

1.0 CONVENTION

The December 7, 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 entered at 7:40 p.m., Ms. Howerton, Mr. Tiberi, Dr. Threlfall exited at 7:40 p.m. and Ms. Smith. Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Dawn Hall, Finance and Operations Director, Ms. Amy Whitney, Human Resource Officer, Mr. Gabe Smith, Plumbing Inspector 2, Ms. Lauren Robinson, WIC Program Manager, Amanda Hubbard, Administrative Assistant 1 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.01 CALL TO ORDER

1.02 CONSENT ITEMS

6.012 Appropriations – 2021 A-E

6.012 Appropriations – 2022 A-D

6.017 Advances/Transfers A-B

6.021 Authorization/Employment A-C

6.025 Salary/Scale/Policies/Benefits A-C

6.03 Contracts B-C

6.052 Policies A-C

Ms. Howerton moved to approve the consent agenda and agenda as amended and submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Fleischer moved to approve the October 26, 2021 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Howerton moved to approve the October 2021 bills. Ms. Fleischer seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

It was the consensus of the Board to continue monthly Board meetings at the Willis Educational Center through April 2022.

Covid Update - Mr. Adam Howard provided a presentation regarding COVID statistics.

New employees were introduced as follows: Mr. Gabe Smith, Plumbing Inspector 2, Ms. Lauren Robinson, WIC Program Manager and Ms. Amanda Hubbard, Administrative Assistant 1.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the October and November year-to-date finance report. A copy of the year-to-date financial reports were provided to the Board.

PMT: Agency

Mr. Hatfield moved to accept the October and November year-to-date finance reports. Mr. Karr seconded the motion. The motion carried unanimously.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

Dr. Threlfall officially announced his retirement from the Board of Health effective December 7, 2021. Dr. Threlfall highlighted and thanked the Board for 30 years of wonderful service. Dr. Threlfall also noted that the Delaware General Health District has an exemplary staff.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. Third reading- Environmental Health Fees for 2022 (Board of Health Resolution 2021-02). Requested Board approval of the third and final reading of EH Fee Schedule for 2022. A copy of the Resolution 2021-02 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) on October 7th and 8th, staff sent out letters to each operator affected by a fee decrease informing them of the fee change, the October 26th 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. If any further public input is received, staff will advise the Board at the December 7, 2021, meeting.

PMT: Agency

Ms. Smith moved to approve the third and final reading of the Environmental Health Fees for 2022. Dr. Hickman 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 29 and November 12, 2021. A copy of the available minutes were provided to the Board. The next scheduled meeting will be held on December 10, 2021. The metal building was delivered, and work has begun. Anticipated date for key to building is in April/May currently. Total Change Orders to date: \$1,047,601 (includes house demolition & fence per our request).

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

- #11 Low Voltage Revisions \$26,061.83

The following change orders are pending:

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

A copy of the updated Facility Budget was provided to the Board.

**PMT: Community/Agency
Information Only**

6.0 NEW BUSINESS

6.012 APPROPRIATIONS - 2021

A. Coronavirus Response – Requested a transfer of appropriations in the amount of \$14,200.48 to Salary from Benefits and Services and Charges in the Coronavirus Response special revenue fund (70551505). This transfer is necessary to cover the final expenditures in this grant.

PMT: Agency

The Board approved item on consent.

B. Workforce Development – Requested a reduction in appropriations in the amount of \$150,000 from Salary, Benefits, Supplies and Services and Charges in the Workforce Development special revenue fund (75551403). This reduction is necessary for compliance with ORC.

PMT: Agency

The Board approved item on consent.

C. Enhanced Operations – Requested supplemental appropriations in the amount of \$149,000 in Salary, Benefits, Materials & Supplies and Services & Charges in the Enhanced Operations special revenue (71651529). This supplemental increase in appropriations is necessary to account for expenditures related to the grant due to the increase in grant award in the amount of \$149,000.

PMT: Agency

The Board approved item on consent.

