

**SHELIA L. HIDDLESON, RN, MS | HEALTH COMMISSIONER**

1 - 3 WEST WINTER STREET | PO BOX 570 | DELAWARE, OHIO 43015-0570

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: June 24, 2022

To: Board of Health

From: Shelia Hiddleson, RN, MS  
Health Commissioner

Re: Board meeting **Tuesday, June 28, 2022, 7:00 pm Basement – Training Room**  
The Board may attend virtually via Teams and the Public may view on the DPHD You Tube Channel

**\*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>	<b>2</b>	
<b>1.02 CONSENT ITEMS</b> <b>6.012 Appropriations A</b> <b>6.019 Rescind Fund A</b> <b>6.021 Authorization/Employment A-B</b> <b>6.023 Tuition Reimbursement/Staff Development A-B</b> <b>6.034 Preventative Health A</b> <b>6.05 Board Actions/Policies/Legal Issues B</b> <b>6.052 Policies A</b>	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> <b>A. Previously sent.</b>	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> <b>A. Previously sent.</b>	<b>2</b>	<b>Approve</b>

## 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>Board Memo Value/Purpose</li> <li>NACCHO Board HHS Region 5</li> <li>Covid Update</li> </ul>	2	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: Accept</b>	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	

## 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.04 CITIZEN REQUEST</b>			

## 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>
<b>5.032 ADMINISTRATION/FACILITIES</b>			
<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 . The next scheduled meeting will be held on July 8, 2022. The current schedule shows a completion date of 11/28/2022. Total Change Orders to date: \$1,287,040.47 (includes house demolition & fence per our request). The following change orders are pending: <ul style="list-style-type: none"> <li>Revised Door Openings</li> </ul>	5	Information/ Mr. Blayney Shelia	Agency

<ul style="list-style-type: none"> <li>• Rubbish and garbage removal in pond ~\$23,292.69</li> <li>• Additional Downspout ~\$5,005.25</li> <li>• Curtain Wall Attachment &amp; Roof Framing</li> </ul> <p>Updated Facility Budget attached. Ms. Hiddleston and Ms. Hall are providing an additional At a Glance document with the budget attached.</p> <p><b>Action Requested: Discussion/Information</b></p>			
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## 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>6.012 APPROPRIATIONS</b>			
<p><b>A. Safe Rt23 Corridor</b> – Request a transfer of appropriations in the amount of \$1,000 from Salaries and Benefits to Materials and Supplies and Service and Charges in the Safe Rt23 Corridor Special Revenue fund (71351515). This transfer is necessary to purchase supplies and services needed to operate the grant.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.013 LEVY</b>			
<p><b>A. Renewal with an Addition:</b> The current 0.7 mill levy will be collected in 2023 with the final payment in 2024. The current levy is being collected at a rate of 0.486 mills due to rollbacks. In an analysis of the current finances of the health district the amount of the current levy will not sustain the expenses of the health district into the future without a drastic cut in programs/services which will include a layoff of staff. Additionally, the health district will not be able to complete the mandated programs for the district and will not be able to maintain mandated national accreditation without additional funds.</p> <p>The health district finances have been negatively affected drastically by the pandemic response required to protect the community; public health funds had to be used to supplement the grants received due to the specificity of the grants that did not cover all the required response.</p> <p>The new facility does not affect the ability of the health district to provide services, as levy dollars are not being spent on the new facility. The funds for the new facility were saved over a period of 20 years with unspecified funds collected.</p>	<b>15</b>	<b>Discussion/ Shelia</b>	<b>Agency Community Engagement Quality</b>

<p>Therefore, the Finance Committee and Ms. Hiddleston recommend that the Board certify the need for a renewal of the 0.7 mill levy with an additional 0.3mill in the November 2022 election with a start date of collections in _____. A resolution provided by Assistant Prosecutor Penkal is <b>attached</b>. If passed, the resolution will be sent to the County Commissioners for placement on the ballot after a certification is received by the County Auditor that validates the need for the funds.</p> <p><b>Action Requested: Discussion and Decision</b></p>			
<b>6.019 RESCIND FUND</b>			
<p><b>A. Contact Tracing</b> – Request Board approval to rescind Contact Tracing Fund (71851528) Special Revenue Fund. This grant is completed there is no need to have this fund.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<p><b>A. Voluntary Resignation / Ms. Kris Mendenhall</b> - Request Board accept the voluntary resignation of Ms. Kris Mendenhall, Administrative Assistant II, effective June 14, 2022.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<p><b>B. Community Health Specialist 1 / Ms. Alyssa Sawyer</b> – Request Board confirm employment of Ms. Alyssa Sawyer to fill the Community Health Specialist 1 position within the Community Health Division vacated by Ms. Mahalia Burleson. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective July 11, 2022. Position is funded 100% from WFD (75551403) with an anticipated annual salary and benefits not to exceed \$63,626.88. Amount may be adjusted depending upon benefits selected.</p> <p><b>PMT: Agency</b></p> <p><b>Action Requested: Consent Approval</b></p>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency/ Community</b>

