



Delaware General Health District
Dedicated to your health

Shelia Hiddleston, RN, MS
Health Commissioner

Delaware General Health District

1 and 3 West Winter Street
P.O. Box 570
Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org



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

1.0 CONVENTION

1.01 CALL TO ORDER

The 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; Ms. Fleischer; Mr. Wisener; Ms. Howerton; Dr. Hickman; Ms. Voegele and Ms. Smith. Staff members present were: Mrs. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Ms. Pam Shears, Administrative Services Manager; Mr. Dave Knowlton, Operations Director; Ms. Heather Day, Program Manager for Personal Health, Ms. Rachael Aller, Administrative Assistant and Ms. Allyson Orians, Public Health Nurse.

1.02 CONSENT ITEMS

6.012 A-B Appropriations

6.02 A Personnel

6.021 A Authorization/Employment

6.023 A-B Tuition Reimbursement/Staff Development

Ms. Smith moved to approve the agenda and the consent agenda as submitted. The motion was seconded by Mr. Wisener. The motion passed unanimously.

1.03 APPROVAL OF MINUTES

Ms. Smith moved to approve the September 2016 minutes. The motion was seconded by Ms. Howerton. The motion passed unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the September bills. The motion was seconded by Ms. Fleischer. The motion passed unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Materials for conducting the Health Commissioner's evaluation were distributed at the Board meeting. Board members were asked to complete the evaluation form and return to Ms. Howerton by November 15 by email or by dropping off at the Health Department. Ms. Hiddleston will send Ms. Howerton's email address to the Board members.

A summary of kudos received during the month was provided.

Heather Day introduced new employees: Ms. Rachael Aller, Administrative Assistant and Ms. Allyson Orians, Public Health Nurse.

2.02 FINANCE

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

Dr. Hickman moved to accept the finance report. The motion was seconded by Ms. Smith. The motion passed unanimously.

3.02 BOARD COMMITTEES

The Personnel Committee met to discuss various personnel issues. There were no actions recommended on this agenda.

The Regulation Review Committee met to begin the process to review the Rabies Rules. At the meeting, the process was presented. A review of the first three sections was completed. The representative from the County Prosecutor's office believes the rules can be shortened and will offer advice. The reviewed rules will be presented to the Board of Health for adoption.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. PUBLIC HEARING - Second reading- Environmental Health Fees for 2017(Board of Health Resolution 2016-04) - The cost analysis has been completed per the Ohio Revised Code. Per ORC 3709.09(C) on September 29th, staff sent out letters to each operator affected by a fee increase (or decrease) informing them of the fee change, this public hearing and requested input. A public notice was published in

the Delaware Gazette on September 30, 2016 informing the public of the fee changes and this public hearing.

Mr. Burke provided a summary of comments received. Mike with Buckeye Aeration, communicated in favor of the fee decrease for Service Provider Registration. Mr. Burke read an email from Mr. Frank Dantonio, Galena Township Trustee. Mr. Dantonio expressed concern that the fees constitute an additional tax on residents and questioned the justification of the fee structure. Mr. Burke prepared a response to Mr. Dantonio explaining the process and authority for setting fees. As of the Board meeting a response from Mr. Dantonio had not been received. Ms. Hiddleson will be attending the December 1 Galena Township meeting and will connect with Mr. Dantonio.

Ms. Smith moved to approve the second reading of the Environmental Health Fees. The motion was seconded by Ms. Fleischer. The motion passed unanimously.

4.03 Variance

Mr. Burke presented the variance request filed by 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. ODH 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 recommended approval of this variance.

Ms. Smith questioned the possibility of repercussions to the Health District if the system does not work. Ms. Hiddleson clarified that each variance is evaluated on its own merits, with all situations being different. The applicant will be advised that the system will be monitored in accordance with our current regulations. Ms. Hiddleson commented that it may be possible to include a Hold Harmless statement in the approval letters for future variances. The County Prosecutor will be contacted for advice.

Mr. Wisener moved to approve the variance. The motion was seconded by Ms. Howerton. Mr. Wisener moved to amend the motion for approval to include a Hold Harmless statement on the approval letter. The motion to amend was seconded by Ms. Smith. The motion passed unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. CFHS – Requested permission to make a few line item changes in CFHS (71051510) to bring appropriations in line with expenditures.

The Board approved the item on consent.

B. Safe – Requested permission to make a few line item changes in the 2015 Safe Fund (71351515) to bring appropriations in line with expenditures.

The Board approved the item on consent.

C. Building – Requested 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.

Dr. Hickman moved to approve the appropriation. The motion was seconded by Ms. Smith. The motion passed unanimously.

D. Solid Waste - Requested 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.

Ms. Smith moved to approve the appropriation. The motion was seconded by Dr. Hickman. The motion passed unanimously.

E. Pools - Requested 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. The request is made in order to assure a smooth cash flow and to have enough appropriation to finish the year in pools.

Dr. Hickman moved to approve the appropriation. The motion was seconded by Mr. Wisener. The motion passed unanimously.

6.02 PERSONNEL

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

The Board approved the item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Part-Time Seasonal Administrative Assistant I – Requested 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.

The Board approved the item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Ms. Kelli Kincaid was previously 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 Ms. Kincaid's reimbursement from \$364.83 to \$388.47. The difference of \$26.64 was requested for reimbursement.

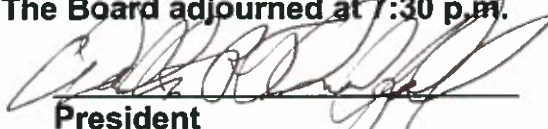
The Board approved the item on consent.

B. Requested 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). Expenditure is budgeted from Injury Prevention grant funds.

The Board approved the item on consent.

ADJOURN

Ms. Fleischer moved to adjourn. The motion was seconded by Ms. Howerton. The motion passes unanimously. The Board adjourned at 7:30 p.m.



President



Secretary