



Delaware General Health District

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DelawareHealth.org



Shelia Hiddleson, RN, MS
Health Commissioner

1.0 CONVENTION

1.01 CALL TO ORDER

The September 29, 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; 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; 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

5.05 Board Actions/Policies/Legal Issues B

6.014 Fees A

6.017 Advance/Transfer A-B

6.025 Salary Scale/Policies/Benefits A

6.053 Resolutions A

Mr. Wisener moved to approve the consent agenda and agenda with the addition of 6.012 Appropriation. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Smith moved to approve the September 1, 2020 and September 17, 2020 minutes with the correction of adding Mr. Steve Burke in attendance at both meetings. Mr. Blayney seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Wisener moved to approve the August 2020 bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Ohio Risk Advisory** – Ms. Hiddleson provided the Board an overview of the Ohio Risk System, the indicators, and recent changes to the county color based on data from 09/07/2020 through 09/14/2020.
- **Covid Update:** Mr. Howard provided the Board an update related to Covid 19 activity within the district. He reviewed the current death statistics, a literature review, and updates related to Points of Dispensing planning in addition to regular statistics.
- **Kudo's:** Ms. Hiddleson reviewed the Kudo's with the Board and shared some additional compliments the staff had received either in person or via email. She also shared that some community members continue to question the data/Covid on a regular basis.

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 and the 2019 Audit results with the Board.

PMT: Agency

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

5.0 OLD BUSINESS

5.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Closing – Ms. Hiddleson will provide an update to the closing process. The DGHD Team, Ms. Hiddleson, Ms. Hall, and Mr. Letterle are working with the Bank and Mr. Eric Penkal, Assistant County Prosecutor, to procure all the documents needed for closing. At this point, all items needed from DGHD are complete. It is hoped to close the week of October 5, 2020. (Editor’s note: Due to the inability to have the ALTA/NSPS Land Title Survey complete until the week of October 19th the closing will be delayed).

PMT: Agency

B. Fees – Upon the presumed approval by the Board to the alternate for the pre-engineered design a change order had to be approved for Moody-Nolan in the amount of \$29,900. Additionally, moving forward there will be a possible \$44,000 change fee related to the interior design and furnishings. As these items have been discussed in the past and required with the acceptance of the proposal the change request was approved on 09/17/2020 after discussion with Mr. Blayney.

PMT: Agency

The Board approved item on consent.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. New Facility – Ms. Hiddleson explained the need to increase the appropriation in the New Facility fund to meet the contracted amount with Knoch Corporation of \$6,405,996.00. However, until the bank closing Mr. Kaitsa, County Auditor, cannot certify the funds. Therefore, Ms. Hiddleson requests the Board to allow the health commissioner to increase the fund amount upon completion of the closing with First Commonwealth. This may require a special Board meeting, Ms. Hiddleson will notify the Board if one is needed.

Mr. Blayney moved to allow the Health Commissioner to increase the appropriation in the New Facility Fund to cover the contracted amount with Knoch Corporation upon closing the facility loan with First Commonwealth Back. Ms. Smith seconded the motion. The motion carried unanimously.

6.014 FEES

A. Sewage System Installers, Septage Haulers, Service Providers, Continuing Education Requirements - Due to the Covid-19 pandemic, the Ohio Department of Health has suggested local Boards of Health waive the requirements(3701-29-04.1(A)(3), 3701-29-04.2(A)(1)(b) and 3701-29-04.3(A)(3) through a variance for Sewage System Installers, Septage Haulers and Service Providers to obtain 6 CEUs per year to maintain their registration. Staff concur with this recommendation as all local training and many state trainings have ceased due to the pandemic. Therefore, staff requested the Board of Health approve the CEU requirements be waived via an administrative variance for all Sewage Installers, Service Providers and Pumpers until 12 months past the declaration the pandemic is over. This will allow time for training to be obtained for the following registration year. Furthermore, since this is of no fault of the requestor, staff requested the administrative variance fee for this be waived. In addition, for those contractors that have obtained any CEUs during this time, staff requested those contractors be given that CEU credit for the first renewal registration following the declaration the pandemic has ended.

PMT: Agency/Community

The Board approved item on consent

6.017 ADVANCE/TRANSFER

A. Return of Outstanding Advance – Coronavirus Response - Requested Board approval for Coronavirus Response Special Revenue fund (70551505) return of outstanding advance in the amount of \$70,633 back to the General /Public Health Fund (70225111).

Total Outstanding Advances	\$202,633
Returned Advanced	<u>(\$70,633)</u>
Remaining Outstanding Advance	\$132,000

The remainder of the advance will be returned this year upon reimbursement from the Ohio Department of Health.

PMT: Agency

The Board approved item on consent.

B. Return of Outstanding Advance – Contact Tracing - Requested Board approval for Contact Tracing Special Revenue fund (71851528) return of outstanding advance in the amount of \$130,380 back to the General /Public Health Fund (70225111).

Total Outstanding Advances	\$270,380
Returned Advanced	<u>(\$130,380)</u>
Remaining Outstanding Advance	\$140,000

The remainder of the advance will be returned this year upon reimbursement from the Ohio Department of Health.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan - Requested Board approval of the updated Position Series Control Plan. A copy of the updated plan with updates reflected in yellow highlight was provided to the Board..

PMT: Agency

The Board approved item on consent.

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

Info Only

6.053 RESOLUTIONS

A. Resolution 2020-03 Certify Tax Levy – Requested Board approval of Resolution 2020-03. Be it resolved by the board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund (70225111) in the amount of \$4,141,457 from levies outside the 10 mill limitation at the County Auditor’s estimated rate of 0.70 mills. A copy of the resolution and “Schedule A” were provided to the Board.

PMT: Agency

The Board approved item on consent.

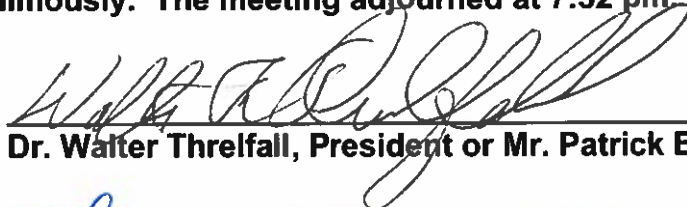
B. Commencement and Change Orders – Requested Board discussion of next steps related to change orders. These items are included in the budget shared with the Board on September 17, 2020. Mr. Blayney discussed with the Board the usual process that will occur when the new facility build commences. He explained that included in the facility budget is a ten percent (10%) contingency; this contingency may be needed for change orders, weather related issues, shortages of a certain supply, etc. Mr. Blayney recommended to the Board that they grant Ms. Hiddleson the authority to approve change orders within the 10% contingency upon consultation with Mr. Blayney and to report such changes at the next regular Board meeting. Mr. Blayney noted that a special Board meeting would be held if there were any unexpected change orders.

Mr. Blayney made a motion to grant Ms. Hiddleson the authority to approve

change orders within the 10% contingency upon consultation with him and to report such changes at the next regular Board meeting. Mr. Wisener seconded the motion. The motion carried unanimously.

ADJOURN

Mr. Blayney moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 7:52 pm.



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



Secretary