

1.000 CONVENTION

1.010 CALL TO ORDER

The May 25, 2021, meeting was held virtually via Zoom and You Tube and at the Delaware Public 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, 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.

1.020 APPROVAL OF AGENDA WITH CONSENT ITEMS

- 6.010 Existing Loan
- 6.012 Appropriations: Vector, Emergency Plan.
- 6.015 Expenditures: Mosquito Equip.
- 6.017 Return Advance
- 6.021 Resignation: Patterson, McKenzie
- 6.025 Salary/Benefits: Insurance, ERC, EAP
- 6.026 Policy: BOH Committees

Dr. Threlfall moved to approve the consent agenda. Mr. Karr seconded the motion. The motion carried unanimously.

1.030 APPROVAL OF MINUTES

Ms. Smith moved to approve the April 27, 2021, minutes. Dr. Threlfall seconded the motion. The motion carried unanimously.

1.040 APPROVAL OF BILLS

Dr. Hickman move to approve the April 2021 bills. Dr. Threlfall seconded the motion. The motion carried unanimously.

2.000 STAFF REPORTS

A. Agency Updates

- a. Ms. Hiddleson provided an update to Covid funding and the measures that AOHC is taking to secure additional funding for LHD's. To date, the DPHD has spent upwards of \$800,000 in GRF for Covid Response. During weekly calls with the Governor, the health commissioners are sharing concerns with these additional costs that can not be reimbursed with the current grants. Ms. Hiddleson is working with the Executive Director of AOHC to develop a survey of LHD's to provide actual numbers to the Gov/Lt. Gov for support. Additionally, AOHC is working with ODH/ODA/Lt. Gov related to issues with environmental health cost methodologies, particularly Food, to assure that consistent funding for the program despite the pandemic continues.
- b. Ms. Hiddleson requested a mentor for Mr. Tiberi, Mr. Blayney volunteered to be the mentor and will reach out to Mr. Tiberi.
- c. Mr. Howard provided an update to Covid Response. Additionally, he shared a presentation related to vaccination (attached).

B. Building Updates - Ms. Hiddleson shared that Ms. Walsh is working on updating advertisement for the sale of the current buildings to make it clear that the 1 West Winter and 3/5 West Winter can be sold separately

C. Meeting Attendance – Ms. Hiddleson requested consideration of the Board for in-person meetings moving forward. After discussion, all Board members agreed that in-person is preferred but remote attendance can continue as provided in the rule change. Ms. Hiddleson shared that the meetings will continue to be available in live stream on You Tube, but that the recording is not kept after the meeting since the minutes are the official documentation.

2.020 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

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

3.010 BOARD COMMITTEES – No Committee Mtgs

4.000 HEARINGS AND PUBLIC PARTICIPATION – no requests for public participation

5.000 OLD BUSINESS

5.032 ADMINISTRATION/FACILITIES

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 30 and May 14, 2021.

Mr. Blayney and Ms. Hiddleston provided an update to the building progress and issues; it is expected that there will be change orders reflective of inflation in materials. The following change orders were approved:

- #5 Foundation Revisions \$58,797

The following change orders are pending:

- #7 Storm Line Correction
- #4 Low Voltage Revisions
- #6 House Demolition
- #14 Well Casing
- #15 Unsuitable Soils
- ? Material Cost Increase
- ? Signage Size (\$2,800)

PMT: Agency

Information Only

6.000 NEW BUSINESS

6.010 FINANCE

A. Existing Loan –The final loan payment for DPHD facility was paid April 28, 2021. Notice of the loan closure was received from First Commonwealth Bank.

PMT: Agency

The Board approved item on consent.

6.012 APPROPRIATIONS

A. Vector/Plumbing – Requested Board approval for a transfer of appropriations in the amount of \$18,000 from the Plumbing fund (70225446) capital outlay & equipment into Vector fund (70225444) capital outlay & equipment. The transfer is necessary for the vector program to purchase a new mosquito fogging machine.

PMT: Agency

The Board approved item on consent.

