



Shelia Hiddleston, RN, MS
Health Commissioner

Delaware General Health District

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1.0 CONVENTION

1.01 CALL TO ORDER

The December 1, 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 7:00 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, Mr. Blayney; Ms. Fleischer; Mr. Wisener; Ms. Howerton; Mr. Karr; Dr. Hickman and Ms. Smith. Staff members present were Ms. Shelia Hiddleston, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Ms. Dawn Hall, Finance/Operations Director, and Mr. Steve Burke, Environmental Health Director. There did not appear to be any You Tube participants except Ms. Megan Edwards, Media Specialist.

1.02 CONSENT/INFORMATION ONLY ITEMS

6.012 Appropriations

6.15 Expenditures

6.017 Advance/Transfers

6.04 Special Reports

6.021 Authorization Employment

6.03 Contracts

6.033 Community Health

6.05 Board Actions/Policies/Legal Issues

Item 6.05 C was added to the agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the October 27, 2020 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- Advisory – Stay at Home
 - Ms. Hiddleston and Board members discussed the status of Covid in Delaware County and the state. Various options for response were discussed; final consensus was to continue to promote the state orders and for the Board to assist in a video reminding the community of how important following current orders is in the attempt to control the community spread of Covid
- Holiday Coverage
 - Ms. Hiddleston shared with the Board that after discussion with Senior Leadership, extra staff will be placed on call for Christmas and New Year's Day, but no staff will be required to work all day.
- DPHD Covid Status and Update
 - Mr. Howard provided the Board with an update of the DPHD Covid Response. He reviewed numbers, current staffing, and current workload issues. Ms. Hiddleston reviewed the current employee issues related to isolation and quarantine; at this time, the district is having our essential

employees that are quarantined work from home whenever possible and not coming into the facility to work.

- **New Facility Update**
 - Ms. Hiddleston and Mr. Blayney gave an update of the new facility construction and permitting.
- **Special Board of Health Meeting**
 - Ms. Hiddleston shared that a special meeting may be needed to finalize 2020 Appropriations
- **Shade Closure of Contract/Invoice**
 - Ms. Hiddleston shared that an agreement has been reached with the Shade related to their contract/rent in conjunction with Mr. Eric Penkal, Assistant Prosecutor. The overall net agreed upon payment was \$9,000.00

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 all the report and provided an update to the Levy receipts and Covid receipts/expenses.

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

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – No report provided

3.02 BOARD COMMITTEES

- No meetings have been held since last Board Meeting

4.04 CITIZEN REQUEST – No requests

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Campground – Requested Board approval for Campground Special Revenue Fund (fund 70351503) transfer of appropriations in the amount of \$780.30 from Materials and Supplies to Salaries. This transfer is needed to ensure enough appropriations to cover Salary cost through the end of the year.

PMT: Agency

The Board approved item on consent.

B. Water System – Requested Board approval for Water System Special Revenue Fund (fund 70651506) transfer of appropriations in the amount of \$1,000 from Materials and Supplies to Salaries. This transfer is needed to ensure enough appropriations to cover Salary cost through the end of the year.

PMT: Agency

The Board approved item on consent.

C. Solid Waste – Requested Board approval for Solid Waste Special Revenue Fund (fund 70751507) transfer of appropriations in the amount of \$500 from Services and Charges to Salaries. This transfer is needed to ensure enough appropriations to cover Salary cost through the end of the year.

PMT: Agency

The Board approved item on consent.

D. Coronavirus Response – Requested Board approval for Coronavirus Response Special Revenue Fund (fund 70551505) supplemental appropriations in amount of \$197,500 in Salaries and Benefits. This increase in appropriations is needed due to the receipt of additional grant funds to be expended in calendar year 2020.

PMT: Agency

The Board approved item on consent.

E. Contact Tracing – Requested Board approval for Contract Tracing Special Revenue Fund (fund 71851528) supplemental appropriations in amount of \$102,191 in Salaries, Benefits, Material & Supplies and Services and Charges. This increase is due to spending down grant Contract Tracing 20 grant quicker than expected. We will start spending Contact Tracing 21 grant in December.

PMT: Agency

The Board approved item on consent.

F. Emergency Response – Requested Board approval for Emergency Response General/Public Health Fund (fund 70225442) transfer of appropriations in the amount of \$65,000 from Services and Charges to Salaries, Benefits, Supplies and Capital Outlay. If the District receives any funds from the Cities or County the District plans to purchase necessary equipment for the COVID response and pay for salary and benefits not yet reimbursed.

PMT: Agency

The Board approved item on consent.

6.15 EXPENDITURES

A. Cleaning Services – Requested Board approval for payment to District vendor Modern Maid for cleaning services of the Health District facility starting November 2, 2020 through the end of the year (9 weeks) at a rate of \$825/week. Total not to exceed \$7,425.00. This service is needed due to the staff member who normally does these procedures being on unexpected extended leave.

PMT: Agency

The Board approved item on consent.

B. Refund of Property Tax – Request Board approval for the payment of property tax refunds to District tenants First Commonwealth Bank and Flahive Law Offices. The County Auditor's Office Real Estate Division noted that property tax was paid on the value of the District land which should have been tax exempt. Additionally, the Auditor's Office reviewed the taxable versus tax exempt square footage of 41 N. Sandusky St. and noted an error in the breakdown which resulted in a refund of overpaid taxes for the past five years. The amount that will be refunded:

First Commonwealth Bank - \$9,862.96
Flahive Law Offices - \$2,069.90

PMT: Agency

The Board approved item on consent.

