



Delaware General Health District

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 DelawareHealth.org



Shelia Hiddleson, RN, MS
 Health Commissioner

Date: July 25, 2019

To: Board of Health

From: Shelia Hiddleson, RN, MS
 Health Commissioner

Re: Board meeting **Tuesday, July 30, 2019, 7:00 pm Basement – Training Room**
Ms. Karr will not be able to attend.

***PMT – Performance Management Touchstone**

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS	2	Approve
6.012 Appropriations A 6.015 Expenditures A-C 6.021 Authorization/Employment A-B 6.025 Salary Scale/Policies/Benefits A 6.03 Contracts A 6.033 Community Health A		
Info 6.04 Special Reports A – CEU Presentation		
1.03 APPROVAL OF MINUTES	2	Approve
A. Previously sent.		
1.04 APPROVAL OF BILLS	2	Approve
A. Previously sent.		

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER	2	Info/ Shelia	
<ul style="list-style-type: none"> • Audit • Vehicles 			
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached).	2	Accept/ Dave	Agency
Action Requested: Accept			

3.0 BOARD REPORTS

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

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
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4.04 CITIZEN REQUEST			
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5.0 OLD BUSINESS

Items pending from the last meeting or information on prior actions and reports.

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
5.03 CONTRACTS			
5.032 ADMINISTRATION/FACILITIES			
A. Facility Contract - Request Board approval for the health commissioner to negotiate and execute a contract for Architectural and Project Management services for the building of a new facility with an administrative amount of 7.9% upon approval as to form by the Delaware County Prosecutor. The Project Lead, will be in attendance to provide additional information. Action Requested: Discussion	15	Discussion/ Shelia	Agency

6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
6.012 APPROPRIATIONS			
A. Tobacco - Request Board approval to establish \$100,000 of expense appropriation for the new Tobacco grant the Board approved May 2019. The Auditor's office assigned fund number 70225230 to us previously for this grant with your approval of the grant in May. Your approval of this request will also serve as your approval to establish this fund. Please see attached Budget for line item detail. Action Requested: Consent approval	0	Consent/ Dave	Agency
6.015 EXPENDITURES			
A. Winter Educational Conference / (Medallion at The Club) - Request Board approval to expend up to \$5,000.00 Public Health funds to provide catering, room rental and speaker(s)/activities for the staff winter educational conference on December 13, 2019 expenditure is budgeted. PMT: Agency Action Requested: Consent approval	0	Consent/ Shelia	Agency

<p>B. Survey Monkey - Request Board approval to expend up to \$4250 5301 (DATA AND COMMUNICATION), Sub Account 5220 (SOFTWARE <\$5000) funds to purchase upgraded enterprise version of survey monkey (with 15% discount). Expenditure is budgeted. PMT: Agency Action Requested: Consent approval</p>	0	Consent/ Dave	Agency
<p>C. Roof Repair / Existing Structure - Request Board approval to expend up to \$4000 program 5101 (EXPANSION (FACILITY)), Sub Account 5328 (MAIN & REPAIR SERVICES) funds to purchase roofing repairs at the new building location located at 470 Sandusky Street. Expenditure is budgeted. PMT: Agency Action Requested: Consent approval</p>	0	Consent/ Dave	Agency
6.021 AUTHORIZATION/EMPLOYMENT			
<p>A. New Hire / Ms. Jamica Harper - Request Board approval to hire Jamica Harper to fill a Community Health Specialist 2 position due to the addition of the Ohio Department of Health Tobacco Use Prevention & Cessation grant. Due to Connie Codispoti's retirement, this position was not immediately filled until notification was received of the grant award. This position is 40 hours a week (100% FTE), \$20.89/hour (pay grade C5) effective 8/12/19. Position is funded (80% Fund 78 Tobacco Deliverable, 20% Fund 4000 CH Admin) with an anticipated annual salary and benefits not to exceed \$77,256. Amount may be adjusted depending upon benefits selected. PMT: Agency Action Requested: Consent approval</p>	0	Consent/ Jen	Agency
<p>B. Resignation / Ms. Hannah Bender, Administrative Assistant II – Request Board accept the resignation of Ms. Hannah Bender effective August 2, 2019. Ms. Bender has only been with the agency since March of 2019. She has accepted a management position with her previous employer. Hannah insist that she was not looking and the offer came as a complete surprise. She said she loves her job here, but this is an opportunity she could not refuse. Request approval to post and hire an Administrative Assistant to replace Ms. Bender. Action Requested: Consent approval</p>	0	Consent/ Steve	Agency
6.025 SALARY SCALE/POLICIES/BENEFITS			
<p>A. Position Series Control Plan – Request Board approval of the updated Position Series Control Plan (attached). Updates are indicated by yellow highlight. Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency

