



1.0 CONVENTION

1.01 CALL TO ORDER

The January 28, 2020 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; Dr. Hickman; Ms. Fleischer; Mr. Wisener; Ms. Howerton and Mr. Karr. Staff members present were Ms. Shelia Hiddleson, Health Commissioner; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Ms. Taylor Granlee, Administrative Assistant 2 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were as follows: Ms. Madelyn Wecker, observing nursing student; Mr. Jeffery Bills, variance; and Mr. Pat Schultz, variance.

1.02 CONSENT ITEMS

5.021 A Authorization/Employment

4.03 A Variance Request

6.012 A-E Appropriations

6.016 A-D Inventory

6.021 A-C Authorization/Employment

6.023 A Tuition Reimbursement/Staff Development

6.025 A Salary Scale/Policies/Benefits

6.034 A Personal Health

6.052 A Policies

6.053 A-B Resolutions

6.054 B-C Legal Issues

Item 6.021 A was removed from the consent agenda. Mr. Wisener moved to approve the consent agenda as amended and submitted and the agenda as submitted. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the December 3, 2020 minutes. The motion was seconded by Mr. Wisener. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the December 2020 bills. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Re-Accreditation Update** – The initial report has been received with all measures indicated as being met. However, this is not official notice that the Delaware General Health District has been accredited. The official report that will indicate if the agency is accredited will not be received until March 17th or after. Ms. Hiddleson thanked the staff for all of their hard work.
- **Board of Health Appointments** – Ms. Smith was reappointed to serve another five year term by Delaware City. Mr. Blayney's term will expire in March 2020 and Mr. Blayney has agreed to serve another term. Mr. David Karr was appointed by the Powell City Council for a five year term that will end in January 2025.
- **Credit Card Theft Update** – The individuals that stole the agency credit card number have been caught. The agency will not be responsible to pay any of the fraudulent charges.
- **Sunbury Update** – Ms. Hiddleson will be meeting with Sunbury Council next Wednesday to provide a presentation of the benefits of remaining with the health district when the Village becomes a City after the 2020 Census is complete.
- **2019 CE Update** – All CEU's have been met.

- **Flyers** – Staff hand delivered sixty-six flyers last week in the surrounding neighborhood of the new building. The flyer was notification that the Delaware General Health District is presenting to the planning commission next week and then the City Council over the next few weeks.
- **Coronavirus** – The agency has entered incident command with a focus on planning and education.

Mr. Burke introduced new hire Ms. Taylor Granlee, Administrative Assistant 2 within the environmental health division, plumbing unit.

The Board was provided a copy of the monthly kudo report and the Physician's Newsletter.

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 accept the year-to-date finance report. The motion was seconded by Mr. Wisener. The motion carried unanimously.

5.0 OLD BUSINESS

5.021 AUTHORIZATION/EMPLOYMENT

A. Rehire / Mr. Dave Knowlton - The Board of Health approved the rehire of Mr. Knowlton as an intermittent employee after retirement. Mrs. Hiddleson has verified, with both the County Prosecutors Office and Clemens Nelson, that since Mr. Knowlton is not coming back as the full-time Director of Finance and Operations (same position Mr. Knowlton currently holds) the usual ORC requirements for retire/rehire do not need to be fulfilled. Mrs. Hiddleson recommended that Mr. Knowlton be hired as a Deputy Director, Intermittent employee with an hourly salary of \$44.87; this is Mr. Knowlton's current hourly wage and intermittent employees are not eligible for any benefits per policy. Mrs. Hiddleson anticipates that the annual amount would not exceed \$10,000 (223 hours).

PMT: Agency/Quality

The Board approved item on consent.

5.032 Admin/Facilities

A. Facility Update – The Board was provided a copy of the planning documents that were submitted to the City of Delaware Planning Commission. DGHD will have its first hearing on February 5, 2020 @ 6:30 pm.