<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>			
<p><b>A. Conference / Ms. Shelia Hiddleston</b> - Ms. Hiddleston has been elected to the National Association of County and City Health Officials (NACCHO) representing HHS Region 5: OH, IN, MI, IL, WI, MN. The NACCHO Board will meet at the beginning of the annual conference; therefore, Ms. Hiddleston must modify the approved NACCHO Conference to include an additional travel day and an additional lodging day. The new dates of travel will be July 17 through July 21. The Workforce Development Grant is paying for the cost of the conference, travel, and lodging. However, the additional dates of travel, meals, and hotel expenses will be paid by NACCHO.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Shelia</b>	<b>Agency/ Quality</b>
<p><b>B. Conference / Dawn Hall</b> - Ms. Hall would like to attend the Ohio GFOA (Government Finance Officers Association) 2022 Advanced Governmental Accounting Seminar August 17<sup>th</sup> and 18<sup>th</sup> located in Geneva Ohio. Topics discussed include new accounting pronouncements needed to prepare year-end financial reports. Additionally, this conference will provide CPE (Continuing Professional Education) required to maintain the CGFM certification. The cost includes registration, travel, hotel, and meals.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency/ Quality</b>
<b>6.034 PREVENTATIVE HEALTH</b>			
<p><b>A. Appy for Cribs for Kids and Safe Sleep grant</b> – Request Board confirm application for the Cribs for Kids and Safe Sleep grant provided by Ohio Department of Health. This grant will be operational October 1, 2022 – September 30, 2023</p> <p>The goal of this grant is to <i>“decrease Ohio’s infant mortality rate by ensuring infants have a safe sleep environment and families are educated about safe sleep practices.”</i> If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Community</b>
<b>6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES</b>			
<p><b>A. Credit Card Log</b> – Per policy the Board is provided a copy of the Credit Card log quarterly (<b>attached</b>).</p> <p><b>Action Requested: Information only</b></p>	<b>0</b>	<b>Info/ Dawn</b>	<b>Agency</b>

<p><b>B. Vehicle Policy Exception</b> - Mrs. Shannon Self is a REHS III with the Environmental Health Food Protection and Public Safety Unit. Her responsibilities include conducting inspections of Food Service Operations, Retail Food Inspection and Swimming Pool inspections in addition to other duties. Her current home is 6.4 miles north of DPHD jurisdiction in Marion County.</p> <p>The current vehicle policy does not allow for staff to “home garage” their vehicle if they live outside of the county lines unless it is advantageous to the agency. There is one employee that does this currently because he lives in a county we contract with for services.</p> <p>Mr. Kent is requesting an exception to the policy as it will be an advantage to the agency in that she will not be spending time at the end or beginning of the day driving to her agency vehicle or returning her at the end of the workday. Shannon conducts inspection in the northern part of the county including Ashley. This change will be an advantage to the agency to reduce her time picking up and dropping off the agency vehicle and increasing time conducting inspection in the field. She understands that she will have to claim any mile driven from her home to the agency or her first inspection of the day as personal miles and from her last inspection to her home as written in the personal policy manual.</p> <p><b>Action Requested: Consent</b></p>	0	Consent/ Dustin	Agency Community
<b>6.04 SPECIAL REPORTS</b>			
<p><b>A. Community Health Improvement Plan Update:</b> The Board of Health has the responsibility of assuring that community assessment and planning occur. Ms. Keagy and Ms. Burleson will provide the Board with an update on the Community Health Improvement planning cycle and an update to the current CHIP. This activity will count towards Board continuing education.</p> <p><b>Action Request: Information</b></p>	15	Info/ Jen	Community Engagement Quality
<b>6.052 POLICIES</b>			
<p><b>A. Volunteer Time Off:</b> Request Board approval of the Volunteer Time Off (VTO) procedure (<b>attached</b>). The intention of this program is to increase visible leadership and create community engagement opportunities for DPHD employees that are meaningful, purposeful and helps those in need. VTO may also help with recruitment and retention of staff; feeling</p>	0	Consent/ Jen	Agency/ Community

engaged with your job and the community has been shown to increase job satisfaction <b>Action Requested: Consent Approval</b>			
<b>B. Routine and Emergency Events Delegation of Authority:</b> The Delegation of Authority has been updated to reflect changes in titles, division names, and to include intermittent changes the Board has approved. The recommended changes are <b>attached</b> for review. The Finance Committee has discussed the expense amount delegated to the Health Commissioner for non-routine/non-budget items so that amount has been left blank for discussion.  Ms. Hiddleson requests adoption of the recommended changes and a discussion related to expenditure amounts that are non-routine/non-budgeted for the updated document. <b>Action Requested: Discussion and Approval</b>	5	Discussion/ Shelia	Agency

