

1.0 CONVENTION

1.01 CALL TO ORDER

The March 29, 2022, meeting was held at the Delaware Public Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:07 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Hickman, Ms. Fleischer, Mr. Holzapfel, and Ms. Smith. Board members attending virtually: Ms. Howerton. Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Ms. Dawn Hall, Finance and Operations Director, Wende Ertz, AA, S'Kerney Land, AA, and Adam Heydinger, PHN. The meeting was streamed to You Tube for the public.

The annual re-organization of the Board was deferred to April.

1.02 CONSENT ITEMS

5.032 Administration/Facilities A

6.012 Appropriations A-C

6.014 Fees A

6.019 Rescind Fund A-B

6.021 Authorization/Employment A

Ms. Smith moved to approve the consent agenda and agenda as submitted. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Dr. Hickman moved to approve the February 22, 2022, minutes. The motion was seconded by Mr. Holzapfel. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the February 2022 bills. The motion was seconded by Ms. Howerton. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- Ms. Hiddleson introduced Mr. William Zachary (Zach) Holzapfel to the Board members present, he was appointed to the Board by the DAC on March 24, 2022, for a five-year term. Mr. Holzapfel shared a brief biography of himself, the members welcomed him to the Board. Mr. Blayney volunteered to be a mentor to Mr. Holzapfel and Ms. Hiddleson will provide BOH orientation in the coming weeks.
- Finance Committee
 - Ms. Hiddleson will send out a Doodle Poll to the Finance Committee for a meeting in May to consider the Levy timing and review of Five-year projections
 - The Budget Commission will meet with the DPHD on April 22, 2022, Board members will let Ms. Hiddleson know what time in the afternoon will work for each of them.
- COVID-19 Update – Mr. Howard gave an update to the Board related to current COVID-19 status and a deeper dive into vaccine vs. unvaccinated deaths.
- Ms. Hiddleson advised that the staff clothing order is being placed soon. Some Board members had expressed desire to have branded clothing for DPHD events. The Board

agreed that Board members will pay for their clothing, Ms. Hiddleson will send the catalog.

- Thank you and recognitions were reviewed.
- Ms. Hiddleson shared that her family is looking to downsize in preparation for retirement in the coming years and her house is for sale. Per her contract, she will maintain a residence in the district.

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.

Dr. Hickman moved to accept the year-to-date finance report. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – No Report

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.04 CITIZEN REQUEST – There were no public present.

5.0 OLD BUSINESS

5.032 ADMINISTRATION/FACILITIES

A. Realtor Contract – Ms. Walsh’s contract with the DPHD for the sale of the West Winter buildings expires at the end of the month. Ms. Hiddleson recommended extending Ms. Walsh’s contract until the completion of the current contract with the Kautilya Group or December 31, 2022, whichever comes first.

PMT: Agency

The Board approved item on consent.

B. 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 were provided to the Board. The next scheduled meeting will be held on April 1, 2022. The current schedule was revised based on delay in the delivery of the insulation to November; however, Ms. Schaffer shared very promising news that may move that date to an earlier date. Total Change Orders to date: \$1,125,184.61 (includes house demolition & fence per our request).

The following change orders are pending:

- Best Available Refuge Area upgrades ~ \$90,000
- Bottom of wall flashing for siding
- Frost Stoops
- Door Conflict

A copy of the updated Facility Budget was provided to the Board. Ms. Hiddleson and Ms. Hall are providing an additional At a Glance document with the budget. A copy of the At a Glance document was provided to the Board.

PMT: Agency

Action Requested: Discussion/Information

C. Sale of West Winter Street – An agreement in principle has been reached and a definitive agreement is being developed for execution in accordance with the letter of intent for the sale of the West Winter Street buildings on March 3, 2022, after review of all documents by Eric Penkal, Assistant Prosecutor. Ms. Walsh, Buyer, and First Commonwealth Bank have begun working through the contingencies specified in the counteroffer agreement.

PMT: Agency

Information Only

6.0 NEW BUSINESS

6.011 BUDGETS

A. 2023 Budget - Requested Board to approve the 2023 Budget Book as the approved budget and appropriation levels for the agency for 2023.

PMT: Agency

Ms. Smith moved to approve the 2023 Budget. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

6.012 APPROPRIATIONS

A. Data and Communications – Requested a transfer of appropriations in the amount of \$21,286.81 from Materials and Supplies and Services and Charges to Capital Outlay in the Data and Communications General/Public Health Fund (70225114). This transfer is necessary to properly account for capital equipment purchased for the new headquarters.

PMT: Agency

The Board approved item on consent.

B. Vector – Requested an increase in appropriations in the amount of \$12,690.00 in Salaries, Benefits and Materials and Supplies in the Vector General/Public Health Fund (70225444). This increase due to the award of the Mosquito Control Grant (MCG) Program which will be used to purchase supplies and pay for salaries.

PMT: Agency

The Board approved item on consent.

C. Coronavirus Response – Requested an increase in appropriations in the amount of \$.01 in Transfers Out in the Coronavirus Response Special Revenue Fund (70551505). This increase is necessary to return the trivial fund balance to the General/Public Health Fund so that the fund can be rescinded.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Clinic Fee Schedule - Requested Board approval of the updated Clinic Fees for 2022 to be effective April 22, 2022. A copy of the Fee Schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.019 RESCIND FUND

A. Tobacco Prevention & Cessation – Requested Board approval to rescind Tobacco Prevention & Cessation Fund (70225230) (child key) within the General/Public Health Fund. The District no longer receives this grant therefore, there is no need to have this child key.

PMT: Agency

The Board approved item on consent.

B. Coronavirus Response – Requested Board approval to rescind Coronavirus Response Fund (70551505) Special Revenue Fund. The grant is complete, and the fund is no longer needed.

PMT: Agency

The Board approved item on consent.

6.02 PERSONNEL

6.021 AUTHORIZATION/EMPLOYMENT

Epidemiologist 2 / Ms. Emily Lipp – Requested Board confirm employment of Ms. Emily Lipp to fill the Epidemiologist 2 position within the Community Health Division vacated by Ms. Abby Boeckman. This position is 40 hours a week (100% FTE), \$23.14/hour (pay grade C9) effective April 4, 2022. Position is funded 100% from CH Admin (70225222) with an anticipated annual salary and benefits not to exceed \$69,514.32. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

6.05 BOARD ACTIONS/POLICIES/LEGAL 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**

There being no further business, the meeting adjourned at 7:49 PM.

Patrick Blayney 4/26/2022
Patrick Blayney, President Date
or Margie Fleischer, Vice President Date

Shelia L. Hiddleston 4/26/2022
Shelia L. Hiddleston, Health Commissioner
Secretary to the Board of Health Date