6.03 CONTRACTS			
6.032 ADMINISTRATION/FACILITIES			
<p>A. NeoGov / Paycor - Request Board approval to end our services with Paycor as our Human Resources Information System (HRIS) provider and begin services with NeoGov as a new provider. DGHD has used Paycor for five years and in that time there have been many issues (upgrades that took away functionality without prior notice, non-consistency with customer service, reporting, time & attendance functionality etc.). NeoGov works solely with government and public sector agencies, therefore they are better equipped for our needs with payroll, time/attendance, benefits etc. DGHD currently pays approximately \$25,281.92 per year for Paycor's services (usually increases at the end of each calendar year) and NeoGov would be \$28,560.00 per year (not including the initial set up fee of \$16,000 onetime cost). Request approval to allow the Health Commissioner to negotiate and execute a contract, pending approval of the County Prosecutor.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
6.033 COMMUNITY HEALTH			
<p>A. Creating Health Communities (CHC) Grant - Request board approval to apply for the Ohio Department of Health <i>Creating Healthy Communities (CHC)</i> competitive grant in the amount of \$100,000 for the budget period 1/1/20 – 12/31/20. The program period will begin 1/1/20 and end on 12/31/24 for a total of \$500,000 for the 5-year cycle. The goal of the grant is to collaborate with community coalitions to implement Policy, Systems and Environmental (PSE) strategies in the areas of active living and healthy eating in the priority areas of the following school districts: Delaware City Schools, Buckeye Valley Local Schools and Big Walnut Local Schools. The change in priority areas allows the grant funds to be utilized in a larger geographic area than the previous cycle. Abbey Trimble and Janet Naticchia will be funded at 5% and 3% respectively. Josie Bonnette will be funded at 100% as the grant coordinator. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. A copy of the budget justification is attached.</p> <p>PMT: Agency</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Jen	Agency
6.04 SPECIAL REPORTS			
<p>A. HIPAA and Privacy Regulations – As part of the Continuing Education for the Board of Health required by O.R.C. 3701.342 and O.A.C. 3701-26-03, Mr. Adam Howard will provide a 15-minute presentation regarding the Board of Health's responsibilities related to privacy of information, specifically protected health information.</p> <p>Action Requested: Information Only</p>	15-20	Present/ Adam	Agency

