



1.0 CONVENTION

1.01 CALL TO ORDER

The February 25, 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 Dr. Threlfall. Board members present included: Dr. Threlfall, 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; Ms. Jen Keagy, Community Health Director; Ms. Dawn Hall, Finance/Operations Director, Ms. Erin Kelly, Public Health Nurse, Ms. Abby Boeckman, Epidemiologist, and Ms. Stephanie DeGenaro, Program Manager EH. One guest present, Ms. Melissa McNamara, Ashland University Student.

1.02 CONSENT ITEMS

A. Ms. Hiddleson noted that the dollar amount in 5.024 A. was changed from \$8,600 to \$8,850 and item 6.054 was removed from the agenda. Mr. Wisener moved to approve the agenda and consent items with the changes noted, Mr. Blayney seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Blayney moved to approve the January 28, 2020 minutes. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Mr. Blayney moved to approve the January 2020 bills. Mr. Wisener seconded the motion. The motion carried unanimously.

2.01 HEALTH COMMISSIONER

- District Advisory Council: March 12, 2020 at 6:15 (networking) and 6:45 (meeting)
- Introduction: Dawn Hall, Director of Finance and Operations, Erin Kelly, Public Health Nurse, and Melissa McNamara, Ashland University Student
- Environmental Health Vehicles: Ms. Hiddleson shared that after careful consideration the Senior Leadership Team determined not to purchase the EH vehicles approved at the end of 2019 by the Board in an amount not to exceed \$70,000. The \$70,000 will be used to assist in the purchasing of furniture for the EH Division in the new building.
- Kudo's and an invitation to the YRBS Results launch on March 30, 2020 at 9:00 AM at the DACC were shared with Board members.
- Ms. Hiddleson shared an update to the COVID 2019 outbreak, the Ohio and DGHD response, and the planning with community partners. Ms. Hiddleson reviewed which of the Board members wished to receive the Situation Reps (Mr. Blayney, Mr. Wisener, Ms. Fleischer) and will share those names with Ms. Fernandez. Additionally, the public updates are not being received by all Board members; Ms. Hiddleson will verify with Ms. Whittaker that all Board members are included in the Mail Chimp.
- Ms. Hiddleson shared that the WIC Reduction in Staff item was removed from the agenda due to newer information that any cuts will not take place during this grant year (October 1, 2019-September 30, 2020).

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

Mr. Blayney moved to approve the year-to-date finance report. Mr. Wisener seconded the motion. The motion carried unanimously.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – No report provided.

3.02 BOARD COMMITTEES – No committee meetings were held this past month.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.04 CITIZEN REQUEST – No requests.

5.0 OLD BUSINESS

5.042 Administration/Facilities

A. Facility Update: Mr. Blayney, Mr. Sodders, and staff met with the Delaware City Planning Commission on February 5, 2020 for the Preliminary Zoning Approval of the new facility. There were several areas the Commission addressed to ready the facility plan for final approval. Ms. Hiddleson provided a copy of the list to Board of Health members via email on February 11th and a copy was provided to the Board. Moody-Nolan is preparing the final documents for final approval and the bid packages. It is hoped that the bid packages will be ready soon; these will likely be sent out before the final approval with a notation that there may be changes pending the City approval. The City Council approved the first reading of the facility plan on February 10, 2020 and the second reading was February 24, 2020.

Mr. Blayney and Ms. Hiddleson provided an update related to the City Council approvals. The City approved the preliminary plans at their meeting on February 24, 2020 and waived the third reading. A discussion ensued related to the existing building; the city is not requiring demolition at this time, it is anticipated that it would cost approximately \$120,000 to demolish the building, this process will be handled separately from the facility, and Ms. Hiddleson will explore opportunities for local fire service education related to the demolition from local chiefs or DACC. The timing of the demolition will be dependent upon availability of support.

One of the items that is being required by the City Planning Commission is a detailed landscape plan. Moody – Nolan has begun the process of completing the plan. The cost of the Change Order is \$8,850 for the detailed drawings. Ms. Hiddleson shared that the City seems willing to allow the health district to landscape in phases provided the neighbors are amenable; Ms. Hiddleson will work with City for necessary paperwork.

PMT: Agency Information Only

B. Facility Cost: As discussed at the January Board meeting, due to some unexpected issues with land improvements the overall cost of the new facility will require the health district to secure a loan. As recommended by Mr. Knowlton and described in detail the DGHD is fiscally able to borrow up to \$4,000,000 if needed to complete the facility. The payments needed to repay this amount are within the capabilities of the health district utilizing appropriate funds and not using any levy dollars as required by law. Dependent upon the sale of the current buildings the loan would be paid off in no less than nine years and no more than forty-two years. Mr. Knowlton's calculations from last month's meeting are as follows:

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**

The amount of the loan will cover the additional \$8,850 needed for the detailed landscaping plan noted in item 5.042 A.

Mr. Knowlton and Ms. Hiddleston request Board of Health approval to begin negotiations with a lender for an amount not to exceed \$4,000,000 to be drawn down on an as needed basis during the construction and completion of the new facility. An actual loan amount and interest will be presented during a future Board of Health meeting for final approval.

PMT: Agency

Mr. Blayney moved to approve Mr. Knowlton and Ms. Hiddleston begin the process of acquiring a loan. Mr. Karr seconded the motion. The motion carried unanimously.

