

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The January 26, 2021 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 (joined virtually at 7:25 PM due to technical difficulties). Staff members present were Ms. Shelia Hiddleson, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Ms. Dawn Hall, Finance/Operations Director, Ms. Jen Keagy, Community Health Director, and Mr. Steve Burke, Environmental Health Director. There did not appear to be any You Tube participants except Mr. Todd Goodsite, IT Specialist.

### **1.02 CONSENT/INFORMATION ONLY ITEMS**

6.012 Appropriations A-C, D removed from consent.

6.015 Expenditures A-B

6.017 Advance/Transfer A

6.018 New Fund A

6.019 Rescind Fund A-B

6.021 Authorization/Employment A

6.025 Board Actions/Policies/Legal Issues B-C, A removed from consent.

6.025 Board Actions/Policies/Legal Issues D Info Only

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

### **1.03 APPROVAL OF MINUTES**

**Mr. Blayney moved to approve the December 1, 2021 and December 22, 2021 minutes. Mr. Wisener seconded the motion. The motion carried unanimously.**

### **1.04 APPROVAL OF BILLS**

**Ms. Fleischer moved to approve the December 2020 bills. Mr. Blayney seconded the motion. The motion carried unanimously.**

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

Ms. Hiddleson provided an overview about Covid and Covid Vaccine. Mr. Howard provided a detailed explanation of the Covid Vaccine and current planning.

### **2.02 FINANCE**

**A. Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the year-to-date report was provided to the Board. Ms. Hall reviewed the end of year financial report and the Covid-19 response revenue/expenses. She highlighted areas where income was higher than budget.

**PMT: Agency**

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

## **3.0 BOARD REPORTS**

### **3.01 BOARD PRESIDENT**

Dr. Threlfall thanked the staff for an excellent year, sharing how proud he was of the agency's Covid Response.

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

**4.04 CITIZEN REQUEST**

There did not appear to be any public attending via You Tube.

**6.0 NEW BUSINESS**

**6.012 APPROPRIATIONS**

**A. Enhanced Operations Grant** - Requested Board approval for Enhanced Operations Special Revenue fund (fund number TBD) Supplemental appropriation in Salary, Fringe Benefits, Contract Services and Cell Phone allowance in the amount of \$429,626.

**PMT: Agency**

**The Board approved item on consent.**

**B. Contact Tracing** - Requested Board approval for Contact Tracing Special Revenue fund (71851528) supplemental appropriation in Salary, Fringe Benefits and Cell Phone allowance in the amount of \$100,000. This supplemental appropriation is necessary to expend the balance of the Contact Tracing Supplemental Grant CT21.

**PMT: Agency**

**The Board approved item on consent.**

**C. DGHD New Office-** Requested Board approval for DGHD New Office Capital Project fund (71451401) transfer of appropriations from Supplies and Services to Capital Outlay in the amount of \$430,400 and supplemental appropriation in Capital Outlay in the amount of \$3,422,259. This transfer of appropriations and supplemental appropriation is necessary to encumber the contracts related to the construction of the new headquarters. Due to the preparation of GAAP financial statements all ancillary expenditures needed to put the new facility into operation should be recorded as capital outlay.

**PMT: Agency**

**The Board approved item on consent.**

**D. Tobacco Prevention & Cessation** - Requested Board approval for Tobacco Prevention & Cessation General/Public Health fund (70225230) reduction in appropriation in Salary, Fringe Benefits, supplies and services in the amount of \$151,316.05. This reduction in appropriations is necessary because the District will not be able to meet the deliverables required for this grant due to a reduction in staffing.

**PMT: Agency**

**This item was removed from consent due to changes in the amounts. Mr. Blayney moved to approve the adjusted amounts. Mr. Wisener seconded the motion. The motion carried unanimously.**

**6.015 EXPENDITURES**

**A. Laserfiche Upgrade and Additional Users** – Request Board approval for the purchase of a Laserfiche upgrades and additional Health District users from MP Digital. This purchase is necessary to meet the demands of registering clients for the COVID vaccine. Our current level of service and number of users is inadequate.

