

**1.0 CONVENTION**

**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 7:03 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; 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; Ms. Jen Keagy, Community Health Director; Ms. Kelli Kincaid, Program Manager/ Accreditation Coordinator; Mr. Dave Knowlton; Operations Director; Ms. Pam Shears, Administrative Services Manager; Ms. Leslie Mason, Administrative Assistant II; and Ms. Lisa Brown, Administrative Assistant IV.

**1.02 CONSENT ITEMS**

**6.014 A-B Fees**

**6.015 A-B Expenditures**

**6.021 C-D Authorization/Employment**

**6.023 A-B Tuition Reimbursement/Staff Development**

**6.033 A Community Health**

**Info Only**

**2.02 B Finance**

**6.04 A-B Special Reports**

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

**1.03 APPROVAL OF MINUTES**

**A. Ms. Smith moved to approve the June 28, 2016 minutes. Mr. Blayney seconded the motion. The motion carried unanimously.**

**1.04 APPROVAL OF BILLS**

**A. Mr. Blayney moved to approve the June 2016 bills. Mr. Wisener seconded the motion. The motion carried unanimously.**

**2.0 STAFF REPORTS**

**2.01 HEALTH COMMISSIONER**

The Board was provided a summary of Health District and staff thank you and acknowledgments.

Ms. Hiddleston reported an electronic reminder will be sent to those Board of Health members that have not completed the Continuing Education units.

Mr. Steve Burke introduced new Administrative Assistant II, Ms. Leslie Mason. Mr. Burke also reported that staff are currently working with the County Prosecutor and the Ohio Department of Health regarding a rule interpretation related to gray water recycling systems within campground entities.

Mr. Dave Knowlton reported that a complaint has been filed with the City of Delaware related to a citizen that is allowing a dog to defecate on the sidewalk or other property area of the Delaware General Health District. Mr. Knowlton has extensively attempted to work with this individual in resolving this issue; to no avail so a formal complaint has been filed with the City of Delaware.

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

**B. Delaware General Health District FTE Report – The Board was provided a copy of the FTE report.**

**PMT: Agency**

**Info Only**

**3.0 BOARD REPORTS**

**3.02 BOARD COMMITTEES** – The Personnel Committee met prior to tonight's Board meeting.

**6.0 NEW BUSINESS****6.01 FINANCE****6.014 FEES**

**A. Contract Administration Fee** - Requested Board approval to establish a "Contract Administration Fee". As Delaware General Health District is recognized as a leader amongst local health departments, staff are getting more and more requests for services from the Health District's office personnel (i.e. Epidemiology, Plumbing, Information Technology services, etc.). The Health District's response to date has been that the Health District is willing to share staff expertise if the Health District office services are not neglected and the Health District recovers Health District costs.

To date staff have done a good job of recovering Health District costs for the employee, supplies or travel. Staff experience has shown that the Health District has a certain amount of administrative duties that the Health District is not being reimbursed to date (i.e. contractual review by Health Commissioner and Director of Finance, record keeping, invoicing, manager & director review, supply purchasing, reporting of payments etc.).

Requested Board approval to establish an "admin fee" that will incorporate the "indirect" costs of contract management. Current estimates indicate said fee will not exceed \$1,800 per year. Each contract could have a different rate depending on the level of administrative services needed for successful execution of the contract. It is also requested that Delaware General Health District's Health Commissioner retain the ability to waive the fee depending upon circumstances presented.

**PMT: Agency**

**The Board approved item on consent.**

**B. Clinic Service Fees** - Requested Board approval of updated Clinic Service Fees to be effective July 1, 2016. Flu vaccine fees were updated to reflect increased costs and a worksite cash price for flu was developed, and the worksite nursing hourly fee was moved from the old worksite wellness schedule. Changes have been highlighted in red. A copy of the Fee schedule was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**6.015 EXPENDITURES**

**A. Shed/Garage** - Requested Board approval to expend up to \$4,900 Public Health (Vector) funds for the Environmental Health staff to purchase a new portable shed/garage for the purpose of storing pesticide, mosquito foggers, and related equipment. The purchase will be from Delaware Sheds and Barns, a local business located on US 23. The shed/garage consists of a main floor of 12'X20' and small loft. In the past, the agency has stored these items in a Delaware City garage. Recently, staff has received notice that the City is likely moving out of this location. In an effort to find alternate locations, staff has been working with the City of Delaware and believes to have found a location at the wastewater treatment plant to place the shed/garage. This location would be gated and staff would have access. The Memorandum of Understanding (MOU) in progress would provide safe and staff assessable location for the storage of pesticide related products. City council will hear the MOU request at one of its upcoming meetings. The cost of the building and delivery is not to exceed \$4,900.