Sincerely,

Shelia Hiddleston
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 06/30/2019		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	%
	#		6/30/2019						6/30/2019			
ADMINISTRATION												
Administration	1000	4,110,200	2,245,753		2,245,753	54.64%		1,539,548	1,009,889		1,009,889	65.60%
Vital Statistics	1100	127,000	78,465		78,465	61.78%		156,450	91,369		91,369	58.40%
Sunbury Office	1200	0	2,328		2,328	0.00%		211,863	170,012		170,012	80.25%
DGHD New Office	1300	6,182,295	0	6,182,295	6,182,295	100.00%		6,182,295	877,017	6,182,295	7,059,312	114.19%
Facility	5101	0	0		0			417,626	115,654		115,654	27.69%
Data	5301	0	428		428			326,351	252,238		252,238	77.29%
Building	6000	365,500	195,249		195,249	53.42%		422,021	259,471		259,471	61.48%
COMMUNITY HEALTH												
CH Health Promo	2090	0	0		0			0	0		0	
CH Admin	4000	7,500	37,216		37,216	496.21%		831,848	394,276		394,276	47.40%
Source Point	3005	13,520	12,372		12,372	91.51%		13,790	1,620		1,620	11.75%
Health Promo	3300	0	0		0				0		0	
Communications	4001	0	0		0			218,337	119,710		119,710	54.83%
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	66,935		66,935	63.75%
Injury Prevention	4200	40,000	20,747		20,747	51.87%		5,490	1,365		1,365	24.86%
SAFE	4182	42,000	19,963		19,963	47.53%		43,794	19,472		19,472	44.46%
PHEP	2080	164,000	32,116		32,116	19.58%		174,627	60,506		60,506	34.65%
Litter	2480	72,202	43,867		43,867	60.76%		81,777	34,617		34,617	42.33%
VIROMENTAL HEALTH												
EH Admin	2000	0	375		375			140,007	68,767		68,767	49.12%
ER Response	2400	0	0		0			12,433	11,094		11,094	89.23%
Sewage	2100	293,875	133,074		133,074	45.28%		294,397	109,822		109,822	37.30%
Vector	2101	0	19,680		19,680			45,846	37,977		37,977	82.84%
Residential Service	2103	50	0		0			228,380	79,940		79,940	35.00%
Plumbing	2200	709,475	438,659		438,659	61.83%		452,166	212,111		212,111	46.91%
Food Protection/Public	2300	2,885	1,400		1,400	48.53%		187,595	81,619		81,619	43.51%
Campgrounds	2330	7,526	7,437		7,437	98.82%		11,080	4,987		4,987	45.01%
Food	2310	400,612	394,034		394,034	98.36%		415,014	184,873		184,873	44.55%
Water	2110	16,577	8,502		8,502	51.29%		19,262	6,132		6,132	31.84%
Solid Waste	2411	60,252	30,705		30,705	50.96%		66,220	29,007		29,007	43.80%
Pools	2314	55,735	59,935		59,935	107.54%		59,363	37,365		37,365	62.94%
PERSONAL HEALTH												
PH Admin	3000	0	1,670		1,670			210,327	60,139		60,139	28.59%
Family Support	3090	0	0		0			0			0	
PH United Way	3001	0	0		0			0			0	
Clinic Services	3200	250,000	123,395		123,395	49.36%		543,128	219,141		219,141	40.35%
Ebola/Zika	4002	0			0			0			0	
PH Disease Prevention	3100	2,000	12,642		12,642	632.08%		245,958	96,065		96,065	39.06%
IAP	3180	67,090	0		0	0.00%		17,453			0	0.00%
BCMh	3471	50,000	15,470		15,470	30.94%		99,756	60,143		60,143	60.29%

2019 BUDGET FORM DELAWARE GENERAL HEALTH DISTRICT

Program Tobacco Grant Budget

Fund 70225230

AMENDED APPROPRIATION REQUEST		CURRENT	AMENDED	
ACCOUNT	2019	Changes	2019	
500 SALARY				\$ 40,000.00
5001 COMPENSATION		40,000.00	40,000.00	
5004 OVERTIME		-		
510 BENEFITS				\$ 20,000.00
5101 HEALTH INSURANCE		8,420.00	8,420.00	
5102 WORKERS COMP		400.00	400.00	
5103 DENTAL INSURANCE		1,000.00	1,000.00	
5120 COUNTY SHARE / PERS		9,600.00	9,600.00	
5131 COUNTY SHARE / MEDICARE		580.00	580.00	
		-	-	
520 MATERIALS AND SUPPLIES				\$ 7,000.00
5201 GENERAL SUPPLIES		2,000.00	2,000.00	
5208 OPERATING SUPPLIES		-	-	
5215 PROGRAM SUPPLIES		5,000.00	5,000.00	
5298 MATERIALS & SUPPLIES - OTHER		-	-	
		-	-	
530 SERVICES AND CHARGES				\$ 33,000.00
5301 CONTRACTED PROFESSIONAL SVCS		-	-	
5305 TRAINING & STAFF DEVELOPMENT		1,000.00	1,000.00	
5308 MEMBERSHIP, SUBSCRIPTIONS, DUES		-	-	
5309 TRAVEL-MILEAGE		2,000.00	2,000.00	
5310 TRAVEL NON-TAXABLE		1,000.00	1,000.00	
5312 ADVERTISING & LEGAL NOTICES		20,000.00	20,000.00	
5313 PRINTING AND RELATED SERVICES		9,000.00	9,000.00	
5315 SATTELITE, CABLE, INTERNET, AIRCA		-	-	
5316 APPLICATION FEES		-	-	
5317 PUBLIC RELATIONS & PROMOTIONS		-	-	
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		-	-	
		-	-	
TOTAL		100,000.00	100,000.00	\$ 100,000.00

