



1.0 CONVENTION

1.01 CALL TO ORDER

The January 30, 2017 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:00 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Mr. Wisener; Ms. Howerton; Ms. Fleischer; Ms. Karr; and Dr. Hickman. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Ms. Josie Bonnette, Community Health Specialist 1 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 A-E Appropriations

6.015 A-C Expenditures

6.021 A Authorization/Employment

6.022 A Reclassification/Promotion

6.023 A-B Tuition Reimbursement/Staff Development

6.03 A-C Contracts

6.052 A Policies

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

Ms. Fleischer moved to approve the December 5, 2017 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Karr moved to approve the November and December 2017 bills. Mr. Blayney seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A. 2018 Board of Health Continuing Education – Mrs. Hiddleston Inquired if the Board wanted to continue the 2017 format in 2018 to meet the continuing education requirements. The Board was in consensus to repeat the 2017 format in 2018 (presentations at the Board of Health meetings throughout the year).

B. Facilities planning and Satellite Offices – Staff have begun searching for a satellite office in the Powell and Sunbury areas; with Sunbury being the primary focus at this time. Staff visited three sites today in Sunbury and each has a different level of need in regards to remodel to agency needs. In the near future, staff will complete a cost analysis of a satellite office in Sunbury. Thus far, staffs' preliminary research for the Powell area has included Sawmill Parkway and Lewis Center areas.

Triad Architects has completed an initial walk through of the agency (1-5 West Winter Street); the agency is moving forward to enter into contract with Traid to complete a Discovery and Feasibility Study. Mrs. Hiddleston noted that as this item progresses, contract(s), quote(s) and expenditure(s) may be submitted for Board approval.

C. Personal Health Director Update – Applicants have been reviewed and first round of interviews completed. Second round of interviews will begin soon. It is hoped to have a candidate selected for Board approval next month.

Ms. Keagy introduced new employee, Ms. Josie Bonnette, Community Health Specialist 1.

A copy of the monthly Thank you and Recognition summary was provided to the Board.



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. In addition, the Board was provided a second copy of the year-to-date finance report that reflected 2016 totals versus 2017. A copy of the Delaware General Health District levy payments comparison of 2011 to 2017 was provided to the Board. It was noted that over the years the monetary payment increases have been slow.

PMT: Agency

Mr. Blayney moved to accept the finance reports and levy payments report. Dr. Hickman seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.01 FINANCE

6.012 APPROPRIATIONS

A. Food – Requested Board approval to reduce appropriation in Food (70451504) by \$93,820.44. Over the years the Food Fund had accumulated excess carryover due to some of its expenses being absorbed by other Environmental Health funds. The last couple of years DGHD had worked to reduce the carryover by making sure all Food expenses were being paid by the Food fund. With a revenue drop in 2017 (\$404,113 in 2016 versus \$390,613 in 2017) and projected growth in expenses, the 2018 expenses were exceeding the 2018 available funds. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Maternal & Child Health (MCH) – Requested Board approval to establish 2018 appropriation in Public Health for the MCH grant (70225557). Program year 2017 ODH declared all MCH funds to be paid as “deliverables”. This “deliverable” program pays grant funds to DGHD upon completion of certain pre-established goals. This program also does not require expenses to be reported or funds to be in a separate stand alone fund. When this change was made in 2017 DGHD established appropriation for 2017 in this public health fund. Because 2018 appropriations were approved with the Budget Book approval and this change was made after the Budget Book was produced, 2018 appropriations do not exist. A copy of the Budget Revision was provided to the Board.

PMT: Agency

Action Requested: Consent approval

C. Public Health Emergency Preparedness (PHEP) - Requested Board approval to establish 2018 appropriation in Public Health for the PHEP grant (70225228). Program year 2017 ODH declared all PHEP funds to be paid as “deliverables”. This “deliverable” program pays grant funds to DGHD upon completion of certain pre-established goals. This program also does not require expenses to be reported or funds to be in a separate stand alone fund. When this change was made in 2017 DGHD established appropriation for 2017 in this public health fund. Because 2018 appropriations were approved with the Budget Book approval and this change was made after the Budget Book was produced, 2018 appropriations do not exist. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Creating Healthy Communities (CHC) - Requested Board approval to reduce appropriation in CHC (71151511) by \$50,928.95. ODH has split this grant this year to a grant that has “core” funding (old grant rules) and a deliverable portion. This revision reduces the “core” funding to cover the amount expected for “core” grant activities. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.



E. Creating Healthy Communities (CHC) - Requested Board approval to establish 2018 appropriation in Public Health for the CHC grant (70225229). Program year 2018 ODH declared a portion of CHC funds to be paid as "deliverables". This "deliverable" program pays grant funds to DGHD upon completion of certain pre-established goals. This program also does not require expenses to be reported or funds to be in a separate stand alone fund. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Building Access System and Swipers - Requested Board approval to expend up to \$20,000 Building funds to replace the current building access system and add swipers to up to four additional doors to further restrict public access to agency offices. The current system was installed in 2001 by Diebold. Securitas has bought out Diebold and does not support this system. The new system selected is supported by Koorsen which currently supports the agency's fire surveillance system. This new system will provide improved offsite access and programmability as well as the ability to control access to satellite offices. Expenditure is budgeted for 2018.

PMT: Agency

The Board approved item on consent.

