

## 1.0 CONVENTION

### 1.01 CALL TO ORDER

The July 27, 2021, meeting was held 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: Mr. Blayney, Ms. Fleischer, Dr. Threlfall, Mr. Karr, Mr. Tiberi, Ms. Howerton and Ms. Smith. Staff members present were Ms. Shelia Hiddleson, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Ms. Jen Keagy, Community Health Director; Mr. Steve Burke, Environmental Health Director; Ms. Dawn Hall, Finance and Operations Director, Ms. Amy Whitney, Human Resources Officer, Ms. Lisa Brown, Administrative Assistant to the Health Commissioner, Ms. Simran Kaur, SIT, Ms. Wilmaries Padilla-Ortiz, Administrative Assistant 3, Mr. Craig Sox, Custodian/Maintenance 3, Ms. Sara Bayless, Breastfeeding Peer Helper and Mr. Amadou Djigo, Epidemiologist 1.

### 1.02 CONSENT ITEMS

#### 6.012 Appropriations A-B

#### 6.014 Fees A

#### 6.015 Expenditures A

#### 6.021 Authorization/Employment A-E

#### 6.022 Reclassification/Promotion A-F

Item 6.025 B and 6.05 B were added to the agenda. Item 6.012 B was amended. Ms. Smith moved to approve the consent agenda and agenda as amended and submitted. Ms. Howerton seconded the motion. The motion carried unanimously.

### 1.03 APPROVAL OF MINUTES

A. Two changes, Mr. Tiberi made the motion for the Approval of Minutes, not Mr. Blayney. On page 3, 6.021 E – changed saw to seen.

Ms. Fleischer moved to approve the June 29, 2021 minutes as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

### 1.04 APPROVAL OF BILLS

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

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

- **Financial Audit** – The Board was invited to attend the entrance conference.
- **Meeting Locations** – Concerns have been expressed to solicit a larger room to conduct the Board of Health meetings. Ms. Hiddleson, Ms. Howerton and Ms. Fleischer will reach out to a few places that may full-fill the request.
- **Covid Update** – Mr. Adam Howard provided a presentation regarding COVID statistics.
- **ICS Update** – It was officially announced that the agency is no longer in ICS.
- **Finance Committee August** – It will be necessary to conduct a finance committee meeting next month.

New employees were introduced as follows: Mr. Craig Sox, Custodian Maintenance 3, Ms. Sara Bayless, Breastfeeding Peer Helper, Mr. Amadou Djigo, Epidemiologist 1, Ms. Simran Kaur, SIT, and Ms. Wilmaries Padilla-Ortiz, Administrative Assistant 3.

### 2.02 FINANCE

A. **Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the year-to-date financial report was provided to the Board.

**PMT: Agency**

Mr. Karr moved to accept the year-to-date financial report. Ms. Howerton seconded the motion. The motion carried unanimously.

### 3.02 BOARD COMMITTEES

A. **Personnel Committee** – The Personnel Committee met on July 20, 2021 with Ms. Smith, Mr. Karr, Ms. Hiddleson, and Ms. Whitney in attendance. Ms. Fleischer was excused. There are recommendations contained in the agenda from the committee.

## 5.0 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 July 9, 2021 and July 23, 2021. A copy of the available minutes was provided to the Board. The next scheduled meeting will be held on August 6, 2021. As part of those meetings the following change orders were approved:

- #14 Waterline Revisions \$44,247.85

The following change orders are pending:

- #8 Storm Line Correction
- #11 Low Voltage Revisions
- Hardware Revisions
- Signage Revision (~\$2800)
- Material Cost Escalation
- Structural Dimensions and Electrical
- Unsuitable soils in parking lot (received 7/26 \$38,045.28)

**PMT: Agency  
Information Only**

## 6.0 NEW BUSINESS

### 6.01 FINANCE

#### 6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

**A. Credit Card Log** – Per policy the Board is provided a copy of the Credit Card log quarterly. A copy of the credit card log was provided to the Board.

**PMT: Agency  
Information Only**

**B. Selling of current property** – Ms. Hiddleston has met with Ms. Sarah Walsh to discuss the current buildings and the interest in such. For the 1 WW building there have been 74 total hits, with 14 in the past thirty days; however, this did not yield any prospective buyers. For the 3-5 WW buildings there have been 200 total hits, with 66 in the last thirty days; however, this did not yield any prospective buyers. Ms. Walsh is doing a deeper dive into the market currently and plans to have a possible pricing reduction strategy to share soon.