Mr. Blayney highlighted the cost status to date as follows:

Revised construction cost	\$8,591,334	(\$450,000 furniture from other funds-not included) (includes contingencies and fees)
Adds and deducts	19,803	
Intrusion rough in	6,915	
Land Purchase	875,266	
Surveys, soils, environmental assessments	23,940	
Cost Estimator	13,200	
Moody Nolan fees with 20,000 additional exps	<u>411,050</u>	

TOTAL \$9,941,528

Total Available Funds & Loans Budget \$10,730,310

Difference \$788,782

Based upon an updated analysis from the Fiscal Director:

Borrowing \$4 million @ 3.5% with no funds from the sale of 1 & 3 West Winter it would take 24 years, 11 months @ **\$20,000 per month.**

Borrowing \$4 million @ 3% with no funds from the sale of 1 & 3 West Winter it would take 23 years @ **\$20,000 per month.**

Borrowing \$4 million @ 3.5% and selling 1 & 3 West Winter for \$2 million it would take 11 years, 4 months @ **\$20,000 per month.**

Borrowing \$4 million @ 3% and selling 1 & 3 West Winter for \$2 million it would take 10 years, 10 months @ **\$20,000 per month.**

Borrowing \$4 million @ 3.5% with no funds from the sale of 1 & 3 West Winter it would take 42 years, 9 months @ **\$15,000 per month.**

Borrowing \$4 million @ 3% with no funds from the sale of 1 & 3 West Winter it would take 36 years, 6 months @ **\$15,000 per month.**

Subtracting the Difference of \$788,782:

Borrowing \$3.2 million @ 3.5% with no funds from the sale of 1 & 3 West Winter it would take 17 years, 11 months @ **\$20,000 per month.**

Borrowing \$3.2 million @ 3% with no funds from the sale of 1 & 3 West Winter it would take 16 years, 11 months @ **\$20,000 per month.**

Borrowing \$3.2 million @ 3.5% with no funds from the sale of 1 & 3 West Winter it would take 27 years, 9 months @ **\$15,000 per month.**

Borrowing \$3.2 million @ 3% with no funds from the sale of 1 & 3 West Winter it would take 26 years, 5 months @ **\$15,000 per month.**

Borrowing \$3.2 million @ 3.5% and selling 1 & 3 West Winter for \$2 million it would take 9 years, 6 months @ **\$15,000 per month.**

Borrowing \$3.2 million @ 3% and selling 1 & 3 West Winter for \$2 million it would take 9 years @ **\$15,000 per month**

**PMT: Agency
Information Only**

B. Sell of West Winter Buildings: The buildings have been listed for 2.7 million dollars with the City of Delaware economic website and ads have been placed in the Columbus Business First publication. In review of current interest in December with Mr. Sean Hughes, Delaware City, he noted that the possibility of selling the 1 West Winter building separate from 3 West Winter may bring more buyers. Ms. Hiddleson and Mr. Knowlton recommended setting a price for the buildings separately and sharing that information in the advertisements. The Board discussed to adjust the original appraisal into two; one for each of the buildings.

PMT: Agency

Ms. Fleischer moved to approve investigating selling the buildings separately. The motion was seconded by Mr. Wisener. The motion carried unanimously.

6.0 NEW BUSINESS

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.03 VARIANCE REQUEST

A. 2723 Whipple Road; Delaware, OH - The Subdivision/Variance committee met on January 8, 2020 for the purpose of reviewing a variance requested by Jeff and Alissa Bills property owner of 2723 Whipple Road Delaware, Ohio 43015, Oxford Township. A copy of the January 8th meeting minutes was provided to the Board.

The committee recommended to the Board of Health **approval of the variance with the following conditions:** 1. Excavate an eight (8) foot section of soil around the gas line on both sides of the leach field that begins eight (8) feet from the leach trenches. Excavation should be a minimum of 12" wide and 12" under the gas line. Fill and pack the eight (8) foot section with Bentonite (well sealing compound) 12" under/over and around the gas pipe with the Bentonite and request staff perform an inspection prior to backfilling. 2. Redraw the secondary STS area to the back of the lot and submit for approval (must meet all applicable rules) and 3. This variance must be disclosed by the owner to any purchaser of this lot/residence.

PMT: Agency/Community

The Board approved item on consent.

