



1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/Contact</i>
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS	2	Approve
1.03 APPROVAL OF MINUTES	2	Approve
1.04 APPROVAL OF BILLS	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/Contact</i>
2.01 HEALTH COMMISSIONER A. Building Issues B. Position Paper Climate Change C. Continue Education (15 minutes)	25	Info
2.02 FINANCE		
A. Finance Report	2	Accept

3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/Contact</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>
4.01 REGULATION HEARING/ADOPTION		
A. Resolution #2012-07 Rabies Control Regulations – Third and final reading	5	Approve

4.04 CITIZEN REQUEST		
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6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action/Contact</i>
6.015 EXPENDITURES		
A. Vehicle Purchase	0	Consent
B. Expanded Conference Calling Capabilities and Web Meeting Access	0	Consent
C. Office Furniture	0	Consent
D. Renovations	0	Consent
6.016 INVENTORY		
A. Remove From Inventory / Desktops, Laptops, and Projector	0	Consent
B. Remove From Inventory / TSI Callibration Kit	0	Consent
6.02 PERSONNEL		
6.021 AUTHORIZATION/EMPLOYMENT		
A. Confirm Employment / Mr. John Bailey; Plumbing Inspector 1	0	Consent
B. Confirm Employment / Ms. Michelle Harmon; Administrative Assistant 2	0	Consent
C. Confirm Employment / Ms. Lisa Spangler; Administrative Assistant 2	0	Consent
D. Create Full-time Permanent Community Health Specialist Supervisor Position	0	Consent
E. Create Part-time Permanent Custodian/Maintenance 1 Position	0	Consent
F. Confirm Employment / Ms. Heather Lane; Epidemiologist 1	0	Consent
G. Confirm Employment / Ms. Arielle Hieronimus; Community Health Specialist 1	0	Consent
H. Confirm Employment / Ms. Monica Wing; Administrative Assistant 3	0	Consent

