



1.0 CONVENTION

1.01 CALL TO ORDER

The September 25, 2018 meeting was held at the 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; Ms. Karr, Ms. Fleischer; Dr. Hickman; Ms. Smith and Mr. Wisener. 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; Mr. Adam Howard, Personal Health Director; Ms. Emily Jesson, Public Health Nurse 3; and Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 Appropriations A

6.015 Expenditures A-B

6.021 Authorization/Employment A

6.023 Tuition Reimbursement/Staff Development A-B

6.025 Salary Scale/Policies/Benefits A-D

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

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the minutes. Ms. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A. Strategic Planning Retreat Recommendation – Due to the next Community Health Improvement Plan being in the early stages of development and the current Strategic Plan ending in 2019, it was recommended to defer a Board of Health Retreat until the fall of 2019. Board members in consensus.

B. The Board was provided a copy of the monthly recognition/thank you summary.

2.02 FINANCE

A. **Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the 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.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. **Dispense with Three Readings of the Environmental Health Fees & Approve the 2019 Environmental Health Fee Schedule** - A cost analysis has been completed per the Ohio Revised Code and indicates that 2019 Environmental Health fees should/could remain the same. Environmental Health Fees were increased in 2018 in several programs. Staff request the 2019 Environmental Health fees remain the same as the 2018 Environmental Health fees.

In accordance with R.C. §§ 3709.20 and 731.17(A)(2), the Board may dispense with the requirement for three public readings upon a ¾ vote. With an eight-member Board, this requires six members to vote in favor of dispensing with the three-reading requirement. Staff has consulted with the Prosecutor's office and advised this is permissible. Based upon no recommended changes from the 2018 EH fees, staff recommends two motions as follows: one to dispense with the three readings and one to approve the 2019 Environmental Health fee schedule. A copy of the fee schedule was provided to the Board.

Dr. Hickman moved to approve dispensing with the three readings of the Environmental Health Fees. Ms. Karr seconded the motion. The motion carried unanimously.

Dr. Hickman moved to approve the 2019 Environmental Health Fee Schedule. Ms. Smith seconded the motion. The motion carried unanimously.



6.0 NEW BUSINESS

6.01 FINANCE

6.012 APPROPRIATIONS

A. WIC – 70951509 – Requested permission to make a few expense appropriation line item changes to bring expense appropriation in line with plans to spend out WIC grant. A copy of the budget revision sheet was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Shortel Phone System - Requested Board approval to expend up to \$4,000.00 public health funds to upgrade the ShoreTel phone system. The current version is outdated and will no longer be supported. Expenditure is budgeted. The cost includes installation by Business Communication Specialists, training of our IT staff and a license for a new server.

PMT: Agency

The Board approved item on consent.

B. Copiers - Currently DGHD has five (5) main copiers placed around the agency for multiple copying. PH just purchased a new one at \$385/month for 48 months March 2, 2018. The high definition copier that is stored in the PIO's office was \$653 per month for 60 months purchased 12-13-2013. The other two copiers are in the Fiscal office (\$157) and EH office (\$279) and were purchased 2-15-2015 @ 48 months. CH has a copier DGHD purchased from a township trustee (competitively) who sold copiers but has since retired. That one was \$210.09 per month for 36 months and was paid off 10-1-2017. The CH copier is shot as it needs a new drum and fuser. The PIO's copier is currently at 509,856 copies and is showing its age.

If DGHD keeps this copier it will have to plan on some major reconditioning. DGHD pays \$1,895 per month for a service plan that provides maintenance and supplies for 16 printers used throughout agency for individual printing and the 5 copiers. This also includes the first 18,000 black & white (b & w) copies and 18,000 color copies. Each additional b & w copy costs .02 and color copies cost .07. All totaled DGHD has been spending approximately \$3,579 per month.

Comdoc is offering to replace the PIO's office copier with a newer updated model with same features plus some and to replace the copiers in the CH, EH and fiscal offices with new 8045 models (same as placed in PH office) for a minimum of \$3,424 per month for 48 months plus overruns. This deal will include 18,000 b & w copies and 29,000 color copies per month. Overages will run .009 for b & w and .06 for color copies.

Requested Board approval to expend a minimum of \$3,550 per month for 48 months of public health funds to purchase and service 4 new copiers and to provide maintenance for 16 other printers. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Create Full-time Permanent Position - Requested Board approval to create a full-time permanent Plumbing Inspector 1 or 2 position 40 hours a week (100% FTE), pay grade B(P) 1 or 2 within the Environmental Health Division. A copy of the Position Description was provided to the Board.

