

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The January 29, 2019 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 Mr. Blayney. Board members present included: Mr. Blayney; Ms. Howerton; Dr. Hickman; Ms. Fleischer; Mr. Wisener; 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; Mr. Adam Howard, Personal Health Director; Ms. Margo Dixon, Peer Helper; Ms. Kelly Fernandez, Emergency Preparedness Coordinator; Mr. James Schwaderer, Public Health Nurse 2; and Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance: Mr. Michael Schaal; Ms. Marianne Gabel; Ms. Kathy Davis; Ms. Sharlee Murphy.

### **1.02 CONSENT ITEMS**

#### **6.012 A-D Appropriations**

#### **6.015 A-C Expenditures**

#### **6.016 A-B Inventory**

#### **6.021 A-F Authorization/Employment**

#### **6.022 A-C Reclassification/Promotion**

#### **6.025 A-B Salary Scale/Policies/Benefits**

#### **6.03 A-C Contracts**

#### **6.05 A Board Actions/Policies/Legal Issues**

#### **Info Only**

#### **6.034 A Personal Health**

#### **6.04 A-C Special Reports**

**Item 6.021 C was removed from the consent agenda and changed to employment update as information only. Item 6.053 B Reaccreditation Support was added to the agenda. Mr. Wisener moved to approve agenda and consent agenda as submitted and amended. Ms. Karr seconded the motion. The motion carried unanimously.**

### **1.03 APPROVAL OF MINUTES**

**A. Requested Board approval of the December 4, 2018 and special Board meeting of January 15, 2019.**

**Ms. Fleischer moved to approve December 4, 2018 and January 15, 2019 meeting minutes. Mr. Wisener seconded the motion. The motion carried unanimously.**

### **1.04 APPROVAL OF BILLS**

**A. Requested Board approval of the November and December 2018 bills.**

**Dr. Hickman moved to approve the November and December 2018 bills. Ms. Karr seconded the motion. The motion carried unanimously.**

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

**A. Salary Survey – The Association of Ohio Health Commissioners (AOHC) will be conducting a salary survey this year. Delaware General Health District salary survey includes those surrounding and like local health district positions, in addition to local public/private entities with similar positions. Since the AOHC survey will contain some of this information, Ms. Hiddleson recommends waiting until the fall to conduct the DGHD salary survey. The data from the AOHC survey can then be utilized avoiding duplication and possibly increased cost.**



**B. Strategic Planning** – The current Strategic Plan ends in December 2019. A Board retreat will be held in fall of 2019 to identify and develop the next Strategic Plan's goals and objectives. Ms. Hiddleson will begin a search for a facilitator to assist with the development of the plan. Ms. Hiddleson recommends completing a Strengths, Weaknesses, Opportunity, and Threats (SWOT) analysis with input from the community, community partners and political subdivisions for the new plan instead of just Board and staff input.

**C. Sunbury Update and Expenditures** – Staff will submit an expense appropriation change at next month's Board meeting. Currently, renovations are underway with an anticipated open date of April 1, 2019.

**D. Table of Organization** - A copy of the new Table of Organization was provided to the Board. Last fall, the senior leadership team and the human resource officer held a meeting to review current programs and services; alignment of divisions; positions; division structure and duties. The provided Table of Organization delineates the outcome of the review. The new Table of Organization includes changing supervision of certain positions, re-assignment of some positions/programs and realignment of position duties.

**E. Vital Statistics at Satellite** – Information was received after a conversation at a conference with the DGHD Registrar, that the Ohio Department of Health (ODH) has a preference that vital statistics services not be provided at the satellite office. ODH also indicated that per the ORC, ODH does not have the authority to enforce this preference. Per ORC 3705.23 "a certified copy of a vital record may be made by mechanical, electronic, or other reproduction process" and "certified by the local registrar"; this requirement will be met at the satellite office.

**F. Levy PAC Treasurer** – Recently, the Board of Elections inquired if the agency had a designated treasurer. The current designee is Ms. Suzette Hall and the Board of Elections has been notified.

**G. Continuing Education Units (CEU)** – Each Board member was provided a CEU packet. The CEU's must be completed by the end of 2019. It is preferred that all Board members complete the CEU requirements by October 2019; this will allow time to rectify any issues that may delay completion. Ms. Hiddleson reminded the Board that all members must complete two hours of continuing education annually even in cases where only part of the year is served.

