



Shelia Hiddleson, RN, MS
Health Commissioner

Delaware General Health District

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1.0 CONVENTION

1.01 CALL TO ORDER

The July 28, 2020 meeting was held virtually via Zoom and You Tube and at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:01 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 Hiddleson, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Ms. Jen Keagy, Community Health Director; Ms. Dawn Hall, Finance/Operations Director; Mr. Steve Burke, Environmental Health Director. There did not appear to be any You Tube participants.

1.02 CONSENT ITEMS

6.012 Appropriations A-C

6.015 Expenditures A-B

6.016 Inventory A

6.017 Advance/Transfer A

6.21 Authorization/Employment A

6.05 Board Actions/Policies/Legal Issues A, C

Item 6.015 C was added to the agenda.

Mr. Wisener moved to approve the consent agenda and agenda as amended and submitted. Mr. Blayney seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the June 30, 2020 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the June 2020 bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Kudos** – Ms. Hiddleson shared the Kudo's with the Board as well as some of the recent kind comments she has received about the work the district staff are doing. The Board shared some "thank you" for the work the staff are doing and some comments they are hearing from the public.
- **Priority Levels** – Mr. Howard shared Covid data and the Priority Levels that have been developed to assist in surge management.
- **Building Timeline** – Ms. Hiddleson and Mr. Blayney shared the timeline for the BID process for the new facility. The bid request will be posted on August 3, 2020 with bids due by 1:30 on August 19, 2020. Editor's Note: Due to a timing issue related to posting in newspaper (Delaware Gazette does not publish on Mondays), the date of closure of bids was changed to August 26, 2020 at 1:30. Board of Health sent email with notice on Wednesday, July 29, 2020 1:52 PM.
- **Finance Committee** – Ms. Hiddleson verified time and date of Finance Committee meeting to review Moody-Nolan recommendations for the acceptance of a contractor for the new facility. Editor's Note: Due to the timing issue noted above the Finance Committee meeting will be held on August 29, 2020 time to be determined. Board of Health sent email with notice on Wednesday, July 29, 2020 1:52 PM.
- **Schools** – Ms. Hiddleson shared with the Board of Health the planning that is taking place with each of the districts. The health district staff are providing guidance and tool kits based on best practices outlined by ODH, ODE, CDC, and the American Academy of Pediatrics. The DGHD will not be approving plans, as

this would imply that the plans are static. Plans will be reviewed according to best practices prior to school resuming this fall and then will be reviewed intermittently throughout the year based on new data, guidelines, and best practices.

To date the Board of Health members have completed 80 minutes of Continuing Education. Sixty-five minutes have been related to Covid 19 planning, implementation, ICS, epidemiology, contact tracing, and challenges. Fifteen minutes have been related to Financial reporting and forecasting.

Board of Health CE 2020								
Month	WT	PB	DS	MF	GW	AH	MH	DK
February (Covid ICS)	20	20		20	20	20	20	20
March (Covid Epi)	15	15	15	15	15	15	15	15
April (Covid Planning)	15	15	15	15	15	15	15	15
May (Covid Contact Tracing)	15	15	15	15	15	15	15	15
June (Financial Reporting and Forecasting)	15	15	15	15	15	15	15	15
Total	80	80	60	80	80	80	80	80
Need	120	120	120	120	120	120	120	120

Red = Needs CEU
 Green = CEU Complete
 Gray = Not attended

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. Hall reviewed the financial reports. Mr. Blayney moved to accept the year-to-date finance report. Mr. Wisener seconded the motion. The motion carried unanimously.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – Dr. Threlfall did not have a report.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.04 CITIZEN REQUEST – There were no citizens that identified themselves on YouTube.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Coronavirus Response – Requested Board approval for Coronavirus Response Special Revenue fund (fund number 70551505) transfer of appropriations in the amount of \$2,000 from salary to benefits. Based on projections of current salary and benefits there is a need to transfer these appropriations between object line items to cover the last payments from this grant. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Contact Tracing – Requested Board approval for Contact Tracing Special Revenue fund (fund number 71851528) transfer of appropriations in the amount of \$3,500 from services & charges to supplies. Additional computer monitors are needed for contact tracers due to the increase workload related to the rise in Coronavirus cases.

PMT: Agency

The Board approved item on consent.

C. Contact Tracing – Requested Board approval for Contact Tracing Special Revenue fund (fund number 71851528) supplemental appropriations of \$100,000 to salary and benefits. The District was awarded an additional \$356,547 for contract tracing.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. GPS Tracking System - Requested Board approval for the purchase of a GPS Tracking system for our District vehicles. Each vehicle will have a tracking device installed and will provide data on mileage and location of the vehicles. This information

will reduce the amount of time spent documenting and calculating mileage by the staff and fiscal department. Additionally, being able to locate the District vehicles will help ensure the safety of the staff.