Budget Justification

The Delaware General Health District (DGHD) is submitting the FY20 Creating Healthy Communities Budget Narrative representing \$100,000 in grant funding.

PERSONNEL

Health Educator – Josie Bonnette

Job Description: As the Creating Healthy Communities Coordinator at 100%, this position oversees the management of the grant and integration of activities within the work plan. This position will also be responsible for implementing and evaluating PSE changes related to healthy eating, active living strategies.

Supervisor – Abbey Trimble

Job Description: This position (5% of time) serves as the Supervisor for the Creating Healthy Communities program. This position will supervise the CHC Coordinator/Health Educator and provide needed technical assistance and management for the grant deliverables.

Grant Specialist – Janet Naticchia

Job Description: This position (3% of time) will manage the grant budget requirements and monitor and complete all grant fiscal requirements.

TOTAL PERSONNEL COSTS

\$73,349.44

OTHER DIRECT COSTS

Advertising

- **Facebook advertising** for 6 ads at \$200.00 each to highlight and promote completed projects in priority areas and three ads at \$200.00 each to conduct needs assessments in priority areas.
- **Sail signs** (quantity – 2) at \$350.00 each advertising mobile food pantry.

Budget Justification

Supplies

Equipment-Like Office Supplies (\$300.00-\$999.99)

- **1 Laptop Computer** at \$500.00 for food pantry tracking required by mobile food pantry Program.
- **4 Bicycles** at \$350.00 each for bike share start-up.

Program Supplies

- **Food Pantry Supplies** budgeted at \$2,000.00 are needed to build the capacity to support a new mobile food pantry that will include items such as wagons, pop-up tents, tables and chairs.
- **Bike Share Supplies** budgeted at \$600.00 for items supporting bike share program such as bike racks, bike pumps, bike locks, bike repair tools, and helmets.
- **Land Use Planning Supplies** budgeted at \$500.00 for items to support the workshop including pens, markers, easels, easel pads, and poster-size printer paper for printing maps.
- **Food Service Guideline Project Supplies** budgeted at \$1,500.00 for display items such as shelving, baskets and kiosks to highlight healthy food items at point of sale or throughout the facility.
- **Community Garden Supplies** budgeted at \$2,000.00 for outdoor community garden supplies such as garden bed materials (wood, screws), dirt, start-up plants, trellises, watering hose, rakes, shovels and wagons; if a hydroponic garden, supplies will include light fixtures and stands, clay pebbles, propagation trays, seeds, nutrients/fertilizers and pH supplies.

Travel/Training

DGHD's mileage reimbursement follows the IRS current reimbursement rate, which is \$0.58 per mile. The grant reimburses \$0.52/mile and the DGHD will reimburse the difference of \$0.06/mile.

Budget Justification

In State

Health Educator

This person will travel to the three priority communities 4 to 6 times a year and attend 3 mandatory ODH meetings in Columbus. Miles, hotel and meals also included for Health Educator to attend the Health Educators Institute training.

Training

The Health Educator will attend the annual Health Educator's Institute conference. The conference will help develop knowledge and skills related to health disparities, cultural competency and community partnerships, all part of the work related to CHC.

