

## 1.000 CONVENTION

### 1.010 CALL TO ORDER

The June 29, 2021, meeting was held virtually via Zoom, and YouTube 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; 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. Jen Keagy, Community Health Director. There did not appear to be any YouTube participants.

## 1.020 CONSENT ITEMS

### 6.010 Finance A

### 6.012 Appropriations A-C

### 6.015 Expenditures A

### 6.021 Authorization/Employment A-E

### 6.022 Reclassification/Promotion A

### 6.023 Tuition Reimbursement/Staff Development A

Item 6.012 B was removed from the consent agenda. Mr. Karr moved to approve the consent agenda and agenda as amended and submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.

## 1.030 APPROVAL OF MINUTES

Mr. Tiberi moved to approve the May 25, 2021 minutes. Dr. Hickman seconded the motion. The motion carried unanimously.

## 1.040 APPROVAL OF BILLS

Dr. Hickman moved to approve the May bills. M. Karr seconded the motion. The motion carried unanimously.

## 2.000 STAFF REPORTS

### 2.010 HEALTH COMMISSIONER

#### A. Agency Updates

- AOHC Survey – Ms. Hiddleson provided an update to the AOHC Board requesting additional funds from ODH to cover Covid Pandemic Response expenses incurred by the LHD's general revenue funds. Ms. Hiddleson provided a spreadsheet to show DPHD GRF expenses through the end of May. Ms. Hiddleson also shared that AOHC continues to work with ODH on reimbursement to keep the Food Program whole for the next two years related to the issues with the Cost Methodology; ODH has said this funding will be provided.
- Covid Update – Mr. Howard provided an update to Covid with supplemental information provided by Ms. Hiddleson. The update included vaccine breakthrough disease, hospitalizations, and disease by zip code; of note, the zip code data is not a public record due to the small numbers in some areas and the inability to assure deidentification of personal health information.
- Kudos – Ms. Hiddleson shared the Kudos. She also shared that Downtown Delaware has asked that the health district staff be the Grand Marshalls of the Christmas Parade.

## 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. Ms. Hiddleson provided an overview of current revenue/expenses and Covid expenses YTD.

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

## 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 June 1 and 25, 2021, minutes. A copy of the minutes was provided to the Board. The next scheduled meeting will be held on July 9, 2021. As part of those meetings the following change orders were approved:

- #12 Demolition of Building \$165,422.20

The following change orders are pending:

- #8 Storm Line Correction
- #11 Low Voltage Revisions
- Waterline Revisions
- Hardware Revisions
- Signage Revision (~\$2800)
- Material Cost Escalation
- Structural Dimensions and Electrical
- Unsuitable spoils in parking lot

Ms. Hiddleston reviewed the current budget, pointing out the revision to the report to track the change orders (contingency funds usage) more accurately. Ms. Hiddleston reviewed the current plan to take some expenses from the GRF, however, with the current Covid Expenses, increase in cost of furnishings, IT costs, and the addition of the house demolition it will likely be necessary to include some of those expenses in the loan amount.

#### 5.04 SPECIAL REPORTS

**A. Grant Report Submission Update**– In April it was shared that two of the grants of the DPHD had late reports to ODH. Ms. Hiddleston received an email from ODH stating that “any COVID related projects are not actually being monitored for on-time or late reports; because they are COVID projects you have flexibility with expenditure report submissions.” Therefore, for the grant listed below, there is not an issue of good standing for DPHD.

