



Delaware General Health District

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DelawareHealth.org



Shelia Hiddleston, RN, MS
Health Commissioner

1.0 CONVENTION

1.01 CALL TO ORDER

The March 31, 2020 meeting was held virtually via zoom 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; Ms. Howerton; Mr. Karr and Ms. Smith. Staff members present were Ms. Shelia Hiddleston, Health Commissioner; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Preventative Health Director; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Ms. Dawn Hall, Finance/Operations Director. Public: Luke Askins, Nancy Baileys and Jennifer Minks.

The annual re-organization meeting of the Board will be deferred until the next in person meeting.

1.02 CONSENT ITEMS

Items 6.021 Authorization/Employment and 6.053 Resolutions were added to the 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

Mr. Wisener moved to approve the February 25, 2020 minutes. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Hickman moved to approve the February 2020 bills. The motion was seconded by Ms. Smith. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Mrs. Hiddleston provide the Board with an update about Covid 19, community and health district specific activities. She discussed the two sources of funding ODH provided \$10,963.23 from the General Revenue Fund and the CDC provided a grant for \$134465. Mrs. Hiddleston provided Kudo's to the Board. The District Advisory Council approved the contract with Sunbury for the new city to remain a part of the Delaware General Health District when they officially become a city. Mrs. Hiddleston and Mr. Blayney provided an update to the new facility; there are some items that are on hold due to cancellation of some of Delaware's meetings.

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

Mr. Wisner moved to accept the year-to-date finance report. The motion was seconded by Mr. Blayney. The motion carried unanimously.

4.04 CITIZEN REQUEST – no public requests or comments.

6.0 NEW BUSINESS

6.01 FINANCE

6.011 BUDGETS

A. 2020 Budget Revision and 2021 Budget - Requested Board to approve the 2020-2021 Budget Book as the approved budget and appropriation levels for the agency for 2021. The 2019 –2020 Budget Book and a few Board approved revisions set the 2020 budget levels for the Health District. If current appropriation levels are not revised, current appropriations will remain until a revision is approved by the Board.

PMT: Agency

Mr. Blayney moved to approve the 2019-2020 Budget. The motion was seconded by Ms. Smith. The motion carried unanimously.

6.012 APPROPRIATIONS

A. Administration – Requested Board approval to increase current 2020 Administration (70225111) expense appropriation by \$201,393.02 to \$2,367,899.98 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Vital Statistics – Requested Board approval to increase current 2020 Administration (70225112) expense appropriation by \$35,068.26 to \$194,647.21 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Facility – Requested Board approval to decrease current 2020 Administration (70225113) expense appropriation by \$380,786.74 to \$222,162.02 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. Historically this account was used for emergency funding during a crisis. It was felt Emergency Response would be the better place for this funding this year. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Building - Requested Board approval to decrease current 2020 Building expense appropriation (70225115) by \$69,315.86 to \$357,545.82 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Sunbury Office - Requested Board approval to decrease current 2020 Sunbury expense appropriation (70225116) by \$33,063.41 to \$118,710.36 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

F. CH Admin – Requested Board approval to increase the current 2020 CH Admin Fund (70225222) expense appropriation by \$6,753.76 to \$855,238.60. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

G. Data - Requested Board approval to increase current 2020 Data expense appropriation (70225114) by \$247,896.25 to \$580,774.59 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

H. SourcePoint - Requested Board approval to decrease current 2020 SourcePoint expense appropriation (70225223) by \$14,065.37 to \$0 to bring current expenditures in line with current spending plans. DGHD is not providing the programming to SourcePoint that they have in prior years. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

I. Communications - Requested Board approval to increase current 2020 Communications (70225114) expense appropriation by \$5,505.79 to \$228,209.02 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

J. PH PHEP – Requested Board to decrease the current 2020 PH PHEP Fund (70225228) expense appropriation by \$1,817.31 to \$176,302.29. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

K. Campgrounds - Requested Board approval to decrease the current 2020 Campgrounds Fund (70951509) expense appropriation by \$1,737.71 to \$9,564.33. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

L. EH Admin - Requested Board approval to increase current 2020 EH Admin (70225441) expense appropriation by \$100,259.57 to \$243,066.33 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

M. Emergency Response - Requested Board approval to increase current 2020 Emergency Response (70225442) expense appropriation by \$189,739.90 to \$202,421.85 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

O. Sewage - Requested Board approval to decrease the current 2020 Sewage Fund (70225443) expense appropriation by \$3,109.38 to \$297,175.60. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

P. Vector - Requested Board approval to increase current 2020 Vector (70225444) expense appropriation by \$23,925.03 to \$70,687.65 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