Per Ms. Walsh, the current market is still good but there are properties in Delaware County that are move in ready. Additionally, as the pandemic slows many employers have realized that working from home or a hybrid have worked for their companies so there is not such a demand for office space. Of course, the other issue is the lack of dedicated parking; typically, there are 3-5 parking spaces/1,000 square feet and we only have 7 dedicated spaces.

Ms. Walsh does have an apartment developer that she has a meeting with in the next two weeks that is interested.

Ms. Hiddleston requested discussion related to the current asking price of 2.7 million dollars and, if desired by the Board, a motion to allow Ms. Hiddleston to determine the price of the buildings based on the recommendations of Ms. Walsh up to XX%; and to distribute the total amount of the reduction between the buildings as recommended. For example: If Ms. Walsh's analysis shows the price of these buildings would be more appealing with a 15% reduction (\$405,000, selling price \$2,295,000) that part of that could be applied to 1 WW and part to 3 WW, but not necessarily equally. An aggressive change would be 20% (\$540,000, selling price \$2,160,000).

The Board discussed the current climate of the market. It was suggested the Board follow Ms. Sarah Walsh's recommendation to reduce the selling price. After considering the climate of today's market and number of days the facility has been on the market, it was the consensus of the Board to lower the selling price and authorize the health commissioner to negotiate and execute a contract if an offer is made.

**PMT: Agency**

**Mr. Tiberi moved to lower the selling price by 15% and allow the Health Commissioner to negotiate and execute a contract up to 20% if an offer is made. Ms. Fleischer seconded the motion. The motion carried unanimously.**

### 6.012 APPROPRIATIONS

**A. Enhanced Operations** – Requested Board transfer in appropriations, in the amount of \$4,575.21 in the Enhanced Operations (71651529) special revenue fund in salary from fringe benefits. This transfer is necessary for the final payments in this grant. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**B. Coronavirus Response** - Requested Board approval for an increase in appropriations, in the amount of \$216,789 in the Coronavirus Response (70551505) special revenue fund in salaries, benefits, materials & supplies and services and charges. This transfer is necessary for the final payments in the grant. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**Mr. Karr moved to approve the Coronavirus Response appropriation change. Ms. Smith seconded the motion. The motion carried unanimously.**

## **6.014 FEES**

**A. Clinic Fee Schedule** - Requested Board approval of updated Clinic Service Fees to be effective August 16, 2021. A copy of the Fee schedule was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

## **6.015 EXPENDITURES**

**A. Ultra-cold Freezer** - Requested Board approval to expend up to \$12,000 funds from COVID-19 grants or PH Admin (3000) to purchase an ultra-cold freezer. Staff intend to find a freezer with temperature ranges to hold both ultra-cold vaccines as well as normal freezer vaccines should there no longer be a need for ultra-cold storage. Currently, staff use an outside partner to store ultra-cold vaccine. Purchasing a unit for the Health District will increase control over vaccine and decrease staff time ensuring proper holding of the vaccine. Expenditure is not budgeted.

**PMT: Agency**

**The Board approved item on consent.**

## **6.02 PERSONNEL**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Create Position / Administrative Assistant 3** - Staff recommended the creation of an Administrative Assistant 3 position in the Plumbing and Solid Waste Unit. This is a fulltime position and replaces the Administrative Assistant 2 position currently in place. This position is currently vacant with the recent promotion of Ms. Taylor Jagers to the Preventative Health Division. The Plumbing and Solid Waste Administrative Assistant routinely performs duties above and beyond the job description for Administrative Assistant 2 that this position is currently. What clearly sets it apart from the Administrative Assistant 2 position is the very high level of accuracy required for plumbing receipting, accounting, data entry, daily and monthly reporting and working with other agencies. It has been difficult to retain staff in this position for many years. In just the past few years, we hired good staff for this position, but they left it for an Administrative Assistant 3 position (or higher) within the agency.

This position pointed out to an A-6 in the Classification Point Factors with a starting pay of \$15.45 per hour.

The Board Personnel Committee have discussed, reviewed and recommended approval to the Board of Health.

**PMT: Agency**

**The Board approved item on consent.**

**B. Employ Peer Helper / Ms. Sara Bayless** – Requested Board confirm employment of Ms. Sara Bayless to fill the part-time permanent Peer Helper position within the Preventative Health Division. This position is 32 hours a week (80% FTE), \$13.50/hour (pay grade A3) effective July 19, 2021. Position is funded 100% from program 3390 (WIC), fund 70951509 with an anticipated annual salary and benefits of \$57,929.56. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**C. Voluntary Resignation / Ms. Lexi Cluff** - Requested Board confirm resignation of Ms. Lexi Cluff (Disease Investigation Technician) effective July 15, 2021.

