

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 7:02 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 Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Joan Bowe, Director of Personal Health and Nursing; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton; Operations Director; Ms. Pam Shears, Administrative Services Manager; Mr. Adam Howard, Residential Services Manager; Ms. Abby Trimble, Health Educator II; Ms. Samantha Knape, Administrative Assistant I and Ms. Lisa Brown, Administrative Assistant IV. Public present: Mr. Brian Baker, Principal of Buckeye Valley Schools.

1.02 CONSENT ITEMS

6.012 A-J Appropriations

6.014 A-C Fees

6.015 A-B Expenditures

6.021 A-B; E-F Authorization / Employment

6.022 A-B Reclassification / Promotion

6.023 A-B Tuition Reimbursement / Staff Development

6.025 A Salary Scale / Policies / Benefits

6.03 A-B Contracts

6.052 A Policies

6.053 A-C Resolutions

Info Only:

6.035 A Environmental Health

6.04 A-C Special Reports

Item 6.031 A Health Commissioner/Executive Session was added to the agenda. Mr. Blayney moved to approve the consent agenda as submitted and the agenda as submitted and amended. The motion was seconded by Mr. Wisener. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Wisener moved to approve the October 25, 2016 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the November 2016 bills. Dr. Hickman seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleson invited all Board members to attend the Winter Educational Conference on Friday, December 9, 2016; Dr. Threlfall, Ms. Smith, and Ms. Fleischer confirmed attendance.

Mr. Adam Howard introduced new employee, Ms. Samantha Knape, Administrative Assistant I.

A copy of the monthly thank you and recognition summary was provided to the Board.

Ms. Hiddleson reported that the middle school and high school students' Youth Risk Behavior Survey (YRBS) is almost complete with two school districts remaining of the participating four. Staff have received and addressed one parent's concerns regarding Institutional Review Board (IRB) approval and the nature of some of the questions. The Board expressed that the completed YRBS will produce good data and provides a current 'pulse point' of current environments and issues. Ms. Smith expressed that having experience with suicide prevention work, the data collected will provide value in relationship to what the adolescents are thinking and what the current environment is within the schools.

Ms. Hiddleston also reported that staff are currently working on the Health District's Growth Plan. A report from the Committee will be provided to the Board in 2017.

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. Mr. Blayney suggested the Health District begin reviewing where monies could be expended to expand the role of public health within the community or upon already existing community services/resources. The Board had a brief think tank of ideas as follows: Domestic abuse shelter being built in Delaware County that could possibly be similar to program in Lancaster, Ohio and perhaps an area that the Health District's Newborn Home Visiting services could expand; utilize contractors for Health District services; Family Support Services; growing Opiate use/overdoses. As a result of discussion, Ms. Hiddleston expressed that the Health District is currently reviewing the Opiate (drug overdoses) epidemic and how this correlates to the Community Health Improvement Plan's Alcohol and Drug Abuse priority as well as what role public health has, in general, related to drug overdoses. It is planned for the Health District to facilitate a Delaware County Opiate Response Planning meeting in conjunction with the Delaware County Sheriff (law enforcement). In addition, staff are currently developing a Delaware General Health District Drug Overdose Response Plan.

PMT: Agency

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

Mr. Blayney moved to approve investigating options to expand the role of public health within the community. Ms. Howerton seconded the motion. The motion carried unanimously.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. Third reading - Environmental Health Fees for 2017 (Board of Health Resolution 2016-04) - Due to a recent Ohio Department of Health (ODH) survey of the campground and pool programs, ODH recommended a slight change in wording in the fee schedule. No fee changes are recommended from the original September Board meeting, only wording changes.

In section IV. Recreation Vehicle Parks. Title should read: "Recreation Vehicle (RV) Parks, Combined Park-Camp, Recreation Camp". Item "A" should read "Sites 5-50". Item "B" should read "Sites > 50". Item "C" should read "Additional sites over 50" and item "D" should read "Temporary Camps-Per event". The "Note" at the bottom of this section should now read "*Late Fee for RV/Combined Park-Camp/Recreation Camp Licenses is 25% of the local license fee per state requirement*"

For section VIII Pools/Spas/Special Use Pools, staff recommended item "B" should read "Government/Tax supported school".

For section X title "Food Service Operations", staff recommended it should read "Food Service Operations/Retail Food Establishments".

A copy of the Resolution 2016-04 Environmental Health Fees for 2017 was provided to the Board.

