



1.0 CONVENTION

1.01 CALL TO ORDER

The May 28, 2019 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:02 p.m. by Mr. Blayney. Board members present included: Dr. Threlfall; Mr. Blayney; Ms. Howerton; Dr. Hickman; Mr. Wisener; Ms. Smith; and Ms. Karr. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director; Ms. Pam Shears, Administrative Services Program Manager; and Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 Appropriations A

6.015 Expenditures A

6.021 Authorization/Employment A

6.022 Reclassification/Promotion A-B

6.023 Tuition Reimbursement/Staff Development A

6.03 Contracts A

6.033 Community Health A-B

6.034 Personal Health A-C

6.052 Policies A

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

1.03 APPROVAL OF MINUTES

Ms. Smith moved to approve the April 30, 2019 minutes. Ms. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the April 2019 bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Adjacent Property Update (Magnolia and Terrace) – After the closing on the property, Mr. Knowlton was contacted by an interested party to purchase the lot facing Magnolia. For now, the agency is not interested in selling the Magnolia lot as it is anticipated this lot will be needed for fire department only ingress and egress. The agency has been made aware that a property is for sale on Terrace which could serve as an ingress and egress. Currently, the agency is not interested in purchasing the Terrace property.

PHAB Re-Accreditation Status – All re-accreditation documents have been submitted. A preliminary notice has been received that minor adjustments are needed to a few documents.

Community Meeting – June 4, 2019 Terra Nova – Door hangers have been delivered to homes within the area of the new building location. Door hangers include invitation to attend the community meeting on June 4th. Light refreshments will be available and Board members are welcome to attend.

Combined Conference – Ms. Fleischer and Ms. Smith attended. Ms. Smith expressed that there was a lot of good information and she thoroughly enjoyed attending. Ms. Smith encouraged other Board of Health members to attend a future conference.

Summer Educational Conference - Board members were welcome to attend the Summer Educational Conference on June 7, 2019 at Leeds Farms.

Retirement - Ms. Hiddleson acknowledged Ms. Pam Shears retirement after 30 years of service. Ms. Shears thanked the Board for their support during her years of service. Mr. Blayney formally congratulated and thanked Ms. Shears for her many contributions that will continue to influence the agency beyond her retirement.



Sunbury Satellite Office - The Sunbury satellite office is scheduled to open next week. A grand opening will be held June 27th with ribbon cutting at 4:00 pm. The Board briefly discussed what type of services will be provided at the Sunbury office. At the beginning, vital statistics and Environmental Permitting services will be provided daily. Other services will be clinic services two times a week, TB testing and reading one time per week, and EH consulting daily. For now, WIC services will not be provided per request of ODH until it is a web-based program. The Board highly recommended that the Sunbury office provide car seat services.

2.02 FINANCE

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

PMT: Agency

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

B. November 2013 the Producer Price Index (PPI) was at 201.2. November 2018 the PPI was at 202.3 (monthly numbers are preliminary for four (4) months). Net increase in bank rent for the next five (5) years per terms of our contract \$20.27 per month.

PMT: Agency

Information Only

5.0 OLD BUSINESS

5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Request for Qualifications Proposals – The proposals for architectural/engineering design services in connection with the design and building of a new facility are due to the DGHD no later than May 31st. Upon receipt of the proposals, copies will be distributed to the review committee: Board members selected, Mr. Knowlton and Ms. Hiddleston, and selected community partners for review and ranking. Mr. Blayney and Ms. Fleischer have agreed to serve on the review committee. Community partners participating on the committee are as follows: Mr. John Melvin City of Delaware Economic Development Director, Mr. Fred Fowler Delaware County Code Compliance Supervisor, and representatives from the County Engineers and Sanitary Engineers offices.