**H. Council Conflict Opinion** – In December, Ms. Karr alerted Ms. Hiddleson that she was considering a run for election to the City Council of Powell. Ms. Hiddleson inquired of Eric Penkal, Assistant Prosecutor, if there would be an issue if a Board of Health member were also a Powell City Council member. Mr. Penkal has provided an opinion about the "Compatibility of Office" based on the Ohio Attorney General's seven guidelines; Ms. Hiddleson summarized the opinion for the Board. After the summary, Ms. Hiddleson read the following from the opinion received from Mr. Penkal on January 28, 2019:

"Therefore, it is the opinion of this Office and you are so advised, that HD Board member and Powell City Council are incompatible positions, and it would be against this Office's recommendation to serve simultaneously in both positions. However, significantly, the incompatibility occurs when and if an individual enters into and takes office and not before. My advice is to take no further action unless and until the board member enters into and takes office with Powell City Council."

Ms. Karr addressed the Board, providing notification of intention to run for Powell Council, although the official paperwork has not been completed. The election for this position is set for November 2019 with an appointment if successful in January 2020.

Ms. Howerton inquired if there was an agency policy or ORC requirement of notification to Board members if a conflict of interest was a concern; Ms. Hiddleson shared that there

is not any formal guidance on this issue. Ms. Hiddleson shared that several times during a year conflict of interest questions arise, guidance is sought when necessary from the Prosecutor's office and/or the Ethics Commission. Ms. Howerton expressed that it would be helpful to receive prior notification when a Board member's involvement has the potential to be a conflict of interest. Ms. Hiddleson's understanding was that Dr. Threffall had alerted the Board member involved in the recent potential conflict prior to the special Board meeting. In the future, all Board members and Ms. Hiddleson agreed, that the Health Commissioner will assure that notification is provided upon awareness of a potential conflict.

Further discussion about guests invited to attend the Board of Health meeting and how this notification was made to the Board members ensued. Ms. Hiddleson responded that typically only speakers were included on the agenda, but in the future if a guest planning to attend was known, this will be added to the agenda if information is received in a timely manner.

Ms. Howerton inquired about where information about Ohio Sunshine Laws and Open Meeting Laws could be found; Ms. Hiddleson shared that these are available on the Ohio Attorney General's (OAG) website as the "Open Government Resource Manual", commonly called the Yellow Book. Additionally, Ms. Hiddleson shared that training is offered regularly by the OAG office and will send the weblink to the Board members. Mr. Blayney reported attending the recent training with Ms. Smith; Ms. Hiddleson; and Ms. Brown. Mr. Blayney reported that the training is very valuable and encourages other Board members to attend. Ms. Howerton and Ms. Fleischer inquired where the rules concerning Executive Session could be found; Ms. Hiddleson noted that the rules are also contained in the Yellow Book.

(Editor's note: <https://www.ohioattorneygeneral.gov/YellowBook> Pages 103 to 107 address Executive Session.)

Ms. Fleisher asked if Board members are allowed to email each other. Ms. Hiddleson advised that the open meetings act specially addresses that all business be conducted in an open public meeting and if emails could be construed to be having a meeting or discussion before the public meeting this would be a violation. Ms. Hiddleson also discussed a 'round robin' caution as it could appear improper (Editor's note: Yellow Book pages 93 and 94 address the caution).

**I. Hepatitis A Response** – There has been an on-going outbreak of Hepatitis A since January 2018. Columbus Public Health recently had an outbreak event in which the Delaware General Health District (DGHD) was on standby to assist. Unrelated to this event, on January 18, 2018 the Delaware General Health District received notice at 8:30 am of a Hepatitis A case. By 3:00 pm of that same day, DGHD was able to mobilize the response and provide vaccination to 50 individuals.

**A-I PMT: Agency/Quality/Community**

**J. Thank you and Recognition Summary** - A copy of the monthly thank you and recognition summary was provided to the Board.

**K. Introduction of New Employees** - Mr. Howard introduced new employees as follows: Ms. Margo Dixon, Peer Helper; Ms. Kelly Fernandez, Emergency Preparedness Coordinator; and Mr. James Schwaderer, Public Health Nurse 2.