The estimated cost:

\$21.95 per vehicle x 25 vehicles (monthly)

\$2.50 per key fob over 3 vehicles (monthly)

\$12.50 one-time cost for additional fobs x 5 fobs

Total estimated annual cost \$6,687.00

PMT: Agency

The Board approved item on consent.

B. Computer Monitors - Requested Board approval for the purchase of 18 computer monitors to be used by our staff to perform contact tracing. The cost is \$181.00 per monitor for a total cost of \$3,258.00. Will plan to use grant funding for purchase.

PMT: Agency

The Board approved item on consent.

C. Headsets for Contact Tracing - Requested Board approval for the purchase of 15 headsets for the contact tracers to perform contact tracing. The Cost is \$200 per headset for a total of \$3,000.00. Staff plan to use grant funding for this purchase.

PMT: Agency

Ms. Smith moved to approve the purchase headsets. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.016 INVENTORY

A. SonicWall NSA 3600 – Requested Board approval for removal of equipment from the District's inventory report that no longer operates - inventory number 1310. Replacement equipment was supplied by the vendor at no cost to the District.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCE / TRANSFER

A. Contact Tracing – Requested Board Approval to Advance \$100,000 from Administration 70225111 to Contract Tracing special revenue fund (fund number 71851528). The purpose of the advance is to provide funds in the Contact Tracing Special Revenue funds until we receive reimbursement from the state. Upon reimbursement, the funds will be returned to the Administration Fund. The District was awarded an additional \$356,547 for contact tracing.

PMT: Agency

The Board approved item on consent.

6.21 AUTHORIZATION/EMPLOYMENT

A. Leave Without Pay / Ms. Margo Dixon – Ms. Margo Dixon, Breastfeeding Peer Helper, has had a medical procedure that will require approximately 6-12 weeks off for recovery. As Ms. Dixon only works approximately 16 hrs./week, she will need up to 159 hours of LWOP. The WIC program staff can cover her hours for up to 12 weeks; if Ms. Dixon is unable to return to work after that date, she is planning to resign her position. Ms. Jennings, Program Manager, Mr. Howard, and Ms. Hiddleston recommended approval of LWOP for up to 12 weeks for Ms. Dixon.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Annual Performance Appraisal – Ms. Hiddleston and the Senior Leadership Team have determined that Annual Performance Appraisals based on Essential Functions and goals will not be feasible this year due to Covid 19 response and many staff fulfilling other roles/responsibilities. Therefore, Ms. Hiddleston requests the Board make a merit adjustment for agency staff. The Personnel Committee has discussed this issue and have a recommendation for the Board. Mr. Wisener discussed the need to provide a merit raise to staff despite inability to provide regular performance appraisals per policy. The Personnel Committee discussed and recommend a 3.25% merit increase for staff; regular performance appraisal merit increase is between 3-3.75%. A 3.25% raise is budgeted. The Board did not wish to go into Executive Session.

PMT: Agency

Mr. Wisener moved to approve a 3.25% merit raise for all staff on September 1, 2020. Ms. Smith seconded the motion. The motion carried unanimously.

6.031 HEALTH COMMISSIONER

A. Health Commissioner Contract - The Health Commissioner's contract expires at the end of December 2020. There are no significant changes; the revised contract will be emailed to Board members from Mr. Wisener. The Health Commissioner will receive annual performance appraisal in December 2020 with the potential of a merit increase at that time, no change in salary at this time. The Personnel Committee has reviewed the draft contract and recommended approval of a contract with a term of five years, January 1, 2021 through December 31, 2025. Mr. Wisener reviewed the Health Commissioner contract and shared the only changes were the dates and current salary amount, with an adjustment possible at the end of the year with Ms. Hiddleston's annual appraisal. Mr. Wisener asked if anyone wanted to enter executive session for discussion; there being no interest the Board did not go into executive session.

PMT: Agency

Action Requested: Discuss

Mr. Wisener moved to approve Ms. Hiddleston's contract beginning January 1, 2021 and ending December 31, 2025. Ms. Smith seconded the motion. The motion carried unanimously.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. New Facility Financing – The Board of Health has decided to open the bidding process for the new facility. To assure complete funding a loan up to Four Million dollars may be required dependent upon actual amount of accepted bid. Ms. Hall has been in working with Mr. Reinhard, FCW Bank, to develop a contract for the loan, a copy of the draft contract was provided to the Board.

