



Delaware General Health District

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Shelia Hiddleson, RN, MS
Health Commissioner

1.0 CONVENTION

1.01 CALL TO ORDER

The April 28, 2020 meeting was held virtually via zoom at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:01 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, Mr. Blayney; Dr. Hickman; Ms. Fleischer; Mr. Wisener; Ms. Howerton; Mr. Karr and Ms. Smith. Staff members present were Ms. Shelia Hiddleson, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Ms. Dawn Hall, Finance/Operations Director.

1.02 CONSENT ITEMS

6.012 APPROPRIATIONS A

6.017 ADVANCES/TRANSFERS/ A

Info Only

6.025 SALARY SCALE/POLICIES/BENEFITS

6.032 ADMIN/FACILITIES

Mr. Wisener moved to approve the consent agenda and agenda as submitted with the addition of item 6.052. The motion was seconded by Mr. Blayney. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Blayney moved to approve the March 31, 2020 minutes. The motion was seconded by Ms. Smith. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- Ms. Hiddleson provided the Board an update to Covid 19 emergency response activities for the district. She noted that the district will receive an additional \$63,168 from the Ohio Department of Health as a pass-through from the CDC. This brings the total grant award to \$197,633 for Coronavirus Response. Ms. Hall is also exploring opportunities for the district to receive reimbursement from FEMA if health districts are eligible.
- Ms. Hiddleson provided an update on Continuity of Operations for the district; she shared that over the next few weeks some staff (EH mostly) will transition to regular duties as Restart Ohio begins.

2.02 FINANCE

Finance Report – Request Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board. In an effort to provide additional information related to agency finance, Ms. Hall and Ms. Hiddleson have worked together to revise the format. Ms. Hall reviewed the changes during the meeting; if further changes are desired, please let Ms. Hall or Ms. Hiddleson know.

PMT: Agency

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

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.04 CITIZEN REQUEST

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Coronavirus Response – Requested Board approval to increase current 2020 Coronavirus Response Special Revenue fund (70551505) expense appropriation by \$63,168 to \$197,633 due to receiving an increased grant award. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES / TRANSFERS

A. Requested Board approval to Advance \$197,633 from Administration 70225111 to Coronavirus Response 70551505. The purpose of the Advance is to provide funds in the Coronavirus Response Special Revenue fund to avoid a negative fund balance while waiting on reimbursement from the Ohio Department of Health. Upon reimbursement, the funds will be returned to the Administration Fund.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Current Policy Adjustments – Ms. Hiddleson has made a few adjustments to Personnel Policy over the past month as provided for by BOH resolution last month:

- a. Shift changes – in order to accomplish all IAP priorities and continue to protect staff, some 6, 8, 10, and 12-hour shifts have been implemented. In addition, the Epi Team is operating from 0700-1930 seven days a week. In order to keep staff pay whole and offer reward for working the weekend, with a negligible impact on expenses the overtime rule for hours worked over ten hours per day has been waived and the overtime rule for weekend work remains (4/10).
- b. Donation of Sick Leave – In order to encourage staff that are sick and/or have family members that live with them that are sick to stay home to not expose other staff, the requirement that donated sick time only be allowed for FMLA approved leave has been waived. This change does not impact the expenses of the health district negatively and could potentially have a positive impact related to payouts.
- c. Change to call-off procedures to include a mandated discussion with HR about symptoms in order to protect staff.

PMT: Agency

Information Only

6.032 ADMIN/FACILITIES

A. New Facility Update

- a. **Fencing** – Fencing is being required on the north side of the property, the estimated cost is \$30-40,000 if staff complete some of the finishing, \$45-50,000 if contracted finishing for materials and installation
- b. **Civil Drawings** – The Civil Drawings have been submitted. There still appear to be some issues with the Arborist and a decision regarding which trees will need to be replaced. Clarification of the water line was provided, there is some negotiation room with the City related to a possible easement.
- c. **Delaware Meeting** – All materials should be 99% complete by the April 27, 2020 meeting with the City.
- d. **Metal Building** – Moody-Nolan notified us that due to the Pandemic they were having tech support difficulties related to accessing our documents. Their Structural Engineer designed a stick built steel building at no additional charge; in case this is needed moving forward.
- e. **Bidding Process** – Mr. Souders team has started working on a list of potential bidders and will help us develop a timeline for advertising when we are ready.
- f. **Back-up Generators** – Mr. Blayney and Mr. Letterle have been working with Mr. Souders on requirements for the generators.
- g. **Financing** – Mr. Knowlton and Ms. Hall met with various lenders and have provided them with Code that allows LHD's to borrow for a new facility. Ms. Hall has reached

back out in the recent weeks to determine interest rates and next steps; bank personnel have shared that they are focusing on small business at this time and will work with us ASAP.

Mr. Blayney and Ms. Hiddleston provided additional information related to the new facility. Ms. Hiddleston presented a revised budget. Ms. Hall is continuing to work with local banks to secure a loan.

**PMT: Agency
Information Only**

At 7:33 PM the Zoom meeting was hacked, and the meeting had to be terminated. At 7:38 PM the Board and staff were able to reconvene via the DGHD Conference line. Due to the inability to provide the following information in an open meeting in compliance with Ohio Sunshine Laws, although discussion occurred the results of all action taken will not be included in the minutes. The item listed below will be placed on the agenda for discussion and action during the May Board of Health meeting.

The Board requested staff to find alternate methods to hold a virtual meeting, that will meet the Ohio Sunshine Laws but not allow an interloper to disrupt the meeting.

6.052 POLICIES

The Health District staff work with all those affected by COVID-19 and other diseases to ensure proper isolation and quarantine is issued and enforced. In most instances, people will comply with a Notice of Quarantine or Isolation from staff. In rare circumstances, an individual may defy the Notice of Quarantine or Isolation and Official Public Health Orders must be issued. Due to the nature of infectious disease, the BOH has delegated this power to the Health Commissioner with the caveat that any orders issued must be brought before the BOH at the next scheduled meeting. Today, we find ourselves in a situation where such notice should be made to the BOH, but staff are concerned about reasonably protecting the privacy of the individual; therefore, we ask for the following resolution to allow us to find the best method to disclose the information to the BOH to uphold the Order.

To be added to the Routine and Emergency Events (2011-02)

Whereas quarantine orders issued by the Health Commissioner are required to be disclosed at the next regular BOH meeting, the BOH recognizes the unique challenges with communicating the address of the property and reasonably protecting privacy. As only one quarantine order would meet the requirements of BOH notification and the Health Commissioner attests to the fact that the person affected is a contact of a COVID-19 case, the BOH hereby waives the notification until the next scheduled meeting so that proper consideration of disclosure can be made by legal counsel.

There being no further business to come before the Board, a motion was made to adjourn the meeting at 8:02 PM by Ms. Smith, seconded by Mr. Wisener. The motion carried unanimously.

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

Shelina Hiddleston
Secretary

Board of Health motion to
approve by Pat Blayney and
seconded by George Wisener -
passed unanimously.