Q. PH Creating Healthy Communities (CHC) - Requested Board approval to decrease the current 2020 PH CHC Fund (70225229) expense appropriation by \$53,582.42 to \$6,240.59. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

R. Tobacco - Requested Board approval to increase current 2020 Tobacco (70225230) expense appropriation by \$36,328.87 to \$148,328.87 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

S. Residential Services - Requested Board approval to decrease current 2020 Residential Services (70225445) expense appropriation by \$76,111.97 to \$156,835.72 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

T. Plumbing - Requested Board approval to increase current 2020 Plumbing (70225446) expense appropriation by \$170,264.02 to \$631,472.91 to bring current expenditures in line with current spending plans. Other changes are needed to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

U. Food Protection - Requested Board approval to decrease the current 2020 Food Protection (70225447) expense appropriation by \$19,233.14 to \$172,113.40. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

V. PH Administration - Requested Board approval to decrease the current 2020 PH Administration (70225551) expense appropriation by \$31,464.59 to \$183,068.89. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

W. Disease Prevention - Requested Board approval to increase current 2020 Disease Prevention (70225554) expense appropriation by \$21,314.55 to \$271,567.65. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

X. Community Health & Clinic Services – Requested Board to increase the current 2020 Community Health & Clinic Services Fund (70225555) expense appropriation by \$242,270.64 to \$796,261.41. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

Y. DGHD New Building - Requested Board approval to establish \$6,200,000 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. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

Z. BCMH - Requested Board approval to decrease current 2020 BCMH Fund (70225556) expense appropriation by \$40,082.42 to \$61,668.89. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

AA. Get Vaccinated - Requested Board approval to increase current 2020 Get Vaccinated Fund (70225558) expense appropriation by \$24,556.43 to \$96,042.11. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

BB. Disease Prevention - Requested Board approval to increase current 2020 Disease Prevention (70225554) expense appropriation by \$21,314.55 to \$271,567.65. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

CC. Naloxone - Requested Board approval to increase current 2020 Naloxone (70225559) expense appropriation by \$7,920.89 to \$12,864.39. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

DD. Food - Requested Board approval to increase current 2020 Food (70451504) expense appropriation by \$24,049.58 to \$447,363.63. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

EE. Water - Requested Board approval to decrease current 2020 Water Fund (70651506) expense appropriation by \$993.53 to \$18,653.45. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

FF. Solid Waste - Requested Board approval to decrease current 2020 Solid Waste (70751507) expense appropriation by \$1,283.69 to \$66,260.44. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

GG. Pools - Requested Board approval to increase current 2020 Pools (70851508) expense appropriation by \$7,203.97 to \$67,754.04. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

HH. New DGHD Building - Requested Board approval to shift a couple of line items of 2020 expense appropriation in the New Building fund (71451401). A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

II. Women, Infants & Children (WIC) - Requested Board approval to decrease the current 2020 WIC Fund (70951509) expense appropriation by \$6,388.67 to \$601,297.41. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

JJ. Creating Healthy Communities Grant (CHC) – Requested Board approval to decrease the current 2020 Creating Healthy Communities Grant (71151511) expense appropriation by \$98,520.39 to \$8,579.61. This grant has ended. Leaving \$8,579.61 appropriation to cover 2019 expenses that were paid in 2020. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

KK. SAFE - Requested Board approval to increase current 2020 SAFE (71351515) expense appropriation by \$1,262.68 to \$45,880.71. This change is necessary to bring line item expenses up to date with the latest estimates and revisions that came from the budget process. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

LL. Coronavirus Response – Requested Board approval to accept grant in the amount of \$134,465, set up a new special revenue fund and to establish expenditure appropriation and estimated receipts of \$134,165. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation/Mr. Mike Nelson, Custodian/Maintenance 1 - Requested Board accept the resignation of Mr. Mike Nelson effective March 18, 2020.

PMT: Agency

Mr. Wisener moved to accept Mr. Mike Nelson's resignation effective March 18, 2020. The motion was seconded by Ms. Smith. The motion carried unanimously.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Personnel Policies – Requested Board approved of the updated Personnel Policies sections 500 to 506. A copy of the updated policies with changes noted in red text was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Covid 19 Emergency Response – The Routine and Emergency Events Resolution 2011-02 provides the Health Commissioner the authority to issue public health orders, quarantine and delegate, implement mutual aid, and financial resources to protect the health of the community. Additionally, the Personnel Policy Manual provides the Health Commissioner the authority to authorize and/or order administrative leave (407), to close the office for special activities (402), and to determine the amount of overtime or other special compensation during an emergency until the next meeting of the Board of Health (505).