**Information Only**

## 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**

**Dr. Hickman moved to approve the year-to-date finance report. The motion was seconded by Mr. Wisener. The motion carried unanimously.**

## 3.02 BOARD COMMITTEES

**A. Personnel Committee** - Met on January 22, 2019 for discussion of personnel issues; items for action are listed on the agenda.

**PMT: Agency**

**Information Only**

## 5.0 OLD BUSINESS

### 5.053 BOARD ACTIONS/POLICIES/LEGAL ISSUES

**A. Executive Session** – Request Board enter Executive Session to discuss the Health Commissioner's annual appraisal and compensation.

**PMT: Quality/Agency**

**Item was tabled and to be added on the February Board of Health meeting agenda.**

**B. Facilities Planning:** A planning session to determine short and long-term goals for the facility in order to carry out the responsibilities of the health district and meet the needs of the community. Ms. Hiddleson distributed a Property Comparison Report as part of a planning session to determine short and long-term goals of obtaining a facility to carry out the responsibilities of the health district and meet the needs of the community.

Mr. Blayney reported that the full Board has not met the agency's property broker, Ms. Sara Walsh. For introduction to all and perhaps discussion, the Board may invite Ms. Walsh to attend a future Board of Health meeting. After the special Board of Health meeting, Mr. Blayney and Mr. Penkal had a conversation that this process may work best with a qualifications-based selection (QBS). QBS is the process for competitive selection of architectural and engineering services under which the most appropriate professional or firm is selected based on qualities such as knowledge; skill; experience and other project-specific factors, rather than on cost. Cost is taken into consideration later in the process upon selecting the top candidates. Mr. Penkal has worked with many other county agencies related to this process and is willing to put together an information packet. Mr. Blayney would like Mr. Penkal to attend the next Board of Health meeting to present a packet of information and discussion.

Dr. Hickman shared that the Board consensus was to regroup. It is recommended the Board seek professional assistance to help guide the Board through the process. While the agency has identified funds to purchase/build, the Board of Health has a fiduciary responsibility such as not going over budget. Dr. Hickman expressed gratitude to the staff and other individuals for being extremely patient and providing all requested information. The Board is also cognizant that securing property in Delaware County is a challenge. Dr. Hickman echoed Mr. Blayney's recommendation to involve Mr. Penkal with this process. In the end, all are working toward the same goal of meeting the needs of the staff and the community and maintaining the fiduciary responsibilities of the Board of Health. Mr. Blayney noted that the preliminary figures have not included a budgeted contingency. Not all issues are known in these types of processes and generally there are costs that arise during development. To help deter those costs, it has been Mr. Blayney's experience to factor in a 10% cost contingency.

Ms. Howerton expressed that at the last Board meeting discussion, it was noted that maybe additional satellite offices could be obtained within Delaware for those services that are having tremendous issues with parking and strategies such as plumbing or other clients that visit the agency on a routine basis. Ms. Howerton has observed that many of the shopping plazas in Delaware have vacant spaces. The current building is almost paid off and could be utilized as a mainstream office location to focus on health awareness, district awareness, etc. The current building lends itself to having a great presence in



Delaware. Ms. Howerton recommended that the Board of Health develop and administer a short survey to the staff of the Delaware General Health District as a measure in gaining knowledge of the employees' needs such as parking, customer service, etc. Taking all these items into consideration may help the Board to collectively make good decisions and remain cognizant of the employees and community's wants and needs that ultimately make the health district great. A good demonstration of this is the monthly thank you and recognition report. Ms. Hiddleson noted that the facilities report completed a couple of years ago included opening two satellite offices. As part of this, staff looked at all the services the district provides and the concentrated areas of need. Opening a satellite office in Sunbury is underway. Then, based on the success, determine the need for a second satellite office. At this point, the second office most likely would be in southern Delaware County. If during the process the main office is relocated to southern Delaware County, then maybe the current location would be maintained as a satellite office. Again, keeping in mind the parking and space issues of the current building. Ms. Hiddleson shared that during the Discovery and Feasibility Study staff focus groups were conducted by Triad Architects; these notes provided staff in-put.