PMT: Agency/Community

Mr. Blayney moved to approve the third and final reading of Resolution 2016-04 Environmental Health Fees for 2017. Ms. Smith seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.01 FINANCE

6.012 APPROPRIATIONS

A. Creating Healthy Communities (CHC) – Requested Board approval to make a few line item changes in CHC (71151511) to bring appropriations in line with current expenditure plans. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Public Health Emergency Preparedness (PHEP) – Requested Board approval to make a few line item changes in PHEP (71751519) to bring appropriations in line with current expenditure plans. A copy of the Budget Revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. WIC - Requested Board approval to advance up to \$150,000 from Health (70225111) to WIC (70951509) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

D. CFHS - Requested Board approval to advance up to \$100,000.00 from Health (70225111) to CFHS (71051510) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

E. Safe Rt 23 Corridor - Requested Board approval to advance up to \$70,000.00 from Health (70225111) to Safe Rt 23 Corridor (71351515) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

F. PHEP (BIO) - Requested Board approval to advance up to \$100,000 from Health (70225111) to PHEP (BIO) (71751519) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

G. Litter - Requested Board approval to advance up to \$25,000.00 from Health (70225111) to Litter (22111502) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

H. Immunization Action Plan - Requested Board approval to advance up to \$50,000 from Health (70225111) to the Immunization Action Plan (IAP) Fund (71551527) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

I. Injury Prevention Fund - Requested Board approval to advance up to \$100,000 from Health (70225111) to the Injury Prevention Fund (71251512) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

J. Creating Healthy Communities Grant - Requested Board approval to advance up to \$100,000 from Health (70225111) to the Creating Healthy Communities Grant (71151511) to meet payroll and other maintenance needs should cash flow ever become a problem in 2017 and Board approval to return the funds to Health (70225111) should cash flow be sufficient in 2017.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Hearing and Vision Screenings / Remove - Requested Board approval to remove individual hearing and vision screenings from the clinic services offered by nursing staff. For adults, hearing screenings are readily available over the phone and in the community and the Health District's basic vision screening is not appropriate for most adults who need additional testing, glaucoma for example. For children the screenings are available in school. Staff have not received any requests for either screening for over a year. Staff will continue to keep the Health District's equipment calibrated and available for the schools to borrow. Nine schools took advantage of this in the past year.

PMT: Community

The Board approved item on consent.

B. Clinic Service Fees 2017 - Requested Board approval of updated Clinic Service Fees for 2017 to be effective January 1, 2017. Fees were adjusted taking into consider the reimbursement potential from insurance companies and the cost of the vaccine to the agency. A copy of the Fee schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Ready, Set, Grow Workshop Fee - Requested Board approval to establish an attendance fee of \$15.00 for the "Ready, Set, Grow!" gardening workshop to be held on February 25, 2017.

PMT: Community

The Board approved item on consent.

6.015 EXPENDITURES

A. Window Replacement - Requested Board approval to expend up to budgeted \$18,300 Building funds to purchase the replacement of six (6) windows in the Health Commissioner's office and the Winter Room. Staff requested multiple estimates and received two (2). The other estimate was \$19,850. While staff wanted to replace these windows back in 2013 when staff did the rest of the windows in the buildings, the size of the windows and historical presence on Winter Street required staff to work with the Historical Preservation Committee for approval.

PMT: Agency

The Board approved item on consent.

B. 3 West Winter Foundation Repairs – Requested Board approval to expend with DWN Renovations (Mr. David Downing) budgeted \$8,584 Building funds to allow Mr. Downing to make needed repairs to the foundation of 3 West Winter. Mr. Downing proposes to remove the dirt and debris. Remove existing metal stud wall and approximately 200 square feet of drywall ceiling. Add framing to existing compromised joist in five (5) locations. Lift joist as much as possible. Repair joist pockets in stone wall to alleviate floor slope in first floor offices as much as possible. Pour approximately 1.5 cubic yard of concrete to repair floor and to capture footing for stone wall foundation caused when basement floor was lowered. Install and/or repair approximately 360 square feet of drywall ceiling and fire stop. Finish drywall. Ready for paint.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Unpaid Leave / Ms. Liz Protheroe - Requested Board approval for Ms. Liz Protheroe, Delaware WIC Breastfeeding Peer Helper to go on Unpaid Leave for up to 192 hours (32 work days) effective the week of November 21, 2016. Ms. Protheroe is taking 12 weeks maternity leave. Ms. Protheroe works 18 hours per week and Ms. Protheroe's paid leave will be used before going into unpaid status.

PMT: Agency

The Board approved item on consent.

B. Unpaid Leave / Ms. Miah Wurtsbaugh - Requested Board approval for Ms. Miah Wurtsbaugh, Union WIC Breastfeeding Peer Helper to go on Unpaid Leave for up to 108 hours (18 work days) effective the week of November 14, 2016. Ms. Wurtsbaugh is taking 6 weeks maternity leave. Ms. Wurtsbaugh works 18 hours per week and Ms. Wurtsbaugh's paid leave will be used before going into unpaid status. Ms. Wurtsbaugh is ineligible for FMLA leave.

