



Delaware General
Health District
Dedicated to your health

Shelia Hiddleston, RN, MS
Health Commissioner

Delaware General Health District

1 and 3 West Winter Street
P.O. Box 570
Delaware, Ohio 43015-0570
(740) 368-1700 Fax (740) 368-1736
DelawareHealth.org



1.0 CONVENTION

1.01 CALL TO ORDER

The June 30, 2020 meeting was held virtually via Zoom and You Tube and at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:02 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 Hiddleston, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Ms. Jen Keagy, Community Health Director; Ms. Dawn Hall, Finance/Operations Director; Mr. Dave Knowlton, Deputy Director. There did not appear to be any You Tube participants.

1.02 CONSENT ITEMS

6.012 Appropriations A-B

6.015 Expenditures A

6.05 Board Actions/Policies/Legal Issues B

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

1.03 APPROVAL OF MINUTES

Mr. Wisener moved to approve the minutes. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the minutes. Ms. Fleischer seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Health Equity and Racism:** Ms. Hiddleston shared with the Board the statement the DGHD had posted to FB related to public health and racism. The CHIP includes Cross-Cutting Factors that address the social determinants of health; Ms. Keagy has been working with Ms. Karriejoi Coit from the Second Ward Community Initiative and she will assist in leading these activities.
- **Coronavirus Supplemental \$104,691** – The District has been notified that we will receive an additional \$104,691 as part of the Contact Tracing grant. For DGHD this funding supports all the activities of the Epidemiologic Response Team.

2.02 FINANCE

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

Agency

Mr. Blayney moved to accept the year-to-date finance report. Ms. Fleischer seconded the motion. The motion carried unanimously.

B. Forecast – A forecast is presented to assist the Board in determination of next steps for new facility. A copy of the forecast report was provided to the Board.

Agency

Ms. Hall reviewed the five-year forecast with the Board to assist in planning for the new facility. The forecast assumes revenues to be conservative and expenses to be more liberal. Ms. Hiddleston and Ms. Hall discussed the needs of the district for continued programming and reviewed all known/suspected upcoming changes to revenues and expenses. Ms. Hall included all the assumptions in the forecast. Ms. Hiddleston and Ms. Hall would like the end of year balance to have enough funds for a six-month period but feel comfortable with the current forecast of approximately four months. They are both in

agreement that anything less than three months would not be acceptable. Further discussion ensued and forecast was considered in the discussion of the new facility under item 6.05A.

Action Requested: Discussion

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – No report

3.02 BOARD COMMITTEES

- **Personnel Committee 6/16/2020** – The Personnel Committee met on June 16, 2020 and will have recommendations during the July 2020 meeting.
- **Finance Committee 6/23/2020** – The Finance Committee met on June 23, 2020 and have recommendations related to the new facility for discussion during that agenda item.

4.04 CITIZEN REQUEST – No requests

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Food Services - Requested Board approval for Food Services Special Revenue fund (fund number 70451504) supplemental appropriation of \$91,399. The District will be required to send refunds to Food Services Operators who will not reopen in 2020. The amount of refunds is estimated to be 25% of revenue received for food licenses.

Agency

The Board approved item on consent.

B. Swimming Pools - Requested Board approval for Swimming Pools Special Revenue fund (fund number 70851508) transfer of appropriations in the amount of \$36,020 from salary and benefits to services and charges. The District will be required to send refunds to Pool Operators who will not reopen in 2020. The amount of refunds is estimated to be 75% of revenue received for pool licenses.

Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Requested Board approval for the purchase of equipment and internet security/content filtering services from a new provider. The previous provider was no longer providing these services. The annual cost is \$3,258.48 which is a price increase of \$258.48, however the new provider offers more security than the previous provider. This is a three-year contract. Also, required to contract with the new provider is a onetime purchase of equipment which cost \$4,537.85.

Agency

The Board approved item on consent.

6.02 PERSONNEL

A. Executive Session - Request Board enter executive session for the discussion of personnel issues. This agenda item was moved to the end of the agenda.

Agency

Ms. Smith moved to enter Executive Session for the discussion of a personnel issue related to the possible corrective action of an employee. Mr. Wisener seconded the motion. Roll Call: Ms. Howerton, yes; Ms. Fleischer, yes; Mr. Wisener, yes; Mr. Karr, yes; Mr. Blayney, yes; Ms. Smith, yes; Dr. Hickman, yes; Dr. Threlfall, yes

The Board entered executive session at 8:30 PM with all board members present, Ms. Hiddleston and Ms. Keagy present.

The Board exited executive session at 8:55 PM

Ms. Smith moved to return to public session at 8:55 PM. Mr. Wisener seconded the motion. Roll Call Mr. Wisener, yes; Ms. Fleischer, yes; Mr. Blayney, yes; Ms. Howerton, yes; Dr. Hickman, yes; Dr. Threlfall, yes; Ms. Smith, yes; Mr. Karr, yes

A motion was made by Mr. Blayney to authorize the health commissioner the authority to implement corrective action up to and including termination following all DAS

requirements and the guidance of Clemens Nelson if needed for the discussed personnel issue without the need for a special Board of Health meeting. Mr. Wisener seconded the motion. The motion carried unanimously.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. New Facility- The bidding documents have been completed by Moody-Nolan. The Finance Committee has met to discuss the next steps for the new facility and will have a recommendation for the Board. A copy of the Budget and expenses updates were provided to the Board. The Board and staff discussed the fiscal forecast, the new facility budget, and all known items that would/could influence the success of the health district and the building of a new facility. After a lengthy discussion, the Board determined to proceed with the bidding process with a hold price clause for up 60 days.

Agency/Community

Mr. Blayne moved to approve the Health Commissioner may begin process to request bids for new facility with the assistance of Moody-Nolan and to post documents as required upon approval by the County Prosecutor. Mr. Wisener seconded the motion. The motion carried unanimously.

B. Refunds – The Board of Health policy allows for refunds of license/permit fees with certain stipulations. One of the stipulations is that the state portion of the fee is only refunded if that portion has not been remitted to the state due to the timing of the refund request and/or the timing of the remittance. Mrs. Hiddleson requested that the Board approve the refund of the entire fee if the reason for the request is related to Covid 19 and Restart Ohio issues for the remainder of 2020. Additionally, Mrs. Hiddleson has requested an opinion from the County Prosecutor related to the issue of refunds and the state portion for possible changes to policy into the future.

Community/Engagement

The Board approved item on consent.

Mr. Wisener moved to adjourn. Ms. Smith seconded the motion. The motion carried unanimously. There being no further business to come before the Board, the meeting was adjourned at 8:57 PM.

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

Shelina Hiddleson
Secretary

Board meeting held virtually 07/28/20
Moved to approve minutes - Margie Flescher
Seconded by Dolores Smith -
all yes

Shelina Hiddleson 7/28/20