Based on discussion, the Board was in consensus to identify a consultant/company that can assist the district with a development plan for a new building, to include some estimated costs and recommendations for alternatives, etc. The Board requested that Ms. Hiddleson contact local Delaware County and City representatives Mr. Jon Melvin; Mr. Sean Hughes; Mr. Bob Lamb; and Mr. David Efland. It was noted these individuals have the expertise to assist in identifying/recommending available resources to select interviewees, determine the scope of the project and possibly request for proposals. The Board envisions obtaining a specified number of consultants/companies and then select top candidates. The Board would interview and receive a presentation of the top candidates selected. Mr. Blayney reiterated that this process is based on quality-based selection first and negotiation of cost occurs later in the process. The Board envisions that by having a facilities planner, as an example, would prepare three development plan options. Each of the prepared options would include cost, construction, location, functionality, etc. It was the consensus of the Board that pursuing this method will enable the Board to make a well-informed decision.

**PMT: Community/Agency  
Information Only**

## **6.0 NEW BUSINESS**

### **6.012 APPROPRIATIONS**

**A. WIC (70951509)** - Requested Board approval to increase WIC (70951509) expense appropriation by \$8,078.64 and to make a few line item changes to bring appropriation in line with expected expenditures in 2019. A copy of the Budget Revision sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**B. Litter (22111502)** - Requested Board approval to increase Litter (22111502) expense appropriation by \$4,088.46 and to make a few line item changes to bring appropriation in line with expected expenditures in 2019. A copy of the Budget Revision sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**C. Injury Prevention (71251512)** - Requested Board approval to decrease Injury Prevention (71251512) expense appropriation by \$68,079.09 and to make a few line item changes to bring appropriation in line with expected expenditures in 2019. DGHD was not funded for this grant this year. 2019 appropriation is needed to close out remaining expenses. A copy of the Budget Revision sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**D. Creating Health Communities (CHC) (71151511)** – Requested Board approval to increase CHC (71151511) expense appropriation by \$51,495.92 and to make a few line item changes to bring appropriation in line with expected expenditures in 2019. A copy of the Budget Revision sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.015 EXPENDITURES**

**A. Laptop Computers** - Requested Board approval to expend up to \$7,000 public health funds to purchase Laptop computers. This purchase will replace six tablets currently in use by the Food Sanitarians and one (1) laptop currently in use the clinic. The existing units are out dated. Expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**B. 3 West Winter Renovations** - Requested permission to expend up to \$9,000 of Public Health funds to construct three (3) walls in the fiscal office to create three (3) individual offices. Currently IT, Fiscal and HR staff are sharing the area which is one big room. It is very hard for staff to remain focused and maintain any level of security and/or confidentiality of work in addition to leaving the agency safe unsecured.

**PMT: Agency**

**The Board approved item on consent.**

**C. 3 West Winter Renovations** - Requested Board approval to expend up to \$40,000 to renovate the first floor of 3 West Winter (Clinic).

As the community continues to grow, so too does the need for public health services. Within the last year the personal health division has increased the nursing FTE, moved an administrative assistant into the division from administration, and moved the emergency preparedness program and staff into the division. To accommodate more staffing, the division has recently moved several personnel around, but the current layout does not facilitate further moves. As the division continues to grow, space is needed to accommodate staff and supplies. Additionally, the current barrier separating staff from clients is a wall that has no ceiling and allows for noise to flow from staff and client areas freely.

The proposed remodel will accomplish multiple goals. While the square footage for personnel will still be under the recommended levels from recent architectural plans, this remodel will increase square footage/person and add an extra work station. The plan will also reduce concerns of clients overhearing sensitive conversations by building the wall between staff and client areas to the ceiling. The plan will also improve clinic flow. The addition of an intake and outtake window for clinic will eliminate bottlenecking of clients checking in and checking out at the clinic front window as well as providing a more intuitive exit direction for clients. Additionally, the plan will improve security. The door separating staff and clients will now require an agency key card to enter.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.016 INVENTORY**

**A. Optima Projections / Camcorder** - Requested Board approval for removal of obsolete equipment from inventory. Inventory numbers 1193 and 1194 are Optima projectors, 1267 is a Barracuda server and 1130 is a Panasonic camcorder. Replacement items are already in use.

**PMT: Agency**

**The Board approved item on consent.**

**B. Phone Server** – Requested Board approval for the removal of outdated/old 8177 phone server from inventory. Replacement items are already in use.