D. New Building – Requested a reduction in appropriations in the amount of \$2,890,831.88 to Materials & Supplies and Services & Charges in the New Building capital project fund (71451401). At the time the 2021 budget was set we anticipated more of the construction process would have been completed by year end. Due to construction delays, much of the funds committed for construction are still in place at year end and the Agency did not receive any loan revenue. Therefore, a reduction in appropriations is necessary for compliance with ORC.

PMT: Agency

The Board approved item on consent.

E. Safe Rt23 Corridor – Requested a transfer of appropriations in the amount of \$1,000 to Salary from Materials & Supplies in the Safe Rt23 Corridor special revenue fund (71351515). This transfer is necessary to pay for remaining salary expenditures for the year.

PMT: Agency

The Board approved item on consent.

6.012 APPROPRIATIONS - 2022

A. Workforce Development – Requested Initial appropriations in the amount of \$110,500 in Salary, Benefits, Supplies and Services and Charges in the Workforce Development special revenue fund (75551403). These initial appropriations are necessary to account for expenditures related to the grant

PMT: Agency

The Board approved item on consent.

B. Enhanced Operations – Requested Initial appropriations in the amount of \$65,000 in Salary, Benefits, Materials & Supplies and Services & Charges in the Enhanced Operations special revenue (71651529). These initial appropriations are necessary to account for expenditures related to the grant due to the increase in grant award in the amount of \$149,000.

PMT: Agency

The Board approved item on consent.

C. New Building – Requested Board approval to increase appropriations in the New Building capital project fund (71451401) in the amount of \$5,000,000 to Materials & Supplies and Capital Outlay. When the 2022 budget for the capital project fund was set, we anticipated a reduction in fund balance in the capital project fund due to most of the construction scheduled for 2021. Due to construction delays, much of the fund balance committed for the construction of the new building are still in place. Therefore, an increase in 2022 appropriations is necessary.

PMT: Agency

The Board approved item on consent.

D. Debt Service Fund – Requested Board Approval to initiate appropriations in the Debt Service Fund (75451402) in the amount of \$250,000 in the Debt Service line item. As the fund balance of the capital project fund is depleted for the construction of the new building, debt service payments will be required to First Commonwealth as agreed upon in the debt agreement/covenants.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Return Outstanding Advance – Requested Board Approval for Coronavirus response special revenue fund (70551505) return of outstanding advance in the amount of \$208,394.50 back to the General/Public Health fund (70225111).

Total Outstanding Advance	\$208,394.50
Return Advance	<u>(\$208,394.50)</u>
Remaining Outstanding Advance	\$0

PMT: Agency

The Board approved item on consent.

B. Enhanced Operations – Requested Board Approval for advance in the amount of \$149,000 from General/Public Health fund (70225111) into Enhanced Operations special revenue fund (71651529) for cash flow purposes due to grant operating on a reimbursement basis.

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

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Employ Plumbing Inspector / Mr. Gabe Smith – Requested Board confirm employment of Mr. Gabe Smith to fill the Plumbing Inspector position left vacant by Mr. John Baileys recent resignation. This position is 40 hours a week (100% FTE), \$26.00/hour (base of pay grade B(P)2) effective November 29, 2021. Position is funded 100% from the Plumbing fund, 70225446 with an anticipated annual salary and benefits not to exceed \$95,500.

PMT: Agency

The Board approved item on consent.

B. Voluntary Resignation / Mr. John Bailey - Requested Board accept the resignation of Mr. John Bailey, Plumbing Inspector effective December 10, 2021.

PMT: Agency

The Board approved item on consent.

C. Part-time to Full-time Status Change – Requested Board approval to increase WIC Health Professional hours by 8 effective January 1, 2023, through June 30, 2024, dependent upon grant funding and deliverables being met. This may result in a change to a full-time status of an additional employee or, if no existing employee is interested, the employment of a new Health Professional. This increase will be funded through program 3190 (Workforce Development) fund number 75551403 with an anticipated annual salary and benefits increase not to exceed \$47,000. This increase in hours is provided by the workforce development grant and staff have developed a three-phase approach of evaluation of the additional hours. After each phase the position can be eliminated should deliverables not be met, or the grant funding be eliminated. Should the program show positive return on investment, staff will evaluate and request approval of continuation of the additional hours at that time.

