



Date: January 20, 2022

To: Board of Health

From: Shelia Hiddleson, RN, MS  
Health Commissioner

Re: Board meeting **Tuesday, January 25, 2022, 7:00 pm Willis Education Center, 74 W. William Street, Delaware, OH 43015.**

\*PMT – Performance Management Touchstone

**1.0 CONVENTION**

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
<b>1.01 CALL TO ORDER</b>	2	
<b>1.02 CONSENT ITEMS</b> 6.012 A-C Appropriations 6.014 A-B Clinic and Sliding Scale Fees 6.017 A Advance Covid Vaccine Grant 6.018 A Create Covid 19 Vaccination Fund 6.025 A Position Control Plan 6.03 A-B Car Seat Technician Contract and CT/CSA Lump Sum 6.033 A Vaccination Grant submission and incentives	2	Approve
<b>1.03 APPROVAL OF MINUTES</b> A. Request Board approval of the December 7, 2021, meeting minutes. B. Request Board approval of the December 30, 2021, meeting minutes. C. Request Board approval of the January 10, 2022, meeting minutes.	2	Approve
<b>1.04 APPROVAL OF BILLS</b> A. Previously sent.	2	Approve

**2.0 STAFF REPORTS**

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b> <ul style="list-style-type: none"> <li>• Troy/Delaware City Resolution</li> <li>• Gas Meters</li> <li>• FCB Lease Discussion</li> <li>• Appraisal Update</li> <li>• ODH Desk Audit – No exceptions or disallowed costs (5 Covid Grants)</li> <li>• Covid Update</li> </ul>	15	Info/ Shelia	

<b>2.02 FINANCE</b>			
<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report ( <b>attached</b> ). <b>Action Requested:</b> Accept	2	Accept/ Dawn	Agency

### 3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>3.01 BOARD PRESIDENT</b>	<15	Info	

<b>3.02 BOARD COMMITTEES</b> – No meetings this past month		Info	
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### 5.0 OLD BUSINESS

*Items pending from the last meeting or information on prior actions and reports.*

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<p><b>A. New Facility Update</b> – 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 are held every other week, there were some changes to the schedule due to the holidays. A copy of the available minutes is attached (12/10, 12/23, 1/7). The next scheduled meeting will be held on February 4, 2022. The metal building was delivered, and work has begun. The current schedule is being revised. Total Change Orders to date: \$1,134,958.09 (includes house demolition &amp; fence per our request).</p> <p>As part of those meetings the following change orders were approved:</p> <ul style="list-style-type: none"> <li>• #18 Structural Dimensions and Electrical \$39,144.38</li> <li>• #17 Cost Escalations \$240,798.80</li> <li>• #22 Grading Revisions, Millwork Revisions, Electric boxes revisions \$24,745.21</li> </ul> <p>The following change orders are pending:</p> <ul style="list-style-type: none"> <li>• #23 Casework, paint, electrical revisions ~\$19,581.92</li> </ul> <p>Updated Facility Budget <b>attached</b>.</p> <p><b>Action Requested:</b> Discussion/Information</p>	10	Mr. Blayne Shelia	Agency Community
<p><b>B. Sale of West Winter</b> Request the Board of Health move to Executive Session to consider the sale of real property. <b>Action Requested:</b> Discussion</p>	10	Discussion Shelia	Agency
<p><b>C. Executive Session</b> – 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. <b>Action Requested:</b> Discussion</p>	20	Discussion BOH Shelia	Agency

## 6.0 NEW BUSINESS

*New items of information or for Board action*

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>6.01 FINANCE</b>			
<b>6.012 APPROPRIATIONS</b>			
<p><b>A. COVID 19 Vaccination</b> – Request an initial appropriation of \$257,137 to Salaries, Benefits, Materials &amp; Supplies, Service &amp; Charges and Capital Outlays &amp; Equipment in the COVID 19 Vaccination fund (75651404). This is to account for grant transactions related to the COVID 19 Vaccination. <b>Action Requested:</b> Consent approval</p>	0	Consent/ Dawn	Agency
<p><b>B. Administration</b> – Request a transfer of appropriations in the amount of \$479,967.30 from Cash Transfers to Materials &amp; Supplies in the Administration fund (70255111). This transfer is necessary to pay for the furniture in the new building. <b>Action Requested:</b> Consent approval</p>	0	Consent/ Dawn	Agency
<p><b>C. Debt Service Fund</b> – Request 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.</p> <p>This item was approved at the December Board meeting, but the related budget detail spreadsheet was not provided. Therefore, it will on the district's 2<sup>nd</sup> Amended Certificate. <b>Action Requested:</b> Consent Approval</p>	0	Consent/ Dawn	Agency
<b>6.014 FEES</b>			
<p><b>A.</b> Request Board approval of the updated Clinic Fees for 2022 to be effective February 13, 2022. A copy of the Fee Schedule is <b>attached</b>. <b>Action Requested:</b> Consent Approval</p>	0	Consent/ Adam	Agency
<p><b>B.</b> Request Board approval of the updated Sliding Fee Scale for clinic services effective February 13, 2022. A copy of the Sliding Fee Scale is <b>attached</b>. <b>Action Requested:</b> Consent approval</p>	0	Consent/ Adam	Agency
<b>6.016 INVENTORY</b>			
<b>6.017 ADVANCES/TRANSFERS</b>			
<p><b>A. COVID 19 Vaccination</b> – Request Board approval for an advance in the amount of \$100,000 from General/Public Health fund (70225111) into COVID 19 Vaccination special revenue fund (75651404) for cash flow purposes due to delay ODH reimbursements.</p> <p>The advance will be returned to the General/Public Health fund upon reimbursement from ODH. <b>Action Requested:</b> Consent approval</p>	0	Consent/ Dawn	Agency
<b>6.018 NEW FUND</b>			
<p><b>A. COVID 19 Vaccination Fund</b> – Request Board approval to create the COVID 19 Vaccination Fund (75651404) Special Revenue fund to account grant related transactions. <b>Action Requested:</b> Consent approval</p>	0	Consent/ Dawn	Agency

