



## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The February 27, 2018 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; and Ms. Karr. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director; Ms. Joan Bowe, Director of Personal Health and Nursing; Mr. Adam Howard, Residential Services Program Manager; Ms. Lissie Krull, Clinical Services Program Manager and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

### **1.02 CONSENT ITEMS**

**6.012 A-B Appropriations**

**6.015 A-E Expenditures**

**6.016 A Inventory**

**6.021 A Authorization/Employment**

**6.022 A-B Reclassification/Promotion**

**6.03 A Contracts**

**6.034 A Personal Health**

**6.052 A Policies**

**6.053 A Resolutions**

#### **Info Only**

**6.025 A Salary Scale/Policies/Benefits**

**6.04 D Special Reports**

Items 6.015 Expenditures A and B were removed from the consent agenda. Item 6.031 Health Commissioner A was added to the agenda. Mr. Blayney 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**

Mr. Blayney moved to approve the January 30, 2018 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

### **1.04 APPROVAL OF BILLS**

Mr. Wisener moved to approve the January 2018 bills. Ms. Fleischer seconded the motion. The motion carried unanimously.

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

A. Mr. Knowlton is currently working with a realtor to determine possible terms for a lease in the Sunbury area for a satellite office. Of the two building locations reviewed, preference is the office location in the vicinity of American Showa and Subway. Leadership is hopeful a recommendation will be ready at the March meeting.

B. Mr. Burke reported that the results of the Swimming Pool Survey conducted in November 2017 have been received. With only a few infractions, the results were favorable and no action plan required.

C. The annual District Advisory Council meeting is next week (March 8, 2018). Ms. Fleischer is willing to serve another term and appointment request is on this year's agenda.



D. The agency is in the process of upgrading the security system key swipe cards. Once the upgrade has been completed, each Board of Health member will receive a key swipe card.

E. Mrs. Hiddleson introduced and congratulated Mr. Adam Howard as the new Personal Health Director and Ms. Lissie Krull as the new Program Manager/Director of Nursing.

F. It is anticipated that HB 484 (credit card use by Local Health Departments) will pass legislation by December 2018 with an effective date 90 days later. The County Auditor has been very accommodating in expediting issuance of checks.

G. On the National level, Mrs. Hiddleson submitted a nomination for NACCHO Board Region 5 representative.

## **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**

**Mr. Blayney moved to accept the year-to-date finance report. Mr. Wisener seconded the motion. The motion carried unanimously.**

## **6.0 NEW BUSINESS**

### **6.01 FINANCE**

#### **6.012 APPROPRIATIONS**

A. **Sunbury Satellite Office** - Requested Board approval to establish a new public health fund and \$84,235.85 of expense appropriation with the County Auditor's office to enable Delaware General Health District to keep track of the spending involved with the Sunbury Satellite office. A copy of the Budget Revision was provided to the Board.

**PMT: Community**

**The Board approved item on consent.**

B. **Safe (71351513)** – Requested Board approval to revise expense appropriation for the Safe Grant (71351513) to bring budgeted expenditures in line with current spending plans. A copy of the Budget Revision was provided to the Board.

**The Board approved item on consent.**

#### **6.015 EXPENDITURES**

A. **Laserfiche Software Avante Upgrade** – Requested Board approval to expend up to \$24,000 Public Health funds to purchase the Avante upgrade, forms module and technical support for the existing Laserfiche software.

Laserfiche was originally purchased in 1998 for the purpose of digitizing the vital statistics records. In the ensuing years, utilization of Laserfiche has expanded the digitizing to records in all divisions of the agency and has installed a public portal that allows public access to environmental health records rather than filling public record requests. The requested upgrade and the forms module will allow the agency to continue to move forward in the digital world creating digital forms and electronic workflows which will streamline processes and create efficiencies for both internal and public application. Most of the work is anticipated to be performed in house with some technical support from Laserfiche as needed. Expenditure is not budgeted.