B. PH Emergency Planning – Requested Board approval for an increase in appropriations in the amount of \$10,000 in PH Emergency Planning fund (70225228) salary, benefits, and services & charges. This increase is necessary because the Agency was awarded \$10,000 from The National Association of County and City Health Officials (NACCHO) for the 2021 Medical Reserve Corps (MRC) Operations Readiness Award.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Electric Mosquito Fogging Machine - Requested Board approval to expend up to \$18,000 Public Health funds (Vector Budget) to purchase 1 new electric mosquito fogging machine.

The three existing gasoline powered mosquito fogging machines are very heavy (over 500lbs each) and will require the purchase of two enclosed trailers to store them and make them accessible for the upcoming summer. With the approval of the electric mosquito machine, the plan would be to sell the gas-powered foggers on Gov.Deals and not have to buy the enclosed trailers. The electric fogger is lightweight (140lbs) and can be handled in 2 separate pieces. It is much smaller and can be stored in our existing building until the new building is ready. We will still need to rent a “pod” storage container for the pesticide for this summer. We have approval from Delaware City to store the pod at the Cherry Street wastewater plant until the new building is ready.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Return Outstanding Advance – Coronavirus Response - Requested Board approval for Coronavirus Response special revenue fund (70551505) return of outstanding advance in the amount of \$42,408 back to the General/Public Health fund (70225111).

Total Outstanding Advance	\$42,408
Return Advance	<u>(\$42,408)</u>
Remaining Outstanding Advance	\$0

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation / Ms. Emily Patterson - Requested Board accept resignation of Ms. Emily Patterson, Epidemiologist 1 effective May 13, 2021.

PMT: Agency

The Board approved item on consent.

B. Voluntary Resignation – Mr. Ian McKenzie - Requested Board accept resignation of Mr. Ian McKenzie, Registered Sanitarian 2 effective June 4, 2021.

PMT: Agency

The Board approved item on consent.

6.025 SALARY/BENEFITS

A. Health Insurance, Dental Insurance and Long-Term Disability – Requested Board approval to maintain current Board of Health pick up for all policies. Long-Term Disability rates are remaining the same. Dental rates are increasing by 2.4%. Health Insurance rates are increasing by 14.08%. To keep costs lower, a third option will be offered with the health plans with a higher deductible and lower premium cost.

PMT: Agency

The Board approved item on consent.

B. ERC Health – Requested Board approval to maintain current ERC employee premium reductions for participating employees. With staff participation a 2% renewal decrease was achieved for the health insurance premiums. The ERC program also removes large claims (over \$75K) from our gross loss ratio, to help our net loss ratio. The ERC program requires the agency to incentivize staff through payroll deductions for employees that meet ERC goals.

PMT: Agency

The Board approved item on consent.

C. Employee Assistance Program (EAP) – Requested Board approval to add Matrix as a new EAP carrier. In January, we were informed that our old EAP company, Healthy Edge, was no longer offering services. This is a service that is valuable to our staff. Matrix will charge \$3.70/per employee per month (Healthy Edge was \$3.35/per employee). Total cost annually not to exceed, \$3,600.

PMT: Agency

The Board approved item on consent.

6.026 POLICY

A. Personnel Policy- Updates to Personnel Policies made during Pandemic Response. A summary copy of changes was provided to the Board.

PMT: Agency

Information Only

B. Board Committee – Board committee assignments finalized after meeting last month due to some connection issues. Ms. Hiddleston requests approval of final committee assignments.

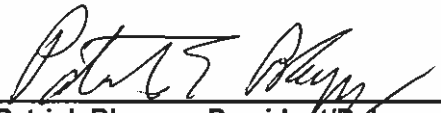
Finance (3)	Variance (3)	Personnel (4)	Regulation Review (3)	Levy (3)	Nominations (3)
Fleischer	Threlfall	Vacant	Karr	Threlfall	Vacant
Blayney	Blayney	Fleischer	Blayney	Blayney	Vacant
Hickman	Tiberi	Karr	Vacant	Fleischer	Vacant
Hiddleston	Burke	Smith	Burke	Hiddleston	
Hall	Kent	Hiddleston	Kent		
		Whitney			

PMT: All

The Board approved item on consent.

Dr. Hickman made a motion to adjourn. Ms. Smith seconded the motion. The motion carried unanimously.

Respectfully submitted,



Patrick Blayney, President/Date or
Marjorie Fleischer, Vice President/Date



Shelia L. Hiddleson, Health Commissioner,
Secretary to the Board of Health/Date