PMT: Community

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Health FSA - The Federal Government is increasing the allowable amount to \$2,850. The Personnel Committee discussed and recommended DPHD allow staff to contribute the full amount.

PMT: Agency

The Board approved item on consent.

B. FSA/Preventative Health Measure (PHM) – The BOH provides employees with a \$300 per year wellness incentive; the employee can choose to deposit this amount into their FSA or take it as a PHM reimbursement. Wellness incentives are important to both staff and the agency as healthier employees are better employees. The DPHD provided insurance recommends staff to complete an annual physical each year and the ERC provides discounts to the agency when staff turn in an ERC form and meet health metrics. In 2022 staff recommend that the \$300 wellness incentive be linked to completion of the ERC form (for employees covered by DPHD insurance) or proof of an annual physical (for employees not on DPHD plan). The Personnel Committee discussed this linkage and recommended approval moving into 2022.

PMT: Agency

The Board approved item on consent.

C. Juneteenth Holiday – On June 17, 2021, President Biden declared June 19th a Federal Holiday to be called Juneteenth. The DPHD Personnel Manual provides staff with paid leave for Federal holidays. The Personnel Committee discussed the addition of Juneteenth (6/19) to the list of Federal holidays for which staff will receive paid leave and the agency will be closed. The Personnel Committee recommended adding Juneteenth to the list of Federal holidays in the Personnel Manual.

PMT: Agency

The Board approved item on consent.

D. Executive Session – Mr. Tiberi made a motion to go into Executive Session to discuss the compensation of DPHD employees within the Administration, Community Health, Environmental Health, and Preventative Health Divisions. And to consider the appraisal and/or compensation of a public employee or official, specifically, the Health Commissioner. Mr. Karr seconded the motion. Ms. Hiddleson called the roll: Mr. Tiberi, yes; Dr. Hickman, yes; Mr. Blayney, yes; Ms. Smith, yes; Mr. Karr, yes; Ms. Howerton, yes; Ms. Fleischer, yes; Mr. Hatfield, yes. The Board requested Ms. Hiddleson and Ms. Hall to remain.

The Board returned to public session at 10:00 PM. Mr. Hatfield made a motion to return to public session, Mr. Blayney seconded the motion. Ms. Hiddleson called the roll: Ms. Smith, yes; Mr. Karr, yes; Ms. Howerton, yes; Ms. Fleischer, yes; Mr. Blayney, yes; Mr. Hatfield, yes; Dr. Hickman, yes; Mr. Tiberi, yes.

Ms. Fleisher made a motion to provide all staff a salary adjustment the first full pay of 2022 of 5% and to retain Clemens Nelson to do a Salary Survey with recommendations in an amount not to exceed \$5,800. Ms. Smith seconded the motion. All present said aye, there were no neighs or abstentions.

PMT: Agency

6.03 CONTRACTS

A. Salary Survey – Ms. Hiddleson has provided the BOH a salary survey completed by Ms. Whitney and Ms. Hiddleson. Per Board request for proposals, Clemens Nelson can complete an independent survey that will take approximately twelve weeks for the cost of \$5,800 and Ms. Hiddleson has requested a proposal from Richardson Compensation Consulting (cost of proposal will be available at BOH meeting per Mr. Richardson). Ms. Hiddleson requested a discussion of the need for an external survey after BOH reviews the Salary Adjustment Recommendations and completion of discussion during Executive Session. A copy of the Salary Adjustment Recommendations were provided to the Board.

PMT: Agency

See Executive Session above.

B. Apply for NACCHO 2022 MRC Operational Readiness grant – Requested Board approval to apply for the NACCHO 2022 Operational Readiness grant. This grant is aimed to strengthen the Medical Reserve Corps (MRC) response capabilities and will be effective January 1, 2022 – September 29, 2022. The Health District is eligible for \$10,000 and will not require additional staffing. If funded the Preventative Health Division requested Board approval to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

C. Apply for COVID-19 Vaccination (CN22) grant – Requested Board approval to apply for the ODH CN22 grant. This grant is aimed to provide additional funding to support COVID-19 vaccination efforts by local health districts and will be effective January 1, 2022 – June 30, 2023. The Ohio Department of Health has not released funding levels nor deliverables at this point. It is anticipated the funding could be used to support vaccination efforts by the Health District. Staff requested approval to apply for grant and accept funding, if the deliverables are in line with the Health District mission, and to expend grant funds according to the Notice of Award.