C. Sell of West Winter Buildings: As discussed during last month's Board meeting there may be some value in pricing the West Winter buildings separately. Mr. Knowlton was able to secure information related to the last appraisal that the asking separate appraisal would be \$1,765,000 for 1 West Winter and \$870,000 for 3-5 West Winter.

Requested Board approval to list buildings separately, if needed, at \$1,800,000 for 1 West Winter and \$900,000 per staff recommendations.

PMT: Agency

The Board approved item on consent.

D. Health District Name Change: Ms. Hiddleston met with Ms. Whittaker, Public Information Officer, to begin the process of updating the health district operations and branding guide based on the new name of the district decided upon at last month's meeting.

At the completion of the discussion and several concerns voiced from staff, there is a tri-fold concern with renaming the health district to the Delaware Combined Public Health District. Ms. Whittaker is concerned with the length of the name, the confusion of the public with the word "combined" and/or "district", and the need to completely overhaul the current logo with the addition of a word. Ms. Whittaker has drafted a few different options for the logo and a copy was provided to the Board. Ms. Hiddleston is concerned that the additional word will increase the cost of all signage related to the new building and the current Sunbury office.

The excellent reputation and identity of the agency is our ability to meet the Public Health needs of our community. Across the state and country, many local public health districts have begun using Public Health in their name to better identify their role. Many LHD's in Ohio have already made this move:

Richland Public Health, Knox Public Health, Franklin County Public Health, Columbus Public Health, Public Health – Dayton and Montgomery County, Marion Public Health, Greene County Public Health, Summit County Public Health (list not inclusive of all local health districts that have changed their name).

Ms. Hiddleston respectfully requested the Board reconsider the renaming of the agency to either Delaware Combined Public Health or Delaware Public Health District.

PMT: Community/Engagement

Ms. Fleischer moved to approve a change of the health district name to the Delaware Public Health District. Mr. Wisener seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.021 AUTHORIZATION/EMPLOYMENT

A. Public Health Nurse I – Requested Board confirm the hire of Ms. Erin Kelley to fill full-time permanent position within the Preventative Health Division recently created. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective February 3, 2020. Position is funded 100% through program 3200 (Clinic Services), fund 70225555 with an anticipated annual salary and benefits of \$74,736.28. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. NACCHO Conference/Ms. Shelia Hiddleson - Requested Board approval to expend up to \$2,054.44 of PH funds for Shelia Hiddleson to attend the 2020 NACCHO Annual Conference in Denver, CO on July 6-9, 2020. This conference is applicable to the Strategic Plan goals of Performance Management, Workforce Development, and Visible Leadership; Mrs. Hiddleson has submitted an abstract to present with her NACCHO Workforce Development/Leadership Workgroup a session on the Role of the Chief Health Strategist. Expenses include conference registration (\$625.00); airfare (\$400); hotel (\$680.94); meals (\$248.50); airport parking and airport/hotel transportation (\$100). A copy of the Out of Health District form has been submitted and information provided to the Board and expenditure is budgeted.

PMT: Agency/Quality/Community

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan – Requested Board approval of the updated Position Series Control Plan. A copy of the Position Series Plan was provided to the Board. Updates were identified in yellow highlight.

PMT: Agency

The Board approved item on consent.

6.033 COMMUNITY HEALTH

A. Effective 2/24/2020, the Communications Team (Traci Whittaker and Megan Edwards) merged with the Community Health Division and report to the CH Director. One of the strategies in the 2020-2024 DGHD Strategic Plan is to integrate Public Health 3.0 into agency programming and processes which includes an action step to examine staffing needs related to policy, communications, health equity, cultural competency, and the social determinants of health. After reviewing PH 3.0 concepts and Public Health Accreditation Board (PHAB) requirements (primarily domains 1, 3, 4 and 5), it was determined that there is considerable crossover between the CH Division and the Communications Team. In addition, this merger will provide additional administrative support to the Communications Team.

PMT: Agency

Information Only

6.04 SPECIAL REPORTS

A. 2015-2019 Delaware General Health District Agency Strategic Plan – The final strategic plan progress report including a 5-year summary. A copy of the summary was provided to the Board.

PMT: Quality

Information Only

B. Delaware General Health District Performance Management Dashboard – The 2019 progress report and dashboard through the 4th Quarter was presented to the Board.

PMT: Quality

Information Only

C. 2019-2022 Community Health Improvement Plan (CHIP) – The 2019 progress report and dashboard were presented to the Board.

PMT: Quality

Information Only

D. CEU Presentation – Abby Boeckman, Epidemiologist

The Community Health Division provided a presentation for continuing education related to the 2019 Delaware County Community Health Assessment Annual Update. This presentation met the Public Health Accreditation Board (PHAB) Measure 1.1 which states "The community health assessment is continually updated to broaden and deepen the community's understanding of public health issues and resources." This presentation also meets the ORC requirement for continuing education for Board of Health members that "shall pertain to ethics, public health principles, and a member's responsibilities." The presentation by Ms. Boeckman lasted for fifteen minutes.

PMT: Quality

ADJOURN

There being no further business, a motion was made by Mr. Wisener and seconded by Mr. Blayney to adjourn. The motion carried unanimously, and the meeting adjourned at 8:15 PM.

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

Shelvia Rhade
Secretary

3/31/20
DA } small meeting held virtually.
Per minutes Mr. Wisener moved
to approve, seconded by Mr.
Smith. Carried unanimously.