

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The October 26, 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, Mr. Karr, Mr. Hatfield, Dr. Hickman, Ms. Howerton and Ms. Smith. Staff members present were Ms. Shelia Hiddleston, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Mr. Steve Burke, Environmental Health Director, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Dawn Hall, Finance and Operations Director, James McQuone, Mahalia Burleson and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

### **1.02 CONSENT ITEMS**

#### **6.012 Appropriations A-B**

#### **6.014 Fees A-B**

#### **6.016 Inventory A**

#### **6.017 Advances/Transfers A**

#### **6.018 New Fund A**

#### **6.021 Authorization/Employment A-E**

#### **6.025 Salary Scale/Policies/Benefits A**

#### **6.033 Community Health A**

Item 6.022 A was added to the agenda. Ms. Fleischer moved to approve the consent agenda and agenda as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

### **1.03 APPROVAL OF MINUTES**

Ms. Howerton moved to approve the September 28, 2021 minutes. Ms. Fleischer seconded the motion. The motion received one abstention. The motion carried.

### **1.04 APPROVAL OF BILLS**

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

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

- ODH Grants Model – Time/Activity vs. Deliverables
  - ODH grants are all reimbursable grants; some grants are based on a deliverables model and others on an item specific expense. Several years ago ODH changed to the deliverables model to simplify the workload for ODH and the LHD; with this model ODH connects a payment to a specific task and when the task is complete the LHD receives the full payment. ODH is considering a change to this model with a reversion to an item specific expense. Apparently, at the state level there is some concern with this model being appropriate, despite previous approval by the Auditor of State. Ms. Hiddleston and the AOHC Board are working with ODH to determine next steps and a revised method to track activities related to these grants. Ms. Hiddleston, and other HC's, have shared with ODH that there is not a method to go back to previously issued deliverable grants and do an itemized expense list; any changes would need to be made to future grants. Ms. Hiddleston is not anticipating any issues with the future years DPHD audit as all ODH requirements have been followed.
- Federal/State Vaccine Mandate Applicability
  - President Biden has made several statements related to mandatory vaccination for "Federal" employees and entities receiving federal funds. The DPHD has received a mosquito and MRC grants directly from the federal government, but all other federal grants are received as pass-through grants from the CDC to ODH to the LHD. It is clear in the guidance that grants do not fall under this mandate. The DPHD does receive payments from Medicare for immunizations; this would make the DPHD a

recipient of federal funds. OSHA is the entity that will be develop the rules for the mandates; the DPHD does not fall under OSHA, it falls under NIOSH. Ms. Hiddleson has reached out to Mr. Penkal, Assistant Prosecutor, for advice related to vaccine mandate requirements for the DPHD. At this point there is not clear direction, so no changes to current policy. All staff are interviewed by the Employee Health PHN related to all vaccines; if the staff person declines vaccination with one of the recommended vaccines they discuss the risk to themselves, their families, and DPHD clients and sign a declination form noting that they have been informed of the risks. All DPHD staff not vaccinated for Covid 19 will be required to wear a mask when working with clients, while indoors, and any other venues deemed at risk by the health commissioner even when the community risk level decreases as long as this is a recommended mitigation factor. If the DPHD is subject to a mandate, a testing strategy will be put in place if that is allowable by the mandate.

- Current building update – There have been two showings of the buildings. One party is very interested and taking another tour this Saturday. Ms. Hiddleson reminded the Board that she has approval to accept an offer up to a certain value and if an offer is made under that amount she will work with Mr. Blayney for a special meeting.
- Covid Update - Mr. Adam Howard provided a presentation regarding COVID statistics.

Ms. Jen Keagy introduced new employee Mahalia Burleson, Community Health Specialist 1 and Mr. Adam Howard introduced Mr. James McQuone, Disease Investigation Technician.

## **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.**

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

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

**A. PUBLIC HEARING** - Second reading - Environmental Health Fees for 2022 (Board of Health Resolution 2021-02). A copy of the Fee Schedule was provided to the Board.