6.022 RECLASSIFICATION/PROMOTION		
A. Promotion Without Competition / Ms. Cheryl Forson	0	Consent
6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT		
A. Conference / Mr. Travis Irvan	0	Consent
B. Conference / Ms. Kelli Kincaid	0	Consent
6.025 SALARY SCALE/POLICIES/BENEFITS		
<p>A. Recruitment: The current (revised March 2017) salary scale reflects the DGHD salaries are average when compared with like and/or surrounding counties. Mrs. Hiddleson recommends comparing actual salary excluding the PERS pick-up, as this is a specific benefit and is not discussed until the interview process, to assist the DGHD with a robust applicant pool.</p> <p>Over the past several months, applications were received but during the telephone screening process the applicant asks for the withdrawal of the application due to salary or at the job offer point, after interviews have been completed, the candidate withdraws because they cannot accept the salary even with the HR Officer discussing the many benefits. The salary advertised for the position needs to draw excellent staff to the DGHD when a job search is initiated.</p> <p>Recently, the Board of Health approved two new positions, an Epidemiologist 1 and a Plumbing Inspector 1 or 2 due to the growth of the community. Both of these positions were posted for several weeks before qualified candidate resumes were received. Upon completion of the screening, interviewing, and job offer five of the candidates declined employment due to pay.</p> <p>DGHD is recognized as a leader; several staff and leadership team members are called upon to provide educational offerings related to public health at the local, state, and national level. The majority of staff employed by the DGHD has a Bachelor or Master degree; the positions most frequently advertised are not those of entry level personnel. In the recent postings, the candidate pool for Public Health Nurses and Registered Sanitarians has been limited to entry level staff; if resumes are received at all (for the recent Registered Sanitarian job posting no applicants have RS experience). With the unemployment rate at 5.9% for Ohio and only 3.8% in Delaware, the candidate pool is limited and makes recruiting of qualified personnel even more vital. When recruiting for staff, applicants evaluate the cost of living and may not choose Delaware because it is higher than the surrounding area.</p> <p>Leadership recommends raising the pay scale above the average for like/surrounding counties to better compete in the market. The Board Personnel Committee has discussed the issue of recruitment at length and recommends approval of an increase at the minimum pay grades and salary scale no more than a combined average of five percent while maintaining the integrity of the scale. Per policy, staff salary would only be adjusted if the minimum salary is not met. Four staff will also receive an additional 1.5% adjustment to maintain internal equity.</p>	15	Approve
<p>B. Retention: There are currently no benefits or efforts specifically made to retain qualified staff. The only nod to years of experience is an increase in vacation days after five, ten, fifteen, twenty, and twenty-five years. The turnover rates for 2014-2016, and 2017 year to date are as follows: 9.21, 15.07, 15.49, and 8.82 respectfully with an average rate of 12.15%. The average turnover rate where pay is specially mentioned is 2.07% and the rate for leaving to go to another LHD is 2.13%. The annual cost to recruit, interview, and orient new employees per year since 2014 with almost nine positions per year is conservatively \$115,063. This number includes the approximate salary and benefits for the HR Officer, Program Manager, Director, and staff.</p> <p>The cost of living in Delaware County is also higher than the surrounding counties (96.5% of National Average) when compared to the average of the central Ohio area (87.8%). While it is not a requirement for staff to live in the district (except the HC), the DGHD is required to provide emergency coverage 24/7/365 and all professional staff that live within one hour of the district are required to take call; this would exclude staff ability to be on call and could limit our ability to respond to an emergency if the majority of staff lived outside of the district.</p> <p>It also should be mentioned that this is clearly an "above average" agency. It is our staff that has brought this agency where it is today. We were the third Local Health District in Ohio to become Nationally Accredited and in the top ten percent nationally. Delaware County is routinely ranked number one in overall health rankings by the Robert Wood Johnson Foundation. The DGHD is mentioned often by our peers as having a model programs (last week in a state wide presentation, the ODH mentioned our mosquito surveillance program as a best management practice for the entire state). Many public records requests are made of the DGHD for policies, procedures, job descriptions, and guidelines as we are a recognized leader of public health in Ohio. To continue with these successes now and into the future, we must be able to recruit and retain excellent staff.</p> <p>The Board Personnel Committee has reviewed several retention strategies and recommends</p>	15	Approve