6.012 APPROPRIATIONS – first 3 requests were approved last month but DGHD could not request the transfer as the author (DK) failed to request permission to make the transfer.

A. Maternal & Child Health (MCH) Services Fund (71051510) - Requested Board approval to establish \$24,534.89 of 2020 transfer appropriation for the Maternal & Child Health (MCH) Services Fund (71051510). This grant has ended and DGHD wishes to close this fund since it had not been used since October of 2017. The ORC provides for the return of these funds by saying “The unexpended balance in any special fund, other than an improvement fund, existing in accordance with division (D), (F), or (G) of section [5705.09](#) or section [5705.12](#) of the Revised Code, may be transferred to the general fund or to the sinking fund or bond retirement fund after the termination of the activity, service, or other undertaking for which such special fund existed, but only after the payment of all obligations incurred and payable from such special fund”. Also requested permission to transfer the funds to the public health fund (70225111). A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Immunization Action Plan (IAP) Fund (71551527) - Requested Board approval to establish \$46,030 of 2020 transfer appropriation for the Immunization Action Plan (IAP) Fund (71551527). This grant has ended and DGHD wishes to close this fund since it has not been used since August of 2018. The ORC provides for the return of these funds by saying “The unexpended balance in any special fund, other than an improvement fund, existing in accordance with division (D), (F), or (G) of section [5705.09](#) or section [5705.12](#) of the Revised Code, may be transferred to the general fund or to the sinking fund or bond retirement fund after the termination of the activity, service, or other undertaking for which such special fund existed, but only after the payment of all obligations incurred and payable from such special fund”. Also requested permission to transfer the funds to the public health fund (70225111). A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Public Health Emergency Planning (PHEP) (BIO) Services Fund (71751519) - Requested Board approval to establish \$43,122.78 of 2020 transfer appropriation for the Public Health Emergency Planning (PHEP) (BIO) Services Fund (71751519). This grant has ended and DGHD wishes to close this fund since it has not been used since September of 2017. The ORC provides for the return of these funds by saying “The unexpended balance in any special fund, other than an improvement fund, existing in accordance with division (D), (F), or (G) of section [5705.09](#) or section [5705.12](#) of the Revised Code, may be transferred to the general fund or to the sinking fund or bond retirement fund after the termination of the activity, service, or other undertaking for which such special fund existed, but only after the payment of all obligations incurred and payable from such special fund”. Also requested permission to transfer the funds to the public health fund (70225111). A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Administration (70225111) - Requested Board approval to increase expense appropriation in Administration (70225111) by \$596,168 to allow for the transfer of \$596,168 to the DGHD Capital fund (71451401). Also, requested permission to transfer \$596,168 from Administration (70225111) to the DGHD Capital fund (71451401). A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. New Building fund (71451401) - Requested Board approval to increase 2020 expense appropriation in the New Building fund (71451401) by \$596,168 for a total of 2020 appropriation in this fund of \$5,786,597. The Budget revision is only showing an increase \$586,597 because DGHD was overly optimistic of 2020 carryover by a total of \$9,570.83. This \$9,570.83 represents unfunded appropriation.

The DGHD Plumbing program generated \$975,863 in revenues with \$455,634 recorded expenses. Plumbing also had 17% of DGHD's vehicles assigned to them which meant they should have been charged \$2,460 for auto insurance that was paid by DGHD. Subtracting the expenses (975,863-455,634-2,460=517,769) there were \$517,769 of excess revenues over expenses.

State Subsidy in 2019 was \$78,399. Adding Plumbing & State Subsidy (517,769+78,399=596,168), DGHD had \$596,168 of totally agency discretionary funding in 2019. Also, requested permission to transfer \$596,168 from Administration (70225111) to the DGHD Capital fund (71451401). A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Unibind Machine/Display – Requested Board approval for removal of obsolete equipment from inventory. Inventory numbers 1045 and 8012.

PMT: Agency

The Board approved item on consent.

B. Satellite System – Requested Board approval for removal of obsolete equipment from inventory. Inventory numbers 8111 and 8112. Was not being used and always concerned about a tornado or high winds throwing it off the roof of DGHD building.

