

1.0 CONVENTION

1.01 CALL TO ORDER

The August 31, 2021, meeting was held at the Willis Education Center located at 74 W. William Street, Delaware, OH and called to order at 7:00 p.m. by Ms. Fleischer. Board members present included: Ms. Fleischer, Dr. Threlfall, Mr. Karr, Mr. Tiberi, 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. Cori Spring, Public Health Nurse II, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 A-F Appropriations

6.014 A Fees

6.017 A-C Advances/Transfers

6.018 A New Fund

6.021 A-F Authorization/Employment

6.022 A-B Reclassification/Promotion

6.025 A-B Salary Scale/Policies/Benefits

6.052 A-B Policies

6.053 A-C Resolutions

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

1.03 APPROVAL OF MINUTES

Dr. Threlfall moved to approve the July 27, 2021, minutes. Mr. Tiberi seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Threlfall moved to approve the July 2021 bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Covid Updates** - Mr. Adam Howard provided a presentation regarding COVID statistics.
- **Strategic Plan – Retreat** – Normally, in the fall, staff would hold a Strategic Planning Retreat meeting. The Strategic Plan began in 2019 and with priority focus given to COVID in 2020, staff are just now beginning to rework dates. Given this, it is not necessary to conduct a Strategic Planning meeting this year.
- **Sunbury Board of Health Member** – Ms. Hiddleson spoke with Sunbury representatives Mayor Joe St. John and Mr. Steve Pyles, City Administrator regarding appointing a new Board of Health member. Mayor St. John and Mr. Pyles are currently working with their council to hopefully have a Board member appointed by September upon official designation as a city.
- **Bill Review (Covid related)** – Ms. Hiddleson gave a brief overview of the status of the HB/SB's as follows:

- HB 269 – Repeal SB 22
- HB 350/SB 169 – Prohibit mandatory Covid vaccine
- SB 209 – Mask Mandates
- SB 248 – Cannot discriminate against anyone who is not vaccinated and eliminates the state registry for vaccinations

Mr. Adam Howard introduced new employee Ms. Cori Spring, Public Health Nurse II.

Ms. Hiddleston reported she has officially been appointed to the Rare Disease Advisory Council.

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

Mr. Tiberi moved to accept the year-to-date finance report. Mr. Karr seconded the motion. The motion carried unanimously.

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 August 6 and 20, 2021. A copy of the available minutes was provided to the Board. The next scheduled meeting will be held on September 3, 2021. The medal building delivery did not occur on schedule, this is not the only critical point that has been delayed. Anticipated date for key to building is unknown currently. The furniture request for proposals were mailed to three vendors with state contracts; three proposals were received by the deadline. The estimate received almost two years ago was \$400,000 to \$450,000 – the proposals ranged from \$489,268 to \$605,604; a meeting will be held the morning of 8/31/2021 with a vendor selected.

As part of those meetings the following change orders were approved:

- #14 Waterline Revisions \$44,247.85 Pending removal of \$12,055.52
- #19 Unsuitable soils in Parking Lot \$38,045.28

The following change orders are pending:

- #8 Storm Line Correction \$18126.09
- #11 Low Voltage Revisions
- #15 Hardware Revisions
- #16 Signage Revision (~\$2800)
- #17 Material Cost Escalation
- #18 Structural Dimensions and Electrical
- #20 Screen Wall Panels and Upgrade
- #21 Coffee Stations (~\$3000)

Info Only

PMT: Agency

6.0 NEW BUSINESS

6.01 FINANCE

6.012 APPROPRIATIONS

A. Coronavirus Response – Requested increase in appropriations of \$100,000 in the Coronavirus Response special revenue fund (fund number 70551505) in Salaries, Benefits, and Services and Charges. This increase is necessary to expense the increase grant award of \$100,000. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

~~**B. Enhanced Operations** – Requested a transfer of appropriations in the amount of \$1,267.37 in the Enhanced Operations special revenue fund from Benefits to Salaries. This transfer is necessary to record the final expenditures in the Enhanced Operations grant. A copy of the budget revision was provided to the Board. Item was removed from the agenda.~~