Total Cost:

Upgrade from SQL Express to Full MS SQL	- \$4,253.02
10 Additional Users, 1 Full User & LSAP	- <u>\$2,959.42</u>
Total Cost	\$7,212.44

**PMT: Agency**

**The Board approved item on consent.**

**B. Server Upgrade** – Request Board approval for the purchase of two servers from DELL to replace the current servers that are both more than seven years old, out of warranty and no longer supported.

Total Cost:

Power Edge R740	- \$19,985.00
Power Edge R740XD	- <u>\$ 6,935.48</u>
	\$26,920.48

**PMT: Agency**

**The Board approved item on consent.**

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

**A. Enhanced Operations** - Requested Board approval to Advance \$100,000 from Administration 70225111 to Enhanced Operations (fund number TBD). 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. Enhanced Operations** – Request Board approval to create the Enhanced Operations (fund number TBD) Special Revenue fund to account for grant activities. Delaware Public Health District was awarded \$429,626 for the grant period of February 1, 2021 – July 31, 2022.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.019 RESCIND FUND**

**A. Creating Healthy Communities** – Request Board approval to rescind the Creating Healthy Communities Fund (71151511) Special Revenue fund. The District no longer receives this grant therefore there is no need to have this fund.

**PMT: Agency**

**The Board approved item on consent.**

**B. Injury Prevention** – Request Board approval to rescind the Injury Prevention Fund (71251512) Special Revenue fund. The District no longer receives this grant therefore there is no need to have this fund.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Create New Position / Disease Investigation: Technician** - Request Board approval to replace a vacant Administrative Assistant II position in the Disease Control and Response Unit with a new position, Disease Investigation Technician and move Environmental Health Technician to a new pay grade for consistency.

The Disease Investigation Technician will be 40 hours a week (1.0 FTE), pay grade A7. This position will primarily focus on STIs, but will have an expanded focus on disease investigation, contact tracing, containment, and education for all infectious diseases. For reference, the vacant Administrative Assistant II was an A4.

The position will be funded 100% from program 3100, Disease Prevention, with an anticipated annual salary and benefits of \$45,507.28 to be adjusted based on benefits selected.

In pointing the Disease Investigation Technician, the Environmental Health Technician was thoroughly reviewed as well. In a detailed assessment of the two positions and similarities, it was determined the Environmental Health Technician and Disease Investigation Technician should be pointed in together in A7. This moves the Environmental Health Technician from the A6 pay grade but does not affect staff salary.

**PMT: Agency**

**The Board approved item on consent.**

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

**A. Executive Session:** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Specifically, the Health Commissioner's annual performance appraisal and employment status of another employee. This item was moved to the end of the agenda per the request of Ms. Hiddleson.

**PMT: Agency**

Ms. Smith made a motion to move to Executive Session for the purpose of discussing the Health Commissioner's appraisal and salary; additionally, to discuss the employment status of another employee. Ms. Howerton seconded the motion. Roll call, Mr. Wisener, yes; Ms. Fleischer, yes; Mr. Karr, yes; Ms. Smith, yes; Ms. Howerton, yes; Dr. Threlfall, yes; Mr. Blayney, yes.

The Board moved to Executive Session, requesting all staff step out and requesting Ms. Hiddleston to return when requested.

The Board returned to public session at 8:16 PM with a motion by Mr. Blayney, seconded by Mr. Karr. Roll call, Ms. Howerton, yes; Mr. Wisener, yes; Mr. Blayney, yes; Mr. Karr, yes; Ms. Fleischer, yes; Dr. Threlfall, yes; Ms. Smith, yes

Mr. Blayney made a motion to provide Mr. Mark Law with a seven month Leave of Absence through May 31, 2021 following all applicable policies. Mr. Wisener seconded the motion. The motion carried unanimously.

Mr. Wisener made a motion to provide Ms. Hiddleston with an "Outstanding" rating on her annual appraisal for 2020 and to provide her with a 4% raise retroactive to January 1, 2021. Ms. Smith seconded the motion. The motion carried unanimously. Editor's Note: Ms. Hiddleston requested of the Board on January 27, 2021 to decrease the amount of the raise to 3.25% as this is what the staff received in September 2020 – this will be reflected in the Board minutes of February 23, 2021.