C. Generator– Request Board approval for the purchase of a generator (editor's note agenda stated generator, this is a backup battery system) to be stored in Sunbury for the purpose of supplying power to the refrigeration system that stores COVID vaccine in the amount of \$8,075.00 from Medicatrix, Inc.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCE/TRANSFER

A. Creating Healthy Communities – Requested Board approval for the transfer of funds in the amount of \$35,407.61 from Special Revenue Fund (fund 71151511). According to ORC § 5705.14 - 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. The Creating Healthy Communities grant ended.

PMT: Agency

The Board approved item on consent.

B. Injury Prevention – Requested Board approval for the transfer of funds in the amount of \$27,691.98 from Special Revenue Fund (fund 71251512). According to ORC § 5705.14 - 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. The Injury Prevention grant ended.

PMT: Agency

The Board approved item on consent.

C. Contact Tracing – Request Board approval for the advance of funds in the amount of \$95,173.73 from the General/Public Health Fund (fund 70225111) to the Contact Tracing Special Revenue Fund (fund 71851528). This advance is needed due to increase expenditures related to the COVID response and a delay in reimbursement from Ohio Department of Health for those expenditures. We anticipate full reimbursement by February 2021. Upon reimbursement from the Ohio Department of Health, all advances will be returned to the General/Public Health fund.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Swimming Pool Survey: We have finally received the written survey report from the Ohio Department of Health that was conducted back on February 20, 2020 on the swimming pool and spa program. The written report indicates a score of 96%. The negative points had to do with inspection content and requiring a plan review when equipment is replaced. While no action plan is required, the manager of the unit will be assuring the items where we were lacking is addressed with staff.

PMT: Quality

Action Requested: Information only

6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation: Requested Board accept resignation of Jamica Harper, Community Health Specialist 2, effective November 25, 2020. Jamica was responsible for the Ohio Department of Health Tobacco Use Prevention & Cessation grant.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

Item moved to end of meeting per request of the Board.

Executive Session: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

PMT: Agency/Quality

A motion was made by Dr. Hickman to enter executive session for a discussion of the health commissioner's annual performance appraisal and compensation. The motion was seconded by Mr. Karr. Role Call Vote: Mr. Wisener, yes; Mr. Karr, yes; Mr. Blayney, yes; Ms. Smith, yes; Ms. Howerton, yes; Dr. Threlfall, yes; Ms. Fleischer, yes; Dr. Hickman, yes. The Board adjourned without staff at 8:25 PM to executive session.

The Board returned to public session at 8:50 PM. The motion was made to return by Ms. Smith and seconded by Ms. Fleischer. Roll Call Vote: Dr. Hickman, yes; Mr. Karr, yes; Ms. Smith, yes; Ms. Fleischer, yes; Dr. Threlfall, yes; Mr. Blayney, yes; Mr. Wisener, yes; Ms. Howerton, yes.

6.03 CONTRACTS

A. Car Seat Technician: Requested Board approval to automatically renew the contract with Ms. Nicole Carroll for car seat technician services, not to exceed \$12,000.00 for services during 2021. This contract will be paid out of Public Health funds.

PMT: Quality

The Board approved item on consent.

6.033 COMMUNITY HEALTH

A. Tobacco Use and Prevention Grant: In 2019, the CH Division was awarded the Ohio Department of Health Tobacco Use Prevention and Cessation competitive grant in the amount of \$300,000 for the program period of 7/1/19 through 6/30/2022. The goals of the grant were to create social norm change through community action to decrease initiation and use of tobacco in local communities and to decrease the community's exposure to secondhand smoke. In July 2019, Jamica Harper was hired as the grant coordinator with support from Abbey Trimble (Manager), Traci Whittaker (PIO), Megan Edwards (Multimedia Specialist) and Abby Boeckman (Epidemiologist). The team made great progress on the deliverables throughout 2019 and into 2020 and the COVID-19 pandemic hit. At the beginning, Jamica was pulled from the tobacco grant to work on the COVID response but was able to go back to working on the grant. Despite all the challenges of trying to implement a grant that had many community components when groups of people were not able to come together, Jamica continued to meet deliverables and was even seen as a leader among other grantees across the state. With Jamaica's resignation and all CH staff currently working on the COVID response, there is not staffing available to complete the deliverables. Therefore, the CH Division has notified ODH that we will no longer continue the grant.

PMT: Community

Action Requested: Information Only

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Credit Card Log – Per policy the Board was provided a copy of the quarterly Credit Card Log.

PMT: Agency

Action Requested: Information Only

B. Resolution: A long time employee, Nancy Baileys, passed away suddenly this past week. The Board passed a resolution honoring Nancy's service to the community and the district.

PMT: Community/Agency/Engagement/Quality

Mr. Wisener moved to approve the resolution. Mr. Karr seconded the motion. The motion carried unanimously.

C. Recognition – Mrs. Hiddleson is providing a celebration lunch for staff on December 9, 2020 please join us if you can. Senior Leadership would like to provide staff recognition for excellence in the COVID response; community partners that have had a substantial impact on the COVID response would receive recognition also. Request permission to expend up to \$1,000 for this recognition as a one-time only expense.

Dr. Hickman moved to approve the expenditure for the staff/community recognition in an amount not to exceed \$1,000.00. Ms. Smith seconded the motion. The motion carried unanimously.

There being no further business to come before the Board, the meeting adjourned at 8:51 PM.

approved via motion of Mr. Blayney, seconded by Mr. Wisener, all yes
Walter Threlfall
Dr. Walter Threlfall, President or Mr. Patrick Blayney, Vice President

Shelia L. Hiddleson
Shelia L. Hiddleson, Health Commissioner Secretary to the Board

