



1.0 CONVENTION

1.01 CALL TO ORDER

The March 30, 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 7:006 p.m. by Dr. Threlfall. 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, and Mr. Steve Burke, Environmental Health Director. There appeared to be a few You Tube participants, but they did not put their names in the chat feature.

This is the annual re-organization meeting of the Board.

A. Election of Officers - For this portion of the meeting, the Secretary of the Board presides. Dr. Hickman was re-appointed to the Board by the City of Delaware with term ending 2026 and Mr. Pat Tiberi (Genoa Township) was appointed to the Board by the District Advisory Council with term ending 2026.

B. Nominations - Nominations will be made from those present at the March 30, 2021 meeting.

1. Nominations and election for President

Ms. Hiddleson asked for nominations for President from the members present. Ms. Smith nominated Mr. Blayney for President. Dr. Hickman nominated Dr. Threlfall. Mr. Blayney moved that the nominations be closed, this was seconded by Mr. Karr, the motion carried unanimously. Ms. Hiddleson asked the nominees if they would accept the nominations, Dr. Threlfall withdrew his name for President. Ms. Hiddleson asked all those in favor of Mr. Blayney for President to signify by saying aye, all present said aye. Mr. Blayney elected President.

2. Nominations and election for Vice President

Ms. Hiddleson asked for nominations for Vice-President from the members present. Ms. Smith nominated Ms. Fleischer for Vice-President. Dr. Hickman nominated Dr. Threlfall for Vice-President. Vote as follows: Ms. Fleischer, 3; Dr. Threlfall, 2; Abstentions, 3. Ms. Fleischer elected Vice-President.

1.02 CONSENT ITEMS

6.012 A Appropriations

6.014 A Fees

6.015 A-B Expenditures

6.017 A-B Advances/Transfers

6.021 A Authorization/Employment

6.022 A-B Reclassification/Promotion

6.025 A Salary Scale/Policies/Benefits

Item 6.05 B was added to the agenda. Dr. Hickman 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. Smith moved to approve the February 23, 2021 minutes. Dr. Hickman seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Fleischer moved to approve the February 2021 bills. Mr. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- Re-Accreditation – PHAB Comments. A copy of the PHAB comments was provided to the Board.
- HUD Board Appointment – Ms. Hiddleston described her concerns with being appointed by the County Commissioners to the HUD Board of Directors, she has shared these with the County Commissioners and is respectfully requesting not to be re-appointed.
- Covid Update: Mr. Howard gave an update related to Covid 19, vaccination, and herd immunity issues raised at the previous meeting.
- SB 22: Ms. Hiddleston provided a synopsis of the bill related to the ability of the local health district to act promptly to protect the public in a communicable disease response. Ms. Hiddleston shared that she and a small group of health commissioners were working with the House to provide proposed language to allow for an immediate response with further review as needed.

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.

PMT: Agency

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

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

No comments

3.02 BOARD COMMITTEES

There were not BOH committee meetings this past month.

5.0 OLD BUSINESS

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 March 5 and March 19, 2021. The next scheduled meeting will be held on April 2, 2021. As part of those meetings the following pending change orders were identified:

- #5 Fencing on South Side of Property: \$72,169.24
- #7 Additional Fill for Pool Demo: \$12,762.75
- #9 Sanitary Obstruction \$8,251.95
- #10 Civil Revisions \$10,844.39

Additionally, discussions of the following items could result in a change order once approved, if known an estimated cost has been assigned:

- # 6 Building Pad Remediation/Debris
- #11 Low Voltage Changes
- #12 Existing Structure Demo
- AEP Permits (\$20,000)

**PMT: Agency
Information Only**

6.0 NEW BUSINESS

6.01 FINANCE

A. Existing Loan - The loan balance on the current DPHD facility is \$35,034.27 as of March 28, 2021. The current loan payment is \$15,000 per month. The remaining balance will be paid in full by no later than May 2021.

**PMT: Agency
Information Only**

6.11 BUDGETS

A. 2022 Budget - Request Board to approve the 2022 Budget Book as the approved budget and appropriation levels for the agency for 2022.

PMT: Agency

Dr. Hickman moved to approve the 2022 Budget. Ms. Smith seconded the motion. The motion carried unanimously.

6.012 APPROPRIATIONS

A. Coronavirus Response – Requested initial appropriations of \$42,408 in the Coronavirus Response fund 70551505. The Agency was awarded an additional \$42,408 which will be used to pay for salaries, fringe benefits, and contract services.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. 2021 Clinic Fee Schedule - Request Board approval of the updated Clinic Fees for 2021 to be effective April 24, 2021. A copy of the Fee Schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Nightingale Notes Licenses – Request Board approval for the purchase of additional Nightingale Notes licenses at a cost of \$5,280. These are software licenses that enable staff to record vaccine data. Due to the increased volume of vaccines, it is necessary to involve more staff in the recording process to meet the recording deadlines.