**PMT: Agency**

**The Board approved item on consent.**

**B. Business Communication Specialists** – Requested Board approval to expend up to \$4,214.15 Public Health funds to renew the Delaware General Health District's ShoreTel phone system support contract which expires July 28, 2016. Staff has chosen Business Communication Specialists to replace Accent Communications who is the Health District's current vendor. Accent's quote is \$5,315.00 and will not negotiate any lower. Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**6.016 INVENTORY**

**A. Remove HP EliteBook From Inventory** - Requested Board approval to remove an HP EliteBook tablet computer #8185 from inventory. The internal circuitry is beyond repair. It was purchased with PHEP grant funds in 2013.

**PMT: Agency**

**The Board approved item on consent.**

**6.02 PERSONNEL**

**6.021 AUTHORIZATION/EMPLOYMENT**

**A. Create a Seasonal Part-Time Administrative Assistant I Position** - Requested Board approval to create a seasonal part-time Administrative Assistant I position less than 40 hours a week from October 1, 2016 through December 31, 2016 pay grade A2 within the Personal Health Division. This position will be to assist with data entry for the influenza clinics and the amount will not exceed \$7,500. Ms. Smith confirmed that the Personnel Committee recommended approval.

**PMT: Agency**

**Mr. Wisener moved to create a part-time Administrative Assistant I position as outlined in item 6.021 A. Ms. Smith seconded the motion. The motion carried unanimously.**

**B. Create a Full-Time Fiscal Specialist – Billing Position** – Requested Board approval to create a full-time Fiscal Specialist – Billing position; 40 hours a week; pay grade C1; effective August 1, 2016. Mr. Wisener confirmed that the Personnel Committee recommended approval and that position would report to the Operations Director versus the Director of Personal Health and Nursing. A copy of the draft Position Description was provided to the Board.

**PMT: Agency**

**Ms. Smith moved to create a full-time Fiscal Specialist – Billing position as outlined in item 6.021 B. and with position reporting to the Operations Director. Ms. Fleischer seconded the motion.**

**C. Confirm Employment** – Requested Board confirm full-time permanent (80 hours a pay period) of Ms. Rachel Aller, Administrative Assistant I within the Personal Health Division, pay grade A2; \$12.25/hour effective July 18, 2016.

**PMT: Agency**

**The Board approved item on consent.**

**D. Confirm Employment** – Requested Board confirm full-time permanent (80 hours a pay period) employment of Ms. Leslie Mason, Administrative Assistant II within the Environmental Health Division, pay grade A4; \$13.13/hour effective July 11, 2016.

**PMT: Agency**

**The Board approved item on consent.**

**6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion Without Competition** – Requested Board approval to promote without competition Ms. Janett Chittock from Administrative Assistant III (pay grade A5) to Fiscal Specialist - Billing (pay grade C1) as she is already performing the duties of this newly created position and is in line with the other two Fiscal Specialist positions. Promotion without competition effective August 1, 2016. Ms. Chittock's new hourly rate will be determined after the completion of pro-rated performance appraisal and 3% promotion without competition increase or to minimum of pay grade whichever is greater (minimum of scale is \$16.00) the annual increase will not exceed \$2,100. Annual performance appraisal date will change to one year from the effective date of promotion without competition, August 1, 2017. Ms. Howerton confirmed that the Personnel Committee recommended approval. A copy of draft Position Description was provided to the Board.

**PMT: Agency**

**Ms. Howerton moved to promote without competition Ms. Janett Chittock to Fiscal Specialist – Billing as outlined in item 6.022 A. Ms. Fleischer seconded the motion. The motion carried unanimously.**

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference – National Immunization - Ms. Heather Day** - Requested Board approval to expend up to \$1,062.63 Public Health funds for Ms. Heather Day, Program Manager to attend the National Immunization Conference in Atlanta, GA on September 12-15, 2016. This conference is directly related to the Division's Strategic Plan goal of improving immunization rates. Expenses include hotel (\$513.36); meals (\$278.07); and travel (\$271.20). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**B. Conference – Forum for Quality Improvement in Public Health – Ms. Kelli Kincaid** - Requested Board approval to expend up to \$1,563.52 in Public Health funds for Ms. Kelli Kincaid to attend the Forum for Quality Improvement in Public Health in Salt Lake City, Utah on October 4-7, 2016. This conference is applicable to the job duties of Ms. Kincaid and directly relates to the Strategic Plan goal of Performance Management and the Accreditation process. Expenses include conference/registration (\$350.00); hotel (\$387.02); airfare (\$550); meals (\$206.50); and parking (\$70.00). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

