

1.01 CALL TO ORDER

The meeting was held at Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:00 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Vice President; Mr. Wisener; Ms. Howerton; Dr. Hickman; Ms. Fleischer; and Ms. Smith. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Joan Bowe, Director of Personal Health and Nursing; Mr. Dave Knowlton, Operations Director; and Ms. Lisa Brown, Administrative Assistant IV.

1.02 CONSENT ITEMS

6.021 A-B Authorization/Employment

6.023 A-C Tuition Reimbursement/Staff Development

6.025 A-C Salary Scale/Policies/Benefits

6.03 A Contracts

6.053 A-B Resolutions

Items 6.015 A Expenditures and 6.023 D Tuition Reimbursement/Staff Development were added to the agenda. Item 6.023 A Tuition Reimbursement/Staff Development was removed from the consent agenda. Ms. Smith moved to approve the consent agenda and agenda as amended and submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Ms. Fleischer moved to approve the August 30, 2016 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Mr. Wisener moved to approve the August 2016 bills. Ms. Fleischer seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleston circulated a copy of the monthly thank you and recognition summary report.

Ms. Hiddleston reported information from the Association of Ohio Health Commissioners' conference related to accreditation requirement and regionalization comments shared with Health Commissioners that have been visited by Director Hodges.

The Nursing and Environmental Health staff continues to work through the Cryptosporidium outbreak.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board.

PMT: Agency

Dr. Hickman moved to accept the year-to-date finance report. Ms. Smith seconded the motion. The motion carried unanimously.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. First Reading of Resolution 2016-04 Environmental Health Fees for 2017– Requested Board approval of the first reading of Resolution 2016-04 Environmental Health Fees 2017. A copy of Resolution 2016-04 Environmental Health Fees for 2017 was provided to the Board. Staff recommended that the Environmental Health fees be adjusted as outlined on the provided copy of the fee schedule for 2017. Cost analysis has been completed per the Ohio Revised Code. As usual, the Health District strives for 90% cost recovery of each program in fees, with levy funds covering the remainder of the costs. A 2016 and 2017 Environmental Health fee comparison document and a fee narrative document were provided to the Board.

Mr. Steve Burke reported that two corrections to the submitted comparison document as follows:

I. Private Water Systems

B. Alteration Permit/Application

1. **Single Family A 'S'** was noted with fee to represent State fee; however, this 'S' was inadvertently listed and State fee does not apply.

2. **Multi-Family A 'S'** was noted with fee to represent State fee; however, this 'S' was inadvertently listed and State fee does not apply.

X. Education Classes

J. Food Safety

2. **Re-test/proctor test for DGHD Student fees** transposed and corrected to a fee Decrease from \$50 to \$30 versus as listed of \$30 to \$50.

PMT: Agency/Community

Mr. Wisener moved to approve the first reading of Resolution 2016-04 Environmental Health Fees for 2017 as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.015 EXPENDITURES

A. Building Repairs – Mr. Dave Knowlton reported that item 6.015 A was added to the agenda due to an accident that occurred after the original agenda was submitted. Mr. Knowlton presented video of the accident. A structural engineer has confirmed no structural damages have occurred and the necessary police reports and insurance reports have been filed. In the interim of the insurance claim process, requested Board approval to expend up to \$5,000 Building funds to repair damages as result of a vehicle backing into the 3 West Winter building on September 21, 2016. Upon processing any reimbursement of monies via insurance claim, these monies will be reimbursed to the Building fund.

Dr. Hickman moved to approval expending up to \$5,000 building repairs as a result of the September 21, 2016 accident. Mr. Wisener seconded the motion. The motion carried unanimously.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation – Requested Board approval to accept Ms. Karyn Tucker's (WIC Health Professional 2 / Personal Health Division) resignation effective August 19, 2016. Staff are not requesting to fill this vacated position at this time as current staff have been realigned to accommodate the needs of the Woman, Infant and Children (WIC) program.

PMT: Agency

The Board approved item on consent.

