

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The September 28, 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 Mr. Blayney. Board members present included: Mr. Blayney, Ms. Fleischer, Dr. Hickman, Mr. Karr, Mr. Tiberi, Ms. Smith. Mr. Tiberi exited the meeting at 7:51 pm. Staff members present were Ms. Shelia Hiddleson, Health Commissioner; Mr. Adam Howard, Preventative Health Director; Mr. Steve Burke, Environmental Health Director; Ms. Dawn Hall, Finance and Operations Director, Ms. Kyrstin O'Neill, Administrative Assistant 2, Ms. Brittany Walling, Epidemiologist 1 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Guest in attendance was Mr. Tommy Hatfield.

### **1.02 CONSENT ITEMS**

- 6.021 A-B Authorization/Employment
- 6.022 A Reclassification/Promotion
- 6.023 A Tuition Reimbursement/Staff Development
- 6.053 A Resolutions
- 6.054 A Legal Issues

Items 6.022 and 6.054 were removed from the consent agenda. Mr. Tiberi moved to approve the consent agenda as amended and agenda as submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.

### **1.03 APPROVAL OF MINUTES**

Ms. Smith moved to approve the August 31, 2021 minutes. Mr. Tiberi seconded the motion. The motion carried unanimously.

### **1.04 APPROVAL OF BILLS**

Ms. Fleischer moved to approve the August 2021 bills. Dr. Hickman seconded the motion. The motion carried unanimously.

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

Ms. Hiddleson introduced new Board member Mr. Tommy Hatfield. Mr. Hatfield represents Sunbury. Dr. Hickman volunteered to mentor Mr. Hatfield.

New employees were introduced as follows: Ms. Kyrstin O'Neill, Administrative Assistant 2 and Ms. Brittany Walling, Epidemiologist 1.

Ms. Hiddleson met and had a very nice conversation with the new president of Ohio Health Dublin and Grady, Dr. Armin Rahmanian.

HB 435 was introduced yesterday. Ms. Hiddleson highlighted that HB 435 is only related to COVID vaccine and has an FDA approval provision. The HB also includes a provision for a person to opt out of the vaccine based on religious, medical or conscientious reasons.

Mr. Howard and Ms. Hiddleson provided a presentation regarding COVID statistics.

Ms. Hiddleson presented the Foundational Public Health Services report. A copy of the report was provided to the Board.

### **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. Karr moved to accept the year-to-date finance report. Ms. Smith seconded the motion. The motion carried unanimously.

### **3.02 BOARD COMMITTEES – Finance Committee 09/20/2021**

## **4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

### **4.01 REGULATION HEARING/ADOPTION**

**A. First reading - Environmental Health Fees for 2022 (Board of Health Resolution #2021- 02.** A copy of the resolution was provided to the Board. Mr. Burke reported that three adjustments were made to the resolution as follows: 1) Resolution number corrected to 2021-02; 2) Delaware General Health District was changed to Delaware Public Health District; 3) date last approved by the Board was changed from September 25, 2018 to October 27, 2020.

Staff requested the Environmental Health fees be adjusted per the provided fee schedule for 2022. Cost analysis has been completed per the Ohio Revised Code. As you are aware, we usually strive for 90% cost recovery of each program in fees, with levy funds covering the remainder of the costs. The proposed fees for 2022 in the food programs are requested to be at 100% of the amount allowable per the cost methodology. Being that the past year and a half has been anything but usual with the pandemic, many food staff was moved from their regular inspection duties to covid duties for an extended period. This, in

turn, means cost to run the food program dropped. Therefore, the cost methodology indicates the fees for the food licenses must come down. However, even though revenue from food licenses will be down for 2022, there is grant money that will make up the difference. Staff compared the projected 2022 proposed Food fees with the 2019 Food revenue (2019 was chosen as it was the last "normal" year for fees). The difference was \$71,902 in lost revenue spread across all fee categories. This is the amount staff will request the grant cover.

All other Environmental Health Fees for 2022 are proposed to remain the same as 2021 fees. A copy of the 2022/2019 Food license Fee comparison/projected revenue document and the 2022 proposed EH fee resolution was provided to the Board.

**PMT: Agency**

**Ms. Smith moved to approve the first reading of the Environmental Fee Schedule. Dr. Hickman second 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 September 3 and 17, 2021. A copy of the minutes was provided to the Board. The next scheduled meeting will be held on October 1, 2021. The metal 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 in March currently. The furniture vendor was selected, King Business Interiors, with a final bid of \$502,267.

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

- #14 Waterline Revisions \$30,754.71
- #21 Coffee Stations \$2,804.99
- #17 Material Cost Escalation ~\$227,495.96
- #19 Unsuitable soils in Parking Lot \$92,188.95

The following change orders are pending:

- #11 Low Voltage Revisions
- #15 Hardware Revisions
- #16 Signage Revision (~\$2800)
- #18 Structural Dimensions and Electrical
- #20 Screen Wall Panels and Upgrade

**PMT: Agency**

**Information only**

## **6.0 NEW BUSINESS**

### **6.015 EXPENDITURES**

**A. A/C Replacement & Evaporator Coil** – The air conditioner that cools the breakroom has stopped working. A quote from Air Force One estimates the cost to replace the air conditioner and matching evaporator coil will cost \$7,448.

