



Shelia Hiddleston, RN, MS  
Health Commissioner

# Delaware General Health District

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## 1.0 CONVENTION

### 1.01 CALL TO ORDER

The October 27, 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 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, and Mr. Steve Burke, Environmental Health Director. There did not appear to be any You Tube participants.

### 1.02 CONSENT ITEMS

#### 6.012 Appropriations A

#### 6015 Expenditures A

#### 6.017 Advance/Transfer A-B

#### 6.025 Salary Scale/Policies/Benefits A-B

Item 6.012 and 6.017A was removed from the agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. Mr. Wisener seconded the motion. The motion carried unanimously.

### 1.03 APPROVAL OF MINUTES

Mr. Wisener moved to approve the September 29, 2020 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

### 1.04 APPROVAL OF BILLS

Mr. Blayney moved to approve the September bills. Dr. Hickman seconded the motion. The motion carried unanimously.

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

- Ms. Hiddleston provided an update to the Board about the new facility and the closing. Closings costs were approximately \$36,000. A pre-construction meeting will be held tomorrow morning. The Knoch contract has been completed.
- Mr. Howard provided the Board with an update related to Covid 19. He reported about the current research, changes to our operations, and an overview of the Flu Clinic at the fairgrounds in preparation for the Covid vaccine clinics in the spring.

### 2.02 FINANCE

**A. Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board. Ms. Hall reviewed the status of the levy payment from the Auditor's office; the second payment has not been received yet.

#### **PMT: Agency**

Dr. Hickman 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**

Dr. Threlfall encouraged each of us to remind our family, friends, and community partners to follow the guidance to help slow the spread of COVID 19.

**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

**4.01 REGULATION HEARING/ADOPTION**

**A. 2021 Environmental Health Fees. (Board of Health Resolution #2020-04. A copy of the resolution was provided to the Board.**

Cost analysis for the required programs has been completed per the Ohio Revised Code. See explanation of recommended fee decrease in the vending program and the proposed 2021 EH fee schedule. A copy of the explanation and fee schedule was provided to the Board. This meeting has been advertised as the public hearing for this fee adoption.

In accordance with R.C. §§ 3709.20 and 731.17(A)(2), the Board may dispense with the requirement for three public readings upon a ¾ vote. With an eight-member Board, this requires six members to vote in favor of dispensing with the three-reading requirement. Staff consulted with the Prosecutors office and advised this is permissible. Based upon the only change being a price reduction in the vending program (from \$44 to \$13) from the 2020 Environmental Health Fees to the 2021 Environmental Health Fees, staff recommended two motions: one to dispense with the three readings, and another to approve the 2021 Environmental Health Fees schedule.

**PMT: Agency/Community**

**Action Requested:** Roll call vote to approve to dispense of three readings of 2021 Environmental Health Fee Schedule.

Dr. Hickman moved to dispense the three readings of the 2021 EH Fees. Mr. Wisener seconded the motion.

Roll Call: Ms. Howerton, yes; Ms. Smith, yes; Mr. Karr, yes; Mr. Wisener, yes; Dr. Hickman, yes; Dr. Threlfall, yes; Mr. Blayney, yes; Ms. Fleisher, yes. The motion carried

**Action Requested:** Approve the 2021 Environmental Health Fee Schedule.

**Mr. Blayney moved to accept the 2021 EH Fees. Ms. Smith seconded the motion. The motion carried unanimously.**

**4.04 CITIZEN REQUEST – No participants noted on You Tube**

**6.0 NEW BUSINESS**

**6.012 APPROPRIATIONS**

**A. DGHD New Office - Requested Board Approval for DGHD New Office capital projects fund (fund number 71451401) supplemental appropriations in the amount of \$4,000,000 to Capital Outlay & Equipment. This increase will allow staff to appropriate the cost of the construction contract.**

**PMT: Agency**

**The Board approved item on consent.**

**6.015 EXPENDITURES**

**A. Department Operations Center:** During Covid 19 response there have been many requirements and opportunities to use virtual meeting spaces to carry on the business of the health district. Currently, the virtual meetings are not without their flaws, most significantly having to pass the laptop around to those in the room so that those attending virtually can see/hear the conversation.