**PMT: Agency**

**The Board approved item on consent.**

**D. Voluntary Resignation / Mr. Travis Irvan** - Requested Board confirm resignation of Mr. Travis Irvan (Program Manager – Disease Control & Response) effective August 27, 2021.

**PMT: Agency**

**The Board approved item on consent.**

**E. Employ Administrative Assistant 3 / Ms. Wilmaries Padilla-Ortiz** – Requested Board confirm employment of Ms. Wilmaries Padilla-Ortiz to fill the Administrative Assistant 3 position within the Community Health Division vacated by Ms. Alyssa Burcher. This position is 40 hours a week (100% FTE), \$15.45/hour (pay grade A6) effective July 12, 2021. Position is funded 100% from CH Admin (70225222) with an anticipated annual salary and benefits not to exceed \$46,597.20. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion With Competition / Ms. Taylor Jagers** – Requested Board confirm promotion with competition of Ms. Taylor Jagers from Administrative Assistant II (pay grade A4) to Disease Investigation Technician (pay grade A7) within the Preventative Health Division. Effective July 24, 2021, Ms. Jagers new hourly rate will be \$16.45/hour after moving to the A7 paygrade. Annual performance appraisal date will change to one year from the effective date of promotion with competition, July 24, 2021. Position is funded 100% from program 3100 (Disease Prevention), fund 70225554 with an anticipated annual salary and benefits of \$65,688.532. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Promotion Without Competition / Ms. Rachel Aller** – Requested Board confirm promotion without competition of Ms. Rachel Aller from Administrative Assistant II (pay grade A4) to Administrative Assistant III (pay grade A6) within the Preventative Health Division. Effective September 1, 2021, Ms. Aller's new hourly rate will be \$16.59/hour after moving to the A7 paygrade and receiving a 3% increase per policy. Position is funded 100% from program 3200 (Clinic Services), fund 70225555 with an anticipated annual salary and benefits of \$66,056.75. Amount may be adjusted depending upon benefits selected.

**The Board approved item on consent.**

**C. Promotion Without Competition / Mr. Richard Stewart** – Requested Board approval to promote without competition Mr. Richard Stewart from Registered Sanitarian 1 (pay grade C6) to Registered Sanitarian 2 (pay grade C8) within the Environmental Health Division. Effective the first pay period in September 2021, Mr. Stewart's new hourly rate will be \$22.01/hour (base of pay grade C8). While Mr. Stewart recently transferred to the Residential Services Unit, prior to his transfer he was performing as an RS2 in the Food Unit. Position is funded 70% Sewage (70225443) 20% Residential Services (70225445) and 10% Water (70651506). The Board Personnel Committee have discussed, reviewed and recommended approval to the Board of Health.

**PMT: Agency**

**The Board approved item on consent.**

**D. Promotion Without Competition / Mr. Kris Olszewski** – Requested Board approval to promote without competition Mr. Kris Olszewski from Plumbing Inspector 1 (pay grade B(P)1) to Plumbing Inspector 2 (pay grade B(P)2) within the Environmental Health Division. Effective the first pay in September 2021, Mr. Olszewski's new hourly rate will be \$26.91 /hour (base of pay grade C 6). Mr. Olszewski has been performing at or above the PI2 level for many months. Position is funded 100% Plumbing. The Board Personnel Committee have discussed, reviewed and recommended approval to the Board of Health.

**PMT: Agency**

**The Board approved item on consent.**

**E. Promotion Without Competition / Ms. Glynnis Dunfree** – Requested Board approval to promote without competition Ms. Glynnis Dunfree from Registered Sanitarian 1 (pay grade C6) to Registered Sanitarian 2 (pay grade C8) within the Environmental Health Division. Effective the first pay period in September 2021, Ms. Dunfree's new hourly rate will be \$22.19/hour (base of pay grade C8). Ms. Dunfree has been performing at or above the RS2 level for many months. Position is funded 70% Sewage (70225443) 20% Residential Services (70225445) and 10% Water (70651506). The Board Personnel Committee have discussed, reviewed and recommended approval to the Board of Health.

