



Delaware General Health District

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DelawareHealth.org



Shelia Hiddleston, RN, MS
Health Commissioner

1.0 CONVENTION

1.01 CALL TO ORDER

The May 26, 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 7:01 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 Hiddleston, 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. A request was made of the You Tube participants to type in their name for attendance purposes, Ms. Megan Edwards, DGHD Media Specialist identified herself, the other two participants did not identify themselves.

1.02 CONSENT ITEMS

6.012 Appropriations A-C

6.017 Advances/Transfers A-B

6.018 New Fund A

6.021 Authorization/Employment A

6.025 Salary Scale/Policies/Benefits A-B

6.05 Board Actions/Policies/Legal Issues A-C

6.053 Resolutions

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

1.03 APPROVAL OF MINUTES

Mr. Blayney moved to approve the April 28, 2020 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleston provided an update related to the new facility and informed the Board that the Prosecutor's office has advised that a request for bids may go out with an unknown start date as long as that information is included in the request for proposals. The Finance Committee will be meeting in June to review the current and projected numbers to determine a recommendation for the full Board at the June meeting about the beginning of construction. Mr. Howard provided an update to the Covid 19 response; reviewing statistics and processes related to contact tracing.

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. Ms. Hall reviewed the report with the Board and provided an explanation of the new formats.

PMT: Agency

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

3.02 BOARD COMMITTEES

No committee meetings this month.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.04 CITIZEN REQUEST

No citizen requests.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Contact Tracing/CT20 - Requested Board approval for 2020 Contact Tracing/CT20 Special Revenue fund (fund number TBD) expense appropriation of \$170,380. The District received a grant award in the amount of \$165,380 and the District will advance \$5,000 for cash flow purposes, to perform contact tracing procedures. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Coronavirus Response/CO20 - Requested Board approval for 2020 Coronavirus Response/CO20 Special Revenue fund (70551505) expense appropriation of \$5,000 for cash flow purposes. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. SAFE ROUTE 23 CORRIDOR – Requested Board approval to increase current Safe Route 23 Corridor Special Revenue fund (71351515) expense appropriations of \$4,072 to purchase program supplies. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES / TRANSFERS

A. Contact Tracing/CT20 - Requested Board approval to Advance \$170,380 from Administration 70225111 to Contact Tracing/CT20 (fund number TBD). The purpose of the Advance is to provide funds in the Contact Tracing 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 General/Public Health Fund.

PMT: Agency

The Board approved item on consent.

B. Coronavirus Response - Requested Board approval to Advance \$5,000 from Administration 70225111 to Coronavirus Response fund (70551505). The purpose of the Advance is for cash flow purposes. Upon reimbursement, the funds will be returned to the General/Public Health Fund.

PMT: Agency

The Board approved item on consent.

6.018 NEW FUND

A. Contact Tracing/CO20 - Requested Board approval to create the Contract Tracing/CO20 (fund number TBD) Special Revenue fund to account for the contract tracing transactions.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Create Part-time Temporary Position - Requested Board approval to create up to fifteen part-time temporary positions up to forty hours a week (1.0 % FTE). A copy of the Monitoring Task Force 204 was provided to the Board. Positions are funded 100% with Contact Tracing Grant with an anticipated hourly salary of \$17.00, without benefits except PERS.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Health Insurance, Dental Insurance and Long-Term Disability – Requested Board approval to maintain current Board of Health pick up for all policies. Dental and Long-Term Disability rates are remaining the same. Health Insurance premium is increasing by 4.23%.

PMT: Agency

The Board approved item on consent.

B. ERC Health – Requested Board approval to maintain current ERC employee premium reductions for participating employees. With staff participation a 3% renewal decrease was achieved for the health insurance premiums (brought the 7.75% increase to 4.75% increase, the other 0.52% was taken off by a plan change). The ERC program requires the agency to incentivize staff through payroll deductions for employees that meet ERC goals.

PMT: Agency

The Board approved item on consent.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Isolation and Quarantine Order – Requested Board approve upholding a quarantine issued by the Health Commissioner on April 24, 2020. Per resolution 2012-02, the Health Commissioner found that a threat to the public health existed and that delaying action until a meeting of the Board of Health would compromise the public health. Resolution 2012-02 further authorizes an order of this nature by the Health Commissioner to continue unless the Board meets and votes to nullify the Commissioner's actions.

Per protocol, staff issued a notice of quarantine to a patient after it was confirmed that the patient was exposed to COVID-19. Staff had reason to believe the notice of quarantine was being disregarded and initiated an inspection. The inspection revealed that the patient was not adhering to the notice of quarantine and an official quarantine order was issued by the Health Commissioner. This quarantine shall remain in effect until the patient is no longer a threat to public health, in this case on May 25, 2020.

PMT: Agency

The Board approved item on consent.

B. Isolation and Quarantine Order – Requested Board approve upholding an isolation issued by the Health Commissioner on May 20, 2020. Per resolution 2012-02, the Health Commissioner found that a threat to the public health existed and that delaying action until a meeting of the Board of Health would compromise the public health. Resolution 2012-02 further authorizes an order of this nature by the Health Commissioner to continue unless the Board meets and votes to nullify the Commissioner's actions.

Per protocol, staff attempted to contact the patient with COVID-19, but the patient never returned staff calls. A message was left by the Director explaining that this case would be escalated should the patient not return the call and again the patient did not return staff calls. On May 20, 2020, an inspection was initiated, and an official isolation order was issued by the Health Commissioner. This isolation shall remain in effect until the patient is no longer a threat to public health, in this case when the patient meets the CDC time-based isolation release criteria.

PMT: Agency

The Board approved item on consent.

C. Isolation and Quarantine Order – Requested Board approve upholding a quarantine issued by the Health Commissioner on May 20, 2020. Per resolution 2012-02, the Health Commissioner found that a threat to the public health existed and that delaying action until a meeting of the Board of Health would compromise the public health. Resolution 2012-02 further authorizes an order of this nature by the Health Commissioner to continue unless the Board meets and votes to nullify the Commissioner's actions.

Per protocol, staff attempted to contact the patient who had been exposed to COVID-19, but the patient never returned staff calls. A message was left by the Director explaining that this case would be escalated should the patient not return the call and again the patient did not return staff calls. On May 20, 2020, an inspection was initiated, and an official quarantine order was issued by the Health Commissioner. This quarantine shall

remain in effect until the patient is no longer a threat to public health, in this case 14 days after the last exposure.

PMT: Agency

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2020-02 Authorizing Pre-Tax Deductions for Medical, Dental, Vision and Flexible Spending Account (FSA) - Requested Board approval of Resolution 2020-02 authorizing pre-tax deductions for medical, dental, vision and FSA withholdings for 2020. A copy of Resolution 2020-02 was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

Ms. Fleischer moved to adjourn. The motion was seconded by Mr. Wisener. The motion carried unanimously. The meeting adjourned at 7:55 pm.

Walt Threlfall, MD 6/30/2020
Dr. Walter Threlfall, President or Mr. Patrick Blayney, Vice President

Shelbi L. Mueller
Secretary

Approved via motion during 6/30/2020 virtual meeting. Motion by George Wisener, seconded by Margie Fleischer, all present yes.