**PMT: Agency**

**The Board approved item on consent.**

**6.021 AUTHORIZATION/EMPLOYMENT**

**A. Create Full-time Permanent Position / Administrative Assistant** - Requested Board approval to create a fulltime Administrative Assistant position, 40 hours per week (100% FTE), pay grade A 4 within the Environmental Health Division. The Environmental Health Division has seen a steady increase in all program areas in recent years. A recently completed FTE study indicates the division has a need for 3.82 Administrative Assistants. With the recent reorganizing of some divisions, the hiring of a fourth Administrative Assistant that can also assist with front desk reception is much needed. Position is funded 60% from plumbing (fund #70225446), 20% from Residential Services (Fund # 70225445) and 20% from Food Protection and Public Safety (Fund # 70225447) with an anticipated salary and benefits not to exceed \$60,424.00. Amount may be reduced depending on benefits selected. Personnel Committee has reviewed and recommended approval.

**PMT: Agency**

**The Board approved item on consent.**

**B. Create Full-time Permanent Position / Registered Sanitarian** - Requested Board approval to create a full-time permanent sanitarian position. Forty hours a week (100% FTE), pay grade C 8 or lower within the Environmental Health Division. In December of 2017, the Board of Health approved the replacement of a part time sanitarian in the Food Protection Unit with a fulltime sanitarian. At that time, an FTE study indicated we needed 5.6 FTEs for Food inspections alone. Staff requested we work with the 5 FTEs for a year to determine if indeed another FTE was needed. An updated FTE study indicates we do need the 6<sup>th</sup> sanitarian in this unit. FDA guidelines recommend a staffing level of 1 FTE per 280-320 food inspections. Currently staff is inspecting an average of 371 food inspections per FTE. In addition, staff have the responsibility to inspect in other programs areas such as: Swimming pools, Body art facilities, mobile food units, temporary food sites, vending, smoke free Ohio and campgrounds. These programs account for an additional .89 FTE. The current FTE study for the Food unit indicates a need for 6.49 FTEs to complete all of these program inspections. Therefore, staff request approval of a sanitarian position in the Food Protection and public Safety Unit. Position is funded 75% Food (Fund # 70451504), 10% Food Protection & Public Safety (Fund # 70225447) and 15% Pools (Fund # 70851508) with an anticipated annual salary and benefits not to exceed \$80,665. Amount may be reduced depending on benefits selected and starting pay grade. Personnel Committee has reviewed and recommended approval.

**PMT: Agency**

**The Board approved item on consent.**

**C. Employment Update / Ms. Jennifer Lahmon** – Ms. Hiddleston reported that Ms. Lahmon terminated employment during the probationary period

**PMT: Agency**

**Information Only**

**D. Retirement / Ms. Pam Shears** – Requested Board accept the retirement of Ms. Pam Shears effective May 31, 2019 with thanks for over thirty years of service to the Delaware community and the Delaware General Health District. Ms. Shears has been an invaluable member of the DGHD team serving in various roles, most recently as the Program Manager for Vital Statistics and Information Technology. Ms. Hiddleston plans to replace Ms. Shears Program Manager position in the Administrative Division; responsibilities of this position will be modified as delineated on the revised Table of Organization. Requesting approval to post and hire with an overlap of at least one month to assure continuity of operations.

**PMT: Agency**

**The Board approved item on consent.**



**E. Community Health Specialist 1 / Ms. Kelly Fernandez**– Requested Board confirm employment of Ms. Kelly Fernandez in the full-time permanent position within the Personal Health Division vacated by Ms. Christina Tracy. This position is 40 hours a week (100% FTE), \$ 19.89/hour (pay grade C3) effective January 15, 2019. Position is funded 100% through program 4050 (PHEP), fund 70225228 with an anticipated annual salary and benefits of \$55,525.13. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**F. Public Health Nurse 2 / Ms. Katherine Fox** – Requested Board approval to confirm employment of Ms. Katherine Fox to fill full-time permanent position within the Personal Health Division vacated by Ms. Lissie Krull's resignation and Ms. Emily Clark's promotion. This position is 40 hours a week (100% FTE), \$22.14/hour (pay grade C8) effective February 2, 2019. Position is funded 100% through program 3200 (Clinic Services), fund 70225555 with an anticipated annual salary and benefits of \$61,444.87. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Effective Date Correction / Ms. Brittany Zoecklein** - Last month the Board of Health approved the promotion without competition of Ms. Brittany Zoecklein from a Sanitarian-In-Training to a Registered Sanitarian I in the Environmental Health Division with a pay grade C 6 and a starting wage of \$21.14 per hour effective December 1, 2018. Upon review of past practices, staff had previously gone back to the date of notification that the sanitarian passed the RS test as the effective date of the raise. In Ms. Zoecklein's case, the date was November 21, 2018. To be consistent, staff request the Board approve retro pay for Ms. Brittany Zoecklein in the amount of \$80.00. The calculation for the retro pay is for 64 hours at \$1.25 per hour equaling \$80.00.