Ms. Hiddleston requested the appointment(s) of other Board member(s) that may want to participate in the process. The Board was provided a proposed time line as follows:

- June 3 through June 5 Distribute Proposals to Members
- June 5 through June 14 Self Scoring by Members
- June 17 Self Scoring Worksheets Due
- June 24 through July 12 Interview Appropriate Entities

Unfortunately, the above dates conflict with several of the Board members summer activities. Ms. Fleischer and Mr. Blayney are willing to serve. It was the consensus of the Board that it is satisfactory to have two Board members appointed; Ms. Fleischer and Mr. Blayney. This is further supported due to the expertise and experience of others serving

Ms. Hiddleston gave an extensive review of the process functions. This included the receipt of proposals, ranking and interviewing. As the process progresses, materials and updates will be provided to all Board of Health members. As such, Mr. Blayney encouraged the Board members to contact him or Ms. Fleischer with any questions.



As discussed at last month's meeting, Mr. Blayney requested that each Board of Health member tour the 6,000 square foot structure currently on-site. Mr. Blayney is seeking the opinions of the Board members regarding salvaging or removing the structure. The Board of Health will also take into consideration the costs to salvage into a functioning facility versus costs to build a new structure. The Board of Health will begin the June Board of Health meeting at 6:30 pm at the newly purchased property on Sandusky Street. After the tour, the Board will reassemble at the Delaware General Health District, 1 West Winter Street to continue and conclude the June Board of Health meeting. Ms. Hiddleson will process the required public notice of the June meeting.

PMT: Agency/Community

Dr. Hickman moved to appoint Ms. Fleischer and Mr. Blayney to the review and interview team. Mr. Wisener seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. WIC - Requested approval to increase WIC (70951509) expense appropriation by \$1,464.79. State WIC has authorized the purchase of new computers. Due to computer price increases on the State contract. A few line item changes are also being made to bring line item expenses in line with projected expenditures. A copy of the Budget Revision for details.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. New WIC System - Requested Board approval to expend up to \$13,000 WIC funds (program #3390). Funds have been approved by ODH and are meant to assist with the roll out of the new WIC system. Expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Intern – Requested Board approval to confirm employment of Sydney Robare filling the intern position within the Personal Health Division currently vacant. This position is 40 hours a week (100% FTE), \$ 13.45/hour (pay grade A2) effective May 20, 2019. Position is funded 50% PH Admin (Program #3000), 20% Communications (Program #4001), 15% CH Admin (Program #4000), 15% EH Admin (Program #2000) with an anticipated annual salary and benefits of \$8,000. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion with Competition – Requested Board confirmation of the promotion of Mr. Dave Letterle, MPH, RS from RS 2 in the Residential Services Environmental Health Division to the Infrastructure Program Manager in the Administrative Division recently vacated by Ms. Pam Shears upon her retirement.

PMT: Agency

The Board approved item on consent.

B. Position Change/Modification– Requested Board approval to change the Sanitarian position left vacant by Mr. David Letterle's promotion to Infrastructure Program Manager previously in this agenda. Flexibility in filling the Sanitarian position is requested based on a review of the current responsibilities and growing needs of the division. The current vacancy is for a Registered Sanitarian and after a review the responsibilities, there is value in a combination Epi II & RS/S.I.T.



An FTE study of the Residential Services Sanitarians indicates that an Epi II could assume some office duties of the Sanitarians that will allow them more time in the field and still fall within the Epi II job description. Having an Epidemiologist in the Environmental Health Division is anticipated to be a unique and valuable resource for the Environmental Health Division as whole. Therefore, staff requested the position may be filled either way, dependent upon candidates' qualifications. Funding of the position will be; 50% from fund # 70225445(Residential Services), 25% from fund #70225444(Vector) and 25% from fund # 70225441 (EH Admin).

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Korin Reed - Requested Board approval to expend up to \$897.83 disease prevention (program #3100) funds for Korin Reed to attend the Tri-State TB Intensive Clinical Workshop in Romulus, Michigan July 16 – July 18, 2019. This conference is applicable to the administration of the tuberculosis program. Expenses not to exceed \$897.83 to include: conference/registration (\$120); hotel (\$298.68); meals (\$135.15); mileage (\$330) and parking/taxi (\$14.00). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Strategic Plan – Requested Board approval to allow the Health Commissioner to negotiate and execute a contract/scope of work with Hospital Council of Northwest Ohio (HCNO) to assist in the development of the Strategic Plan for an amount not to exceed \$10,000. HCNO provided assistance with the recently completed CHA and CHIP; since the alignment of the CHA, CHIP, and SP are essential the same vendor is desirable. If a contract is developed, the contract shall be approved by the Assistant Prosecutor prior to execution.