On March 9, 2020 the Governor declared a State of Emergency and several orders were issued by Dr. Amy Acton, Director Ohio Department of Health, related to non-pharmaceutical mitigation of Covid 19. The DGHD has been in Incident Command since January 30, 2020.

The agency has implemented several of its Continuity of Operations Plan initiatives in order to protect the staff while still providing public health services to Delaware County. Beginning March 23, 2020 all staff will begin working six hour shifts with up to two hours of administrative leave in order to fulfill the needs of our emergency response, meet the routine services of the district, and maintain the appropriate social distancing measures put into place by the Governor. The health district will be open from 0700-1930 Monday through Friday. There is a very real possibility that this will become a seven day a week response very soon; for the past several weekends we have increased the number of persons on call to respond and many of us are working all weekend.

Mrs. Hiddleston requested the Board further support the staff by clarifying current authorities in this rapidly changing and unpredictable nature of the current pandemic by authorizing the Health Commissioner to amend the DGHD Personnel Policies as needed to meet the needs of the community and the staff.

One such initiative will allow staff to pre-use leave that will be awarded through the first pay in October in order that staff may take leave as needed. An important tenant of halting the spread of disease during a pandemic is to assure that staff do not work when sick; staff that are fearful of not receiving a full paycheck are much more likely to ignore this. Staff that take advantage of this leave will be required to reimburse the health district for the cost of said leave if their employment is terminated prior to the first pay in October and any remaining amount will be collected post termination if needed. Mrs. Hiddleston will work with the Clemens Nelson for appropriate consent from employees.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Requested board approval to enter into a contract with Ben Hickman and expend up to \$3,660 of Ohio EPA funds (fund 2481) to upgrade an 8' x 50' concrete pad at the Radnor Township Park location to maintain the recycling drop-off location for residents. Radnor Township acquired the old Buckeye Valley Elementary school and plans to improve this underdeveloped property as funding allows.

PMT: Community/Engagement

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2012-10 Policy for Sewage Treatment Systems – Requested Board approval of the updated Resolution 2012-10. A copy of the updated Resolution 2012-10 was provided to the Board with changes in yellow highlight. Staff have reviewed the resolution. The intent is to reduce the potential for face to face meetings for these type of variance requests during the time period the Ohio Department of Health Directors Stay at Home Order is in place. Once that order is rescinded, paragraph d. would become invalid and rescinded as well.

Mr. Blayney moved to approve Resolution 2012-10 Policy for Sewage Treatment Systems. The motion was seconded by Mr. Karr. The motion carried unanimously.

6.054 LEGAL ISSUES

A. Delaware City Easement – The City of Delaware requests an easement for Storm Water drainage on the 470 South Sandusky property. Requested Board approval to allow the health commissioner to negotiate and execute the easement with the City upon approval by the County Prosecutor.

PMT: Community

The Board approved item on consent.

B. Food Recalcitrants - Late notices have been sent by the prosecutor's office to Food Service Operations or Retail Food Establishments that have failed to renew their license by March 1st. (March 2nd this year due to Calendar) Cease and desist orders or injunctive relief as determined by the prosecutor's office for operating without a valid license are requested for the below entities. Mr. Burke reported that those listed in strikethrough paid required fees and have been removed from the list.

Entity	Class	Address	Lic #	Fee owed
Barley Hopsters	C2S	1 N Sandusky St Delaware, OH 43015	NFRY-9DSTX5	\$405.50
Concord Services Company	C2S	6155 Glick Rd Powell, OH 43065	NFRY-9DSTZV	\$405.50
Jimmy Johns	C3S	47 N. Sandusky St. Delaware, Ohio 43015	SHAN-B9UTRU	\$144.00
Lindt-Tanger Outlet	C2S	400 S Wilson Rd Sunbury, OH 43074	SDGO-AB8KDU	\$405.50
Sunoco Food Mart US 23	C1S	1491 US 23 Delaware, OH 43015	SHAN-BA3MCG	\$368.00
Vito's Wine Bar	C3S	30 S Sandusky St. Delaware, OH 43015	NFRY-9DSUEU	\$748.00

PMT: Agency/Community

Mr. Blayney moved to refer above listed recalcitrant to the prosecutor's office. The motion was seconded by Mr. Karr. The motion carried unanimously.

ADJOURN

The meeting adjourned at 7:50 pm.

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

Shelina Threlfall
 Secretary

*mtg held virtually
 moved to approve by Mr. Blayney
 4/28/20 seconded by Ms. Smith
 carried unanimously*

