



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



Shelia Hiddleson, RN, MS
Health Commissioner

Date: June 20, 2019

To: Board of Health

From: Shelia Hiddleson, RN, MS
Health Commissioner

Re: *Public Notice of the June 25, 2019 meeting: The Board of Health will begin its regular monthly meeting at 6:30 PM on June 25, 2019. The meeting will begin at 470 S. Sandusky Street, Delaware OH 43015 for a tour of the building. Once the tour of the building is completed, the board will adjourn to reconvene at 1 West Winter Street Delaware OH 3015 in the basement training room for the remainder of the meeting. It is anticipated that this will occur at approximately 7:00 PM.*

*PMT – Performance Management Touchstone

1.0 CONVENTION

Agenda Item	Time	Action/ Contact
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS 6.012 Appropriations A 6.021 Authorization/Employment A-D 6.022 Reclassification/Promotion A-C 6.023 Tuition Reimbursement/Staff Development A-B 6.025 Salary Scale/Policies/Benefits A 6.03 Contracts A 6.054 Legal Issues A-C	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent.	2	Approve

2.0 STAFF REPORTS

Agenda Item	TIME	Action/ Contact	PMT
2.01 HEALTH COMMISSIONER • Building Update – 1 WW 2 nd Floor • Proposals Update • Kudo's	2	Info/ Shelia	
2.02 FINANCE A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). Action Requested: Accept	2	Accept/ Dave	Agency

3.0 BOARD REPORTS

Agenda Item	Time	Action/ Contact	PMT
3.01 BOARD PRESIDENT	<15	Info	

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.04 CITIZEN REQUEST			
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6.0 NEW BUSINESS

New items of information or for Board action

Agenda Item	Time	Action/ Contact	PMT
6.012 APPROPRIATIONS			
<p>A. OEPA Litter Grant - Request Board approval to request a new fund and to establish \$7,094 of expense appropriation for this year's OEPA Litter grant. This year's grant is at least twice as big as in the past and a dedicated fund is needed to identify expenditures. Please see attached Budget for line item detail. Action Requested: Consent approval</p>	0	Consent/ Dave	Agency
6.02 PERSONNEL			
6.021 AUTHORIZATION/EMPLOYMENT			
<p>A. Resignation/ Michelle Harmon, Admin Asst 2. – Request Board confirm the resignation of Ms. Michelle Harmon effective June 14, 2019. Ms. Harmon has been with the agency since March of 2017. She has accepted the Environmental Health Administrative Assistant position with the Union County Health Department. Request approval to post and hire an Administrative Assistant to replace Ms. Harmon. Action Requested: Consent approval</p>	0	Consent/ Steve	Agency
<p>B. Employ Plumbing Inspector / Kris Olszewski – Request Board confirm the employment of Kris Olszewski to fill the open position of Plumbing Inspector within the Environmental Health Division. This position is forty (40) hours a week (100% FTE), \$25.00 per hour, pay grade B(P)1. Effective June 10, 2019. Position is funded 100% from Plumbing fund (70225446), with an anticipated annual salary and benefits not to exceed \$87968.40. Amount may be adjusted depending upon benefits selected. Action Requested: Consent approval</p>	0	Consent/ Steve	Agency
<p>C. Reduction in Workforce - The federal WIC grant amount for is being reduced from \$577,661 to \$563,840; a total of \$13,821 for the FY beginning October 1, 2019 and ending on September 30, 2020. Upon a review of the grant deliverables, caseload, and health district responsibilities, this shortfall needs to be addressed in two ways. The responsibilities of the WIC Project Director remain the same and cannot be decreased to maintain the standards of the program in the three counties served. Therefore, during the Board meeting last month, the WIC Project Director's hours in the grant were decreased to 90% funding from the grant and increased to 10% funding from the general fund. However, the caseload of the WIC Breastfeeding Peer Helpers continues to drop and there is not enough funding in the grant to support the current number of hours in the three counties. Currently, Delaware and Union Counties receive eighteen hours of service each week and Morrow receives sixteen hours; due to a decrease in caseload and lack of grant funding, it is determined that sixteen hours per week in each county will meet the needs of the project and clients.</p>	0	Consent/ Shelia	Agency