- Health Educator's Institute = \$150.00

TOTAL OTHER DIRECT COSTS

\$11,150.56

EQUIPMENT

- **Refrigerator** (quantity – 1) at \$1,500.00 to support capacity for refrigerated healthy foods as part of a Food Service Policy plan in the Delaware City School District.

Note: Listed as Refrigerator for vaccines & medications in GMIS.

- **Park and Playground Equipment** that cost greater than or equal to \$1,000.00 each and not to exceed \$14,000.00 total. Park and playground items are to support a Land Use Intervention in the Big Walnut Local School District and a New or Repaired Park or Playground in the Buckeye Valley Local School District.

Note: Listed as Bike Racks in GMIS.

TOTAL EQUIPMENT COST

\$15,500.00

Budget Justification

Subrecipient's authorized representative certifies the foregoing:

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Sub-recipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary interinstitutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.



Shelia L. Hiddleston, RN, MS

Health Commissioner



Date

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOB	Changes
Health Commissioner	01101	12/31/2012	Hiddleson	NA	E & U	FT	Filled	X	
Assistant Health Commissioner	02101			NA	E & U		Inactive		
DIVISION DIRECTOR Series									
Personal Health Director	03101	3/14/2011	Howard	D8	E & U	FT	Filled	X	
Operations Director	04101	5/19/2008	Knowlton	D8	E & U	FT	Filled	X	
Environmental Health Director	05101	1/2/2013	Burke	D8	E & U	FT	Filled	X	
Community Health Director	06101	2/24/2014	Keagy	D8	E & U	FT	Filled	X	
PROGRAM MANAGER Series									
Program Manager / Director of Nursing	07101N	7/15/2013	Baugher	D6	E & C	FT	Filled	X	
Program Manager		1/4/1989	Shears*	D5	E & C	FT	Filled	X	Retired 5/31/19
Program Manager	07102S	1/24/1996	Sams	D5	E & C	FT	Filled	X	
Program Manager	07103D	6/12/2000	Jennings	D5	E & C	FT	Filled	X	
Program Manager	07104	8/21/2006	Irvan	D5	E & C	FT	Filled	X	
Program Manager	07105S	5/29/2007	DeGenaro	D5	E & C	FT	Filled	X	
Program Manager	07106	8/13/2007	Kuhlman	D5	E & C	FT	Filled	X	
Program Manager	07107	10/5/2009	Kincaid	D5	E & C	FT	Filled	X	
Program Manager	07108S	3/27/2013	Kent	D5	E & C	FT	Filled	X	
Program Manager	07109	5/22/2017	Letterle	D5	E & C	FT	Filled	X	Promoted from RS1 5/20/19
HUMAN RESOURCES Series									
Human Resources Officer	08101	6/29/2011	Whitney	D5	E & C	FT	Filled	X	
Benefits Specialist	08102			C5	N & C		Inactive	X	
Human Resources Assistant	08103			A9	N & C		Inactive		
FISCAL SPECIALIST Series									
Fiscal Specialist	09101	9/21/1992	Stull	C1	N & C	FT	Filled	X	
Fiscal Specialist	09102	4/30/2012	Chittock	C1	N & C	FT	Filled	X	Resignation effective 6/20/19
Fiscal Specialist	09103	12/20/2012	Naticchia	C1	N & C	FT	Filled	X	
COMMUNICATIONS Series									
PIO / Supervisor	10101	2/11/2013	Whittaker	D3	E & C	FT	Filled	X	
Multimedia Specialist	10102	6/12/2017	Edwards	C5	N & C	FT	Filled	X	
GIS Specialist	10103	7/19/2012	Elhami*	C5	N & C	Intermittent	Filled	X	
INFORMATION TECHNOLOGY Series									
Information Technology Specialist 3	20101	3/30/2015	Stone	B (IT) 3	N & C	FT	Filled	X	
Information Technology Specialist 2	20102	9/5/2017	Goodsite	B (IT) 2	N & C	FT	Filled	X	
Information Technology Specialist 1	20103			B (IT) 1	N & C		Inactive		
EPIDEMIOLOGY Series									
Epidemiologist 2	30101S	5/3/2017	Lane	C9	N & C	FT	Filled	X	
Epidemiologist 2	30102	4/17/2017	Hieronimus	C9	N & C	FT	Filled	X	Promoted from CHS 1 6/24/19
Epidemiologist 1	30103	6/27/2016	Crisp	C5	N & C	FT	Filled	X	
NURSING Series									
Public Health Nurse Supervisor	40101			D3	E & C		Inactive		
Public Health Nurse 3	40201	10/10/2006	Nichols	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40202	4/25/2016	Jesson	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40203			C9	N & C	FT	Vacant	X	
Public Health Nurse 2	40301	8/5/1996	Lenko	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40302	7/18/2017	Reed	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40303	10/23/2018	Schwaderer	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40304	2/4/2019	Fox	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40305			C8	N & C	FT	Inactive	X	
Immunization Technician	40501			C4	N & C		Inactive	X	
WIC HEALTH PROFESSIONAL Series									
WIC Health Professional Supervisor	50101			D3	E & C		Inactive		
WIC Health Professional 3	50201	1/3/1998	Syar	C7	N & C	PT	Filled	X	
WIC Health Professional 2	50301	8/28/2007	Wright	C4	N & C	PT	Filled	X	
WIC Health Professional 2	50302	5/12/2008	Nye	C4	N & C	FT	Filled	X	
WIC Health Professional 2	50303			C4	N & C	FT	Inactive		
WIC Health Professional 1	50401	2/2/2015	Myers	C2	N & C	PT	Filled	X	
WIC Health Professional 1	50402	3/17/2016	Welsh	C2	N & C	PT	Filled	X	
WIC PEER HELPER Series									
WIC Peer Helper	60101	9/21/2015	Protheroe	A3	N & C	PT	Filled	X	