PMT: Agency

The Board approved item on consent.

C. Create / Hire Full-time Permanent Position - Requested Board approval to create and recruit for a full-time permanent Epidemiologist I position 40 hours a week (100% FTE), pay grade C-9 shared by the Community Health and Personal Health Divisions; anticipated annual salary with benefits approximately \$80,000. Public Health continues to change across the country and in Ohio; the PHAB standards primarily within Domain 1 require the DGHD to "Analyze Public Health Data to Identify Trends in Health Problems, Environmental Public Health Hazards, and Social and Economic Factors that Affect the Public's Health and to Provide and Use the Results of Health Data Analysis to Develop Recommendations Regarding Public Health Policy, Processes, Programs, or Interventions" The needs of the community related to data continue to increase, the changes in responsibilities of Mr. Irvan as both a Program Manager and Epidemiologist, and the DGHD ability to respond to emerging public health issues will be enhanced with this additional position. A copy of the Position Description was provided to the Board.

PMT: Agency

Mr. Wisener moved to approve creating and recruit to hire a full-time permanent Epidemiologist I position as outlined in 6.021 C. Ms. Smith seconded the motion. The motion carried unanimously.

D. Create / Hire Full-time Permanent Plumbing Inspector II Position – Requested Board approval to create and recruit for a full-time permanent Plumbing Inspector II position 40 hours a week (100% FTE), pay grade B.1 2 within the Environmental Health Division. A copy of the Position Description was provided to the Board. The Environmental Health Division has seen a steady increase in plumbing inspections since late 2014. Inspections have seen an average in daily inspections grow from approximately 18 in late 2014 to approximately 28 late this year. In addition, staff are performing all of the plumbing inspections for Marion County through contract. This contract continues to be profitable and staff prefer not to cancel this contract. Ms. Hiddleston and Mr. Burke have received requests to consider expanding inspector services to other counties via contract, these would be break even contracts, hiring of another inspector would allow the Health District to explore these opportunities.

In 2016 alone, there are many new large subdivisions approved or are in late planning stages (some have already broken ground). Some examples are as follows:

- Evans Farms (Berlin Township and Orange Township) subdivision has nearly 1800 residential units planned. Berlin township has nearly another 300 lots planned for development. Evans Farms expands into Orange Township as well with nearly 1,700 additional residential units. In addition, a downtown commercial area is planned in the Evans Farms subdivision with unknown number of units in building up to four stories high. Orange Township also has nearly 400 other new lots pending or approved.

Other townships with rapid growth in 2016 are as follows:

- Concord Township over 800 new lots in 2016.
- Genoa Township 240 lots.
- Kingston Township 123 lots
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Again, these numbers are only for 2016 and there are many other lots in other Townships approved or in the process. Not all of these lots will be built on right away. Each subdivision is likely built in phases; however, this simply leads to a more long term growth supporting the requested for another inspector.

In addition to the residential growth, commercial growth is expected to continue in areas such as Sawmill Parkway, the area around the Outlet Mall and various other areas. In addition to the expected growth, recently while staff have been on leave, plumbing inspections have had to be delayed, thus delaying work for contractors. In order to maintain the Health District's level of service and keep up with anticipated growth, the Environmental Health Division wishes to create the position of and hire a new Plumbing Inspector II.

PMT: Agency/Community

Ms. Smith moved to approve to create and recruit to hire a Plumbing Inspector II position and as outlined in 6.021 D. Mr. Wisener seconded the motion. The motion carried unanimously.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Mr. Mike Rogich and Mr. Aaron Decker – Requested Board approval to expend funds to send Mr. Mike Rogich and Mr. Aaron Decker to the Ohio On-Site Waste Water Association Annual Conference on January 11-12, 2017. The conference is being held at Deer Creek Lodge and Conference Center, Mount Sterling, Ohio. The conference fee is \$210 each. Lodging and meal reimbursement are per policy and not to exceed \$103.06 per person for lodging and \$51 person per day for meals per the per Diem Rates for Mount Sterling, Ohio. Staff will share room where possible to reduce lodging cost. Public Health Funds (Sewage programs).

PMT: Agency/Community

The Board approved item on consent.