Staff requested the Environmental Health fees be adjusted per the attached fee schedule for 2022. Cost analysis has been completed per the Ohio Revised Code. Per ORC 3709.09(C). Staff sent out letters on September 29<sup>th</sup> and 30<sup>th</sup> to each operator affected by a fee decrease informing them of the fee change, this public hearing and requesting input. In addition, a public notice was published in the Delaware Gazette on October 12, 2021, informing the public of the fee changes and this public hearing. Public input received by staff will be provided at this meeting.

**PMT: Agency**

**Mr. Karr moved to approve the second reading of the Environmental Health Fees for 2022. Ms. Fleischer 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 October 1 and 15, 2021. A copy of the available minutes is attached. The next scheduled meeting will be held on October 29, 2021. The metal building delivery is scheduled for 10/29/2021. Anticipated date for key to building is in March currently. Total Change Orders to date: \$1,049,010.23 (includes house demolition & fence per our request).

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

- #20 Screen wall Panels and Color \$104,173.26
- #16 Signage Revision \$2,798.13
  - #15 Hardware Revisions Cancelled – no cost impact

The following change orders are pending:

- #11 Low Voltage Revisions \$26,061.83
- #18 Structural Dimensions and Electrical
- #17 Cost Escalations \$227,495.96
- #22 Grading Revisions, Millwork Revisions, Electric boxes revisions

A copy of Mr. Blayney's calculation sheet and Facility Budget was provided to the Board.

**Agency/Community  
Information Only**

**6.0 NEW BUSINESS**

**6.012 APPROPRIATIONS**

**A. Food Service** – Requested a transfer of appropriations in the amount of \$5,000 from Salaries to Services and Charges in the Food Service special revenue fund (70451504). This transfer is necessary to cover the cost of state language services and state remittances paid from the Food Service fund. A copy of the budget revision sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**B. Coronavirus Response** – Requested a transfer of appropriations in the amount of \$2,079.98 from Benefits to Services and Charges in the Coronavirus Response special revenue fund (70551505). This transfer is necessary to cover cost of cell phone stipends paid from the grant. A copy of the budget revision sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**6.014 FEES**

**A. Semi-public Sewage System late fee.** Due to administrative assistant staff shortage in August/September of this year, the annual semi-public sewage system renewal applications were late getting out in the mail. These typically go out in mid-August, however, this year they went in the mail on September 9<sup>th</sup>. This did not give many facilities enough time to process the payments before they were late (due October 1<sup>st</sup>). Staff have been requested by local townships and other entities to waive the late fee this year. Staff requested the Board of Health to move the due date to November 15<sup>th</sup> for this year only for the Semi-public Sewage System renewal applications.

**PMT: Agency**

**The Board approved item on consent.**

**B. Clinic Fee Schedule** - Requested Board approval of updated Clinic Service Fees upon ACIP approval of pediatric and/or booster doses of COVID-19 vaccine. Additionally, requested on-going approval of administrative fee collection as specified by Medicaid/Medicare/Private Insurance for all vaccines; this allows for increased timeliness in the processing of insurance billing.

**PMT: Agency**

**The Board approved item on consent.**

**6.016 INVENTORY**

**A. iPad** – Requested Board approval for the removal of obsolete equipment from inventory. Six iPad purchased in 2014 have reached the end of their useful life. The inventory numbers are as follows: 8320, 8321, 8322, 8323, 8324, 8325.

**PMT: Agency**

**The Board approved item on consent.**

### **6.017 ADVANCES/TRANSFERS**

**A. Coronavirus Response** – Requested Board approval for an advance in the amount of \$100,000 from General/Public Health fund (70225111) into Coronavirus Response special revenue fund (70551505) for cash flow purposes due to delay ODH reimbursements.

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. New Building Debt Service Fund** – Requested Board approval to create the New Building Debt Service Fund (75451402) Debt Service fund to account for principal and interest payments related to the construction of the Agency's new building.

