

## 1.0 CONVENTION

### 1.01 CALL TO ORDER

The April 27, 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 7:00 p.m. by Mr. Blayney. Board members present included: Dr. Threlfall, Mr. Blayney; Ms. Fleischer; Ms. Howerton; Mr. Karr; Mr. Tiberi, Dr. Hickman, and Ms. Smith. 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, Ms. Amy Whitney, Human Resources Officer, and Mr. Steve Burke, Environmental Health Director. Mr. Eric Penkal, Assistant Prosecuting Attorney, attended as a guest. There appeared to be a few You Tube participants, but they did not put their names in the chat feature.

### 1.02 CONSENT ITEMS

- 6.012 Appropriations
  - A. Building
  - B. Pools
  - C. Coronavirus
- 6.015 Expenditures
  - A. Wireless Access Point
- 6.017 Advance/Transfers
  - A. Contact Tracing Transfer
  - B. Contact Tracing Advance Return
- 6.021 Authorization/Employment
  - A. Resignation
  - B. New Position
- 6.03 Contracts
  - A. Acloche

### 1.03 APPROVAL OF MINUTES

Dr. Threlfall moved to approve the March 30, 2021 minutes. Dr. Hickman seconded the motion. **The motion carried unanimously.**

### 1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the March 2021 bills. Ms. Fleischer seconded the motion. **The motion carried unanimously.**

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

- Funding Update: Ms. Hiddleson shared that ODH denied the appeal of the DPHD to continue to fund Contact Tracing with Coronavirus Grants as designated by the CDC. A budget revision is being submitted and CT using ODH's very narrow definition will not be included as grant costs. As the response continues, dependent upon continued costs, requests may be made to county and city partners for support to the health district for costs not covered by the narrow interpretation of the grants being provided to the local health district by ODH despite the very minimal guidance that has been given to all other entities related to these grants.
- Covid Update: Mr. Howard gave an update related to Covid 19, vaccination, and the Vaccine Equity Grant outreach.

## **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.

Dr. Hickman moved to accept the year-to-date finance report. Ms. Smith seconded the motion. **The motion carried unanimously.**

## **3.0 BOARD REPORTS**

### **3.01 BOARD PRESIDENT**

No comments

### **3.02 BOARD COMMITTEES**

There were no BOH committee meetings this past month.

## **5.0 OLD BUSINESS**

**A. New Facility Update** – A. New Facility Update – Every two weeks Agency representatives meet virtually with the representatives from Knoch Corporation, General Contractor, and Moody Nolan, Architecture and Engineering firm, to discuss the process of the construction of the new facility and address any concerns. Meetings were held on April 2 and April 16, 2021. The next scheduled meeting will be held on April 30, 2021. As part of those meetings the following change orders were approved:

- #7 Additional Fill for Pool Demo: \$14,284.71

Change order pending, if known an estimated cost has been assigned:

- # 6 Building Pad Remediation/Debris
- #11 Low Voltage Changes
- #12 Existing Structure Demo
- #13 Foundation Revisions
- Increases in materials – will result in change orders that will be negotiable.

## **6.0 NEW BUSINESS**

### **6.01 FINANCE**

**A. Existing Loan** - The Loan balance on the current DPHD facility is \$20,140.68 per the April loan statement. This will be the final payment on the existing loan.

### **6.012 APPROPRIATIONS**

**A. Building** – Request increase in appropriations of \$3,257.66 in the Building Fund 70225115. This increase will be added to the principal and interest line items and is necessary to make the final payment due on the current mortgage at 1 West Winter Street.

**The Board approved item on consent.**

**B. Pool** – Request a transfer of appropriations of \$8,729.19 in the Pool Fund 70851508 from salary and fringe benefits and into services and charges. This transfer will provide enough appropriations to send required state remittances and refund any pool owners that decide not open their pools in 2021.

**The Board approved item on consent.**

**C. Coronavirus** – Request an increase in appropriations of \$42,408 in Coronavirus Response special revenue fund (70551505) in services and charges due to an increase in the grant award. The District was awarded an additional \$42,408.

**The Board approved item on consent.**

**D. Contact Tracing** – Request a transfer of appropriations from benefits in the amount of \$7,209.91, and services and charges in the amount of \$199.47 transferred into salaries. Also, request an increase in appropriations to the salaries in the amount of \$3,227.27.

**The Board approved item on consent.**

### **6.015 EXPENDITURES**

**A. Wireless Access Point** – Request Board approval for the purchase of replacement wireless access points. Our current wireless access points are 6 years old and no longer supported and cannot be updated. The purchase of new wireless access points can be moved into the new building. Total cost: Vendor – Virtual Graffiti - \$11,199.97

**The Board approved item on consent.**

**6.017 ADAVANCE/TRANSFER**

**A. Contact Tracing Transfer**– Request Board approval for a transfer in the amount of \$5,371.62 from the General/Public Health fund (fund number 70225111) into for contact tracing special revenue fund (71851528) to account for grant related expenditures above the contract tracing grant award.