The Board approved item on consent.

B. Morrow County IT – The district has contracted with Morrow County for IT services for the past few years. Due to the continuing growth of the DGHD and the increasing needs for IT services in Morrow County, the Morrow County Health Commissioner has been advised that we are terminating the contract. The district IT staff are assisting Morrow County during this transition period.

**PMT: Engagement
Information Only**

6.033 COMMUNITY HEALTH

A. Grant / Tobacco – The agency received the Ohio Department of Health *Tobacco Use Prevention and Cessation* competitive grant in the amount of \$100,000 for the budget period 7/1/19 – 6/30/20. The program period will begin 7/1/19 and end on 6/30/2022. The goals of the grant are to create social norm change through community action to decrease initiation and use of tobacco in local communities and to decrease the community's exposure to secondhand smoke. The Community Health Division requested Board approval to set appropriations and to expend grant funds according to the Notice of Award.

PMT: Agency

The Board approved item on consent.

B. Grant / 2019 Recycling Ohio - The agency received the Ohio Environmental Protection Agency's *2019 Recycling Ohio* competitive grant in the amount of \$5,675. The grant funds will be utilized for drop-off recycling, litter collection and Keep America Beautiful renewal fee. The Community Health Division requested Board approval to set appropriation and to expend grant funds according to the Notice of Award.

PMT: Agency

The Board approved item on consent.



6.034 PERSONAL HEALTH

A. Reapply for WIC Administration grant – Requested Board approval to reapply for the Ohio Department of Health WIC Administration grant. This is a continuation of the WIC Administration grant that will be effective October 1, 2019 – September 30, 2020. DMU is eligible for \$563,840. This represents a decrease of \$13,821. To accommodate, staff requested approval to adjust the WIC manager’s salary from 100% WIC Administration to a combination of WIC Administration (90%) and Public Health (10%) funds and to begin looking at reduction of hours of peer helpers. If funded the Personal Health Division requested Board approval to set appropriations and to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

B. Reapply for Get Vaccinated (GV) Grant - Requested Board approval to reapply for the GV grant. This is a continuation of the GV grant that will be effective July 1, 2019 – June 30, 2020. DGHD is eligible for \$76,080. Reimbursement is deliverable based; therefore, reimbursement may vary.

The goal of the grant is to *“improve and sustain vaccination coverage among children and adolescents, and to reduce vaccination coverage disparities in Ohio.”* If funded the Personal Health Division requested Board approval to set appropriations and to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

C. Apply for Integrated Naloxone Access and Infrastructure (INAI) Grant - Requested Board approval to apply for the INAI grant. DGHD will not be the lead agency on this grant, but rather will work with other central Ohio Health Districts. This is a new grant that will be effective July 1, 2019 – September 28, 2020. Grant award is up to \$113,000 for the combined effort. Reimbursement is deliverable based and will be divided among applicant Health Districts; therefore, DGHD reimbursement will be significantly less.

The goal of the grant is *“1) to build evidence-based, sustainable infrastructure that will increase access to naloxone among Ohio residents (particularly Ohioans who are at high risk of overdose or are likely to be in a position to respond to an overdose); 2) to integrate naloxone access into other services reaching the same population; 3) to provide naloxone kits to Ohio residents; and 4) to expand culturally appropriate outreach to populations that use non-opioid illicit drugs, such as cocaine and methamphetamine, that may be contained with opioids (including racial and ethnic minority populations and gender and sexual minority populations).* If funded the Personal Health Division requested Board approval to set appropriations and to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

6.052 POLICIES

A. Affirmative Action Plan - Requested Board approval of the agency's updated Affirmative Action Plan. A copy of the updated Affirmative Action Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

Dr. Hickman moved to adjourn. Ms. Howerton seconded the motion. The motion carried unanimously. The meeting adjourned at 7:58 pm.

Vice. Patricia Blay
President
Shelvia Anderson
Secretary