

1.0 CONVENTION

1.01 CALL TO ORDER

The February 22, 2022, meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:01 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Hickman, and Ms. Smith. Board members attending virtually: Ms. Fleischer, Mr. Karr, Mr. Hatfield, Ms. Howerton, and Mr. Tiberi. 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. Abbey Trimble, Program Manager Community Health, Ms. Brittany Zoecklein, Registered Sanitarian and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were Ms. Julie Fisher, Ms. Ann Fisher, and Mr. Bryan Smith. The meeting was streamed to YouTube for the public.

1.02 CONSENT ITEMS

6.012 A-E Appropriations

6.021 A-B Authorization/Employment

6.023 A-B Tuition Reimbursement/Staff Development

6.03 A Contracts

6.034 A-B Preventative Health

6.053 A Resolutions

Item 6.053 B was added to the agenda. Ms. Smith moved to approve the consent agenda and agenda as submitted and amended. Dr. Hickman seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the January 25, 2022, minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Hickman moved to approve the January 2022 bills. Ms. Fleischer seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **DAC – March 24, 2022** – Ms. Hiddleson reminded the Board that the District Advisory Council meeting is March 24, 2022, and will be held at the Willis Education Center.
- **Covid Update** - Ms. Hiddleson provided a presentation regarding COVID statistics.

2.02 FINANCE

A. Finance Report – Requesting 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

Ms. Smith moved to accept the year-to-date financial report. Dr. Hickman seconded the motion. The motion carried unanimously.

5.0 OLD BUSINESS

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 are held every other week, there were some changes to the schedule due to the holidays. A copy of the available minutes was provided to the Board. The next scheduled meeting will be held on March 4, 2022. The metal building was delivered, and work has begun. The current schedule is being revised. Total Change Orders to date: \$1,124,705.26 (includes house demolition & fence per our request).

The following change orders are pending:

- #23 Casework, paint, electrical revisions ~\$9,329.09
- Best Available Refuge Area upgrades - \$90,000
-

A copy of the updated Facility Budget was provided to the Board. Ms. Hiddleston also provided an additional At a Glance document with the budget.

**PMT: Agency
Information**

B. Sale of West Winter – Ms. Howerton moved to enter Executive Session to discuss the sale of real property and with Ms. Hiddleston and Ms. Hall to remain. Dr. Hickman seconded the motion. Roll vote was taken Mr. Blayney, yes, Dr. Hickman, yes, Ms. Smith, yes, Ms. Fleischer, yes, Ms. Howerton, yes, Mr. Hatfield yes, Mr. Karr, yes, Mr. Tiberi, yes. The Board entered Executive Session at 7:40 pm.

A motion was made to return to public session at 8:57 PM by Ms. Smith, seconded by Mr. Karr. Roll vote was taken by Ms. Hiddleston: Dr. Hickman, yes; Ms. Smith, yes; Mr. Blayney, yes; Mr. Hatfield, yes; Mr. Karr, yes; Mr. Tiberi, yes; Ms. Howerton, yes; Ms. Fleischer, yes.

Mr. Hatfield made a motion allowing the Health Commissioner to make a counteroffer in accordance with the Board's desires to the Kautilya Group upon approval of the offer by the Prosecutors office and to continue with negotiations to the Board minimum amount to execute a contract for the sale of the West Winter buildings. The motion was seconded by Ms. Smith. The motion carried unanimously.

PMT: Agency

Action Requested: Discussion

C. Food Cost Methodology: The Ohio Departments of Agriculture and Health have notified the DPHD that the submitted cost methodology included a miscalculation of program hours. The Food Fees approved by the Board were based on that submitted cost methodology. Ms. DeGenaro has revised the Cost Methodology using the new guidance. It is likely when the cost methodology for 2023 is completed there will be an overage in the Food Fund. Per rule, the only remedy for the overage is to rectify it in the next licensing period. Therefore, it is anticipated that the Food Fees for 2023 may decrease. In addition, based on the revised calculation, the DPHD may not be eligible for the Covid response dollars anticipated to offset REHS hours for 2020/2021.

PMT: Agency

Information

6.0 NEW BUSINESS

6.01 FINANCE

A. Tax refund – On January 31, 2022, the agency received a tax refund in the amount of \$22,963.70 from the County Auditor which represents property tax payments made on the property at 470 S. Sandusky St. The application for exemption of real property tax was approved by the Ohio Department of Taxation.