- CT Supplement Due 01/10/2021 – Submitted 01/27/2021 (Submitted with other grants at 1705 on 01/08/2021, unknown issue with GMIS receiving submission)

**PMT: Agency/Quality Information Only**

#### 6.000 NEW BUSINESS

##### 6.010 FINANCE

**A. Tax Bill** – The County Treasurer’s office has issued a tax bill for the property at 470 S. Sandusky St. The Agency owns three parcels at that location. Tax exemption status has been requested as of January 2021; however, it has not yet been approved. In the meantime, the Agency will pay the tax bills to the County Treasurer. Once tax exemption status is approved for that property, staff will request a reimbursement of taxes paid. The following amounts of property tax have been paid:

419-122-04-021-000 - \$11,302.73  
419-122-04-020-000 – \$190.02  
419-122-04-042-000 – \$12,199.20

**PMT: Agency**

**The Board approved item on consent.**

##### 6.012 APPROPRIATIONS

**A. Coronavirus Response** – Requested Board approval for an increase in appropriations, in the amount of \$18,005 in the Coronavirus Response (70551505) special revenue fund in salary, fringe benefits and supplies. Also, a transfer of appropriations from services and contracts to salary and fringe benefits. This increase is necessary due to an increase in the grant award. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**B. Enhanced Operations** – Requested Board approval for an increase in appropriations, in the amount of \$25,000 in the Enhanced Operations (71651529) special revenue fund in salary and fringe benefits. This increase is necessary due to an increase in the grant award. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**Dr. Threlfall moved to approve the Enhanced Operations appropriation change. Ms. Smith seconded the motion. The motion carried unanimously.**

**C. Vector/Administration** – Requested Board approval for a transfer of appropriations, in the amount of \$10,000 from Administration fund (70225111) general fund -capital outlay & equipment and into Vector fund (70225444) general fund - capital outlay & equipment. This transfer is necessary to purchase an enclosed trailer for the vector program to temporarily store mosquito machines and supplies. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

## **6.015 EXPENDITURES**

**A. Enclosed Trailer** - Requested Board approval to expend up to \$10,000 Public Health funds (Vector Budget) to purchase one new enclosed trailer to store mosquito equipment.

The house/garage at 470 S. Sandusky St. is where mosquito equipment is currently being stored. We have been informed the demolition of the house/garage may occur in the very near future. Staff has exhausted the options of renting garage space and renting storage bins; the liability of chemicals is the primary issue. While the mosquito machines could be stored outside temporarily, the pesticides and backpack sprayer cannot. Staff has approval from Delaware City to store the enclosed trailer and mosquito equipment at the City Wastewater plant on Cherry Street until we are moved into our new building.

**PMT: Agency**

**The Board approved item on consent.**

## **6.020 PERSONNEL**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Employ Environmental Health Specialist in Training (formally Sanitarian in training) / Ms. Mansimran Kaur** – Requested Board confirm the hire of Ms. Mansimran Kaur to fill the Sanitarian position within the Food Unit of the Environmental Health Division vacated by Mr. Richard Steward who transferred to the Residential Services Unit. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective June 1, 2021. Position is funded 80% from Food (70451504), 10% from Food Protection/Public Safety (70225447) and 10% from Pools (70851508) with an anticipated annual salary and benefits not to exceed \$56000. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Voluntary Resignation / Ms. Alyssa Burcher** - Requested Board accept resignation of Ms. Alyssa Burcher, Administrative Assistant 3 effective June 23, 2021.

**PMT: Agency**

**The Board approved item on consent.**

**C. Epidemiologist I / Mr. Amadou Djigo** – Requested Board confirm to hire Mr. Amadou Djigo to fill the full-time permanent Epidemiologist I position within the Preventative Health Division vacated by Ms. Emily Patterson. This position is 40 hours a week (100% FTE), \$20.89/hour (pay grade C5) effective June 14, 2021. Position is funded 100% from program 3100 (Disease Prevention), fund 70225554 with an anticipated annual salary and benefits of \$77,366.44. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**D. Public Health Nurse II / Ms. Cori Spring** – Requested Board confirm to hire Ms. Cori Spring to fill the full-time permanent Public Health Nurse II position within the Preventative Health Division vacated by Mr. James Schwaderer's move to Emergency Preparedness. This position is 40 hours a week (100% FTE), \$22.14/hour (pay grade C8) effective June 1, 2021. Position is funded 100% from program 3200 (Clinic Services), fund 70225555 with an anticipated annual salary and benefits of \$80,654.14. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**E. Change in Status** – Requested Board approval to change WIC employee statuses.