<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>			
<b>A. Position Series Control Plan</b> - Request Board approval of the updated Position Series Control Plan ( <b>attached</b> ). Updates are reflected in yellow highlight. <b>Action Requested:</b> Consent approval	0	Consent/ Amy	Agency
<b>6.03 CONTRACTS</b>			
<b>A. Car Seat Technician Contract:</b> Request Board approval to automatically renew the contract with Ms. Nicole Carroll for car seat technician services, not to exceed \$12,000.00 for services during 2022. This contract will be paid out of Public Health funds. <b>PMT: Agency</b> <b>Action Requested:</b> Consent approval	0	Consent/ Jen	Agency
<b>B. Contact Tracers/Clinic Services Assistants:</b> The DPHD has been fortunate to have some excellent CT/CSA work with us over the past twenty-four months during Covid Response. In September 2021 when all staff were provided a 3.25% raise an oversight occurred where four of this team that have been with us for 9 to 15 months did not receive the raise. In the past, temporary staff have not been automatically provided with Board raises, but in this case these four are members of our team! To correct this oversight, a lump sum should be given with pay adjustments moving forward that will include the 5% provided by the BOH in January. The total amount for J. Card, M. Schaal, H. Francisco, and J. McQuone will be less than \$1000 to correct the adjustment that should have occurred in September. Request Board approval of this lump sum with appreciation of the longevity of these temporary employees. <b>Action Requested:</b> Consent approval	0	Consent/ Shelia	Agency
<b>6.033 COMMUNITY HEALTH</b>			
<b>A. Vaccination Grant:</b> Request Board confirm the application to apply for the Ohio Department of Health <i>COVID-19 Vaccination (CN22)</i> grant in the amount of \$257,137.00 for the budget and program period 1/1/22 – 6/30/23. This funding is provided directly to local health departments to 1) maintain and expand COVID-19 vaccination programs with special emphasis on high-risk and underserved populations including racial and ethnic minority populations and rural communities; and 2) ensure greater equity and access to COVID-19 vaccines by those disproportionately affected by COVID-19 disease. Based on the CDC Social Vulnerability Index (SVI), the South Delaware City/Woodward Catchment area ranks the highest, followed by Ashley/Oxford, and East Delaware/Conger Catchment. Based on higher percentages of Black/African American and Hispanic/Latino, the areas of Dooley's Orchard, Downtown Delaware, and Westerville Estates Mobile Home Park will also be considered. Delaware is approved by ODH to spend up to \$10,800 for client incentive cards to give to each person who receives a first dose of COVID-19 vaccine after January 1, 2022. Incentive gift card distribution will be carefully monitored, usage reported according to ODH requirements, and will be targeted for use in populations that are high-risk for disease. The Community Health Division's role will be to conduct outreach to established and new partners who serve the at-risk clients in the high SVI areas. The Preventative Health Division's role will be to provide subject matter expertise and conduct vaccine clinics in the underserved areas. If funded, the Community Health and Preventative Health Divisions request board approval to expend grant funds according to the Notice of Award. <b>PMT: Agency</b> <b>Action Requested:</b> Consent Approval	0	Consent/ Jen	Agency

<b>6.04 SPECIAL REPORTS</b>			
<b>A. Public Health Accreditation:</b> Ms. Kelli Kincaid will provide the Board Continuing Education related to PHAB, updated alignment of Domains with the Ten Essential Services, and the annual report. All members in attendance will receive credit for CE related to the presentation. <b>Action:</b> Information	<b>15</b>	<b>Shelia/ Kelli</b>	<b>Quality</b>
<b>B. Board of Health Appointment:</b> Ms. Hiddleson has reached out to Suzette Hall, District Advisory Council Chair (DAC), Mr. Rod Myers, DAC Secretary, and Mr. Kevin Hennessy, DAC Nominations, related to the DAC appointee vacated by Dr. Threlfall. <b>Action:</b> Information	<b>0</b>	<b>Shelia</b>	<b>Agency</b>

Sincerely,

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