- i) Origination fee is under consideration by the bank to lower (\$10,000)
- ii) The interest rate on the Loan will be the variable rate per annum of the Five-Year ICE Swap Index plus 2.75% (Currently 3.5%). The rate will adjust after the first five-year term. The initial loan rate will be set at or near the closing and the rate floor will be 3.5%.
- iii) Interest only for 18 months based on the principal balance outstanding then Principal and interest will be repayable in 101 monthly payments of approximately \$20,565.00, with a final payment of all unpaid principal and accrued interest due at maturity. Payments will be calculated using a 300-month amortization.

Request Board approve the Health Commissioner to negotiate and execute the contract with First Commonwealth Bank upon approval by the County Prosecutor. If any of the terms become less desirable, the Health Commissioner will not execute until after the Board reviews.

PMT: Agency

Action Requested: Consent

B. Shade Lease and Terms of Completion: Upon the completion of the Shade lease and their departure from the 1 West Winter building, Mr. Knowlton sent them a final bill; the bill included a charge for the 2019 taxes. The Shades have disputed their responsibility for paying this charge and allege that they were charged unjustly for some taxes in the previous years while they were tenants, while under lease with Delaware Bank and the health district. Ms. Hiddleston, Mr. Knowlton, Ms. Hall, and Mr. Penkal, Assistant Prosecuting Attorney, have been working diligently over the past six months to come to a resolution related to this dispute. During the last meeting, 07/22/2020, a tentative agreement was reached with a final review to be made by Mr. Penkal.

The original invoice was for \$18,515.98. A copy of the invoice was provided to the Board.

Request Board approval for the health commissioner to continue to negotiate the dispute and permit the settlement of the issue based on the recommendation of Mr. Penkal.

PMT: Agency

Mr. Wisener moved to approve allowing the Health Commissioner to negotiate the

dispute and provide a settlement based on the recommendations of the Prosecutor. Ms. Smith seconded the motion. The motion carried unanimously.

C. Reorganization: During the Board meeting in March of each year the Board typically selects a President and Vice-President. Due to the beginning of virtual meetings related to the pandemic this did not occur in March. At this time, it appears Board virtual meetings may continue for many more months as the pandemic does not seem to be subsiding.

Ms. Hiddleson recommended that Board officers continue through March of 2021 unless there are changes to Board membership.

PMT: Agency

The Board approved item on consent.

D. Bidding for New Facility – Mr. Blayney explained the process and timeline for the bidding of the new facility. Ms. Hiddleson shared that Mr. Penkal, Assistant Prosecuting Attorney, was helping with process and all documents.

PMT: Agency

Action Requested: Discuss

Mr. Blayney moved to advertise for BIDS on August 3, 2020 and August 10, 2020 per recommendations of Mr. Penkal with a closure date of August 19, 2020 at 1:30 PM. Mr. Wisener seconded the motion. The motion carried unanimously.

(See Editor’s note above about date change, motion will be revised at next meeting)

6.51 APPOINTMENTS

A. 2020 Board Committee Assignments – Current Board Committee assignments are noted below, and vacancies are noted. Mr. David Karr would like to be appointed to the Personnel Committee. The nominations committee has been inactive for the past several years and the levy committee will not be active until 2023. Ms. Hiddleson is uncertain if Ms. Howerton is still a member of the Regulation Review committee. Dr. Threlfall asked if there were any changes and/or other recommendations.

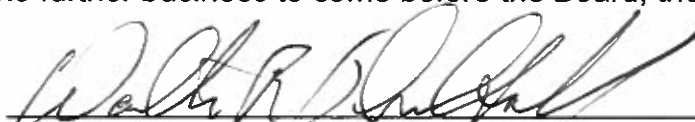
Current Board Committees					
Finance (3)	Personnel (4)	Subdivision Variance (3)	Regulation Review (3)	Levy (3)	Nominations (3)
W Threlfall	G Wisener	W Threlfall	W Threlfall	W Threlfall	Vacant
P Blayney	M Fleischer	P Blayney	P Blayney	P Blayney	Vacant
M Hickman	Vacant	Vacant	A Howerton?	Vacant	
	D Smith				
S Hiddleson	S Hiddleson	S Burke	S Burke	S Hiddleson	S Hiddleson
D Hall	A Whitney	D Kent			

PMT: Agency

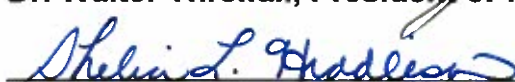
Action Requested: Approve

There being none, Mr. Blayney moved to approve the current members of Board Committees with Mr. Karr added to Personnel Committee and Ms. Howerton removed from Regulation Review. Ms. Smith seconded the motion. The motion carried unanimously.

There being no further business to come before the Board, the meeting adjourned at 8:16 PM.



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



 Secretary