PMT: Agency

Information

6.012 APPROPRIATIONS

A. Enhanced Operations - Requested a transfer of appropriations in the amount of \$16,250 from Materials & Supplies to Salaries and Fringe Benefits. Also, request an increase in appropriations in the amount of \$140,288.29 in the Enhanced Operations fund (71651529). This transfer and increase are necessary to account for an additional grant funding request.

PMT: Agency

The Board approved item on consent.

B. Workforce Development - Requested a transfer of appropriations in the amount of \$10,256 from Materials & Supplies to Salaries and Fringe Benefits. Also, request an increase in appropriations in the amount of \$154,146.73 in the Workforce Development fund (7551403). This transfer and increase are necessary to expend the remaining fund balance of the Workforce Development Grant.

PMT: Agency

The Board approved item on consent.

C. Pools – Requested a transfer of appropriations in the amount of \$200 from Salaries to Materials and Supplies in the Pool Special Revenue fund (70851508). This transfer is necessary to purchase pool program related supplies.

PMT: Agency

The Board approved item on consent.

D. Administration/Data & Communication – Requested a transfer of appropriations in the amount of \$60,000 from Capital Outlay & Equipment in the Administration General fund (70225111) into Supplies and Materials and Capital Outlay in the Data and Communication General fund (70225114). This transfer is necessary to purchase audio visual equipment for the new building.

PMT: Agency

The Board approved item on consent.

E. New Building – Requested a transfer of appropriations in the amount of \$400,000 from Materials and Supplies into Capital Outlay in the New Building Capital Projects fund (71451401). This transfer is necessary to pay for construction costs associated with the new building.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Public Health Nurse III / Mr. Adam Heydinger – Requested Board confirm the hire of Mr. Adam Heydinger to fill full-time permanent PHN III position within the Preventative Health Division vacated by Ms. Korin Reed. This position is 40 hours a week (100% FTE), \$23.50 /hour (pay grade C9) effective 12/20/2021. Position is funded 100% from program 3100 (Disease Prevention), Fund 70225554 with an anticipated annual salary and benefits of \$62,268.45. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

B. Voluntary Resignation / Ms. Emily Jesson - Requested Board accept resignation of Ms. Emily Jesson, (PHN III) effective February 11, 2022.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. NACCHO Annual Conference / Ms. Shelia Hiddleston - The NACCHO Annual Conference will be held in Atlanta on July 19-21. Requested Board approval for Ms. Hiddleston to attend the conference and travel out of state. Conference fee \$625; Hotel \$489 + hotel fees; Meals \$276; Air Fare \$300: Total anticipated cost not including work time is approximately \$1,690. May drive in lieu of fly; reimbursement will be at the smallest amount.

Requested Board approval for Ms. Hiddleston to attend the conference with the total final amount not to exceed \$1,900.

PMT: Quality

The Board approved item on consent.

B. Conference / Mr. James Schwaderer – Requested Board approval to expend up to \$2,787.13 PH Admin (program #3000) funds for Mr. James Schwaderer to attend the 2022 Preparedness Summit: Reimagining Preparedness in the Era of COVID-19 in Atlanta, Georgia April 4 – 7, 2022 and attend the MRC Focused presentations on April 3, 2022. NACCHO has taken a leadership role in convening a wide array of partners to participate in the Preparedness Summit; presenting new research findings, sharing tools and resources, and providing a variety of opportunities for attendees to learn how to implement model practices that enhance the nation’s capabilities to prepare for, respond to, and recover from disasters and other emergencies. The knowledge and insights gained by the Emergency Response Coordinator, Mr. James Schwaderer, at the Preparedness Summit will benefit the emergency preparations of the Delaware Public Health District, provide tools for strengthening relationships with community partners, and help to ensure the Delaware Public Health District is prepared for the challenges of tomorrow. Mr. Schwaderer applied for and received a NACCHO Travel award which will cover all expenses except staff time which include airfare (\$695), conference registration (\$635), lodging (\$945), parking/taxi (\$60) and meals (\$407). Total expenses to be approximately \$2,787.13.

Requested Board approval for Mr. Schwaderer to attend the conference in amount not to exceed \$2,800.00 (anticipate a full refund).

PMT: Quality

The Board approved item on consent.