Ms. Hiddleston requests the Board approve a Statement of Rational stating that employees hours in the position of WIC Breastfeeding Peer Helpers (Series: WIC Peer Helper 601) will be reduced to sixteen hours per week in all three counties due to a lack of funds and a lack of work and instructing the Health Commissioner to determine retention points and provide appropriate notice per ORC 124.321 with a start date of October 1, 2019. Action requested: Consent approval			
D. Resignation / Janett Chittock / Fiscal Specialist. – Request Board confirm the resignation of Ms. Janett Chittock effective June 20, 2019. Ms. Chittock has been with the agency since April 2012. Ms. Chittock’s position has been evaluated; the agency will contract with a billing company to do medical/CMH billing and will hold this position vacant for future needs of the agency. Action Requested: Consent approval	0	Consent/ Dave	Agency
6.022 RECLASSIFICATION/PROMOTION			
A. Employ/Transfer Epidemiologist II / Heather Lane – Request Board confirm the transfer of Heather Lane to fill the position left vacant with the promotion of Registered Sanitarian David Letterle within the Environmental Health Division. This position is forty (40) hours a week (100% FTE), This is a lateral move with no change in pay or benefits. Effective June 24, 2019. Position is funded 25% from Sewage fund (70225443), 10% from Residential Services Fund (70225445) 15% from Vector Fund (70225444) and 50% from EH Admin (70225441). Action Requested: Consent approval	0	Consent/ Steve	Agency
B. Promotion With Competition / Ms. Arielle Hieronimus – Request Board approval to promote with competition Ms. Arielle Hieronimus from Community Health Specialist I (pay grade C3) to Epidemiologist II (pay grade C9) within the Personal Health Division to fill the role vacated by Heather Lane. Effective June 24, 2019, Ms. Hieronimus’s new hourly rate will be \$23.14/hour. Annual performance appraisal date will change to one year from the effective date of promotion with competition, June 24. Position is funded 100% from Disease Prevention (#3100) with an anticipated annual salary and benefits of \$83,284.30 dependent upon insurance options chosen. Action Requested: Consent approval	0	Consent/ Adam	Agency
C. Fill Position Vacated by Ms. Arielle Hieronimus - Request Board approval for flexibility to hire the most qualified candidate to fill the role vacated by Ms. Arielle Hieronimus because of promotion. Traditionally, the role was filled by a public health nurse and more recently the position was filled by a Community Health Specialist. The position has been evaluated and staff have determined that a Community Health Specialist 1 or 2, Epidemiologist 1, or Public Health Nurse 1 or 2 can assist the team in meeting the goals of the Unit/Division/Agency. Action Requested: Consent approval	0	Consent/ Adam	Agency
6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT			
A. Conference / Heather Lane - Request Board approval to expend up to \$1600 in public health funds for Heather Lane to attend The American Veterinary Medical Association in Washington D.C. on August 1 through August 5, 2019. This conference is applicable to the Goals of Ms. Lane and directly related to Strategic Plan goal of Workforce Development and her new position in the Environmental Health Division. The conference fee of \$685.00 has been waived by the association. Some of the topics of the conference include: Animals and Public Health, The international movement of live animals, Rabies-What you	0	Consent/ Steve	Agency