<p>the following:</p> <p>Cost of Living Increase: The Consumer Price Index was up 2.1% for 2016. With the exception of a minor adjustment to salaries in January 2015, staff only receives merit raises; they do not receive any type of Cost of Living adjustment. For a “successful” employee, a merit increase of 3% minus the CPI is a net increase of only 0.9%. For the staff in the second half of the salary scale, the net increase is only 0.4%.</p> <p>The Board Personnel Committee recommends a 2.5% cost of living increase for all staff not hired within the last ninety days (per policy) to be effective at the beginning of the next full pay period (05/06/2017). Newly hired staff salary will be adjusted to the new minimums noted above and will not be eligible for a Cost of Living increase as the new salary scale takes the 2016 CPI into account already.</p>										
<p>C. Cost of Living Increase: The Health Commissioner is not considered an employee. Discussion to include or exclude Mrs. Hiddleston from the COL increase</p>	5	Approve								
<p>D. Merit Scale: The current Merit Scale includes a dis-incentive for the retention of staff by decreasing the amount of the merit raise based on current placement on the salary scale. The merit increase for Successful ranges from 2.5-3% based on placement and Exceeds ranges from 3.25-3.75%. The Board Personnel Committee recommends removal of placement on the salary scale as a deciding factor for annual merit raises with an effective date to be determined by Mrs. Hiddleston upon the implementation of the new Performance Appraisal tool later this year (anticipating July or August). The new scale would be 3% for Core Performer and 3.75 % for High Performer.</p> <p style="text-align: center;">Annual Performance Based Salary Increases</p> <p>Annual increases are considered based on employee performance and evaluation ratings. The following schedule is the percentage increase available effective TO BE DETERMINED in 2017 or until superseded. These amounts are reviewed annually and consideration is given to the annual Consumer Product Index as well as the market place.</p> <table border="1" data-bbox="167 1107 1214 1736"> <thead> <tr> <th data-bbox="167 1107 922 1204">Appraisal (Overall rating)</th> <th data-bbox="922 1107 1214 1204">Amount of Raise</th> </tr> </thead> <tbody> <tr> <td data-bbox="167 1204 922 1392"> <p>HIGH PERFORMER The competencies/skills are performed without exception. Performs job duties by taking independent initiative in work processes. Is able to prioritize well and complete all assignments on time.</p> </td> <td data-bbox="922 1204 1214 1392">3.75%</td> </tr> <tr> <td data-bbox="167 1392 922 1580"> <p>CORE PERFORMER The competencies/skills are routinely performed. Performs job duties by taking on new/expanded responsibilities upon request. Is able to set most priorities and completes most assignments on time.</p> </td> <td data-bbox="922 1392 1214 1580">3%</td> </tr> <tr> <td data-bbox="167 1580 922 1736"> <p>LOW PERFORMER The competencies/skills are performed on an infrequent basis. Performs job duties below requirements. Is unable to set priorities and meet deadlines.</p> </td> <td data-bbox="922 1580 1214 1736">No increase – Review again in 3 months – Merit given if rated at least a meets</td> </tr> </tbody> </table>	Appraisal (Overall rating)	Amount of Raise	<p>HIGH PERFORMER The competencies/skills are performed without exception. Performs job duties by taking independent initiative in work processes. Is able to prioritize well and complete all assignments on time.</p>	3.75%	<p>CORE PERFORMER The competencies/skills are routinely performed. Performs job duties by taking on new/expanded responsibilities upon request. Is able to set most priorities and completes most assignments on time.</p>	3%	<p>LOW PERFORMER The competencies/skills are performed on an infrequent basis. Performs job duties below requirements. Is unable to set priorities and meet deadlines.</p>	No increase – Review again in 3 months – Merit given if rated at least a meets	5	Approve
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<p>E. Personnel Policies: When staff is promoted from within and then an unexpected opening occurs that may be better suited to their skills or career plans, currently they are prohibited from applying. Mrs. Hiddleston recommends the following change to Section 302 as noted in blue below:</p> <p>During the first half of the probationary period (ninety (90) days), newly hired employees will not be eligible for a salary increase, cost of living increase, promotion, or lateral classification change and are not eligible to apply for open positions within the Delaware General Health District. At the end of ninety (90) days, he/she may be considered for an increase with a recommendation from his/her Manager, a promotion or lateral classification change and are eligible to apply for open positions. Recently promoted or laterally moved staff will be eligible for a salary increase, cost of living increase, promotion, or lateral classification change and are eligible to apply for open positions within the Delaware General Health District.</p> <p>The Board Personnel Committee has reviewed the recommendation and recommends approval.</p>	5	Approve								

6.04 SPECIAL REPORTS		
A. 2016 Child Fatality Review Board Report	0	Info
B. Delaware General Health District Employee Bike Share Program	0	Info
6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES		
6.052 POLICIES		
A. Culturally and Linguistically Appropriate Services Plan Update	0	Consent
6.053 RESOLUTIONS		
A. Resolution #2012-13 Policy for the Protection of Water Resources Resolution #2011-17 Policy Regarding Transfers of Licenses and Fee Refunds Resolution #2012-10 Policy for Sewage Treatment Systems and Resolution #2011-02 Routine and Emergency Events (Delegation of Authority)	0	Consent/ Steve
6.054 LEGAL ISSUES		
A. 3172 Radnor Road – Request Board to declare 3172 Radnor Road; Radnor, Ohio a public nuisance and refer to the County Prosecutor.	0	Consent
B. 6395 South Park Place – Request Board approval to declare 6395 South Park Place; Shawnee Hills, Ohio a public nuisance and refer to the County Prosecutor.	0	Consent