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOB	Changes
WIC Peer Helper	60102	10/24/2016	Wurtsbaugh	A3	N & C	PT	Filled	X	Updated with Continuous Service Date
WIC Peer Helper	60103	11/26/2018	Dixon	A3	N & C	PT	Filled	X	
COMMUNITY HEALTH SPECIALIST Series									
Community Health Specialist Supervisor	70101	6/20/2016	Trimble	D3	E & C	FT	Filled	X	
Community Health Specialist 3	70201	10/13/2004	Kannally	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70202	3/7/2011	Sutherland	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70203			C8	N & C	FT	Inactive	X	
Community Health Specialist 3	70204			C8	N & C	FT	Vacant	X	
Community Health Specialist 3	70205			C8	N & C	Intermittent	Vacant	X	
Community Health Specialist 2	70301	11/12/1993	Way-Young	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70302	12/17/2009	Bain	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70303			C5	N & C	FT	Vacant	X	
Community Health Specialist 2	70304			C5	N & C	FT	Vacant	X	
Community Health Specialist 1	70401	4/17/2017	Hieronimus	C3	N & C	FT	Filled	X	Promoted to Epi 2 effective 6/24/19
Community Health Specialist 1	70402	1/2/2018	Bonnette	C3	N & C	FT	Filled	X	
Community Health Specialist 1	70403	1/15/2019	Fernandez	C3	N & C	FT	Filled	X	
REGISTERED SANITARIAN Series									
Registered Sanitarian Supervisor	80100			D3	E & C		Inactive		
Registered Sanitarian Supervisor	80101			D3	E & C		Inactive		
Registered Sanitarian Supervisor	80102			D3	E & C		Inactive		
Registered Sanitarian 3	80201	2/23/2004	Self	C9	N & C	FT	Filled	X	
Registered Sanitarian 3	80202	3/28/2005	Rogich	C9	N & C	FT	Filled	X	
Registered Sanitarian 3	80203			C9	N & C	FT	Inactive	X	
Registered Sanitarian 3	80204			C9	N & C	FT	Inactive	X	
Registered Sanitarian 3	80205			C9	N & C	FT	Inactive	X	
Registered Sanitarian 2	80301	9/2/2003	Adams	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80302	6/19/2006	Wilson	C8	N & C	FT	Filled	X	Name Change from Strong to Wilson due to marriage
Registered Sanitarian 2	80303	1/2/2007	Sanders	C8	N & C	FT	Filled	X	
Registered Sanitarian 2	80304			C8	N & C	FT	Vacant	X	
Registered Sanitarian 2	80305			C8	N & C	FT	Vacant	X	
Registered Sanitarian 2	80306			C8	N & C	FT	Inactive	X	
Registered Sanitarian 1	80403	5/22/2017	Letterle	C6	N & C	FT	Filled	X	Promoted to Program Mgr effective 5/20/19
Registered Sanitarian 1	80402	4/2/2018	McKenzie	C6	N & C	FT	Filled	X	
Registered Sanitarian 1	80403	4/9/2018	Zoecklein	C6	N & C	FT	Filled	X	
Sanitarian in Training	80500	4/1/2019	Stewart	C3	N & C	FT	Filled	X	
Sanitarian in Training	80501	4/1/2019	Prigge	C3	N & C	FT	Filled	X	
Environmental Health Technician	80502	3/15/2017	Spanqler	A6	N & C	FT	Filled	X	
CERTIFIED PLUMBING INSPECTOR Series									