**PMT: Agency**

**The Board approved item on consent.**



**B. Laserfiche License** - Requested Board approval to expend up to \$8,100 Public Health funds for the annual Laserfiche license which is increased due to the upgrade requested in item A. Expenditure if not budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**C. Netgear Switches and Modules** - Requested Board approval to expend up to \$12,000 Public Health funds to replace existing switches with new Netgear switches and modules. Most of the switches were purchased in 2010. They have failing fans and the current web browsers are not supported which makes management and updates difficult. Switches are the backbone of the network infrastructure. They connect everything together, computers, phones, printers, Wi-Fi, etc. Expenditure is not budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**D. Tablet Computers and 4G Wireless Annual Fees** - Requested Board approval to purchase four tablet computers with keyboards and cases for the Residential Services inspectors and \$1,920 annually for 4G wireless connection fee; initial cost not to exceed \$3,000 Public Health funds; plus monthly. With the use of google docs, field staff and office staff can enter updates for inspections that contractors and staff can view in real time. This will make the staff much more efficient. In addition to the purchase, an annual fee of \$1,920 for all four tablets for the 4G wireless connection is required. Expenditure is not budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**E. Basement South Wall / 3 West Winter Street** - Requested Board approval to expend up to \$11,500 of Building funds to purchase a restructuring of the 3 West Winter Street basement foundation (South wall) by Mr. Dave Downing; similar to what was done with the East and North walls. Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**6.016 INVENTORY**

**A. Remove from Inventory** - Requested Board approval to remove below listed items from inventory.

**PMT: Agency**

**The Board approved item on consent.**

| INV# | ITEM                          | COST        | DATE PURCHASED |
|------|-------------------------------|-------------|----------------|
| 8167 | Sennheiser Headset            | \$ 370.83   | 5/4/2011       |
| 8168 | Sennheiser Headset            | \$ 370.83   | 5/4/2011       |
| 8169 | Sennheiser Headset            | \$ 370.83   | 5/4/2011       |
| 8170 | Sennheiser Headset            | \$ 370.83   | 5/4/2011       |
| 8171 | Sennheiser Headset            | \$ 370.83   | 5/4/2011       |
| 8172 | Sennheiser Headset            | \$ 370.83   | 5/4/2011       |
| 8301 | Speco Tech DVD Player         | \$ 1,148.00 | 6/28/2010      |
| 8302 | Medicscan Pro Scanner         | \$ 699.00   | 7/30/2010      |
| 8312 | Swingline Electric Hole Punch | \$ 349.99   | 7/11/2011      |
| 8313 | Medicscan Pro Scanner         | \$ 699.00   | 7/30/2010      |