PMT: Agency

The Board approved item on consent.

B. Sonic Wall – Requested Board approval for the purchase of a replacement sonic wall and a backup sonic wall. The sonic wall is the agency's firewall and provides internet security. The agency's current sonic wall is 5 years old and is approaching the end of its useful life. The backup sonic wall will activate if the current sonic wall would fail. Total cost: \$6,494.48.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Enhanced Operations – Requested Board approval to Advance \$200,000 from Administration 70225111 to Enhanced Operations 71651529. The purpose of the Advance is for cash flow purposes. Upon reimbursement from Ohio Department of Health, the funds will be returned to the General/Public Health Fund.

PMT: Agency

The Board approved item on consent.

B. Coronavirus Response – Requested Board approval to Advance \$42,408 from Administration 70225111 to Coronavirus Response 70551505. This represents additional funding from the Ohio Department of Health. The purpose of the Advance is for cash flow purposes. Upon reimbursement from Ohio Department of Health, the funds will be returned to the General/Public Health Fund.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Resignation Dave Letterle, Program Manager – Requested Board accept the resignation of David Letterle, Program Manager, effective March 12, 2021. Mr. Letterle started his employment with the Agency in 2017 in the Environmental Health Division and was promoted to program manager in the Administration Division. He will continue his career at the Ohio Department of Health.

PMT: Agency

The Board approved item on consent.

B. Resignation Dawn Wright: Ms. Dawn Wright resigned from her position as a Health Professional 2 in the WIC program effective 01/29/2021.

PMT: Agency

Information Only

6.022 RECLASSIFICATION/PROMOTION

A. Lateral Position Change: Ms. Lexi Cluff – Request Board confirm lateral position changed for Ms. Lexi Cluff from Intermittent Part-Time Contact Tracer (pay grade A7) to Permanent Full-Time Disease Investigation Technician (pay grade A7) within the Preventative Health Division. Effective 03/20/2021, Ms. Cluff's hourly rate will remain at \$17.00 per hour. Annual performance appraisal date will change to one year from the effective date of position change. Position is funded 80% Contact Tracing (71651529) and 20% Disease Prevention (70225554).

PMT: Agency

The Board approved item on consent.

B. Lateral Position Change: Mr. Richard Stewart - Request Board confirm the transfer of Mr. Richard Stewart to fill the position left vacant with the resignation of Ms. Heather Lane within the Environmental Health Division. This position is forty (40) hours a week (100% FTE), This is a lateral move with no change in pay or benefits. Effective date and fund to be determined based on replacement.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan - Request Board approval of the updated Position Series Control Plan. Updates are reflected in yellow highlight. A copy of the Position Series Control Plan was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Strategic Plan: The Strategic Plan was approved last January as the pandemic was beginning. The staff have reviewed the plan and updated the timeline to reflect the reality of Covid response. A copy of the updated Strategic Plan was provided to the Board.

PMT: Agency/Quality

Action Requested: Discussion

B. Vaccine Update: Covid response continues, both contact tracing and vaccine distribution. Daily monitoring of vaccine distribution occurs to assure the community receives vaccine in a timely manner. Ms. Hiddleson developed a Vaccine at A Glance Report to monitor the status. A copy of the report was provided to the Board.

PMT: Community/Quality

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.
Information Only

B. Board of Health Reimbursement - Mr. Tiberi is requesting a waiver of the \$80 per meeting attendance reimbursement. ORC 3709.02 (B) says: “[e]ach member of the board shall be paid a sum not to exceed eighty dollars a day for the member's attendance at each meeting of the board. No member shall receive compensation for attendance at more than eighteen meetings in any year.” Therefore, Mr. Penkal has advised that the BOH should set the reimbursement for Mr. Tiberi at \$0.

PMT: Agency

Dr. Hickman moved to approve to set reimbursement for Mr. Tiberi at \$0. Ms. Fleischer seconded the motion. The motion carried unanimously.

6.054 LEGAL ISSUES

A. FSO/RFE Renewals - Typically, this is the month I bring Food Recalcitrants to the Board of Health for referral to the prosecutor's office. This year, ODH has extended the renewal deadline to July 1, 2021. There are still approximately 48 operations that have not renewed (some of those are seasonal). Staff expects most, if not all of, the 48 to renew their license.

PMT: Agency/Quality

Information Only

ADJOURN at 8:11 PM.

Respectfully Submitted



Patrick Blayney, President/Date



Shelia Hiddleston, Health Commissioner/Date