she has also been working as a Fiscal Specialist ensuring medical billing has occurred while the agency worked to secure a contract with a medical billing company. Originally, it was thought that a billing company would be contracted before the medical bills aged out, but initial negotiations failed. Without Ms. Aller's initiative the medical bills would have aged out. During the interim time, Ms. Aller has billed for over \$49,000 of medical services provided by the agency and continues to provide these services as the Health District finalizes a new billing contract.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Ms. Nicole Carroll - Requested Board approval to automatically renew the contract with Ms. Nicole Carroll for car seat technician services, not to exceed \$12,000.00 for services during 2020. This contract will be paid out of Public Health funds.

PMT: Agency

The Board approved item on consent.

6.033 COMMUNITY HEALTH

A. United Fresh Start Foundation Community Innovation Grant - Requested Board approval to apply for the United Fresh Start Foundation Community Innovation Grant in the amount of \$3,000. The program period will begin 1/1/20 and end on 12/31/20. The goal of the grant is to support visionary initiatives and research that not only increases children and families' access to fresh produce, but also broadens selection and consumption of fresh fruits and vegetables, whether at home, on weekends, during the summer, while out to eat, or any other time outside the traditional school day. This will be a joint project between the Health District and People in Need and grant funds will be used to purchase supplies in order to implement a hydroponics garden system at the food pantry. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

B. Creating Healthy Communities - The Community Health Division was notified that the agency did not receive funding for the Ohio Department of Health Creating Health Communities competitive grant. There were 41 agencies who applied and only 23 agencies were awarded the grant. Josie Bonnette / Community Health Specialist 2, approximate salary and benefits \$62,500, will be funded 100% out of Public Health funds beginning on 1/1/20. CH Staff have recently met with CHC Coalition members to discuss plans for the future of CHC. A copy the plan for 2020 projects that are aligned with the CHIP priorities, PHAB Accreditation Standards, and Public Health 3.0 Goals was provided to the Board.

PMT: Agency/Community

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Continuing Education - Ms. Hiddleston provided a 20 minute (7:30 pm to 7:50 pm) PowerPoint presentation related to Public Health 3.0 and moving the DGHD forward. The presentation met the BOH requirements for annual education.

**PMT: Engagement
Information Only**

6.052 POLICIES

A. Signature Stamps and Electronic Signatures Policy - Requested Board approval of the updated Signature Stamps and Electronic Signatures Policy. A copy of the updated plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Competitive Bidding Limits – Requested Board approval to sunset the Competitive Bidding Limits. The policy was reviewed by the County Prosecutor which recommended discontinuing the policy.

PMT: Agency

The Board approved item on consent.

6.053 RESOLUTIONS

A. Grady Memorial Maternity Licensure – Requested Board approval of Certification of Approval to the Ohio Department of Health for the licensure of Grady Memorial Hospital Grady Family Birthplace in accordance with Ohio Revised Code Chapter 3711. A copy of the licensure was provided to the Board. Staff recommended approval.

PMT: Community

Mr. Wisener moved to approve the Grady Memorial Maternity Licensure. The motion was seconded by Ms. Fleischer. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Smith, yes. The motion carried unanimously.

B. Resolution 2010-02 Delaware General Health District Identity Theft Program - Requested Board approval of Annual Update of Resolution 2010-02. Rules of the Identity Theft Compliance Program call for the annual approval of the program. Requesting Board approval for continuance of program in 2020. The Board was provided a copy of the 2020 Identity Theft Compliance Program.

PMT: Agency

The Board approved item on consent.

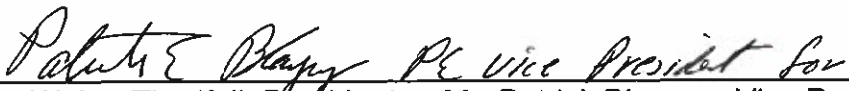
6.032 ADMIN/FACILITIES

A. Executive Session – Mr. Blayney moved to enter executive session to discuss the sale and/or purchase of property with Ms. Hiddleston and Mr. Knowlton to remain. The motion was seconded by Ms. Smith. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Ms. Smith, yes. The motion carried unanimously. The Board entered executive session at 8:25 pm.

Mr., Blayney moved to exit executive session. The motion was seconded by Ms. Fleischer. Roll vote was taken: Mr. Wisener, yes; Ms. Smith, yes; Mr. Blayney, yes; Dr. Hickman, yes; Dr. Threlfall, yes; Ms. Fleischer, yes. The motion carried unanimously. The Board exited executive session at 8:35 pm.

ADJOURN

Ms. Smith moved to adjourn. The motion was seconded by Dr. Hickman. The motion carried unanimously. The meeting adjourned at 8:36 pm.



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



Secretary