PMT: Community

The Board approved item on consent.

D. Apply for Reproductive Health and Wellness Program (RH23) grant – Requested Board approval to apply for the ODH RH23 grant. This grant is aimed to improve the overall health and well being of women and men by promoting healthy lifestyles, reducing barriers, providing access, and encouraging the establishment of a reproductive life plan. This would entail the creation of a new service within Preventative Health and additional staffing including a mid-level provider and clinical services assistant. Staff believe a phased approach of establishing the program can maintain the program close to a cost neutral service and provide valuable services to the community. The grant will be effective April 1, 2022 – March 31, 2027. The Health District is eligible for \$45,000 in 2022. In addition to grant funding, the services provided will be billable to insurance companies. Service fees vary depending on the appointment and procedure and a detailed fee schedule will be developed should the program move forward. It is anticipated that not more than \$15,000 GRF will be needed in the first 12 months of offering the service. Future grant awards will be based on the number of clients seen at the clinic. Staff requested approval to apply for the grant and accept funding, if the deliverables can be met, hire appropriate staffing to implement the program and to expend grant funds according to the Notice of Award. It was the consensus of the Board to table item based on wanting more information. The Board requested item be represented at the January meeting and to include additional information such as a scope of practice, budget and statistics of clients being served at other local health departments.

PMT: Community

Action Requested: Discuss, approve

6.032 ADMIN/FACILITIES

A. Executive Session – Mr. Tiberi moved to enter Executive Session to discuss the sale of property with Ms. Hiddleston to remain. Ms. Howerton seconded the motion. Roll vote was taken Mr. Blayney, yes, Ms. Fleischer, yes, Ms. Howerton, yes, Ms. Smith, yes, Mr. Tiberi, yes, Dr. Hickman, yes, Mr. Hatfield, yes. The motion carried unanimously. The Board entered Executive Session at 8:15 p.m.

The Board returned to public session at 9:02 PM. Ms. Howerton made a motion to return to public session, Ms. Fleischer seconded the motion. Ms. Hiddleston called the roll: Ms. Smith, yes; Dr. Hickman, yes; Mr. Tiberi, yes; Mr. Blayney, yes; Mr. Karr, yes; Mr. Hatfield, yes; Ms. Howerton, yes; Ms. Fleischer, yes.

Mr. Hatfield made a motion to authorize the Health Commissioner to begin to negotiate the sale of the current buildings by making a counter offer and to execute the negotiated contract final terms with input from retained legal counsel. Dr. Hickman seconded the motion. All those present, said aye. There were no neighs or abstentions.

6.052 POLICIES

A. Public Records Policy – Requested Board approval of the updated Public Records Policy. Changes are noted in blue text. A copy of the Public Records Policy was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Personnel Manual – The Personnel Manual has been updated as follows:

- General changed to Public throughout
- Intranet changed to Microsoft Teams throughout
- Changes made during Covid to continue:
 - Leave misuse and balance requirements (pg. 37)
 - Clarification of Special Observances for unusual circumstances (pgs. 39)
 - Added parameters for Vacation Conversion (pg. 45)
 - Clarified Professional Licensure reimbursement (pg. 60)
 - Clarified Emergency Leave parameters (pgs. 77-78)
 - Clarified Dress Code and Aligned Jeans policy with PAC requirements per advice of Prosecutor (pg. 91 - 92)
- Added Juneteenth (on BOH agenda 12/7/2021)
- Clarification of responsible party
- Changed Paycor to NeoGov throughout

These are minor changes recommended for approval by the Senior Leadership team, many of these items occurred during initial Covid response with BOH approval for Health Commissioner to make changes as needed. A copy of the Personnel Manual was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Out of County Travel – The ORC provides that the BOH must approve Out of County Travel for staff. This is a standing BOH resolution since 2015 that is due for its regular review. A copy of the Out of County Travel policy was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

The meeting adjourned at 10:01 PM.

 1-25-2022

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



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