B. Resignation – Requested Board approval to accept Ms. Mia Wurtsbaugh's (Breastfeeding Peer Helper / Personal Health Division) resignation effective September 2, 2016.

PMT: Agency

Action Requested: Consent Approval

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Pam Shears – Ms. Hiddleston reported that item 6.023 A was removed from the consent agenda as Board agenda item was updated as identified below in red text. Request Board approval of updated request. Changes included updating hotel fee to the 2017 per diem rates which upon doing so, does not exceed the allowable per diem and meal amount was updated to per diem rates.

Request Board approval to expend up to ~~\$1,931.431,600~~, Public Health funds for Ms. Pam Shears to attend the Laserfiche conference in Long Beach California February 7 through February 10, 2017. This conference is applicable to the job duties of Ms. Pam Shears and directly related to Strategic Plan goal of technological effectiveness/efficiency and Workforce Development. Conference fee is being covered by Laserfiche. Expenses include hotel \$1,006.26 (\$175.00 plus tax \$26.26 per night). Airfare \$500; meals ~~\$408.43248~~; and transportation \$40; parking \$40. Out of Health District and/or State Approval form attached and expenditure is not budgeted. Travel dates are February 6 and February 11, 2017.

PMT: Community

Dr. Hickman moved to approve 6.023 A as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

B. Conference / Ms. Shelia Hiddleston - Request Board approval for Ms. Hiddleston to complete Public Health Accreditation Board (PHAB) Site Visitor assignment October 19-21, 2016. All expenses paid by PHAB, time only approximately twenty-four (24) hours.

PMT: Quality

The Board approved item on consent.

C. Conference / Ms. Melissa Adams, Mr. Dustin Kent, and Mr. Adam Howard - Request Board approval to expend up to \$720 Sewage / Food funds for the three aforementioned employees of the Environmental Health Division to attend the Ohio Environmental Health Association (OEHA) Annual Fall Conference at the Nia Conference Center / Kalahari Resort conference in Sandusky, Ohio on October 13-14, 2016. This conference is applicable to the employees' job duties as well as continuing education units and directly related to Strategic Plan goal of supporting staff involvement in public health organizations that align with the Health District. Expenses include conference/registration (\$270); hotel (\$303); meals (\$147). Copies of the Out of Health District and/or State Approval forms were provided to the Board and expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

D. Conference / Ms. Abby Crisp – Ms. Hiddleston reported that item 6.023 D was added to the agenda as original submission and approval of the Board were for conference dates in September which were subsequently cancelled. Updated request is for rescheduled date in October; no other changes have been changed to the original Board approval in August (only dates). Request Board approval to expend up to \$458.15 funds for Ms. Abby Crisp to attend the Matter of Balance Coaches training in Cleveland, OH on October 26-27, 2016. The previous date of this training was September 28-30, 2016; however, it was cancelled. This training will provide the skills, information, and materials to provide Matter of Balance classes to older adults in the community. Expenses include hotel (\$291.25); parking (\$40.00) and meals (\$126.90). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted from Injury Prevention grant funds.

PMT: Agency

Ms. Smith moved to approval conference request as amended and submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Plan – Requested Board approval of the updated Position Series Plan which includes updates since February 2016. Updates included two (2) promotions, three (3) new hires and three (3) resignations. A copy of the updated Position Series plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Preventative Health Measure Reimbursement Program - Requested Board approval to amend the Preventative Health Measure Reimbursement program effective September 27, 2016 to say "any purchase that is needed for the participating employee to be involved in a healthy activity for that employee. Said purchase cannot be used for any items approved for purchase by a Flexible Spending Account as administered by the Internal Revenue Service."