**PMT: Agency**

**The Board approved item on consent.**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Program Manager, WIC Unit / Ms. Lauren Robinson** – Requested Board confirm employment of Ms. Lauren Robinson to fill the full-time permanent Program Manager position within the Preventative Health Division vacated by Ms. Tracy Jennings. This position is 40 hours a week (100% FTE), \$30.75/hour (pay grade D5) effective November 1, 2021. Position is funded 100% from fund 70951509, program 3390 (WIC) with an anticipated annual salary and benefits of \$105,622.54. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Administrative Assistant I, WIC Unit / Ms. Amanda Hubbard** – Requested Board confirm employment of Ms. Amanda Hubbard to fill the part-time permanent Administrative Assistant position within the Preventative Health Division vacated by Ms. Vickie Adkins. This position is 32 hours a week (80% FTE), \$13.45/hour (pay grade A2) effective October 18, 2021. Position is funded 100% from fund 70951509, program 3390 (WIC) with an anticipated annual salary and benefits of \$48,002.57. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**C. Community Health Specialist 1 / Ms. Taylor Jagers** – Requested Board confirm employment of Ms. Taylor Jagers to fill the Community Health Specialist 1 position within the Community Health Division. This new position was created for the Ohio Department of Health Workforce Development Grant. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective October 4, 2021. Position is funded 100% from WFD (75551403) with an anticipated annual salary and benefits not to exceed \$71,073.40. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**D. Community Health Specialist 1 / Ms. Mahalia Burlison** – Requested Board confirm employment of Mahalia Burlison to fill the Community Health Specialist 1 position within the Community Health Division. This new position was created for the Ohio Department of Health Workforce Development Grant. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective October 4, 2021. Position is funded 100% from WFD (75551403) with an anticipated annual salary and benefits not to exceed \$61,679.60. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**E. Disease Investigation Technician, Disease Control & Response Unit / Mr. James McQuone** - Requested Board confirm the transfer of Mr. James McQuone to fill the full-time permanent Disease Investigation Technician position within the Preventative Health Division vacated by Taylor Jagers promotion and transfer to Community Health. This position is 40 hours a week (100% FTE), \$17.25/hour (pay grade A7) effective October 18, 2021. Position is funded 100% from fund 70225554, program 3100 (Disease Prevention) with an anticipated annual salary and benefits of \$54,381.67. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

The Board approved item on consent.

#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion With Competition / Mr. Dustin Kent** – Requested Board confirm the promotion with competition of Mr. Dustin Kent from Residential Services Program Manager (pay grade D5) to Deputy Health Commissioner (pay grade D8) within the Environmental Health Division. Effective 10/2/21, Mr. Kent's new hourly rate will be \$35.00/hour after receiving experience/internal equity adjustment of 2.45% and 5% promotion with competition increase. Annual performance appraisal date will not change due to the proximity with annual appraisal date of 09/01/2022 and will be adjusted for eleven months. Position is funded Environmental Health and General Revenue Fund.

**PMT: Agency**

Ms. Smith moved to confirm the promotion of Mr. Dustin Kent. Mr. Karr seconded the motion. The motion carried unanimously.

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

**A. FMLA Guide** – The FMLA guide has been reviewed and updated. The only update was the addition of item 6 on page 5 and noted in red text. A copy of the FMLA Guide was provided to the Board.

**PMT: Agency**

The Board approved item on consent.

#### **6.033 COMMUNITY HEALTH**

**A.** Requested Board approval to apply for the National Association of County and City Health Officials (NACCHO) Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 – Pilot Test of Phases 1 & 2 Grant in the amount of \$15,000. The program period will begin March 2022 and end in July 2022. The purpose of the grant is to pilot test a portion of the revised MAPP materials. NACCHO will provide a training to selected applicants on the revised materials prior to the implementation period. Recommendations for revisions to the materials provided by participants during the pilot period will inform the final design of the materials. The scope of the grant will focus on Phase 2: Tell the Community Story and will include the Community Partners Assessment and the Community Context Assessment. If funded, the Community Health Division requested Board approval to expend grant funds according to the Notice of Award.

**PMT: Community**

The Board approved item on consent.

#### **6.05 BOARD ACTIONS/POLICIES/LEAGAL 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

#### **ADJOURN**

Ms. Howerton moved to adjourn. Ms. Smith seconded the motion. The meeting adjourned at 7:50 pm.

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

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