| ITEMS AT LEAST 8 YRS OLD               |                              |             |              |
|--|------------------------------|-------------|--------------|
| INV#                                   | ITEM                         | COST        | YR PURCHASED |
| 1131                                   | WHIRLPOOL REFRIGERATOR       | \$ 1,799.00 | 2006         |
| 1140                                   | DESK UNIT W/OVERHEAD         | \$ 1,501.20 | 2006         |
| 1141                                   | DESK UNIT W/OVERHEAD         | \$ 1,501.20 | 2006         |
| 1142                                   | DESK UNIT                    | \$ 1,688.30 | 2006         |
| 1143                                   | DESK UNIT W/OVERHEAD         | \$ 2,383.54 | 2006         |
| 1165                                   | CARD CABINET                 | \$ 1,000.00 | 2008         |
| 1166                                   | AMBCO AUDIOMETER             | \$ 752.00   | 2008         |
| 1185                                   | SAMSUNG P410 PROJECTOR       | \$ 600.97   | 2010         |
| 1186                                   | OFS IMPULSE DESK             | \$ 999.99   | 2010         |
| 1187                                   | STEELCASE WORKSTATION        | \$ 850.00   | 2010         |
| 1188                                   | STEELCASE WORKSTATION        | \$ 850.00   | 2010         |
| 1190                                   | STEELCASE WORKSTATION        | \$ 850.00   | 2010         |
| 1191                                   | PLUSTEK SCANNER              | \$ 422.50   | 2010         |
| 1192                                   | HUSKEE SNOWBLOWER            | \$ 359.99   | 2010         |
| 1195                                   | GBC LAMINATOR                | \$ 330.00   | 2010         |
| ITEMS UNDER NEW THRESHOLD OF A 1000.00 |                              |             |              |
| 1223                                   | HON CREDENZA                 | \$ 794.00   | 2011         |
| 1236                                   | NET GEAR 24 GIG              | \$ 649.55   | 2011         |
| 1237                                   | NET GEAR 24 GIG              | \$ 648.55   | 2011         |
| 1238                                   | SONY INTERNET TV             | \$ 477.89   | 2011         |
| 1239                                   | PROSAFE 24 PORT              | \$ 833.55   | 2011         |
| 1240                                   | PROSAFE 24 PORT              | \$ 833.55   | 2011         |
| 1241                                   | PROSAFE 24 PORT              | \$ 833.55   | 2011         |
| 1268                                   | PLUSTEK SCANNER              | \$ 397.32   | 2012         |
| 1270                                   | BROTHER PRINTER              | \$ 350.93   | 2012         |
| 1271                                   | BROTHER PRINTER              | \$ 350.90   | 2012         |
| 1273                                   | BROTHER PRINTER              | \$ 350.90   | 2012         |
| 1278                                   | QUARTET PORTABLE EASEL       | \$ 499.99   | 2012         |
| 1279                                   | QUARTET PORTABLE EASEL       | \$ 499.99   | 2012         |
| 1280                                   | TENNSCO STORAGE CABINET      | \$ 499.98   | 2012         |
| 1281                                   | TENNSCO STORAGE CABINET      | \$ 499.98   | 2012         |
| 1282                                   | WILSONART DESK               | \$ 785.71   | 2012         |
| 1283                                   | WILSONART DESK               | \$ 485.71   | 2012         |
| 1284                                   | DIGITAL SCALE                | \$ 353.79   | 2012         |
| 1285                                   | BROTHER PRINTER              | \$ 360.90   | 2012         |
| 1286                                   | TRAFX TRAIL COUNTER          | \$ 748.33   | 2013         |
| 1287                                   | TRAFX TRAIL COUNTER          | \$ 748.33   | 2013         |
| 1288                                   | TRAFX TRAIL COUNTER          | \$ 748.33   | 2013         |
| 1292                                   | CANON EOS DIGITAL CAMERA     | \$ 449.00   | 2013         |
| 1295                                   | CRADLEPOINT BROADBAND EVDO   | \$ 582.00   | 2013         |
| 1296                                   | STEELCASE DOOR               | \$ 978.26   | 2013         |
| 1300                                   | CROSS CUT SHREDDER           | \$ 640.00   | 2013         |
| 1302                                   | BENCHCRAFT MAPLE TABLE       | \$ 395.00   | 2014         |
| 1303                                   | BENCHCRAFT MAPLE TABLE       | \$ 395.00   | 2014         |
| 1306                                   | HP SB 350                    | \$ 572.29   | 2014         |
| 1307                                   | CANON VIXIA CAMCORDER        | \$ 899.00   | 2014         |
| 1308                                   | SWINGLINE CROSS CUT SHREDDER | \$ 369.99   | 2015         |