<p>need to know, Pet Rodents-Transmitted infections and Foodborne disease outbreak trends. Just to name a few. Expenses include hotel - \$179 per day-Per Diem; meals - \$72.50 per day-Per Diem; and parking - \$80.00. Airfare - \$250.00. Out of Health District and/or State Approval form attached and expenditure is not budgeted.</p> <p>Action Requested: Consent approval</p>			
<p>B. Tuition Reimbursement / Mr. James Schwaderer - Request Board approval to expend up to \$3,000 annually from PH Admin (program #3000) funds for Mr. James Schwaderer to attend The Ohio State University for a Master of Public Administration and Leadership per §603 of the personnel policies. Mr. Schwaderer has completed the appropriate application and staff believe the program will be both a benefit to Mr. Schwaderer and the agency.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
6.025 SALARY SCALE/POLICIES/BENEFITS			
<p>A. Salary Survey – The DGHD salary survey was last completed in late 2016, with changes to the pay grades in January 2017; per policy salary surveys are completed approximately every two years. Ms. Whitney and Ms. Hiddleson have interviewed vendors and received proposals for the completion of this year's salary survey and recommend contracting with PayScale. The vendors interviewed provided proposals with a cost ranging from approximately \$2000 - \$26,000.</p> <p>PayScale will benchmark up to forty-nine employee positions, provide professional job matching services, and provide recommendations to the district. As a new member of PayScale the cost will be \$2,320 per year for three years, with complimentary job matching services, with an opt out clause to only use the service for one year if we are not satisfied for \$950.</p> <p>Upon receipt of the survey, Ms. Hiddleson will add the salary information gleaned from the Association of Ohio Health Commissioners Bi-Annual Salary Survey which will be available in September.</p> <p>Request approval for the health commissioner to negotiate and execute a contract with PayScale upon approval of the contract by the County Prosecutor's office.</p> <p>Action Requested: Consent approval.</p>	0	Consent/ Shelia	Agency
6.03 CONTRACTS			
<p>A. Contract / Outsource Medical Billing - Request Board authorize the Health Commissioner to negotiate and execute contract with a medical billing vendor. Based upon preliminary review, staff anticipates it would be more economical for DGHD to outsource clinic billing.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Dave	Agency
6.054 LEGAL ISSUES			
<p>A. Permits; 5842 State Route 37 W., Ostrander, OH - As the Board of Health is aware from a previous discussion last year, Doug Hines, listed by the Auditor's office as the owner of 5842 State Route 37 W. Ostrander, Ohio, has violated several Ohio Department of Health Sewage Treatment System Rules by installing a sewage system without a permit. To summarize the case again; In late May of 2018, DGHD staff was contacted by Delaware County Code Compliance staff that a barn may have been converted into a home at the above address. DGHD staff researched that address or plumbing and sewage permits, of which there</p>	0	Consent Steve	Community

<p>were none. On June 8, 2018, DGHD staff attempted to visit the property to confirm if it was indeed being used as a residence. While at the front door, someone on an intercom informed them they were trespassing and ordered them to leave. Which they did. Staff noted that even though they did not get inside the barn, it did appear to be lived in. On August 16, 2018, DGHD staff, accompanied by Code Compliance staff finally was given permission to enter the barn, accompanied by the owner. It was immediately clear this barn was recently remodeled into a residence. The building was finished inside with a full bathroom and sleeping rooms. The owner (who is a registered plumbing contractor) was informed that he will be given guidance on how to properly permit the plumbing and sewage system and some of that work may have to change, depending on soil reports and several other factors. Code Compliance also informed the owner how to permit and gain compliance for the construction that had occurred.</p> <p>On August 29, 2018, the owner obtained a plumbing permit. On October 25, 2018, A final plumbing inspection occurred and was approved. Summary of current code violations:</p> <ul style="list-style-type: none"> ➤ 3701-29-06(B) A STS...shall not be installed...without an approved permit... ➤ 3701-29-09(A) Prior to accepting an application for a permit...the board of health shall require a site review ➤ 3701-29-09(B)No person shall install a new...STS ...without an installation..permit... ➤ 3701-29-09(D) The installation of a new...STS ...shall only be conducted by a registered installer... ➤ 3701-29-09(I) No person shall operate a STS without an approved and valid ... permit. <p>This is a few of the code violations. There are more that have occurred as obtaining a permit has several code requirements related to it.</p> <p>DGHD staff has been working with the owner since last August to get the sewage system permitted and approved. As of this date, the owner has ceased communication with DGHD staff and no permit for the sewage system has been issued. DGHD staff recently met with the Prosecutors Office and Code Compliance staff to determine a course of action. The Prosecutors office has asked that the Board of Health officially refer this case to their office so criminal charges can proceed.</p> <p>Action Requested: Consent approval to refer this matter to the county prosecutor to require Mr. Hines to obtain the proper permit(s)</p>			
<p>B. Sewage Nuisance / 5778 Robin Hood Lane, Ostrander, OH - Nancy and James Burtch, listed by the Auditor's office as the owner of 5778 Robin Hood Lane, Ostrander, Scioto Township, Ohio. Mr. & Mrs. have been issued orders three times since October 2018 by the Residential Services staff to abate a sewage nuisance condition on this property. A direct discharge of partially or untreated sewage was observed on October 19th, 2018. Homeowners met with Mr. Letterle on-site to discuss options on November 5, 2019 and requested an updated list of HSTS Installers on April 11, 2019. Homeowners have not returned calls since April 11, 2019. The homeowners have not made reasonable effort to abate the nuisance. Orders to abate this nuisance started in October of 2018. Orders were last sent by certified mail to Mr. & Mrs. Burtch on April 29th, 2019. A receipt of each of the orders have been received. The last one was signed for on May 5th, 2019. Attached are the orders with proof of service.</p> <p>The Prosecutors office requested the referral come directly from the Board of Health, therefore, staff request the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal</p>	0	Consent/ Steve	Community