Over the last year, WIC has seen multiple staff changes including the resignation of Ms. Mary Kay Welsh, Health Profession 1 (16 hours/week); Ms. Dawn Wright, Health Professional 2 (16 hours/week), Ms. Elizabeth Protheroe, Peer Helper (16 hours/week); Ms. Margo Dixon, Peer Helper (16 hours/week); and Ms. Miah Wurtsbaugh, Peer Helper (16 hours/week).

Staff requests the ability to increase Ms. Candice Myers, Health Profession 1 to 32 hours/week effective June 12 and the flexibility to hire a new Peer Helper at 32 hours/week.

These changes will come with the added costs of benefits but will be covered under the WIC grant. Staff believe the increase in hours and benefits will benefit the program and clients by increasing longevity of staff.

**PMT: Agency**

**The Board approved item on consent.**

**6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion Without Competition / Ms. Abbey Trimble** - Requested Board approval to promote without competition Ms. Abbey Trimble from Community Health Specialist Supervisor (pay grade D3) to Community Health Program Manager (pay grade D5) within the Community Health Division. Due to the addition of three staff from Vital Statistics and shifting of current staff, Ms. Trimble now has three direct reports which makes her eligible for the Program Manager position. In addition, Ms. Trimble is consistently performing at a higher level than expected of in her current position and is meeting all the essential functions for the Program Manager (Personnel Policy Section 306, 2). Effective 7/10/21, Ms. Trimble's new hourly rate will be \$30.04/hour (current \$29.17/hour) after receiving a 3% promotion without competition increase. Annual performance appraisal date will change to the first day of Pay 15 for 2022. Currently, the position is funded 70% out of the Coronavirus Enhanced Operations Grant (71651529) and 30% out of Community Health Admin (70225222).

**PMT: Agency**

**The Board approved item on consent.**

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Tuition Reimbursement / Ms. Erin Kelley** - Requested Board approval to expend up to \$3,000 annually from PH Admin (program #3000) funds for Ms. Erin Kelley to attend Youngstown State University for a Bachelor of Science in Nursing per §603 of the personnel policies. Ms. Kelley has completed the appropriate application. A copy of the application was provided to the Board. Public Health Nurse I's are required to obtain a bachelor's degree after hire, and this will meet that requirement. Additionally, staff believe the program will be both a benefit to Ms. Kelley and the agency.

**PMT: Agency**

**The Board approved item on consent.**

**6.054 LEGAL ISSUES**

**A. Solid Waste Nuisance / 8895 US Rt 42** – Ms. Brenda Ramey, listed by the Auditor's office as the owner of 8895 U.S Rt 42, Ashley, Ohio, has been issued orders twice in the past couple months by the Solid Waste staff to abate a solid waste nuisance condition on this property. This complaint started in 2019 with orders and was temporarily abated. The latest orders to abate this nuisance was sent on May 13, 2021. Follow up inspections on May 21 and June 4th revealed minimal progress. The Board of Health will be updated from a June 29, 2021, inspection at the Board meeting on June 29th.


The Prosecutors office requested the referral come directly from the Board of Health; therefore, staff request the Board of Health declare this a public nuisance and refer this nuisance to the Delaware County Prosecutors office to pursue legal action to require Ms. Brenda Ramey to abate the solid waste nuisance condition at 8895 U.S. Rt 42, Ashley, Ohio. Photos from June 4th, 2021, were provided to the Board. The Residential Services staff currently has orders issued to abate a sewage nuisance at this same address.

**PMT: Agency**

**Mr. Karr moved to approve referring solid waste nuisance located at 8895 US Rt 42 to the prosecutor's office. Mr. Tiberi seconded the motion. The motion carried unanimously.**

**ADJOURN**

The meeting adjourned at 8:05 pm.

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

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