Certified Plumbing Inspector Supervisor	90101			D1	E & C		Inactive		
Certified Plumbing Inspector 3	90201	5/20/2002	Brill	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90202	9/15/2003	Dawson	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90203			B (P) 3	N & C	FT	Inactive	X	
Certified Plumbing Inspector 2	90301	4/17/2017	Bailey	B (P) 2	N & C	FT	Filled	X	
Certified Plumbing Inspector 1	90401	6/10/2019	Olszewski	B (P) 1	N & C	FT	Filled	X	New Hire effective 6/10/19
ADMINISTRATIVE ASSISTANT Series									
Administrative Assistant to HC	10001	2/15/2005	Brown	A10	N & C	FT	Filled	X	
Administrative Assistant/Vital Statistics Registrar	10101	1/16/2001	Hess	A9	N & C	FT	Filled	X	
Administrative Assistant/Satellite Coordinator	10102	4/24/2017	Wing	A9	N & C	FT	Filled	X	
Administrative Assistant 3	10201	9/17/2008	Vance	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10202	5/7/2018	Burcher	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10203			A6	N & C	FT	Vacant	X	
Administrative Assistant 2	10301	5/22/2000	Adkins	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10302	1/30/2006	Wolcott	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10303	11/28/2011	Baileys	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10304	6/27/2012	Forson	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10305	8/27/2012	Mendenhall	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10306	7/18/2016	Aller	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10307	3/15/2017	Harmon	A4	N & C	FT	Filled	X	Resigned effective 6/14/19
Administrative Assistant 2	10308	3/4/2019	Blosser	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10309	3/11/2019	Nutter	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10310	3/18/2019	Bender	A4	N & C	FT	Filled	X	
Administrative Assistant 1	10401			A2	N & C	FT	Inactive		
Administrative Assistant 1	10402			A2	N & C	FT	Inactive		
Administrative Assistant 1	10403			A2	N & C	FT	Vacant	X	
CUSTODIAL MAINTENANCE Series									

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH	Changes
Custodian Maintenance 3	11101	2/26/2007	Law	A9	N & C	FT	Filled	X	
Custodian Maintenance 2	11201			A6	N & C		Inactive		
Custodian Maintenance 1	11301	8/28/2017	Nelson	A3	N & C	PT	Filled	X	
Custodial Worker	11401			A1	N & C		Inactive		
INTERN Series									
Intern 2 (Degreed)	12101			A7	N & C	Intermittent	Vacant	X	
Intern 1 (Non-Degreed)	12201	5/14/2019	Truini	A2	N & C	Intermittent	Vacant	X	Re-hire effective 5/14/19
Intern 1 (Non-Degreed)	12202	5/20/2019	Robare	A2	N & C	Intermittent	Vacant	X	New Hire effective 5/20/19

*Staff grandfathered to new JD, no change in Pay

Walter R. Threlfall, DVM
President Board of Health

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