6.03 CONTRACTS

A. Medical Director - Dr. Wendy Sparling serves as the Medical Director for the DPHD. Dr. Sparling has had a contract with the DPHD since 2011 and has received \$350.00 per month for services; with a provision for an event rate of \$50.00 more than normal consultation services. During normal times, Dr. Sparling writes standing orders, stands with us for our Pharmacy license and CLIA Waiver, and provides telephone consultation as needed. During the past two years, Dr. Sparling has provided additional services by reviewing Fit Testing criteria for staff and first responders for Covid. Dr. Sparling has proposed \$1,000 per month. In researching Medical Director Contracts with the surrounding local health districts, those that operate like the DPHD, the amounts average \$10,590/year **if maximum hours** are used. Average hourly salary for a Family Practice Physician in OH \$92/hour according to the US Bureau of Labor Statistics and \$103/hour according to Salary.com in Columbus Ohio. Based on this information, Dr. Sparling is being paid for approximately 3.4 hours per month.

Ms. Hiddleston requested to revise the contract with an increase to Dr. Sparling’s contract to \$625/month (78.57% increase) with an hourly rate of \$103 (106% increase) for any hours over 6 per month. The revised contract will be retroactive to January 2022. Additionally, \$5000 one-time lump sum for the extra support provided during Covid. Ms. Hiddleston has reached out to Dr. Sparling for agreement with the proposed changes if approved by the Board.

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Reapply for Get Vaccinated (GV) grant - Requested Board approval to reapply for the GV grant. This is a continuation of the GV grant that will be effective July 1, 2022 – June 30, 2023. DPHD is eligible for \$75,719. Reimbursement is deliverable based; therefore, reimbursement may vary.

The goal of the grant is to *“improve and sustain vaccination coverage among children and adolescents, and to reduce vaccination coverage disparities in Ohio.”* 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.

B. Apply for MRC Rise Award – Requested Board approval to apply for the Medical Reserve Corps

COVID-19 Respond, Innovate, Sustain, and Equip (MRC RISE) Award, provided by the Department of Health and Human Services' Office of the Assistant Secretary of Preparedness and Response (HHS ASPR), and distributed through the National Association of County and City Health Officials (NACCHO). This is a new grant that would be effective June 1, 2022 – December 31, 2022. DPHD is requesting \$25,000 primarily be used by DPHD toward the purchase of new fit testing equipment which will be used to expand the capability of DPHD to provide N95 fit testing to community members such as first-responders, school staff, healthcare workers, MRC volunteers, and others.

The goal of this grant is to *"build capacity for the MRC to respond, innovate to evolving requirements, sustain staffing requirements, and equip MRC units with resources needed to support their mission."* 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.

6.053 RESOLUTIONS

A. Resolution #2022-01 A Resolution Honoring Leonard Fisher - Request Board approval of Resolution 2022-01. The Delaware Public Health District and broader Delaware community lost a dedicated and passionate leader and volunteer on October 23, 2021. Mr. Leonard Fisher worked tirelessly to promote healthy initiatives in tobacco prevention and was the Chair for the Tobacco-Free Delaware County Coalition for many years. A copy of Resolution 2022-01 was provided to the Board.

PMT: Community

The Board approved item on consent.

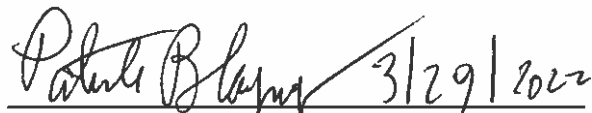
B. Resolution 2012-2 Adopting a Policy for the Delegation of Authority to Quarantine and Isolate: This resolution needs to be updated to reflect the changes in 3707.04 to 3707.32 during the Covid Pandemic. This resolution is adopted by the Board of Health with Approval by the District Advisory Council. Mr. Eric Penkal, Assistant Prosecutor, has reviewed the previous resolution and included the revisions.

This document, while needed during Covid by the public, it was only used a few times for enforcement; most residents voluntarily complied with the request to isolate/quarantine. This is the same document used when we have all communicable diseases requiring isolation/quarantine such as TB and Pertussis.

Ms. Hiddleston requested approval of the changes to resolution 2012-2 to bring it into compliance with ORC changes made in 2021. A copy of the revised Resolution was provided to the Board.

Ms. Smith moved to approve Resolution 2012-2 Adopting a Policy for the Delegation of Authority to Quarantine and Isolate pending final review by Board members who will email the Health Commissioner if they have any concerns; upon receipt of any concerns, the Health Commissioner will post for a special meeting prior to March 24th. Dr. Hickman seconded the motion. The motion carried unanimously.

ADJOURN at 8:59 PM.

 3/29/2022

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

 3/29/2022

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