~~**PMT: Agency**~~

C. Workforce Development – Requested board approval to initiate 2021 appropriations of \$300,000 in the Workforce Development special revenue fund (fund number 75551403) to pay for Salaries, Benefits, Materials & Supplies and Services and Charges. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Water System – Requested a transfer of appropriations in the amount of \$1,000 in the Water System fund (fund number 70651506) from Salaries to Services and Charges. This transfer is necessary to fund state remittance costs. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Sewage – Requested a transfer of appropriations in the amount of \$8,000 in the Sewage fund (fund number 70225443) from Salaries to Services and Charges. This transfer is necessary to fund state remittance costs. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. New Office – Requested a transfer of appropriations in the amount of \$490,000 in the New Office fund (fund number 71451401) from Capital Outlay & to Materials and Supplies. This transfer is necessary to pay for the new office furniture. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

F. Safe Rt. 23 Corridor – Requested a transfer of appropriations in the amount of \$5,835.35 in the Safe Rt. 23 Corridor fund (fund number 71351515) from Salary and to Materials and Supplies, and Services and Charges. This transfer is necessary to pay for grant related supplies and services. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Clinic Fee Schedule - Requested Board approval of updated Clinic Service Fees to be effective September 13, 2021. A copy of the Fee schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.017 ADVANCES /TRANSFERS

A. Workforce Development – Requested Board approval for an advance in the amount of \$150,000 from General/Public Health fund (fund number 70225111) into Workforce Development special revenue fund (fund number 75551403) for cash flow purposes. The Health District was awarded \$300,000 for Workforce Development grant. Expenses will be reimbursed to the Health District from ODH.

The advance will be returned to the General/Public Health fund upon reimbursement from ODH.

PMT: Agency

The Board approved item on consent.

B. Return Outstanding Advance - Requested Board Approval for Enhanced Operations special revenue fund (71651529) return of outstanding advance in the amount of \$300,000 back to the General/Public Health fund (70225111).

Total Outstanding Advance	\$300,000
Return Advance	<u>(\$300,000)</u>
Remaining Outstanding Advance	\$0

PMT: Agency

The Board approved item on consent.

C. Coronavirus Response – Requested Board approval for an advance in the amount of \$108,394.50 from General/Public Health fund (fund number 70225111) into Coronavirus Response special revenue fund (fund number 70551505) for cash flow purposes. The Health District was awarded \$216,789 for Coronavirus Response Supplemental grant of which half was advance funded.

The advance will be returned to the General/Public Health fund upon reimbursement from ODH.

PMT: Agency

The Board approved item on consent.

6.018 NEW FUND

A. Workforce Development - Requested Board approval to create the Workforce Development Fund (75551403) Special Revenue fund to account for the Workforce Development Grant transactions.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation / Ms. Arielle Hieronimus - Requested Board confirm resignation of Ms. Arielle Hieronimus (Epidemiologist II) effective August 25, 2021. Ms. Hieronimus has accepted a position with Ohio Health.

PMT: Agency

The Board approved item on consent.

B. Create Positions / Community Health Specialist 1 or 2 - The new Workforce Development grant is to expand the current workforce and provide staff development for current staff. The DPHD will receive \$300,000 over twenty-two months; there may be additional funds after this time, but it is unknown. The Senior Leadership Team has reviewed the requirements of the grant and believe that adding two additional Community Health Specialist 1 or 2 will serve the DPHD with remaining Covid issues and into the future. If the grant does not continue past twenty-two months, the positions could continue based on attrition or be laid off per ORC and loss of funds. The cost of the two positions, if full benefits are selected, will be ~297,464 over the twenty-two months. The remaining funds will be utilized for training and/or supplies.

Requested Board approval of the creation of two CHS 1 or 2 positions to fill the requirements of the Workforce Development grant.

PMT: Agency

The Board approved item on consent.

C. Retirement of Mr. Steve Burke, Environmental Health Director– Requested Board accept the retirement notice of Mr. Burke with an effective date of December 3, 2021. Requested approval to hire an EH Director with an anticipated start date no later than November 1, 2021, to allow for ample orientation and assure continuity of duties.

PMT: Agency/Quality

The Board approved item on consent.

D. Intermittent Employee: Requested Board approval to eliminate the 1,000-hour limit on Intermittent employees due to the on-going pandemic. Per Mr. Esposito, Clemens Nelson, the number of hours for an Intermittent employee is set by the agency not by law.

PMT: Agency

The Board approved item on consent.

E. Voluntary Resignation (Retirement) / Ms. Tracy Jennings - Requested Board confirm resignation of Ms. Tracy Jennings (Program Manager, WIC) effective November 30, 2021.

