



Delaware General Health District
Dedicated to your health

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Health Commissioner

Delaware General Health District

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Board meeting **Tuesday, October 25, 2016**

1.0 CONVENTION

Agenda Item	Time	Action/
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS	2	Approve
6.012 A-B Appropriations		
6.02 A Personnel		
6.021 A Authorization/Employment		
6.023 A-B Tuition Reimbursement/Staff Development		
1.03 APPROVAL OF MINUTES	2	Approve
A. Previously sent.		
1.04 APPROVAL OF BILLS	2	Approve
A. Previously sent.		

2.0 STAFF REPORTS

Agenda Item	TIME	Action
2.01 HEALTH COMMISSIONER	2	Info
2.02 FINANCE		
A. Finance Report	2	Accept

3.0 BOARD REPORTS

Agenda Item	Time	Action
3.01 BOARD PRESIDENT	<15	Info
3.02 BOARD COMMITTEES		Info

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

Agenda Item	Time	Action
4.01 REGULATION HEARING/ADOPTION		
A. PUBLIC HEARING - Second reading- Environmental Health Fees	5	Approve

4.03 Variance This variance request is from Mr. Fred Fuller, owner of 4939 Miller-Paul Road, Harlem Township, Westerville, Ohio 43082. This is a 5 acre site, 4 bedroom house and is on DelCo water. This variance request is for the consideration of trench width required by OAC 3701-29-15 III (C). This rule states..."Approved leaching trench products using a non-gravel, fines free distribution system shall have a minimum projected product width that substantially fills the trench to within two inches." The leach trench system was installed with six inches from the product width to the trench sidewalls. Staff has consulted with the soil scientist/system designer and has received an email from him stating the installation should not adversely affect the performance of the sewage system. The trenches for this system are only installed three inches from the surface, therefore, there is very little natural sidewall to consider anyway. Staff also consulted with ODH staff on this matter. They indicated a variance would be appropriate or a complete replacement of the installation. The complete replacement could then cause issue with a new secondary area. Based on the soil scientist/designer, approval of the installation as it is and the amount of disruption to the site if a complete replacement were required, staff recommends approval of this variance.	10	Approve
4.04 CITIZEN REQUEST		

6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action</i>
6.012 APPROPRIATIONS		
A. CFHS	0	Consent
B. Safe	0	Consent
C. Building – Requesting permission to increase expense appropriation by \$11,974.90 and make a few line item changes to bring the budget in line with projected expenditures in the Building Fund (70225115). When DGHD increased the monthly mortgage payment from \$7,442 to \$10,000 to reduce its payoff 3.2 years, no adjustment was made in the appropriation for the increase in principal payments. Please see attached Budget Revision form for line item details.	2	Approve
D. Solid Waste - Requesting permission to increase expense appropriation in Solid Waste (70751507) by \$16,018.10 and to make a few line item changes to bring expenditures in line with current plans. With the reduction in grant funding the Solid Waste fund had to assume additional expense. Please see attached Budget Revision form for line item details.	2	Approve
E. Pools - Requesting permission to increase expense appropriation in Pools (70851508) by \$4,121.50 and to make a few line item changes to bring expenditures in line with current plans. In order to assure a smooth cash flow and to have enough appropriation to finish the year in pools, we are requesting this change. Please see attached Budget Revision form for line item details.	2	Approve

6.02 PERSONNEL		
A. Resignation - Request Board accept the resignation of Ms. Lana Bishop (Administrative Assistant II / Environmental Health Division) effective 12:45 pm on October 12, 2016	0	Consent

6.021 AUTHORIZATION/EMPLOYMENT		
A. Part-Time Seasonal Administrative Assistant I – Request Board approval to hire Ms. Alyssa Hill to fill the Part-Time Seasonal Administrative Assistant I position within the Personal Health Division, 24 hours a week, \$12.71/hour (pay grade A2) effective October 21, 2016.	0	Consent

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT		
A. Kelli Kincaid was approved to travel to Salt Lake City from October 4th-October 7th. The per diem for the hotel changed from \$108 per night to \$115 per night. This would increase her reimbursement from \$364.83 to \$388.47. The difference of \$26.64 is requested to be reimbursed.	0	Consent
B. Request Board approval to expend up to \$991.09 funds for Abby Crisp to attend the Midwest Injury Prevention Alliance 2016 Summit in Pewaukee, WI on November 30-December 2, 2016. This conference promotes the development and sharing of injury prevention planning, evaluation, education and policy strategies, training, and research. Expenses include conference/registration (\$25.00); airfare (\$500.00); parking/taxi (100.00); hotel (\$224.20); and meals (\$141.89). Out of Health District and/or State Approval form attached and expenditure is budgeted from Injury Prevention grant funds.	0	Consent

Red Items are additions to the original agenda
 Blue Items require action
 Green Items are consent