At the January 31, 2012 meeting of the Delaware General Health District Board of Health the following was approved "As approved last month, employees can receive either \$200 towards their Flexible Spending Account or towards a healthy membership such as a weight loss program or gym membership. Staff was asked to develop other suggestions that would be approved for reimbursement. Staff requested and the Personnel Committee recommended Board approval of the suggestions as follows: Massage; Acupuncture; Counseling; Respite Care; Self Help Materials (workbooks, cookbooks, etc.); Certified Personal Trainer Sessions; Exercise/Workout Equipment (yoga mats, water bottles, running shoes etc.); Cooking & Food Prep Equipment (juicers, crackpots etc.); Portion Control Tools; Medical Equipment (bp monitors, glucose monitors, C-pap machines, hearing aids)."

As a result of the Liberty Township's policy of paying employees to not take Liberty Township provided health insurance, Auditor Kaitsa's office indicated preference to solicit an opinion from the Prosecutor O'Brien's office about the legality of the above defined program. Eric Penkal of the Prosecutor's office said that Delaware General Health District's program (Preventative Health Measure Reimbursement program) is ok as long as the program does not pay for expenses that are approved for payment from a regular Flexible Spending Account program.

PMT: Agency

The Board approved item on consent.

C. Flexible Spending Account (FSA) Dollar for Dollar Match - Requested Board approval to remove the dollar for dollar match requirement for the Delaware General Health District FSA program effective December 17, 2016 (the first day of the first pay period in 2017).

When Delaware General Health District established a FSA program benefit for the employees, the program was defined as saying employees would receive up to \$100 in the employee's FSA account when matched dollar for dollar by employee contributions. The program was later amended to \$200 and as of January 1, 2017 will be \$300.

To date, the dollar for dollar match remains. Upon inquiry, it was found that some employees have stayed away from the FSA account because of the dollar for dollar match. Healthy employees that do not have a lot of medical expenses are leery of committing \$300 to an account where the employee could lose some of the monies if not utilized. Because the Preventative Health Measure Reimbursement program does not require a dollar for dollar match, more employees are electing participation in the Preventative Health Measure program.

Financially, the FSA program is a better deal for employees. The contribution to the employee's account is tax free at this time whereas employees have to pay tax on employee payments from the Preventative Health Measure Reimbursement program.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Hospital Council of Northwest Ohio - Requested Board approval to enter into contract with the Hospital Council of Northwest Ohio in the amount not to exceed \$13,000 in Public Health funds upon review and approval of the Delaware County Prosecutor. The contract will provide data analysis and report writing for the Youth Risk Behavior Survey. DGHD is collaborating with stakeholders to garner additional resources to supplement the cost of this contract.

PMT: Community

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2016-03 To Certify Tax Levy - Requested Board approval of Resolution 2016-03. Be it resolved by the Board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund (70225111) in the amount of \$3,717,734 from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. A copy of Resolution 2016-03 To Certify Tax Levy and a copy of Schedule A were provided to the Board.

PMT: Agency

The Board approved item on consent.

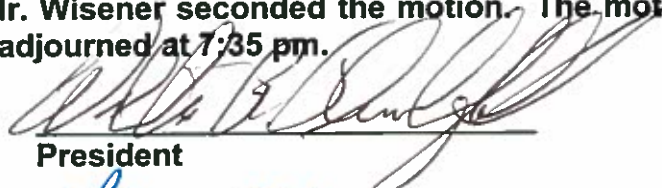
B. Grady Memorial Maternity Licensure – Requested Board approval of Certification of Approval to the Ohio Department of Health for the licensure of Grady Memorial Hospital Grady Family Birthplace in accordance with Ohio Revised Code Chapter 3711. A copy of the Maternity Licensure Board of Health Certificate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

PMT: Community

Ms. Smith moved to approve Certification of Approval to the Ohio Department of Health for the licensure of Grady Memorial Hospital Grady Family Birth place. Ms. Fleischer seconded the motion. Roll vote was taken: Mr. Patrick Blayney, yes; Ms. Dolores Smith, yes; Dr. Mark Hickman, yes; Ms. Margie Fleischer, yes; Mr. George Wisener, yes; Ms. Amy Howerton, yes. The motion carried unanimously.

ADJOURN

Ms. Fleischer moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 7:35 pm.



President



Secretary