PMT: Agency

The Board approved item on consent.

C. Stata Software – Requested Board approval for removal of obsolete software from inventory. Inventory number 8122. The new software was below the inventory threshold.

PMT: Agency

The Board approved item on consent.

D. 2006 Ford Expedition – Requested Board approval for removal of vehicle #19 from inventory. Inventory number 1096. Was sold July 2019.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. New hire / Mr. Zachary Orsborne – Requested Board confirm the employment of Mr. Zachary Orsborne, as Registered Sanitarian 2 in the Environmental Health Division at pay grade C-8 and a starting wage of \$24.50 per hour. Start date of January 13, 2020. This position was left vacant with Mr. Aaron Decker's resignation. Mr. Orsborne will work primarily in the Residential Services Unit. Position is funded 100% from Environmental Health Funds.

PMT: Agency

Item was removed from the consent agenda. Mr. Orsborne resigned effective January 28, 2020.

B. New hire / Ms. Taylor Granlee – Requested Board confirm employment of Ms. Taylor Granlee as an Administrative Assistant 2 in the Environmental health Division at Pay Grade A-4 and a starting wage of \$14.45 per hour. Start date of January 6, 2020. Ms. Granlee will work primarily in the plumbing Unit. Position is funded 100% from Environmental Health Funds.

PMT: Agency

The Board approved item on consent.

C. New hire/ Ms. Dawn Hall – Requested Board confirm employment of Ms. Dawn Hall as the Director of Finance and Operations at paygrade D8 and a starting salary of \$34.20 per hour with a start date of February 3, 2020. Ms. Hall, BS Accounting, comes to the DGHD from the Delaware County Auditor's office and has over sixteen years of fiscal experience at the local and state level. This position is 100% funded from Public Health funds, is budgeted, and will replace Mr. Knowlton upon his retirement April 6, 2020.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Tuition Reimbursement / Mr. James Schwaderer – Requested Board approval to change tuition reimbursement for Mr. James Schwaderer from the Ohio State University to Ohio University. In June 2019 the Board approved tuition reimbursement for Mr. Schwaderer to attend The Ohio State University for a Master of Public Administration per §603 of the personnel policies. Ohio University offers a comparable program culminating in a Master of Public Administration that would better suite Mr. Schwaderer's work life balance.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Personnel Policies – Requested Board approval of the updated Personnel Policies sections 400 to 412. A copy of the updated Personnel Policies was provided to the Board with updates indicated by red text.

PMT: Agency

The Board approved item on consent.

B. Salary Survey – In late 2019 Ms. Whitney and Ms. Hiddleson utilized PayScale and the results of the AOHC Salary Survey to determine the appropriateness of the DGHD Paygrades and review any proposed changes. In November, Ms. Hiddleson and Ms. Whitney shared the results of the Salary Survey with the Personnel Committee of the Board in detail.

The overall results of the survey show that the majority of the DGHD paygrades are on target or slightly above the average for LHD in Central Ohio and LHD that are like the DGHD (similar population and budget) according to the AOHC Salary Survey. The only two staff positions that are not in alignment, below, are the HR Officer and the Division Directors.

Another issue was the ranges from minimum to maximum for each position. Currently, these do not match due to the increase that was made in the range for the Plumbing Inspectors grade due to market last summer.

The recommendations from the Personnel Committee, Ms. Whitney, and Ms. Hiddleson were as follows:

1. Increase all paygrades ranges to 54% from minimum to maximum so all are equal; this has a minimal effect on district finances as staff at the maximum currently receive a lump sum for their merit-based pay raise. There are three staff that are currently at the top of the scale, so moving forward after 2020 merit raises, their merit raise would be based on a higher rate.
2. Due to the number of competing financial issues currently, do not change any minimum pay ranges including the HR Officer and Director positions.

Lastly, the committee and staff discussed the possibility of an across the agency one-time cost of living adjustment and determined to discuss it with the entire Board. The last cost of living adjustment was provided in 2017, the CPI for 2019 was 2.3%, and overall Delaware Ohio is 14.4% more expensive than Columbus Ohio when compared. Ms. Hiddleson recommended consideration of a 2.0% COL; this equates to approximately \$80,000. The Board discussed the competing financial issues with focus on the financials of the new building and were in consensus not to consider a 2.0% COL at this time.