**PMT: Agency**

**Action Requested: Consent approval**

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Personnel Policy Changes** – Requested Board approval to update language within the Personnel Policies as identified below per red text. Recommended changes are supported by the Work Life Balance Committee and Leadership Team. Ms. Smith confirmed that the Personnel Committee recommended approval.

**1). Section 401 Attendance and Punctuality**

**B.** The Delaware General Health District understands that both personal and family issues may impact an employee's life. An employee has the option to select an alternative work schedule on a quarterly basis (option form available on the Health District's Intranet). ~~No alternate work schedules will be approved during the first ninety (90) days of the employee's probationary period.~~ While attempts will be made to accommodate alternative work schedules, it is expected that all Divisions within the Health District will be staffed to handle business needs during normal hours of operations (8:00 am to 5:00 pm Monday through Friday).

**2). Section 405 Vacation Leave**

**I.** An employee serving a new hire probationary period, vacation accrual is earned; however, vacation is not available to take until after the new hire has completed three (3) months of the probationary period. ~~has been completed.~~

**3). Sections 403 Sick Leave; 405 Vacation Leave; 406 Personal Leave; 409 Court Leave; 412 Leave of Absence; 506 Compensatory Time**

Updated to include employee may not enter a leave without pay status until all eligible accumulated leave has been exhausted.

**403 Sick Leave****A. Accrual and Use**

**8)** If an illness or disability continues past the time covered by earned sick leave, the employee must use eligible accrued leave, vacation leave or personal leave. Otherwise, the employee may request either a leave of absence or a disability leave. However, if a leave of absence is granted and the illness or disability continues past expiration of the leave, a disability leave may then be requested. A leave without pay will not be granted until all eligible accumulated leave is exhausted. Donated sick leave may not be utilized until all eligible accumulated leave is exhausted.

**B. Family and Medical Leave Act (FMLA)**

- 3) Cases involving FMLA may be approved for each FMLA qualifying event. Employees are required to use any eligible accumulated available sick leave; personal leave; vacation leave and accrued leave prior to going into unpaid status during an FMLA event. All applicable leaves will run concurrently with FMLA up to the twelve (12) weeks per rolling twelve (12) month period.

**C. Sick Leave Donation**

- 3) Employees may request sick leave donation prior to actually exhausting his/her accumulated leave balances (sick leave donation request forms are available on the Health District's Intranet). Requested leave donation will commence upon the exhaustion of the employee's eligible accumulated leave balances.
- 4) The donating employee must voluntarily elect to donate sick leave and do so with the understanding that such leave will not be returned. Only the balance of unused hours will be credited to the donor's sick leave account. The Human Resources Department will ensure that no employee will be forced to donate leave. The donation of sick leave shall occur on a strictly confidential and voluntary basis. The leave shall be administered on a pay period basis and both employees must be on active pay status. The donation of leave will be credited when the employee's eligible accumulated leave balances reach zero (0). If more than one employee donates sick leave, the sick leave needed will be distributed equally per donor. Employee is not entitled to any back pay as a result of donated sick leave.

**405 Vacation Leave (add letter J.)**

J. A leave without pay will not be granted until all eligible accumulated leave has been exhausted.

**406 Personal Leave (add letter J.)**

J. A leave without pay will not be granted until all eligible accumulated leave has been exhausted.

**409 Court Leave**

- A. Full time and part-time permanent employees will receive scheduled work hours pay when subpoenaed or jury duty by the United States, State of Ohio or a political subdivision, provided such duty is related to jury duty or to employment. Employee must provide documentation of subpoena or jury duty to his/her immediate Manager (Manager will submit documentation to payroll).
- B. Accrued leave; personal leave; vacation leave or leave without pay upon exhausting all eligible accumulated leave may be utilized for personal court matters. Such leave request must have prior approval of the immediate Manager in a manner approved by the Health Commissioner.
- C. All compensation (minus transportation expense) received for court or jury duty must be remitted by the employee and deposited in the General Fund of the Health District unless:
- 1) Such duty is performed outside working hours; or
  - 2) The employee utilizes ~~wishes to take~~ accrued leave; personal leave; vacation leave; or leave without pay.