### 6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

**A. 2020 Continuing Education Acceptance** -The Board of Health was educated about Covid 2019, the responsibilities of the Board of Health related to isolation and quarantine, and the Emergency Response efforts of the DPHD. The Board accepts the Continuing Education minutes for 2020.

Board of Health CE 2020								
Month	WT	PB	DS	MF	GW	AH	MH	DK
February (Covid ICS)	20	20		20	20	20	20	20
March (Covid Epi)	15	15	15	15	15	15	15	15
April (Covid Planning)	15	15	15	15	15	15	15	15
May (Covid Contact Tracing)	15	15	15	15	15	15	15	15
June (Financial Reporting and Forecasting)	15	15	15	15	15	15	15	15
July (Covid Priority Levels and surge capacity)	15	15	15	15	15	15	15	15
September (Restart Ohio guidance and DGHM responsibility and Audit)	15	15	15	15	15	15	15	15
December (Covid public informatin and risk of transmission - role of Board of Health)	40	40	40	40	40	40	40	40
<b>Total</b>	150	150	130	150	150	150	150	150
<b>Need</b>	120	120	120	120	120	120	120	120

Red = Needs CEU  
Green =CEU Complete  
Gray = Not attended

#### PMT: All

The Board approved item on consent.

#### B. Old building Demolition

-Discussion regarding current building.

PMT: Agency

Mr. Blayney led the discussion of the demolition of the old building that is located at the 470 South Sandusky site of the new facility. Sharing that the advantage to tearing it down now would assure that none of the demolition would affect the structure of the new facility/parking lot. Due to the issue of finding a swimming pool underground adjacent to the old building, Mr. Penkal has shared that the demolition could be accomplished through a change order at this time.

Update: A change order was instituted for the demolition of the pool in the amount of ~\$80,000. An additional change order has been requested for the remaining fence that will be located on the southwest side of the property adjacent to the residential area, an estimate of \$25-35,000.

The consensus of the Board was to continue with the change order for the demolition of the old building.

Ms. Hiddleston shared that a contract with Ms. Walsh to sell the current facility was under review by the Prosecutor's Office; there was a delay in this contract due to Ms. Walsh changing companies.

**C. Mosquito Program for 2021-** Last summer the mosquito program was scaled way back due to many EH staff working in the pandemic response. We did not perform mosquito trapping, thus did not perform any testing for West Nile Virus (ODH halted testing as well). We did not adulticide (Fog) anywhere in the health district. We did however find time to larvicide specific sites by verified complaints. Even though vaccinations have begun, this Pandemic is far from over and EH staff are still needed in the response. We anticipate this will continue through the summer. Therefore, it is the recommendation of DPHD leadership we conduct the 2021 Mosquito program in the same or similar manner as in 2020.

**PMT: Agency**

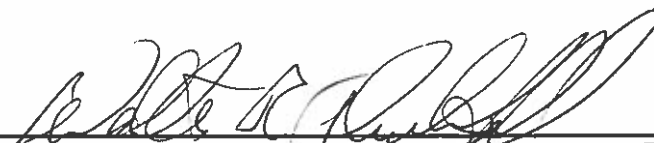
**The Board approved on consent.**


**D. Sewage Systems Appeals Board** - The 2-year term of the Health Commissioner appointee to the Delaware County Sewage Treatment System Appeals Board is now due. Mr. Greg Doubikin, Utilities Field Superintendent for the Delaware City Water and Wastewater Division has volunteered to serve on the Sewage System Appeals Board. Greg has nearly 30 years' experience in wastewater and holds a Class 3 OEPA Wastewater license.

**PMT: Agency**

**Info Only**

There being no further business to come before the Board, the meeting adjourned at 8:29 PM.

  
\_\_\_\_\_  
**Dr. Walter Threlfall, President or Mr. Patrick Blayney, Vice President**

  
\_\_\_\_\_  
**Secretary**