<p>action to require Mr. & Mrs. Burtch to abate the sewage nuisance condition at 5778 Robin Hood Lane, Ostrander, Ohio. Action: Consent approval to declare this a public nuisance and refer it to the county prosecutor</p>			
<p>C. Sewage Nuisance / 6037 Edgewood Circle, Dublin, OH - Pradeep K Gloria A Amesur, listed by the Auditor's office as the owner of 6037 Edgewood Circle, Dublin, Concord Township, Ohio. Mrs. Amesur has been issued orders many times since May 2009 by the Residential Services staff to abate a sewage nuisance condition on this property. Staff had started working with this property since 2007. A replacement aerator was installed under permit in 1997. Complaints regarding this nuisance regularly occur in late spring or early summer. After Residential Service Sanitarians visit the property, the owner contacts a service provider to service the aerator. After the aerator ceases to function the cycle repeats. Inspectors have identified an area that appears capable of supporting an on-lot HSTS depending on a soil evaluation. An on-lot HSTS would eliminate the nuisance condition in the ditch behind the homes when the aerator is not maintained. Resent orders to abate this nuisance started in July of 2018. Orders were last sent by certified mail to Mr. & Mrs. Amesur on April 29th, 2019. A receipt of each of the orders have been received. The last one was signed for on May 1st, 2019. Attached are the orders with proof of service.</p> <p>The Prosecutors office requested the referral come directly from the Board of Health, therefore, staff request the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal action to require Mrs. Amesur to abate the sewage nuisance condition at 6037 Edgewood Cir, Dublin, Ohio. Photos available to Board of Health attached. Action: Consent approval to declare this a public nuisance and refer it to the county prosecutor</p>	0	Consent/ Steve	Community