## **6.02 PERSONNEL**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Create / Hire Full Time Permanent Environmental Technician Position –** Requested Board approval to create and fill an Environmental Technician position in the Residential Services Unit. This is a proposed new position intended to be fulltime and replace one of the two summer interns hired annually for the mosquito program. This position would aid the Registered Sanitarians in the division by providing support for the many field and data entry tasks that does not require a Sanitarian to perform, yet currently takes up a lot of the existing sanitarians time. In filling this position, it will prolong the need for an additional sanitarian as the county continues to grow and cost much less than a sanitarian. The mosquito control efforts typically increase significantly late in the summer right when the interns leave the agency to go back to school, leaving the extra workload on the staff sanitarians. This new position would greatly help during these very busy two plus months. In addition to working in the mosquito program for seven months, other duties would include, but not limited to: performing routine pool/water/sewage sampling. Delivery of various samples such as; mosquitoes, stool, water, and food to the ODA/ODH lab or other testing labs. Performs field data collection on; Operation and Maintenance of sewage systems, rabies reports and nuisance complaints. Perform small engine maintenance and repair on the mosquito foggers. A copy of the Job Description was provided to the Board. Last year the agency budgeted \$30,000 for two summer interns. The actual cost of these two interns was \$17,280.32. The estimated cost of this fulltime Environmental Technician with single medical insurance and other benefits is \$48,732.25 with family medical coverage the cost is \$63,151.98. This position pointed out to an A-6 in the Classification Point Factors with a starting pay of \$15.45 per hour.

**PMT: Agency**

**The Board approved item on consent.**

### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion with Competition / Mr. Adam Howard:** Requested Board approval to promote with competition Mr. Adam Howard, RS, MPH from Program Manager (D5) to Personal Health Director (D8) within the Personal Health Division. Effective March 1, 2018 with the retirement of Ms. Bowe, the salary will be \$74,880 after receiving a pro-rated evaluation. The Annual Performance appraisal date will be changed according to policy. Position is funded 100% from Public Health Fund.

**PMT: Agency/Quality**

**The Board approved item on consent.**

**B. Promotion without Competition / Ms. Lissie Krull –** Requested Board approval to promote without competition Ms. Lissie Krull, RN Program Manager (D5) to Program Manager/Director of Nursing (D6) within the Personal Health Division. The Ohio Administrative Code requires that each local health district have a Registered Nurse designated as the Director of Nursing; if the Personal Health Director is not a nurse the agency must appoint a nurse in this role. The Program Manager Job description has been revised to include those duties that will be added (additional responsibilities highlighted) to assure the DGHD compliance with the OAC. A copy of the Job Description was provided to the Board. The job classification points have been revised to include the new duties, pointing the revised position as a D6. Ms. Krull "possesses the appropriate qualifications to be promoted" to the revised position as per policy. Ms. Krull will receive a pro-rated evaluation and a raise of 3% or to the minimum of the new classification per policy. The effective date will be March 16, 2018 upon Ms. Bowe's retirement. The Annual Performance appraisal date will be changed according to policy. Position funding remains the same.

**PMT: Agency/Quality**

**The Board approved item on consent.**



**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference / Ms. Jackie Bain** - Requested Board approval to expend up to \$1,654.18 of SAFE funds (Fund 4182) for Ms. Jackie Bain to attend the Lifesavers Conference in San Antonio, TX on April 21-April 24, 2018. Ms. Bain was asked to present at the conference regarding Ms. Bain's success in implementing the 2017 Making Connections: Building Bridges into New Communities grant that Ms. Bain received through SAFE Kids. Expenses include conference registration (\$350.00); hotel (\$442.68); meals (\$206.50); airfare (\$500.00); taxi (\$80); airport parking (\$25.00); and baggage fee (\$50.00). A copy of the Out of Health District and/or State Approval forms were provided to the Board. Expenditure is budgeted from SAFE - 4182.

**PMT: Agency**

The Board approved item on consent.

**B. Conference / Ms. Kelli Kincaid** - Requested Board approval for Ms. Kelli Kincaid to attend PHAB Site Visitor Training in Alexandria, VA on April 30 – May 2, 2018. All travel expenses will be paid by PHAB; request is for time only.

**PMT: Quality**

The Board approved item on consent.

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Table of Organization** – A copy of the updated Table of Organization was provided to the Board.