PMT: Agency

Dr. Hickman moved to approve increasing all paygrades ranges to 54% from minimum to maximum. The motion was seconded by Mr. Wisener. The motion carried unanimously.

6.031 HEALTH COMMISSIONER

A. Executive Session – Mr. Blayney requested the Board enter Executive Session to discuss the Health Commissioner’s annual appraisal and compensation.

Ms. Fleischer moved to enter executive session to discuss the Health Commissioner’s annual appraisal and compensation. The motion was seconded by Mr. Karr. Role vote: Mr. Blayney, yes; Ms. Howerton, yes; Ms. Fleischer, yes; Dr. Hickman, yes; Mr. Wisener, yes; Mr. Karr, yes. The motion carried unanimously. The Board entered executive session at 8:25 pm.

Mr. Wisner moved to return to public session. The motion was seconded by Ms. Howerton. The motion carried unanimously. The Board returned to public session at 9:10 pm.

Mr. Wisener moved to approve the Health Commissioner for a 3% increase for an outstanding annual performance rating retroactively effective to January 1, 2020. The motion was seconded by Ms. Fleischer. Role vote: Dr. Hickman, yes; Ms. Fleischer, yes; Ms. Howerton, yes; Mr. Blayney, yes; Mr. Karr, yes; Mr. Wisener, yes. The motion carried unanimously.

PMT: Quality/Agency

Action Requested: Executive Session

6.034 PERSONAL HEALTH

A. Reapply for Public Health Emergency Preparedness (PHEP) grant - Requested Board approval to reapply for the PHEP grant. This is a continuation of the PHEP grant that will be effective July 1, 2020 – June 30, 2021. DGHD is eligible for \$155,732. Reimbursement is deliverable based; therefore, reimbursement may vary.

The goal of the grant is to *“build and maintain effective public health emergency management programs.”* If funded the Personal Health Division requested Board approval to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

B. Board Rule Making Authority to Require all Medical Practices to Record Immunizations in a Central Registry – Mr. Howard reported that at the Board’s strategic planning meeting, the question was raised if the Board could require all providers within the jurisdiction of the Health District to report vaccinations into the statewide immunization registry. After review and consultation with the Prosecutor’s office, it was determined that Ohio Revised Code 3709.21 and 3709.22 do not grant this authority to the Board.

PMT: Community

Information Only

6.052 POLICIES

A. Strategic Plan – The Board of Health, Senior Leadership Team, Leadership Team, and staff have worked over the past six months on the development of the 2020-2024 Strategic Plan. A copy of the final draft was provided to the Board and submitted for approval. During the next few months, assignments and additional details will be developed along with Performance Management tracking for 2020. Minor changes may be made by Senior Leadership for clarification only if needed.

PMT: Quality

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2015-04 Funding Policies – Requested Board approval of the updated Funding Policies. A copy of the resolution was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Resolution 2020-01 Declaration of Funds for Building Main Office of the District – Requested Board approval of Resolution 2020-01. A copy of the resolution was provided to the Board. Resolution identifies non-levy dollars that may be used to build a new facility.

PMT: Agency

The Board approved item on consent.

C. Proclamation of 100th Anniversary - Requested Board approval of proclaiming January 31, 2020 as the 100th anniversary of the Delaware General Health District. A copy of the proclamation was provided to the Board. Mr. Blayney read the proclamation which was followed by a group picture.

PMT: Community

Ms. Fleischer moved to approve the Proclamation of 100th Anniversary. The motion was seconded by Mr. Wisener. The motion carried unanimously.

6.054 LEGAL ISSUES

A. Health District Name Change: In 2019 the ORC was changed to allow local health districts in Ohio to change their name to contain public health to help the public better understand what a health district is. During the Strategic Planning meeting held in October, there was a discussion about the possibility of the Delaware General Health District changing its name to better reflect public health. The consensus of the Board and Staff members present was to change the name, when appropriate, to the Delaware Public Health District. As the planning for the new building moves forward, signage will need to be developed; Mrs. Hiddleson requested the Board determine if the name of the district would be changed so signage would not need to be replaced in the future.