As of September 1, 2018, DGHD has issued 1787 plumbing permits compared to 1796 plumbing permits for ALL of 2017. This reflects a 45% increase in permits for the same time frame as last year. Revenue year to date is \$611,495 with expenses of \$234,944; revenue is at 88.66% of budget (end of August expected 66.66%). In addition, our contract with Union County Health Department is up 371% in inspections from August 2017 through August 2018. Marion inspections are actual down 20%, thankfully. While Planet Oasis is only in its infancy toward development, it has begun the process for approvals. The Tanger Outlet Mall consumed over 130 hours of plumbing inspectors time and is only a fraction of the size of Planet Oasis.

The average age of our DGHD plumbing inspectors is 58 and we have been informed that 2 to 4 plumbing inspectors in nearby counties plan on retiring in the next 12-18 months. In recent experience, Plumbing inspector candidates were difficult to find in central Ohio due to the good construction economy. Therefore, staff is requesting this position be created now believing it will likely take time to fill. Position is funded 100% from fund number 70225446 (plumbing) with an anticipated annual salary and benefits of \$80,500. Amount may be adjusted depending on benefits selected.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Out of State Travel / Ms. Pam Shears - Requested Board approval of 24 hours for travel and conducting a PHAB site visit for Ms. Pam Shears. Travel and site visit dates are January 7 through January 9, 2019. All expenses paid by PHAB request for time only.

PMT: Agency

The Board approved item on consent.



B. Conference - Requested Board approval to expend up to \$1,620 public health funds for Ms. Shannon Self, Ms. Melissa Adams, Mr. Dustin Kent, Mr. Ian McKenzie, and Ms. Brittany Zoeklein to attend the Ohio Environmental Health Association (OEHA) Annual Fall Conference in Sandusky Ohio on October 11th and 12th. This conference is applicable to the performance goals of all these employees and directly related to Strategic Plan goal of Workforce Development. Expenses include conference/registration (\$125 each); Hotel (\$102 per diem rate); meals (\$49 per diem rate); and parking (\$0). Staff will share room where possible to reduce costs. A copy the Out of Health District and/or State Approval forms were provided to the Board and expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Infant-At-Work Policy – Requested Board approval of an updated infant-at-work policy. A copy of the policy was provided to the Board. Major changes include: requirement of an additional alternative care provider, clarifying circumstances not appropriate for an infant, allowing for a time limited substitute alternate care provider.

PMT: Agency

The Board approved item on consent.

B. Exam Policy – Requested Board approval of Credentialing Exams and Courses Policy. In the past, DGHD has paid for some exams/courses for staff and not for others. This policy clarifies when the agency will pay regarding exams and courses for staff. A copy of the policy was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Position Series Plan – Requested Board approval of the updated Position Series Plan. Updates are noted in yellow highlight. A copy of the plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Differential – Continuity of operations for the DGHD, including the Sunbury Satellite, is essential to assure excellent customer service. The Administrative Assistant/Satellite Coordinator will be responsible for the day to day operations of the Satellite; this position is pointed in the A9 paygrade. Coverage for planned and unplanned leave will be accomplished with having two fully trained Administrative Assistants (AA) available.

The main offices also need to be appropriately covered, senior leadership has determined that those units with three regular Administrative Assistants will be targeted for the trained coverage. Therefore, one AA from Administration and one AA from Environmental Health will be trained for all activities to take place at the Sunbury satellite; Rene Vance, AA3, and Samantha Knape, AA2, respectively. Advanced knowledge and skills will be required, with on-going training to occur for both replacements to assure the continuity of operations.

Mrs. Hiddleston recommended a \$2.50/hour differential to be paid during training and coverage for covering AA's on an on-going basis. It is anticipated that this cost will not exceed \$1,000 annually.

PMT: Agency/Community

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Children with Medical Handicaps – As part of the Board's continuing education units, Ms. Emily Jesson gave a fifteen minute PowerPoint presentation regarding the Children with Medical Handicaps program. The Board of Health contracts with the Ohio Department of Health to provide these services according to the Ohio Administrative Code 3701-43.

PMT: Engagement

Information only

ADJOURN

Dr. Hickman moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 7:30 pm.

Vice 
President


Secretary