**PMT: Agency**

Information only

**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 \$12,500 in Public Health funds upon review and approval of the Delaware County Prosecutor. The contract will provide services and the final report for the next Community Health Improvement Plan to begin in 2019. Delaware General Health District was awarded \$15,380 from the Ohio Department of Health to cover the cost of aligning the CHA/CHIP with the hospital system.

**PMT: Community**

The Board approved item on consent.

**6.034 PERSONAL HEALTH**

**A. Clinic Service Fees** - Requested Board approval of updated Clinic Service Fees to be effective March 1, 2018. This update creates a fee for the new shingles vaccine, which is less costly than the previous version, and adds FluBlok, an egg-free flu vaccine to the schedule with an adjusted fee. A copy of the Fee schedule was provided to the Board.

**PMT: Agency**

The Board approved item on consent.

**6.04 SPECIAL REPORTS**

**A. 2015-2019 Delaware General Health District Agency Strategic Plan** – A copy of the 2017 fourth quarter Strategic Plan progress report was provided to the Board. The Board discussed the status of the Strategic Plan. Per Board request at a previous meeting, 2018 reports will be provided on a quarterly basis for only items that are behind schedule/in progress and scheduled to start/no progress. A full report will be provided a semi-annually basis.

**PMT: Quality**

Discussion



**B. 2014-2018 Community Health Improvement Plan (CHIP) –** A copy of the 2017 fourth quarter CHIP progress report was provided to the Board. The Board discussed the current status of the CHIP and how the plan is coming to an end. Due to time constraints of the community partners to perform CHIP related items, it has been difficult to keep those strategies and actions progressing forward. A draft of the Community Health Assessment has been completed. Upon preliminary review of the results, it is anticipated Drug/Alcohol, Mental Health and Chronic Disease may be the three priorities for the next CHIP. To ease the burden of community partners reporting to Delaware General Health District, the full CHIP Board report, along with action steps behind schedule/in progress and scheduled to start/no progress, will be reported on a semi annually basis.

**PMT: Quality**

**Discussion**

**C. Newborn Home Visiting Program and Infant Mortality Data (total of 25 minutes) –** Ms. Lissie Krull, RN presented a PowerPoint presentation regarding Newborn Home Visiting Program and Infant Mortality Data which highlighted statistics, growth and future plans. Presentation is also considered a 25 minute Board credit toward Continuing Education as required by the O.R.C.

**PMT: Quality**

**Presentation**

**D. Opiate Data –** A copy of the updated 2017 Drug Epidemic infographic was provided to the Board.

**PMT: Quality**

**Information only**

## **6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES**

### **6.052 POLICIES**

**A. Workforce Development Plan –** Requested Board approval of the updated Workforce Development Plan and a copy was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

### **6.053 RESOLUTIONS**

**A. Resolution 2012-26 Chronic Disease Prevention –** Requested Board approval to terminate Resolution 2012-26 Chronic Disease Prevention. The resolution titled "Chronic Disease Prevention" was originally approved on September 25, 2012. The information included in this position paper is outdated and chronic disease prevention is currently incorporated into the Community Health Improvement Plan. A copy of Resolution 2012-26 was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

### **6.031 HEALTH COMMISSIONER**

**A. Executive Session –** Ms. Howerton moved to enter Executive Session to discuss the Health Commissioner's annual appraisal and compensation with only Board of Health members to remain. Ms. Karr 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. The Board entered Executive Session at 8:03 pm.

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

**Mr. Blayney moved to exit Executive Session. Mrs. Karr seconded the motion. The motion carried unanimously.**



**Ms. Howerton made a motion to provide the Health Commissioner a 2.5% annual salary raise with an effective date of 01/01/2018 to include retroactive pay. Ms. Fleischer seconded the motion. The motion carried unanimously.**

**ADJOURN**

**Mr. Wisener moved to adjourn. Mr. Blayney seconded the motion. The motion carried unanimously. The meeting adjourned at 8:24 PM.**

**President**

**Secretary**