**PMT: Agency**

**The Board approved item on consent.**

**B. Lateral Transfer / Ms. Abby Crisp** - Requested Board approval of lateral transfer for Ms. Abby Crisp from Community Health Specialist (pay grade C5) to Epidemiologist 1 (pay grade C5) within the Community Health Division. With Ms. Crisp's departure as the Creating Healthy Communities Coordinator and the end of the Older Adult Falls Prevention grant, Ms. Josie Bonnette has taken over the role of the new Creating Healthy Communities Project Coordinator.

**PMT: Agency**

**The Board approved item on consent.**

**C. Promotion Without Competition / Mr. Ian McKenzie** – Requested Board approval to promote without competition Mr. Ian McKenzie from Sanitarian-in-Training (pay grade C3) to Registered Sanitarian 1 (pay grade C6) within the Environmental Health Division. Effective December 21, 2018, Mr. McKenzie's new hourly rate will be \$21.14/hour (base of pay grade C 6). Ian recently passed the state Registered Sanitarian exam. Mr. McKenzie has been performing at or above the RS 1 level for many months. Annual performance appraisal date will change to one year from the effective date of promotion with competition. Position is funded 70% Sewage (Fund # 70225443) 20% Residential Services (Fund # 70225445) and 10% Water (Fund # 70651506) with an anticipated annual salary and benefits not to exceed \$64,500. Personnel Committee has reviewed and recommended approval.

**PMT: Agency**

**The Board approved item on consent.**



### 6.025 SALARY SCALE/POLICIES/BENEFITS

**A. Differential** – In September 2018, the Board approved a \$2.50 differential for Administrative Assistants that will provide back-up to the Sunbury Satellite office.

Due to changes in job responsibilities, the AA's specifically listed in the minutes have changed. To allow for future flexibility, the differential will be applied to Administrative Assistants that provide back-up for the Sunbury Satellite as determined by the Health Commissioner.

**PMT: Agency/Community**

**The Board approved item on consent.**

**B. Insurance Continuation** – The policies of the DGHD provide for Leave Without Pay (LWOP) if needed. In October 2018, the Board approved an extended LWOP for Ms. Alyssa Burcher due to the birth of a child and is not eligible for Family Medical Leave Act (FMLA) leave due to being employed for less than one year. Ms. Burcher officially went on un-paid status on December 19, 2018 and per policy, after ten days of LWOP the employee is responsible for the cost of health insurance until employee returns to work. Ms. Whitney and Ms. Hiddleston became aware on January 4, 2019 that the DGHD insurance company cannot (will not?) allow the DGHD to only pay for half a month of insurance for an employee. Therefore, Ms. Hiddleston authorized the payment of Ms. Burcher's insurance for January with an anticipated return date of January 14, 2019. Ms. Burcher has been notified of responsibly to repay the cost of insurance for the amount of time while on unpaid leave status. Due to personal circumstances, the DGHD will allow these payments to be made over the next six months if needed. Should Ms. Burcher leave employment with the DGHD, Ms. Burcher will be responsible for payment in full on the last day of employment. The total anticipated amount is \$689.63.

Personnel Committee has reviewed and recommended approval and will have further discussion in the future about recommendations related to LWOP issues that are not related to FMLA and appropriate changes to policy.

**PMT: Agency**

**The Board approved item on consent.**

**D. Federal Shut Down** – Ms. Hiddleston provided a report as follows:

1. State WIC has informed Project Directors that, should the federal government shut down continue past January 31, 2019 there may not be monies in reserve to continue the entire program and services. Information from NACCHO states that WIC services should be covered through February 28, 2019. Should WIC shut down, there will be no provision to issue certifications of eligibility or coupon distribution. DGHD employs 12 WIC staff paid from the grant (8.4 FTE) and one fiscal person (0.125 FTE).
2. Other ODH grants may be affected, Get Vaccinated (no baseline FTE), Creating Healthy Communities (1.4 FTE), Safe Communities (0.5 FTE), and Public Health Emergency Preparedness (no baseline FTE). Staff on these grants would be able to continue to work on deliverables. As of this date, there has been no information provided indicating that these grants will not continue from the State or Federal government.