**PMT: Agency**

**The Board approved item on consent.**

**F. Employ Custodial Maintenance Worker 3 / Mr. Craig Sox** – Requested Board confirm hire Mr. Craig Sox to fill the Custodial Maintenance Worker 3 position within the Administrative Division vacated by Mr. Mark Law. This position is 40 hours a week (100% FTE), \$18.75 hour (pay grade A9) effective July 19, 2021. Position is funded 70225113 Facility & Expansion fund – 100% with an anticipated annual salary and benefits not to exceed \$34,728.84. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

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

### **A. Performance Appraisal/Annual Raise –**

i. Performance Appraisals - Due to multiple changes to staff roles/responsibilities it will be unrealistic and unfair to evaluate staff performance based on the essential functions of their regular jobs. The raises that staff receive are related to performance; specifically, percentage points for meeting the requirements of essential functions, agency competencies, Council of Linkages competencies, and meeting goals related to process, strategic plan, and workforce development. Most staff returned to their regular roles in June/July. Managers are working with staff currently to develop goals for the September 2022 performance appraisals.

ii. Performance Based Salary Adjustments - Due to the inability to fairly evaluate staff performance this year due to Covid 19 emergency response, Ms. Hiddleson requested the ability to provide an annual raise for all staff (excluding new hires) in September based on the budgeted amount. New hires will be provided probationary and anniversary appraisals based on the current procedure. The financial status of the district remains sound based on budget, and staff have performed exceptionally well during this emergency response; to not recognize this would be demoralizing to staff.

In 2020, the Board provided an across the agency performance-based salary adjustment of 3.25%. The impact to the salary budget, excluding benefits, to provide all staff with adjustments from 3.25 – 4.0 % would range from \$132,543 - \$163,130. Including benefits this would be an increase of approximately \$35,058 - \$43,148. These amounts are included in the 2021 and 2022 budgets.

The Personnel Committee met to discuss this proposal and requested discussion amongst entire Board for decision. It was recommended by the Board that a 3.25% is a favorable merit increase and is in accordance with what has been budgeted.

**PMT: Agency**

**Ms. Howerton moved to approve a 3.25% merit raise for all staff on September 4, 2021. Ms. Fleischer seconded the motion. The motion carried unanimously.**



**B. Compensation Bonus / Mr. Kris Olszewski** – Requested Board approval to issue a one-time net \$500 compensation bonus to Mr. Kris Olszewski, Plumbing Inspector. Mr. Olszewski recently went above normal position expectations by volunteering to take care of many custodial duties for several months when the position opened unexpectedly due to medical reasons. Mr. Olszewski performed custodial duties needed to keep the agency going while management searched for a new custodian, recycling, routine maintenance, routine stocking of supplies, outdoor cleaning as needed, and similar duties. Mr. Olszewski did so with enthusiasm and without a single complaint. This saved the agency money and maintained supplies and cleanliness in the buildings for all staff.

**PMT: Quality/Agency**

Mr. Tiberi moved to approve compensation bonus for Mr. Kris Olszewski. Ms. Fleischer seconded the motion. The motion carried unanimously.

**6.054 LEGAL ISSUES**

**A. Food Recalcitrants** - Due to the pandemic, The Ohio Department of Health granted Food Service Operators an extension of their license until July 1, 2021, from the normal deadline of March 1st. Staff sent reminder notices to those that had not renewed. Late notices have been sent by the prosecutor's office to Food Service Operations or Retail Food Establishments that have failed to renew their license by July 1st. Cease and desist orders or injunctive relief as determined by the prosecutor's office for operating without a valid license are requested for the following entities (those in strikethrough paid prior to the Board of Health meeting):

Entity	Class	Address	Lic #	Fee owed
Barley Hopsters	C2S	1 N. Sandusky St. Delaware	NFRY- 9DSTX5	\$405.50
Concord Services	C2S	6155 Glick Rd, Shawnee Hills	NFRY- 9DSTZV	\$405.50
Galena Brewing Co.	C2S	5901 Chandler Ct. Westerville	HBER- BGYPPX	\$405.50
Greater You Nutrition	C2S	9878 Brewster Ln. Powell	HBER- BS8QTU	\$405.50
Lindt-Tanger Outlet	C2S	400 S. Wilson Rd, Sunbury	SDGO- AB8KDU	\$405.50
The Flying Pig Ale House	C4S	12 S. Sandusky St. Delaware	SHAN- AS3RGS	\$405.50

**PMT: Agency/Community**

Ms. Smith moved to approve referring recalcitrant to the Prosecutor's office. Mr. Tiberi seconded the motion. The motion carried unanimously.

**ADJOURN**

Ms. Howerton moved to adjourn. Mr. Karr seconded the motion. The motion carried unanimously. The meeting adjourned at 8:15 pm.



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



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