Sincerely,

Shelia Hiddleson
Health
Commissioner
740/972-8635

Steve Burke
Director of
Environmental Health
740/815-8807

Jen Keagy
Director of
Community Health
614/315-1337

Adam Howard
Director of
Personal Health
740/360-4718

Dave Knowlton
Director of
Operations
614/582-0640

As of 05/31/2019		Budgeted	Yr-to-Date	Yr-to-Date	Total	Yr-To-Date		Budgeted	Yr-to-Date	Yr-to-Date	Total	Yr-To-Date
Program Name	Pgm	Revenue	Revenue	Transfers	Receipts	%		Expenses	Expenses	Transfers	Disbursements	%
	#		5/31/2019						5/31/2019			
ADMINISTRATION												
Administration	1000	4,110,200	2,183,658		2,183,658	53.13%		1,539,548	820,325		820,325	53.28%
Vital Statistics	1100	127,000	66,903		66,903	52.68%		156,450	74,494		74,494	47.62%
Sunbury Office	1200	0	2,328		2,328	0.00%		211,863	128,835		128,835	60.81%
DGHD New Office	1300	6,182,295	0	6,182,295	6,182,295	100.00%		6,182,295	875,856	6,182,295	7,058,151	114.17%
Facility	5101	0	0		0			417,626	85,906		85,906	20.57%
Data	5301	0	428		428			326,351	213,598		213,598	65.45%
Building	6000	365,500	184,199		184,199	50.40%		422,021	222,426		222,426	52.70%
COMMUNITY HEALTH												
CH Health Promo	2090	0	0		0			0	0		0	
CH Admin	4000	7,500	33,156		33,156	442.09%		831,848	338,730		338,730	40.72%
Source Point	3005	13,520	9,378		9,378	69.36%		13,790	1,373		1,373	9.95%
Health Promo	3300	0	0		0				0		0	
Communications	4001	0	0		0			218,337	105,295		105,295	48.23%
CRI	4300	0	0		0			0			0	
MCH	3480	50,443	0		0	0.00%		103,635			0	0.00%
Creating Healthy Comm	4150	95,000	62,461		62,461	65.75%		105,000	60,562		60,562	57.68%
Injury Prevention	4200	40,000	20,747		20,747	51.87%		5,490	1,365		1,365	24.86%
SAFE	4182	42,000	17,376		17,376	41.37%		43,794	16,999		16,999	38.82%
PHEP	2080	164,000	32,116		32,116	19.58%		174,627	51,162		51,162	29.30%
Litter	2480	72,202	43,867		43,867	60.76%		81,777	29,563		29,563	36.15%
VIROMENTAL HEALTH												
EH Admin	2000	0	375		375			140,007	57,439		57,439	41.03%
ER Response	2400	0	0		0			12,433	9,410		9,410	75.69%
Sewage	2100	293,875	115,674		115,674	39.36%		294,397	95,008		95,008	32.27%
Vector	2101	0			0			45,846	33,108		33,108	72.22%
Residential Service	2103	50	0		0			228,380	69,992		69,992	30.65%
Plumbing	2200	709,475	359,729		359,729	50.70%		452,166	181,111		181,111	40.05%
Food Protection/Public	2300	2,885	1,400		1,400	48.53%		187,595	65,833		65,833	35.09%
Campgrounds	2330	7,526	7,312		7,312	97.16%		11,080	4,189		4,189	37.80%
Food	2310	400,612	390,406		390,406	97.45%		415,014	160,412		160,412	38.65%
Water	2110	16,577	7,960		7,960	48.02%		19,262	5,248		5,248	27.25%
Solid Waste	2411	60,252	30,705		30,705	50.96%		66,220	24,952		24,952	37.68%
Pools	2314	55,735	59,935		59,935	107.54%		59,363	31,846		31,846	53.65%
PERSONAL HEALTH												
PH Admin	3000	0	1,670		1,670			210,327	51,017		51,017	24.26%
Family Support	3090	0	0		0			0			0	
PH United Way	3001	0	0		0			0			0	
Clinic Services	3200	250,000	105,810		105,810	42.32%		543,128	187,187		187,187	34.46%
Ebola/Zika	4002	0			0			0			0	
PH Disease Prevention	3100	2,000	6,548		6,548	327.39%		245,958	76,521		76,521	31.11%
IAP	3180	67,090	0		0	0.00%		17,453			0	0.00%
BCMh	3471	50,000	14,190		14,190	28.38%		99,756	50,500		50,500	50.62%