All grants are reimbursable, so DGHD is paying staff and other direct costs up front and at the end of each quarter is reimbursed for approved expenses. However, if the government shuts down and does not give back expenses, DGHD Public Health fund could not be reimbursed. Total amount requested in worst case scenario delineated below is \$62,700 for approximately two months of coverage. DGHD is self-insured for unemployment insurance. To address the needs of the district and staff should the effects of the shutdown be realized, Ms. Hiddleston further addressed the Board as follows:

- a. Requested Board approve a Statement of Rationale to address a reduction in work force of grant employees, as determined by the Federal Government, should the

- provision of program/services be unavailable due to lack of work and/or lack of funding.
- b. Requested Board approve the use of accumulated leave, excluding sick, if employee chooses this option instead of temporary layoff not to extend past two months. Employee will not regain leave used, even if the DGHD is reimbursed for expenses during the shutdown.
  - c. Requested Board approve the expenditure of up to \$45,000 of Public Health Funds to pay for accumulated leave taken (anticipate this amount will cover four pay periods for staff). Employees are eligible for pay out of vacation and compensatory time upon termination; therefore, the expense of the payout will be the responsibility of the DGHD regardless of shutdown issue.
  - d. Requested Board approve the expenditure of Public Health Funds to pay the maintenance costs of WIC in Union and Morrow Counties, amount not to exceed \$2000 (anticipate this amount will cover two months). Ms. Hiddleston will request a waiver of these payments in the aforementioned counties, with a promise to reimburse when the shutdown ends if back expenses are paid.
  - e. Requested Board approval to continue Board portion of health, dental, vision, long term disability, Employee Assistance Program, and life insurance provided employee pays applicable portion either by payroll deduction or by check to the DGHD for up to two months in an amount not to exceed \$7,900. There are five WIC staff that receive insurance through the DGHD.
  - f. Requested Board approve the continuation of FSA for up to one month; the total annual amount should employee use all funds during this month would not exceed \$7,800. As a reminder, if an employee leaves the DGHD having spent the entire annual allotment of FSA there is no legal recourse to collect the money if the employee does not voluntarily pay it back.
  - g. Requested Board approve full or partial leave without pay for any employee that voluntarily requests a reduction in hours. This would allow for accumulated leave to be frozen versus paid out. Employee would not be eligible for unemployment.

In the event a reduction in work force is required, Section 307 of the Personnel Policies will be followed. Since consent items were approved during the Board meeting, the following open positions will be available for the full-time permanent WIC staff: three Administrative Assistant positions and one Program Manager position. Should open positions not allow for continued employment of displaced staff the following Program Manager, Administrative Assistant, and WIC Health Professional and Peer Helper series will be affected and bumping rights will be available.

Ms. Hiddleston has met with WIC staff to share current information, the possible remedies outlined above, and potential next steps.

After reviewing the requested items, the Board was in consensus the items outlined in letters A-G need to be in place in the event of a government shutdown.

**PMT: Agency**

**Dr. Hickman moved to approved item 6.025 B. Federal Shutdown, letters a-g. The motion was seconded by Mr. Wisner. The motion carried unanimously.**

### **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 \$16,000.00 in Public Health funds upon review and approval of the Delaware County Prosecutor. The contract will provide services and the final report for the Youth Risk Behavior Surveillance Survey for the 2019-2020 school year. DGHD is collaborating with community stakeholders to garner additional resources to supplement the cost of this contract.

**PMT: Quality/Community**

**The Board approved item on consent.**

**B. SourcePoint** - Requested Board approval to enter into contract with SourcePoint in the amount not to exceed \$5,600.00 upon review and approval of the Delaware County Prosecutor. The contract will fund the completion of the data analysis and final report for the Age Friendly Community Assessment to be conducted by the Community Health Division.