**PMT: Agency**

**Information only**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Employ Administrative Assistant 2 / Ms. Kyrstin O'Neill** – Requested Board confirm employment of Ms. Kyrstin O'Neill to fill the Administrative Assistant 2 position for Residential Services within the Environmental Health Division vacated by the promotion of Ms. Sam Knappe to the Plumbing Administrative Assistant 3. This position is 40 hours a week (100% FTE), \$ 14.45/hour (pay grade A4) effective September 13, 2021. Position is funded 50% Residential Services 70225445 and 50% Sewage 70225443 with an anticipated annual salary and benefits not to exceed \$43,000. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Employ Epidemiologist I / Ms. Brittany Walling** – Requested Board confirm employment of Ms. Brittany Walling to fill the full-time permanent Epidemiologist I position within the Preventative Health Division vacated by Ms. Arielle Hieronimus. This position is 40 hours a week (100% FTE), \$20.89/hour (pay grade C5) effective September 15, 2021. Position is funded 100% from fund 70225554, program 3100 (disease prevention) 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.**

### **6.022 RECLASSIFICATION/PROMOTION**

**A. Deputy Health Commissioner** – Upon the annual review of job descriptions in conjunction with annual appraisal and goal setting, a review of the Director description was completed. Currently, the Director job description includes all Directors: Community Health, Environmental Health, Fiscal/Operations, and Preventative Health. During the review it was noted that there are several responsibilities in the description that only apply to the Directors of Public Health divisions and not the Fiscal/Operation Director (a copy of the position description was provided to the Board). With the budget and staffing of the DPHD, a Deputy Health Commissioner position is in alignment with most health districts of its size/budget; however, Ms. Hiddleston has always been hesitant to develop this position as separate due to budget constraints and the increasing need for direct services staff. A better solution is to create the position of Deputy Health Commissioner that is a merging of Director responsibilities with increased responsibilities for overall operations.

Ms. Hiddleson requested the creation of the Deputy Health Commissioner position and the promotion of Ms. Keagy and Mr. Howard into the position as they are currently meeting the requirements of the position and meet the necessary qualifications. Mr. Burke will remain the Director of Environmental Health, but Mr. Burke's replacement will be hired as a Deputy Health Commissioner as all qualifications will be met. Ms. Hiddleson is not requesting a change in paygrade or salary at this time; the position will be pointed and a change in paygrade/salary will be recommended with the updated paygrades in January 2022 with all other proposed changes.

Ms. Hiddleson presented clarification that this is not adding three new staff to the organization, but rather changing the title for the Directors of Community Health, Environmental Health, and Preventative Health to that of Deputy Health Commissioner of Community Health, Environmental Health, and Preventative Health respectively. Beginning with the next pay, Mr. Howard and Ms. Keagy would assume the new title; Mr. Burke's replacement would be called the Deputy Health Commissioner for Environmental Health when the job is offered. The job responsibilities for the Directors of Community Health, Environmental Health, and Preventative Health are very different from the job responsibilities of the Director of Finance and Operations.

There will be no change in pay or pay grade at this time. During the next few months, the new position descriptions will be evaluated considering the agency Clemens Nelson pointing structure for placement on the paygrades. Recommendations for a change in salary will be made in December, when Ms. Hiddleson presents a proposal to the current paygrades based on preliminary conversations with the Finance Committee and the need to be able to recruit and retain staff.

**PMT: Agency/Quality**

**Dr. Hickman moved to accept the new position of deputy commissioner with the changes as presented in the two job descriptions and instruct the health commissioner to consider what type of certifications should be added to the director of finance of operations. Ms. Smith seconded the motion. The motion carried unanimously.**

#### **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference** - Requested Board approval to expend up to \$1200 public health funds for Ms. Simran Kaur, Ms. Shannon Self, and Ms. Brittany Zoeklein to attend the Ohio Environmental Health Association (OEHA) Annual Fall Conference in Sandusky Ohio on October 14<sup>th</sup> and 15<sup>th</sup>. This conference is applicable to the performance goals of all these employees and directly related to Strategic Plan goal of Workforce Development. Expenses include conference/registration (\$130 each); Hotel (\$101 per diem rate); meals (\$51 per diem rate); and parking (\$0). Staff will share room where possible to reduce costs. Ms. Brittany Zoeklein is currently the president elect of NW OEHA so her cost is reduced.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.053 RESOLUTIONS**

**A. Resolution 2021-01** – Requested Board approval of Resolution 2021-01. Be it resolved by the board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund (70225111) in the amount of \$4,246,882 from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. A copy of the resolution and "Schedule A" is was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.054 LEGAL ISSUES**

**A. Nuisance / 8895 US Route 42 Ashley, OH** - The Board of Health, at the June 2021 regular meeting, voted to refer a solid waste nuisance located 8895 U.S Route 42, Ashley, Ohio. Owner is Ms. Brenda Ramey as indicated by the Delaware County Auditor website. While the sewage nuisance was mentioned in the previous Board of Health agenda item, it was not formally requested to refer it to the prosecutor. No action has been taken to repair or abate the sewage nuisance. Therefore, the Prosecutors office requested the sewage nuisance that exist at this same address be formally referred to the prosecutor's office by the Board of Health. Staff requested 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 sewage nuisance condition at 8895 U.S. Route 42, Ashley, Ohio. Mr. Burke reported that staff visited the site today and there were no visible signs of a leakage; however, there were no visible signs of repair. It was the prosecutor's recommendation to move forward with referring nuisance to the prosecutor's office.

**PMT: Agency**

**Mr. Karr moved to approve referring solid waste nuisance at 8895 US Route 42 Ashley, OH to the prosecutor's office. Ms. Fleischer seconded the motion. The motion received one abstention. The motion carried.**

#### **ADJOURN**

**The meeting adjourned at 8:35 pm.**



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



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