One method to improve this would be to purchase laptops in a sufficient quantity that all participants at the meeting would have one. However, this is not ideal for all meetings/coalitions and could be costly.

The IT staff have researched the most efficient manner for staff to make DGHD virtual meetings more accessible and professional; with the caveat that whatever staff do must be easily re-located to the new DOC in the new facility.

Requested Board approval to purchase the necessary supplies to convert the basement training room into a room where virtual meetings can be held seamlessly. The amount of the purchase will not exceed \$10,500.00. IT equipment is budgeted. A copy of the quote was provided to the Board.

**PMT: Agency/Community/Engagement**

**The Board approved item on consent.**

#### **6.017 ADVANCE/TRANSFER**

**A. WIC** – Requested Board Approval to advance \$20,000 from Administration 70225111 to WIC special revenue fund (fund number 70951509). The purpose of this advance is to cover salary and fringe benefit expenses while waiting on the final disbursement of the 2020 grant year funds from ODH. This advance will be returned to the Administration funds upon receipt of those funds. Anticipated date to receive those funds is November 2020.

**PMT: Agency**

**The Board approved item on consent.**

**B. Return of Outstanding Advance** – Coronavirus Response – Requested Board approval for Coronavirus Response special revenue fund (fund number 70551505) return of outstanding advance in the amount of \$132,000 back to the General/Public Health Fund (fund number 70225111).

Total Outstanding Advance	\$132,000
Returned Advance	<u>(\$132,000)</u>
Remaining Outstanding Advance	\$0

**PMT: Agency**

**The Board approved item on consent.**

#### **6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Flexible Spending Account (FSA)** – Requested Board approval to keep the allowable maximum amount for employees to request to be deducted from their paychecks annually for Health FSA at \$2,700 for plan year 2021.

**PMT: Agency**

**The Board approved item on consent.**

**B. Preventive Health Measure/FSA** – Requested Board approval to maintain current \$300 agency contribution for employee's FSA accounts or Preventive Health Measure Reimbursement for 2021.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES**

**A. Covid Response Funding:** The health district has been awarded grants totally \$965,848 amount for Covid response; this funding has come via the CDC to ODH and then to DGHD. Some of this funding is CARES funding (*attached*). The political subdivisions in Ohio have also received CARES funding for COVID Response. In several counties in Ohio, these subdivision partners have provided some CARES dollars to their local health district to support the expenses incurred during the response.

Request Board approval authorizing the health commissioner to request CARES funding from the Cities and County to support the payroll expensed and/or equipment needs of the DGHD. It is anticipated that Coronavirus response for 2020 will cost the agency at least \$800,000. The ODH did request of the DGHD the cost of additional expenses for 2020 and Ms. Hiddleston relayed this information; it is not known at this point if any additional funds will be forthcoming through ODH. The amount listed does not include anticipated costs into 2021 as the CARES funding is set to expire on 12/30/2020

**PMT: Agency/Community**

**Action Requested: Discussion**

**Ms. Smith made a motion requesting that the Health Commissioner request CARES Funding if available from Delaware City, Powell City, and the County Commissioners. Ms. Fleischer seconded the motion. The motion carried unanimously.**

**Additional Business:**

**Mr. Blayney expressed appreciation to Ms. Hiddleston and Ms. Hall for all the effort in assuring the closing for the new facility was accomplished.**

**There being no further business, the meeting adjourned at 8:02 PM.**

*Approved via motion  
by Mrs. Fleischman, seconded  
by Mrs. Smith*

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

Shelvia L. Threlfall  
Secretary

*ally*