PMT: Agency

The Board approved item on consent.

F. Voluntary Resignation (Retirement) / Ms. Vickie Adkins - Requested Board confirm resignation of Vickie Adkins (Administrative Assistance, WIC) effective September 9, 2021.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

For both promotions below (A and B), Ms. Hiddleston noted that the effective date was corrected to September 4, 2021.

A. Promotion With Competition / Ms. Samantha Knape – Requested Board approval to promote with competition Ms. Samantha Knape from Administrative Assistant II (pay grade A 4) to Administrative Assistant III (pay grade A6) within the Environmental Health Division. Ms. Knape will be transitioning from the Residential Services Unit Administrative Assistant to the Plumbing and Solid Waste Unit Administrative Assistant. Effective August 23, 2021, Ms. Knape's new hourly rate will be \$16.56/hour. Position is funded 100% from Plumbing funds (70225446).

PMT: Agency

The Board approved item on consent.

B. Promotion With Competition / Ms. Lori Kannally – Requested Board approval to promote with competition Ms. Lori Kannally from Community Health Specialist III (pay grade C8) to Program Manager, Disease Control & Response Unit (pay grade D9) within the Preventative Health Division. Effective August 21, 2021, Ms. Kannally's new hourly rate will be \$2,614.40/bi-weekly after receiving a pro-rated performance appraisal and 5% promotion without competition increase. Annual performance appraisal date will change to one year from the effective date of promotion with competition, August 21, 2021, before falling into normal evaluation procedures. Position is funded 60% 70225554 and 40% 70225228 with an anticipated annual salary and benefits of \$108,376.03.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan - Requested Board approval of the updated Position Series Control Plan. A copy of the Position Series Control Plan with updates reflected in yellow highlight was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Compensatory Time – Requested Board approval to adjust Personnel Policies Section 505 C language to include Compensatory Time as hours worked for the purposes of calculating overtime. Staff have worked the hours to accumulate Compensatory Time, therefore, these hours should be considered as hours worked.

C. For purposes of Fair Labor Standards Act, calculation of straight versus overtime, actual hours worked are defined as hours on duty, holiday hours, administrative hours, and **compensatory time**. Hours on paid status of vacation, sick, **compensatory**, or personal hours are not considered as hours worked.

PMT: Agency

The Board approved item on consent.

6.052 POLICIES

A. Record Destruction Request – Requested Board approval of the DGHD Record Disposal Request Form per the Record Retention Schedule.

PMT: Quality

The Board approved item on consent.

B. DGHD Record Disposal Request Form – This is the form utilized internally by staff to list the records to be destroyed and it includes approval by the Board of Health. A copy of the form was provided to the Board. This is a transient record only used to fill-out the information needed for the RC-3 provided by the Ohio Historical Society. The RC-3 must be submitted to the County Records Commission and then the Ohio Historical Society for

approval. Having the BOH approve this transient document is duplicative and can slow down the process. Requested approval to change the approval to the Health Commissioner and eliminate this unnecessary step.

PMT: Quality

The Board approved item on consent.

6.053 RESOLUTIONS

A. Recalcitrant Resolution 2011-20 – Requested Board approval of Recalcitrant Resolution 2011-20. This is an update to a previously approved resolution for operations that we license and have not renewed their license by the deadline set by rule. Minor updates were completed and shown in blue text. A copy of the resolution was provided to the Board.

PMT: Community

The Board approved item on consent.

B. Resolution #2010-02 Delaware General Health District Identity Theft Program – Requested Board approval of annual update of Resolution 2010-02. Rules of the Identity Theft Compliance Program call for the annual approval of the program. Requested Board approval for continuance of program in 2021. A copy of the 2021 Identity Theft Compliance Program was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Resolution #2011-23 Resolution of the Delaware Public Health District Establishing a Policy to Guide All Staff Conducting Research to follow requirements set forth by a Registered Institutional Review Board to Ensure the Ethical Treatment of Human Subjects – Requested Board approval of the updated Resolution #2011-23. A copy of the resolution was provided to the Board with changes identified in blue text.

PMT: Agency

The Board approved item on consent.

ADJOURN

Dr. Threlfall moved to adjourn. Ms. Smith seconded the motion. The meeting adjourned at 8:05 pm.



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



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