**PMT: Community**

**The Board approved item on consent.**

**C. Accurate IT Services** - Requested Board approval to enter into contract with Accurate IT Services for the Older Adult Appliance Pickup Program not to exceed \$8,000.00 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.**

#### **6.034 PERSONAL HEALTH**

**A. Fentanyl Test Strips Update** – Mr. Howard reported that based on discussion at the October 2018 meeting, additional research was conducted on fentanyl test strips. At this point, is not recommended to move forward with a fentanyl test strip service.

**PMT: Community**

**Information Only**

#### **6.04 SPECIAL REPORTS**

**A. Sewage Treatment Systems Program** – The Ohio Department of Health (ODH) requested that the DGHD be part of a pilot to develop sewage program survey methodology and process. ODH thanked the DGHD EH staff for participating in this valuable learning experience. ODH has placed the DGHD on the approved health district list for sewage treatment systems programs without an action plan required.

**PMT: Community/Quality/Agency**

**Information Only**

**B. Creating Healthy Communities** - According to the agency's Quality Improvement Plan, states that site visit reports are to be provided to the Board of Health. The Creating Healthy Communities grant fourth quarter site visit review conducted by the Ohio Department of Health on November 27, 2018 was provided to the Board.

**PMT: Agency**

**Information Only**

**C. Overdose Report** – The third quarter 2018 Overdose Report was provided to the Board.

**PMT: Community**

**Information Only**

**D. 2015-2019 Delaware General Health District Agency Strategic Plan** – The 2018 fourth quarter agency strategic plan progress report was provided to the Board.

**PMT: Quality**

**Information Only**

**E. Delaware General Health District Agency Performance Measures** – The 2018 Final Performance Measure Dashboard progress report was provided to the Board.

**PMT: Quality**

**Information Only**

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

**A. Credit and Department Card Policy** – The Department Card and Credit Card policies have been reviewed due to the provisions of Senate Bill (SB) 229 detailing the use of these cards by local health districts. Ms. Hiddleston has updated the policy to include all the provisions of the law and has also incorporated recommendations from the Delaware County Prosecutors office from House Bill (HB) 312 that match those required in SB 229. The two policies have been merged into the Credit Card and Department Card policy.



The provisions of SB 229 are effective March 22, 2019. A copy of the updated policy was provided to the Board.

Ms. Hiddleson requested Board approval of the revised policy with an effective use date of March 22, 2019.

**PMT: Agency**

**The Board approved item on consent.**

**6.053 RESOLUTIONS**

**A. Climate Change Position Paper** – In December DGHD staff shared a draft of a position paper related to climate change. Staff have prepared a position paper for the Board’s consideration. A copy of Resolution #2019-01 Delaware General Health District Climate Change, Health & Equity Position Paper was provided to the Board.

Four members of the public were in attendance in support of the recommended position paper. Some of the attendees were at the September 2018 Board of Health meeting to discuss the Board’s position related to effects of climate change. At that time, the Board reported that while the members of the Board are not allowed to lobby for legislation, the Board will consider developing a position paper. The Delaware General Health District is committed to integrating environmental sustainability in programs and policies that protect the viability of the community for future generations. The attendees expressed sincere gratitude and appreciation for the Board’s ability to prepare and support a climate change position paper. Based on feedback from the public attendance, it was recommended to amend section THEREFORE, BE IT RESOLVED, #7 as follows:

**“...THEREFORE, BE IT RESOLVED** the Board of Health of the Delaware General Health District will:

- 7. Educate, engage and inform the community and public officials of the potential threats and steps residents may take to mitigate their individual impacts....”

The Board was requested to approve Resolution 2019-02 as amended and submitted.

**PMT: Agency/Community**

Ms. Howerton moved to approve the amended #7 language. Ms. Fleischer seconded the motion. The motion carried unanimously. After approving the amended language, Ms. Fleischer then moved to approve the entire Resolution 2019-02. Ms. Howerton seconded the motion. The motion carried unanimously.

**B. Reaccreditation Support** – The agency will be submitting the application for reaccreditation in the first quarter of 2019. Ms. Hiddleson requested a motion offering the full support of the Board for this initiative.

**Mr. Wisener moved to approve the Delaware General Health District’s initiatives to submit application for reaccreditation. Ms. Karr seconded the motion. The motion carried unanimously.**

**ADJOURN**

Ms. Fleischer moved to adjourn. Ms. Karr seconded the motion. The motion carried unanimously. The meeting adjourned at 8:28 pm.

**President**

**Secretary**