B. Light Kits - Requested Board approval to expend up to \$4,900 public health funds to purchase 36 retro fit light kits to switch 36 of DGHD's fluorescent lights to LED. Inquiry is being made to see if said purchase will qualify for grant funding from AEP. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

C. Copier - Requested Board approval to expend up to \$399 per month for 48 months to lease/purchase a new copier for the Personal Health (PH) Division. The PH division is currently using a copier that is paid for and was purchased in 2011.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Retirement / Ms. Joan Bowe - Requested the Board accept the retirement of Ms. Joan Bowe, Director of Personal Health and Nursing effective March 15, 2018.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition / Ms. Emily Jesson - Requested Board approval to promote with competition Ms. Emily Jesson from Public Health Nurse 2 (pay grade C8) to Public Health Nurse 3 (pay grade C9) within the Personal Health Division. Effective December 30, 2017, Ms. Jesson's new hourly rate will be \$23.86/hour after receiving a pro-rated performance appraisal and 5% promotion with competition increase. Annual performance appraisal date will change to one year from the effective date of promotion with competition, December 30, 2018. Position is funded 50% (3200) - Clinic Services & 50% (3471) - BCMH with an anticipated annual salary and benefits not to exceed \$77,446.90.

PMT: Agency

The Board approved item on consent.



6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference Additional Travel Expense / Mr. Wes Stone - Requested Board approval to reimburse \$193.57 public health funds to Mr. Wes Stone for travel expenses incurred to rent a car. Mr. Stone's return flight from the Laserfiche conference was grounded in Indianapolis due to the snow storm in Columbus on January 12, 2018. The solution the airline provided was for Mr. Stone to spend the night in the airport, take a flight the next day from Indianapolis to Tampa and then from Tampa to Columbus. Mr. Stone opted instead to rent a car and drive three hours to Columbus. The car rental cost of \$193.57, is significantly less than the hours of pay that would have been due if Mr. Stone had accepted the airline's solution. The expenditure is not budgeted.

PMT: Agency

The Board approved item on consent.

B. Conference Additional Expense / Ms. Christina Tracy - Requested Board approval to expend an additional \$249.97 in PHEP funds (Fund 2080) to attend the NACCHO Roadmap to Ready program before the National Preparedness Summit if accepted into the program. The Board previous approved \$2,102.52 to attend the full conference. Expenses include hotel (\$175.97), meals (\$64.00) and airport parking (\$10.00). Out of Health District and/or State Approval form attached and expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Contract / Chaffin & Sons - Requested Board approval to enter into contract with Chaffin & Sons for the Older Adult Appliance Pickup Program not to exceed \$5,000.00 upon review and approval of the Delaware County Prosecutor. This contract will be paid out of funds received by SourcePoint.

PMT: Community

The Board approved item on consent.

B. Contract / Cancer Support Community of Central Ohio - Requested Board approval to enter into contract with Cancer Support Community of Central Ohio in the amount not to exceed \$6,900 in Ohio Department of Health Injury Prevention funds upon review and approval of the Delaware County Prosecutor. The contract will provide services to implement a Tai Chi program for Delaware residents aged 60 years and older.

PMT: Community

The Board approved item on consent.

C. Contract / Triad Architects – Requested Board approval to enter into contract with Triad Architects for \$18,500 for Discovery and Feasibility Study of 1-5 West Winter renovation/remodel upon review and approval of the Delaware County Prosecutor.

PMT: Agency

The Board approved item on consent.

6.031 HEALTH COMMISSIONER

A. Executive Session – Mr. Blayney moved to enter into Executive Session to discuss the Health Commissioner's annual appraisal and compensation with only Board of Health members to remain. Ms. Fleischer seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; Ms. Howerton, yes; Ms. Fleischer, yes; Mr. Karr, yes and Dr. Hickman, yes. The Board entered Executive Session at 7:30 pm.

The Board requested Health that Mrs. Hiddleston join the Executive Session at 8:15 PM.

Dr. Hickman moved to exit Executive Session. Mrs. Karr seconded the motion. Roll vote was taken: Ms. Fleischer, yes; Mr. Karr, yes; Ms. Howerton, yes; Mr. Wisener, yes; Dr. Hickman, yes; Mr. Blayney, yes; and Dr. Threlfall, yes. The motion carried unanimously. The Board exited Executive Session at 8:21 pm. Dr.



Threlfall requested an executive session at the February Board meeting for the discussion of the Health Commissioner's annual appraisal and compensation.

6.034 PERSONAL HEALTH

A. Newborn Home Visiting Grant Award - The Delaware County Foundation has awarded a \$1,500.00 grant to the Health District's Newborn Home Visiting Program. The monies will be used to purchase cribs and crib sheets for needy clients.

**PMT: Engagement
Information only**

6.04 SPECIAL REPORTS

A. Barrier Busters CQI Report and Storyboard – During 2017 four teams were convened to complete a Continuous Quality Improvement (CQI) process; Barrier Busters, Coalition, Orientation, and Website. The agency 2017 CQI activity selected for the annual PHAB report is Barrier Busters. The AIM statement for the team is, "To improve access to current DGHD Public Health Services/programs by identifying barriers of time, location, and/or awareness and decreasing identified barriers." The team has completed the process, the Board was provided a copy of the final report, and a storyboard has been developed.

**PMT: Quality
Information only**

6.052 POLICIES

A. Guiding Principles – Requested Board approval of the Guiding Principles (collaboration; compassion; education; innovation; integrity; professionalism). These Guiding Principles were developed and recommended at the October 14, 2017 Board of Health Retreat. The Guiding Principles have been reviewed by agency staff and request Board approval.

**PMT: Quality/Performance Management
The Board approved item on consent.**

ADJOURN

Mr. Blayney moved to adjourn the meeting at 8:25 PM. Mr. Wisener seconded the motion. The motion carried unanimously.

PMT: Agency

President

Secretary