B. Conference / Ms. Jen Keagy - Requested Board approval to expend up to \$1,897.44 for Ms. Jen Keagy to attend the Society for Public Health Education (SOPHE) 68th Annual Conference in Denver, CO on March 29-April 1, 2017. This conference is an opportunity to learn about research findings, program impacts, policy changes, and expertise within the health education and promotion professional community. Expenses include conference/registration (\$395.00); airfare (\$450.00); parking/taxi (\$120.00); hotel (\$613.30); meals (\$241.14), and airport parking/baggage (\$78.00). A copy of the Out of Health District and/or State Approval form was provided to the Board. The expenditure is budgeted from Public Health funds.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Annual Performance Salary Based Increases – Requested Board approval to extend the Annual Performance Salary Based Increases effective January 1, 2016 through December 31, 2016, through June 30, 2017 or until superseded. A copy of the Annual Performance Salary Based Increases was provided to the Board. Current policy expires December 31, 2016. The current job descriptions are complete and the performance appraisal tool is being developed. This process is part of the Strategic Plan is planned for completion by March 31, 2017.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Ms. Nicole Carroll Contract - Requested Board approval to enter into contract with Ms. Nicole Carroll for car seat technician services, not to exceed \$12,000.00 for services during calendar year 2017. This contract is a renewal and will be paid out of Public Health funds.

PMT: Agency

The Board approved item on consent.

B. Contract / Opiate Response Planning Meeting – Requested Board approval to authorize Health Commissioner to negotiate and execute contract not to exceed \$3,000 to facilitate a Delaware County Opiate Response Planning meeting in conjunction with the Delaware County Sheriff (law enforcement). Expenditure is budgeted Public Health funds.

PMT: Community/Engagement

The Board approved item on consent.

6.031 HEALTH COMMISSIONER

A. Executive Session - Requested Board enter into Executive Session for the purpose to discuss the Health Commissioner's annual compensation with members of the Board of Health and Mr. Dave Knowlton.

Ms. Howerton moved to enter into Executive Session to discuss the Health Commissioner's annual compensation with members of the Board of Health and Mr. Dave Knowlton. Ms. Smith seconded the motion. Roll vote was called: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Smith, yes; Ms. Fleisher, yes; Ms. Howerton, yes. The Board entered Executive Session at 8:24 p.m.

Ms. Smith moved to return to Public Session. Dr. Hickman seconded the motion. Roll vote was called: Dr. Threlfall, yes; Mr. Blayney, yes; Dr. Hickman, yes; Ms. Smith, yes; Ms. Fleisher, yes; Ms. Howerton, yes. The Board returned to Public Session 9:00 p.m.

6.035 ENVIRONMENTAL HEALTH

A. Per ORC 3718.11, A Sewage appeals Board member must be appointed by the Health Commissioner. This term is now up for renewal. Mr. Mark Chandler, current Health Commissioner appointee, has agreed to be reappointed.

PMT: Community

Information Only

6.04 SPECIAL REPORTS

A. Mr. Brian Baker, Principal at Buckeye Valley Middle School, thanked Board of Health for approving funds for the multi-use path at the school as part of the Creating Healthy Communities grant. Ms. Abbey Trimble, Creating Healthy Communities Coordinator, presented a PowerPoint presentation highlight the development of the multi-use path.

PMT: Community

Information Only

B. 2015-2019 Delaware General Health District Agency Strategic Plan – The third quarter agency Strategic Plan progress report was provided to the Board.

PMT: Quality

Information Only

C. 2014-2018 Community Health Improvement Plan (CHIP) – The third quarter CHIP progress report was provided to the Board. Discussion highlighted items that are identified (red dot) as little or no progress. Ms. Jen Keagy reported that many of these items are currently being evaluated to ascertain if responsibility adjustment is needed (i.e. current community partner designee may need changed; any adversities that are hindering ability to perform). The Youth Risk Behavior Survey is in process and the results of same will also help review and identify areas of the Community Health Improvement Plan that may need adjusted.

**PMT: Quality
Discussion Only**

6.052 POLICIES

A. Legal References for Services – Requested Board approval of the updated Legal References for Services (a copy was provided to the Board).

**PMT: Agency
The Board approved item on consent.**

6.053 RESOLUTIONS

A. 2017 Meeting Dates – Requested Board approval to establish the 2017 Board meeting schedule as outlined below. Historically the November and December meeting dates have been combined to accommodate holiday schedules.

January 31	May 30	September 26
February 28	June 27	October 31
March 28	July 25	December 5
April 25	August 29	

**PMT: Agency
The Board approved item on consent.**

B. Resolution 2015-04 Funding Policy – Requested Board approval of the updated Resolution 2015-04 Funding Policy. A copy of Resolution 2015-04 Funding Policy was provided to the Board.

**PMT: Agency
The Board approved item on consent.**

C. Resolution 2010-02 – Requested Board approval of Annual Update of Resolution 2010-02. Rules of the Identity Theft Compliance Program call for the annual approval of the program and continue program in 2017. A copy of the 2017 Identity Theft Compliance Program was provided to the Board.

**PMT: Agency
The Board approved item on consent.**

ADJOURN

Mr. Blayney moved to adjourn. Mr. Wisener seconded the motion. The meeting adjourned at 9:04 pm.



President



Secretary