

1.0 CONVENTION

1.01 CALL TO ORDER

The January 25, 2022, meeting was held at the Willis Education Center located at 74 W. William Street, Delaware, OH and called to order at 7:01 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Ms. Fleischer called in at 6:55 pm and hung up at 7:28 PM (in listen only mode), Mr. Karr, Mr. Hatfield, Dr. Hickman, Ms. Howerton, Mr. Tiberi, 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. Kelli Kincaid, Program Manager Community Health & Accreditation Coordinator, Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

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

Item 6.012 C was removed from the agenda. Ms. Smith moved to approve the consent agenda and agenda as amended and submitted. Mr. Karr seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

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.

Ms. Smith moved to approve the December 7, 2021, December 30, 2021 and January 10, 2022 meeting minutes. Mr. Tiberi seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Hatfield moved to approve the November and December 2021 bills. Ms. Howerton seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Troy/Delaware City Resolution** – Mrs. Hiddleson will write up a Resolution acknowledging Troy Township COVID support of \$50,000 and Delaware City of \$100,000.
- **Gas Meters** – Columbia Gas is attempting to install gas meters on the front of the buildings along Sandusky Street. A petition was sent to the City Council asking Columbia Gas not to install these meters on the front of the historic buildings. Mrs. Hiddleson signed the petition on behalf of the Health District.
- **FCB Lease Discussion** – Mrs. Hiddleson had a discussion with Mr. John Armstrong, Property Manager of First Commonwealth Bank. Discussion included the bank's leasing options. At the time of discussion, Mr. Armstrong was unaware of the bank's future leasing plans, but would have a discussion with upper management.

- **Appraisal Update** – Melissa Speert, The Robert Weiler Company, completed a walk through of the building last week. It was hoped to have a verbal appraisal by tonight's meeting, but the appraisal is not ready. The appraisal is to include market value and short sell value. Ms. Hiddleson will email the Board of Health the appraisal numbers when available and the final report when received.
- **ODH Desk Audit** – Huge KUDO to Janet Natchia, Fiscal Specialist 2, for superior work on five COVID Grants in 2021. The desk audit by ODH did not produce any exceptions or disallowed costs.
- **Salary Survey** – Ms. Amy Whitney and Mrs. Hiddleson met with Clemans Nelson and they have begun working on the salary survey. It is hoped the salary survey will be available at next month's Board of Health meeting.
- **Suicide and Overdose Fatality Review Committee Status** – This committee is not mandated but the health district would like to participate. However, with a turnover in staff implementation is delayed.
- **Reproductive Health Grant** – At last month's Board of Health meeting it was discussed to apply for Reproductive Health Grant. Since that meeting, staff have decided not to accept the money due to the continuing efforts of COVID and a turnover of staff.
- **Covid Update** – Mr. Adam Howard provided a presentation regarding COVID statistics.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board.

PMT: Agency

Mr. Tiberi moved to accept the year-to-date finance 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 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 & fence per our request).

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

- #18 Structural Dimensions and Electrical \$39,144.38
- #17 Cost Escalations \$240,798.80
- #22 Grading Revisions, Millwork Revisions, Electric boxes revisions \$24,745.21

The following change orders are pending:

- #23 Casework, paint, electrical revisions ~\$19,581.92

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

PMT: Agency/Community Information

B. Executive Session – Mr. Karr moved to enter Executive Session to discuss the sale of current buildings and to consider the appraisal and/or compensation of a public employee or official, specifically, the Health Commissioner. Ms. Hiddleson to remain. Mr. Tiberi seconded the motion. Roll Vote was taken: Mr. Blayney, yes; Dr. Hickman, yes; Ms. Howerton, yes; Mr. Karr, yes; Ms. Smith, yes; Mr. Tiberi, yes; Mr. Hatfield, yes. The Board entered Executive Session at 7:45 pm.

The Board returned to public session at 8:31 PM. Dr. Hickman made a motion to return to public session, Ms. Howerton seconded the motion. Roll Vote was taken: Ms. Howerton, yes; Mr. Karr, yes; Mr. Hatfield, yes; Mr. Tiberi, yes; Mr. Blayney, yes; Ms. Smith, yes; Dr. Hickman, yes.

PMT: Agency

Mr. Karr moved to provide Ms. Hiddleson with a 3.5% raise effective January 1, 2022 for her performance this past year upon completion of her performance appraisal.

Ms. Smith seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. COVID 19 Vaccination – Requested an initial appropriation of \$257,137 to Salaries, Benefits, Materials & Supplies, Service & Charges and Capital Outlays & Equipment in the COVID 19 Vaccination fund (75651404). This is to account for grant transactions related to the COVID 19 Vaccination.

PMT: Agency

The Board approved item on consent.

B. Administration – Requested a transfer of appropriations in the amount of \$479,967.30 from Cash Transfers to Materials & Supplies in the Administration fund (70255111). This transfer is necessary to pay for the furniture in the new building.

PMT: Agency

The Board approved item on consent.

~~**Item Removed from the Agenda-C. 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.~~

~~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 2nd Amended Certificate.~~

~~**PMT: Agency**~~

6.014 FEES

A. Requested Board approval of the updated Clinic Fees for 2022 to be effective February 13, 2022. A copy of the Fee Schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Requested Board approval of the updated Sliding Fee Scale for clinic services effective February 13, 2022. A copy of the Sliding Fee Scale was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. COVID 19 Vaccination – Requested 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.

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. COVID 19 Vaccination Fund – Requested Board approval to create the COVID 19 Vaccination Fund (75651404) Special Revenue fund to account grant related transactions.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Employ Administrative Assistant 2 / Ms. Wende Ertz – Request Board confirm employment of Ms. Wende Ertz to fill Administrative Assistant II position within the Environmental Health division vacated by Ms. Kyrstin O'Neil. This position is forty (40) hours a week (100% FTE), \$ 15.17/hour (A4) effective January 10, 2022. Position is funded {70225445 (Residential Services) 50%, 70225443 (Sewage) 50%} with an anticipated annual salary and benefits not to exceed \$48950.00/year. Amount may be adjusted depending upon benefits selected.

Ms. Howerton moved to confirm employment of Ms. Wende Ertz. Mr. Tiberi

seconded the motion. The motion carried unanimously.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan - Requested Board approval of the updated Position Series Control Plan. A copy of the updated Position Series Control Plan was provided to the Board. Updates are reflected in yellow highlight.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Car Seat Technician Contract: Requested 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.

PMT: Agency

The Board approved item on consent.

B. Contact Tracers/Clinic Services Assistants: 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. Requested Board approval of this lump sum with appreciation of the longevity of these temporary employees.

PMT: Agency

The Board approved item on consent.

6.033 COMMUNITY HEALTH

A. Vaccination Grant: Requested Board confirm the application to apply for the Ohio Department of Health *COVID-19 Vaccination (CN22)* 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.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. Public Health Accreditation: Ms. Kelli Kincaid provided the Board Continuing Education related to PHAB, updated alignment of Domains with the Ten Essential Services, and the annual report. All members in attendance received credit for CE related to the presentation. Presentation was provided from 7:23 pm to 7:40 pm. for seventeen minutes of CE.


PMT: Quality

Information

B. Board of Health Appointment: Ms. Hiddleson has reached out to Ms. 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.

PMT: Agency Information

ADJOURN


Patrick E. Blayney 2/22/22
Patrick Blayney, President/Date or
Marjorie Fleischer, Vice President/Date


Shelia L. Hiddleson 2/22/22
Shelia L. Hiddleson, Health Commissioner,
Secretary to the Board of Health/Date