**The Board approved item on consent.**

**B. Return Outstanding Advance** – Contact Tracing – Request Board approval for contact tracing special revenue fund (71851528) return of outstanding advance in the amount of \$235,173.73 back to the General/Public Health fund (70225111).

Total Outstanding Advance	\$235,173.73
Return Advance	(\$235,173.73)
Remaining Outstanding Advance	\$0

**The Board approved item on consent.**

**6.021 AUTHORIZATION/EMPLOYMENT**

**A. Resignation:** Request Board to confirm the resignation of Mr. Mark Law due to health reasons effective April 12, 2021.

**The Board approved item on consent.**

**B. New Position:** Upon the resignation of Mr. Letterle, Infrastructure Program Manager (D4), the Senior Leadership Team has determined that this exact position did not meet the needs of the agency. A new position is being created that will be at the Supervisory Level (D1-3); Ms. Hiddleston and Ms. Hall are determining the duties of the position and will develop the job description accordingly. The new position will be at a lesser paygrade than the previous position. Request Board approval to create a Supervisor position in the Operations/Fiscal Division and inactivate the Program Manager position.

**The Board approved item on consent.**

**6.03 CONTRACTS**

**A. Acloche** – The DPHD contracted with Acloche to provide administrative support for vaccine administration. The cost of the support is less than hiring additional intermittent Contact Tracers and the contract can be easily cancelled. The DPHD will use Covid Response dollars as much as possible to cover the cost. Request Board of Health confirm approval of contract.

**The Board approved item on consent.**

**6.04 SPECIAL REPORTS**

**A. Grant Report Submission** – The DPHD is currently considered a high-risk auditee because we do not file a GAAP report, even though the DPHD is not required to file GAAP. This means that for our Federal expenses the AOS must test 40%. Ms. Hall is preparing GAAP for 2020 in the hopes that the DPHD will no longer be considered high risk auditee and only require 20% testing. During this past year, one Federal grant had one report late and in 2021 there was one report late; this could cause the DPHD to remain a high-risk auditee for another two years. This will not be an increase in cost to the DPHD but could cause a delay in a potential decrease cost of the single audit. Of note, this issue was reported to ODH with no concern voiced by ODH due to the positive track record to the DPHD and an understanding of the additional requirements of the Covid response.

- WIC Due 11/05/2020 – Submitted 11/15/2020 (overlooked)
- CT Supplement Due 01/10/2021 – Submitted 01/27/2021 (Submitted with other grants in 1705 on 01/08/2021, unknown issue with GMIS receiving submission)

**Information Only.**

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

**A. Senate Bill 22 and Role of the Board of Health** – Mr. Eric Penkal, Assistant Prosecuting Attorney and Ms. Hiddleston provided an update to Senate Bill 22. Mr. Penkal reviewed the current rule and alternatives to protect the public’s health. Ms. Hiddleston shared that AOHC has agreed upon alternate language with House Representatives that should address the major concerns.

**Information Only.**

**6.051 APPOINTMENTS**

**A. 2021 Board Committees Assignments** – Current Board Committees are listed below with members and vacancies. No committee shall meet without at least two Board members present; staff members do count towards quorum. Request Board to discuss changes to appointments and confirm committees for 2021. Of note, there is not a need for a Levy Committee until 2022 and Nominations has been dormant for over eight years. All committees meet on an as needed basis with appropriate public notice per Sunshine Law requirements.


Mr. Karr made a motion to accept the revisions to the committee assignments as reflected below and follow-up emails to Dr. Threlfall for completion. Dr. Hickman seconded the motion.

Editor’s Note: Due to some calls after the meeting related to inability to hear all responses, Ms. Hiddleson sent a clarifying email, and final approval committee membership will be added to the May meeting.

Finance (3)	Variance (3)	Personnel (4)	Regulation Review (3)	Levy (3)	Nominations (3)
Fleischer	Threlfall	Vacant	Karr	Threlfall	Vacant
Blayney	Blayney	Fleischer	Blayney	Blayney	Vacant
Hickman	Tiberi	Karr	Vacant	Fleischer	Vacant
Hiddleson	Burke	Smith	Burke	Hiddleson	
Hall	Kent	Hiddleson	Kent		
		Whitney			

**ADJOURN at 7:50 PM.**

**Respectfully Submitted**

  
Patrick Blayney, President/Date

  
Shelia Hiddleson, Health Commissioner/Date