Ms. Hiddleson discussed the timing of a change with Ms. Whitaker, Public Information Officer and both believe the timing for the change is optimal at this point for these reasons – a new facility, a new century for public health in Delaware County, the proposed name is inclusive of Delaware, Powell, and soon to be, Sunbury City, the health district is not a General Health district as defined in the ORC, and the next levy is not until 2024 which allows for adequate time with the new name to decrease any confusion for voters.

Ms. Hiddleson requested Board approval to develop and implement the name change to the Delaware Public Health District with the assistance of the County Prosecutor's office and to determine the public relations launch when the process is complete.

The Board discussed various formations of a name change. After discussion, it was consensus of the Board to rename to Delaware Combined Public Health District.

PMT: Community

Mr. Wisner moved to change the Delaware General Health District's name to the Delaware Combined Public Health District. The motion was seconded by Mr. Karr. The motion carried unanimously.

B. Nuisance / 5900 US Highway 42 S Ostrander, OH - Mr. Brandon Dobyms, listed by the Auditor's office as the owner of 5900 U.S. Highway 42 S. Ostrander, Ohio 43061 has been issued orders several times since April of 2019 by the Solid Waste staff to abate a solid waste nuisance condition on this property. Each time some progress was made toward cleaning up the property and abate the nuisance, thus avoiding referral to the Board of Health. The latest orders to abate this nuisance was posted on the property on January 9, 2020. Follow up inspections on January 20th revealed no further progress had occurred. Mr. Burke reported that today's inspection did not show any sign of improvement.

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 Mr. Brandon Dobyms to abate the solid waste nuisance condition at 5900 U.S. 42 S. Ostrander, Ohio. Copies of photos from January 21, 2020 were provided to the Board.

Community

The Board approved item on consent.

C. Nuisance / 8895 US 42 N Ashley, OH – Ms. Brenda Ramey, listed by the Auditor's office as the owner of 8895 U.S. 42 N. Ashley, Ohio 43003 has been issued orders twice since November of 2019 by the Solid Waste staff to abate a solid waste nuisance condition on this property and to stop open burning of the trash. Little progress was made after the initial orders, however, On December 27, 2019 it was noted open burning was still occurring and trash and debris still existed.

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 Ms. Brenda Ramey to abate the solid waste nuisance condition at 8895 U.S. 42 N. Ashley, Ohio. Copies of photos from January 21, 2020 were provided to the Board. Mr. Burke reported that today's inspection did not show any sign of improvement.

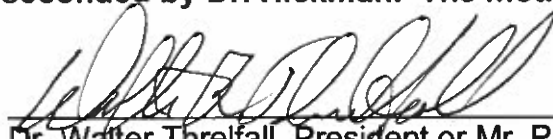
PMT: Community

The Board approved item on consent.

D. Flahive Law Office / Lease Agreement - Requested permission to approve a request from the Flahive Law office to consider them for a lease modification. Mr. Knowlton reported that Flahive proposed giving up right to extend the lease for 5 more years (8-1-2020 to 7-31-2025) if staff will let Flahive have a 1-year lease with a tenant option to extend for 2 more years. Flahive pays approximately \$13,000 a year for rent and utilities. Mr. Flahive is correct in his letter in that it is anyone's guess as to how their presence affects the ability to sell. This would give DGHD more flexibility with the building sale and yet leaves a happy tenant (and revenue) for 3 years (probably). Mr. Flahive's letter was shared with the Finance Committee, but no decision has been made or discussed due to busy schedules. Based on the Flahive Law Office being a long term customer in good standing, the Board was in consensus to approve lease changes based on Mr. Knowlton's report.

PMT: Agency

Mr. Wisener moved to approve lease changes as outlined in item 6.054 D. The motion was seconded by Dr. Hickman. The motion carried unanimously.



Dr. Walter Threlfall, President or Mr. Patrick Blayney, Vice President



Secretary