



1.0 CONVENTION

1.01 CALL TO ORDER

Board of Health members Mr. Patrick Blayney; Ms. Heather Karr, Ms. Dolores Smith, Dr. Mark Hickman, and Mr. Wisener along with Delaware General Health District staff Mr. Dave Knowlton and Ms. Lisa Brown convened at 6:30 pm to tour the facility located at 470 S. Sandusky Street, Delaware, OH 43105. At approximately 6:50 pm, all disassembled and traveled to the Delaware General Health District located at 1 West Winter Street, Delaware, OH and reconvened to order at 7:06 pm called by Mr. Blayney, Vice President. Board members present included: Mr. Blayney; Ms. Howerton; Dr. Hickman; Mr. Wisener; Ms. Smith; and Ms. Karr. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

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

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

1.03 APPROVAL OF MINUTES

Ms. Smith moved to approve the May 28, 2019 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the May 2019 bills. Ms. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A. Building Update – 1 WW 2nd Floor - Water leakage continues to be an issue on the 2nd floor of 1 West Winter. Efforts will continue to resolve the issue. In the interim, a few employees have been relocated from the area.

B. Proposals Update – Proposals have been received and the scoring has been completed. The top three will be interviewed next week.

C. Kudo's – A copy of the monthly thank you and recognition report was provided to the Board.

D. Facility Located at 470 S. Sandusky Street – The Board discussed the facility and in consensus that rehabilitating the structure is a viable option. In the immediate future, it was the consensus of the Board to repair the two holes in the roof; estimated cost of \$3,800. In the short term, construct the garage area and an adjacent portion of the building to accommodate storage needs of the environmental health division. The reconstructed area would include a loading dock or jib crane to

assist with the loading and unloading of equipment/supplies. In the long term, gut the remaining portion of the structure and reconstruct based on the needs of the Delaware General Health District.

2.02 FINANCE

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

PMT: Agency

Dr. Hickman moved to accept the finance report. Mr. Wisener seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. OEPA Litter Grant - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation/ Michelle Harmon, Admin Asst 2. – Requested 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. Requested approval to post and hire an Administrative Assistant to replace Ms. Harmon.

PMT: Agency

The Board approved item on consent.

B. Employ Plumbing Inspector / Kris Olszewski – Requested 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.

PMT: Agency

The Board approved item on consent.

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.

Ms. Hiddleson requested 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.

PMT: Agency

The Board approved item on consent.

D. Resignation / Janett Chittock / Fiscal Specialist. – Requested 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.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Employ/Transfer Epidemiologist II / Heather Lane – Requested 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).

PMT: Agency

The Board approved item on consent.

B. Promotion With Competition / Ms. Arielle Hieronimus – Requested 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.

PMT: Agency

The Board approved item on consent.

C. Fill Position Vacated by Ms. Arielle Hieronimus - Requested 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.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Heather Lane - Requested 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 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. A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is not budgeted.

PMT: Agency

The Board approved item on consent.

B. Tuition Reimbursement / Mr. James Schwaderer - Requested 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.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

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. Hiddleston 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.

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.

Upon receipt of the survey, Ms. Hiddleston will add the salary information gleaned from the Association of Ohio Health Commissioners Bi-Annual Salary Survey which will be available in September.

Requested approval for the health commissioner to negotiate and execute a contract with PayScale upon approval of the contract by the County Prosecutor's office.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Contract / Outsource Medical Billing - Requested 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.

PMT: Agency

The Board approved item on consent.

6.054 LEGAL ISSUES

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 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.

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:

- 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.

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.

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.

PMT: Community

The Board approved item on consent.

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.

The Prosecutors office requested the referral come directly from the Board of Health, therefore, staff requested 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 Mr. & Mrs. Burtch to abate the sewage nuisance condition at 5778 Robin Hood Lane, Ostrander, Ohio.

PMT: Community

The Board approved item on consent.

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.

The Prosecutors office requested the referral come directly from the Board of Health, therefore, staff requested 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.

PMT: Community

The Board approved item on consent.

ADJOURN

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



President Dr. Threlfall or Vice President Patrick Blayney



Secretary