**412 Leave of Absence**

- A. The Health Commissioner has the authority to approve leave without pay for up to ten (10) days. A leave of absence, \*with or without pay, may be granted by the Board on a case by case basis not to exceed six (6) months. At the discretion of the Board, up to two (2) years may be granted for job related education purposes. \*A leave of absence without pay will not be granted until all eligible accumulated leave has been exhausted.

**B.** Eligible employees (full and part time) will earn pro-rated vacation, sick, and personal leave accruals for hours in active pay status upon entering a leave without pay status of one (1) day or more within a pay period. Credit for vacation, sick, and personal leave accrual earnings will be pro-rated to time in active pay status including time on approved vacation leave; sick leave; personal leave; accrued leave; administrative leave; and holidays. An employee on a leave of absence without pay of one (1) day or more within a pay period will not earn sick, personal or vacation leave credit during this leave.

**C.** An employee will receive service credit while on an approved leave of absence without pay. Compensation upon return will be determined on an individual basis, but will not be less than what was earned at the time the leave began. This service credit will count toward vacation accrual and seniority. For credit with PERS you must submit payment for the time requested.

**D.** An employee on an approved leave of absence without pay may maintain health, dental and vision insurances. Maintenance of Health Insurance while on leave is possible if the employee maintains the insurance or if the leave is under (10) consecutive days. Arrangements will be made for employees to pay the insurance premiums (including dental, vision and life) while on leave. Flexible Spending adjustments will need to be discussed with the Human Resources Department.

**506 Compensatory Time (formerly known and referenced to as accrued) (add letter C.)**

**C.** A leave without pay will not be granted until all eligible accumulated leave has exhausted.

**PMT: Agency**

**Ms. Smith moved to approve Personnel Policies changes as outlined and identified by red text in item 6.025 A. Ms. Howerton seconded the motion. The motion carried unanimously.**

#### **6.033 COMMUNITY HEALTH**

**A. Apply for grant -** Requested Board approval to apply for the Ohio Department of Health Maternal & Child Health (MCH) competitive grant in the amount of \$50,443.04. This grant was previously named the Child & Family Health Services (CFHS) grant. The goal of the grant is to eliminate health disparities, improve birth outcomes, and improve the health status of Ohio women, infants, children, youth and families. Due to significant changes in the request for proposal, the Health District was only eligible to apply for funding for the Blessings in a Backpack strategy that addresses food insecurity. The following staff currently funded by the CFHS grant would be entirely moved off the grant and funded by Public Health: Ms. Connie Codispoti (15%), and Mr. Travis Irvan (2%). Ms. Janet Naticchia (1%) and Ms. Susan Sutherland (2.5%) would be added to the new MCH grant. Ms. Laurie Thuman (10% to 2%) and Ms. Kelsey Kuhlman (18% to 1%) would be reduced and Ms. Liz Protheroe (20%) will have work hours reduced. If funded, the Community Health Division requests Board approval to expend grant funds according to the Notice of Award.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.04 SPECIAL REPORTS**

**A. Performance Management Dashboard Presentation –** Ms. Kelli Kincaid demonstrated the Delaware General Health District Performance Management Dashboard and discussed key performance measures and progress for the time period January - June 2016. The Board was provided presentation handouts. It was the consensus of the Board that the Excel based dashboard will be a good method for the reporting of key performance measures and progress. It was also noted that the progress reports were easy to read and understandable.

**PMT: Quality/Agency**


**Info Only**

**B. Tanger Outlet Mall Health Impact Assessment (HIA)** – Ms. Jen Keagy presented on behalf of Ms. Susan Sutherland the summary report of recommendations that were implemented as a result of the Health Impact Assessment (HIA). A copy of the summary report was provided to the Board. The Board recommended some points of contacts that may be able to assist with future recommendations such as reducing the speed limit from 45 miles per hour to 25 miles per hour and establishing walking groups. Overall, the Board was in consensus that the efforts of Ms. Susan Sutherland and the Delaware General Health District had a positive impact to the development of the Tanger Outlet Mall as well as the community.

**PMT: Quality/Engagement/Agency  
Info Only**

**ADJOURN**

Mr. Blayney moved to adjourn. Ms. Smith seconded the motion. The meeting adjourned at 7:45pm.



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President



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Secretary