2019 BUDGET FORM DELAWARE GENERAL HEALTH DISTRICT

Program OEPA Litter Grant

Fund _____

		AMENDED APPROPRIATION REQUEST	
		CURRENT	AMENDED
ACCOUNT		2019	2019
			Changes
500	SALARY		
5001	COMPENSATION		-
5004	OVERTIME		-
510	BENEFITS		
5101	HEALTH INSURANCE		-
5102	WORKERS COMP		-
5103	DENTAL INSURANCE		-
5120	COUNTY SHARE / PERS		-
5131	COUNTY SHARE / MEDICARE		-
520	MATERIALS AND SUPPLIES		
5201	GENERAL SUPPLIES		-
5208	OPERATING SUPPLIES		-
5215	PROGRAM SUPPLIES		4,789.00
5298	MATERIALS & SUPPLIES - OTHER		-
530	SERVICES AND CHARGES		
5301	CONTRACTED PROFESSIONAL SVCS		-
5305	TRAINING & STAFF DEVELOPMENT		385.00
5308	MEMBERSHIP, SUBSCRIPTIONS, DUES		-
5309	TRAVEL-MILEAGE		-
5310	TRAVEL NON-TAXABLE		-
5312	ADVERTISING & LEGAL NOTICES		1,170.00
5313	PRINTING AND RELATED SERVICES		-
5315	SATTELITE, CABLE, INTERNET, AIRCA		-
5316	APPLICATION FEES		50.00
5317	PUBLIC RELATIONS & PROMOTIONS		500.00
5330	COMMUNICATIONS SERVICES		-
5319	REIMBURSEMENT/REFUNDS		-
5320	DATA PROCESSING SERVICES		-
5325	MAINTENANCE CONTRACTS/AGREE		-
5328	MAINTENANCE/REPAIR SERVICES		-
5330	TELEPHONE SERVICES		-
5331	POSTAL AND FREIGHT SERVICES		-
5332	CELL PHONE INTERNET ALLOWANCE		-
5335	RENTAL SERVICES		200.00
	TOTAL		7,094.00

\$ -

\$ -

\$ 4,789.00

\$ 2,305.00

\$ 7,094.00



Out of Health District Travel and/or Overnight Approval Form

Date: May 15, 2019
 To: Delaware County Auditor
 Approved Funding Source(s): 3100
 Employee: Heather Lane
 Conference/Meeting: American Veterinary Medical Association Convention
 Location: Washington, D.C.
 Inclusive Travel Dates: August 1-5, 2019

The Board of Health authorizes the above named employee to attend, at Health District expense, the above listed conference/meeting, and location, and inclusive travel dates. Below are itemized anticipated necessary expenses to be incurred. The listed amounts reflect the maximum approved by the Board of Health subject to the reimbursement limits of the Delaware General Health District.

Expenditure	Amount	Quantity	Total
Conference Registration:	\$ -		\$ -
Airfare:	\$ 250.00		\$ 250.00
Parking/Taxi:	\$ 80.00	1	\$ 80.00
Hotel:	\$ 204.96	4	\$ 819.82
Meals :	\$ 72.50	5	\$ 362.52
Other:	Airport shuttle		
Total:			\$ 1,512.34
Hotel per gsa.gov (attached)	Rate	Qty	
Hotel	\$ 179.00	4	\$ 716.00
Hotel Tax	14.50%		\$ 103.82
Sales Tax			\$ -
		Sub Total:	\$ 819.82
Meals per gsa.gov (attached)		Meals/day	\$76.00
	Rate	Qty	Subtotal
1st Day (75% if applicable)	\$ 57.00	1	\$ 57.00
Interim of 1st & Last Days	\$ 76.00	3	\$ 228.00
Last Day (75% applicable)	\$ 57.00	1	\$ 57.00
		5	\$ 342.00
			Average: 72.504
			Tax
			Total
			\$ 362.52

Certified/approved at the Board of Health meeting on: _____

 Walter Threlfall, DVM
 President, Board of Health

 Shelia L. Hiddleston, RN, MS
 Secretary, Board of Health

 Date

 Date