Sincerely,

Shelia Hiddleson  
Health  
Commissioner

Dustin Kent  
Deputy Health  
Commissioner  
Environmental  
Health

419/202-1063

Jen Keagy  
Deputy Health  
Commissioner  
Community  
Health

614/315-1337

Adam Howard  
Deputy Health  
Commissioner  
Preventative  
Health

740/360-4718

Dawn Hall  
Director of  
Finance and  
Operations

330/281-1700

740/972-8635

May 2022

Public Health/General Operating Funds

04/30/22 - Cash Balance 7,651,567

Revenues							
Fund Number	2022 Budgeted Revenue	2022 May Revenue	2021 May Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Administration 70225111	4,422,941	92,691	14,411	2,845,522	2,324,974	64.34%	41.67%
Vital Statistics 70225112	181,346	14,226	17,887	98,118	105,019	54.11%	41.67%
Facility & Expansion 70225113	-	-	-	22,964	-	-	-
Data & Communication 70225114	-	125	-	127	3,479	-	-
Building 70225115	2,291,863	15,598	5,026	168,890	166,860	7.37%	41.67%
Sunbury Satellite 70225116	-	-	-	-	-	-	-
OEPA Litter 70225221	2,000	-	-	-	-	0.00%	41.67%
CH Administration 70225222	100	19,606	67,631	45,289	68,631	45289.00%	41.67%
Communication 70225225	-	-	-	-	-	-	-
PH Emergency Planning 70225228	147,945	-	-	44,952	-	30.38%	41.67%
Tobacco Prevention & Cessation 70225230	-	-	-	-	5,650	-	-
EH Administration 70225441	780	17	3	313	145	40.13%	41.67%
ER Response & Waste Management 70225442	-	-	-	-	-	-	-
Sewage 70225443	329,058	20,999	27,833	138,680	157,488	42.14%	41.67%
Vector 70225444	-	12,690	-	12,690	-	-	-
Residential Services 70225445	-	-	-	-	-	-	-
Plumbing 70225446	1,125,586	124,041	97,249	634,602	463,385	56.38%	41.67%
Food Protection & Public Safety 70225447	5,000	-	-	1,688	2,200	33.76%	41.67%
PH Administration 70225551	-	3,002	30	4,282	54	-	-
Public Health Disease Prevention 70225554	7,000	-	-	-	4,000	0.00%	41.67%
Community Health & Clinic Services 70225555	236,572	19,544	68,299	159,698	140,353	67.51%	41.67%
BCMH 70225556	13,645	-	-	5,470	360	40.09%	41.67%
Get Vaccinated 70225558	27,823	-	-	5,051	-	18.15%	41.67%
PH Naloxone 70225559	4,784	-	-	-	-	-	-
<b>Total</b>	<b>8,796,443</b>	<b>322,539</b>	<b>298,369</b>	<b>4,188,336</b>	<b>3,442,598</b>		

Other Financing Sources (Advances/Transfers)			
70225111	-	42,408	277,582
70225111	-	-	-
	-	42,408	277,582

Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 May Expenditures	2021 May Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditure	% Expended Year-To-Date	% Expected Year-To-Date
Administration 70225111	2,628,176	74,834	60,114	791,931	780,859	30.13%	41.67%
Vital Statistics 70225112	209,018	5,939	5,647	104,316	102,663	49.91%	41.67%
Facility & Expansion 70225113	124,119	8,779	7,605	53,391	60,856	43.02%	41.67%
Data & Communication 70225114	507,948	24,821	34,504	214,964	231,784	42.32%	41.67%
Building 70225115	376,681	6,466	8,557	57,773	143,122	15.34%	41.67%
Sunbury Satellite 70225116	118,445	12,221	11,211	47,189	46,170	39.84%	41.67%
OEPA Litter 70225221	2,174	41	-	41	-	1.89%	41.67%
CH Administration 70225222	846,781	56,884	29,784	277,057	230,812	32.72%	41.67%
Communication 70225225	248,319	12,244	8,895	78,442	62,503	31.59%	41.67%
PH Emergency Planning 70225228	162,411	14,639	4,670	46,845	15,712	28.84%	41.67%
Tobacco Prevention & Cessation 70225230	-	-	-	-	651	0.00%	41.67%
EH Administration 70225441	194,832	10,382	9,059	49,591	59,021	25.45%	41.67%
ER Response & Waste Management 70225442	59,749	322	25,572	8,255	83,549	13.82%	41.67%
Sewage 70225443	265,260	26,064	23,153	97,167	89,892	36.63%	41.67%
Vector 70225444	96,666	8,323	2,023	25,778	14,499	26.67%	41.67%
Residential Services 70225445	173,042	5,917	5,461	33,422	39,151	19.31%	41.67%
Plumbing 70225446	689,235	54,679	57,858	223,666	218,551	32.45%	41.67%
Food Protection & Public Safety 70225447	205,095	8,568	17,832	80,368	106,479	39.19%	41.67%
PH Administration 70225551	164,184	6,153	10,703	48,693	87,368	29.66%	41.67%
Public Health Disease Prevention 70225554	232,405	16,709	11,190	85,213	68,757	36.67%	41.67%
Community Health & Clinic Services 70225555	757,125	58,261	54,316	226,673	258,627	29.94%	41.67%
BCMH 70225556	100,323	3,214	2,920	15,796	14,596	15.75%	41.67%
Get Vaccinated 70225558	63,166	6,847	1,942	28,533	9,952	45.17%	41.67%
PH Naloxone 70225559	13,449	698	702	698	5,798	5.19%	41.67%
<b>Total</b>	<b>8,238,603</b>	<b>423,005</b>	<b>393,718</b>	<b>2,595,802</b>	<b>2,731,372</b>		

Other Financing Uses (Advances/Transfers)			
70225111	-	-	-
70225111	-	-	100,000
70551505	-	42,408	-
71651529	-	200,000	-
71851528	-	5,372	-
	-	247,780	347,780

5/31/22 -Public Health/General Operating Funds Cash Balance 7,551,101

May 2022

## Special Revenue, Capital Project Funds &amp; Debt Service

04/30/2022 - Cash Balance	2.915.706
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		Revenues						
	Fund Number	2022 Budgeted Revenue	2022 May Revenue	2021 May Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Campground Program	70351503	8,400	891	-	8,178	7,287	97.36%	41.67%
Food Service	70451504	428,093	4,996	5,612	400,796	371,950	93.62%	41.67%
Covid 19 Response	70551505	-	-	-	-	84,816	-	-
Water System	70651506	13,167	546	1,710	4,039	8,800	30.68%	41.67%
Solid Waste	70751507	41,250	-	-	24,021	24,080	58.23%	41.67%
Swimming Pool	70851508	57,197	16,929	8,253	66,718	62,908	116.65%	41.67%
Women Infants & Children	70951509	550,000	-	112,038	245,384	239,669	44.62%	41.67%
Safe Rt23 Corridor	71351515	35,000	8,186	1,154	19,123	6,219	54.64%	41.67%
DGHD New Office	71451401	4,000,000	5,531	-	5,666	150	0.14%	41.67%
Enhanced Operations Grant	71651529	149,000	-	104,671	149,000	198,619	100.00%	41.67%
Contact Tracing/CO20	71851528	-	-	-	-	235,174	0.00%	41.67%
New Facility Debt Service	75451402	250,000	-	-	-	-	0.00%	41.67%
Workforce Development Grant	75551403	300,000	-	-	68,353	-	22.78%	41.67%
Covid 19 Vaccination	75651404	257,137	-	-	11,151	-	4.34%	41.67%
Total		6,089,244	37,079	233,438	1,002,429	1,239,672		

## Other Financing Sources (Advances/Transfers)

70551505	-	-	42,408	-	42,408	Advance
75651404	-	-	-	100,000	-	Advance
71651529	-	-	200,000	-	300,000	Advance
71851528	-	-	5,372	-	5,372	Advance
	-	-	<b>247,780</b>	<b>100,000</b>	<b>347,780</b>	

### Expenditures

		2022 Budgeted	2022 May	2021 May	2022	2021		
Fund Number		Expenditures	Expenditures	Expenditures	Year-To-Date	Year-To-Date	% Expended	% Expected
					Expenditures	Expenditures	Year-To-Date	Year-To-Date
Campground Program	70351503	8,537	880	1,611	990	4,119	11.60%	41.67%
Food Service	70451504	428,607	51,355	33,760	180,341	146,211	42.08%	41.67%
Water System	70651506	17,223	1,476	1,137	4,786	5,470	27.79%	41.67%
Solid Waste	70751507	43,947	3,304	5,250	24,047	24,158	54.72%	41.67%
Swimming Pool	70851508	64,610	12,903	9,182	19,377	11,572	29.99%	41.67%
Women Infants & Children	70951509	591,449	48,690	49,384	191,922	178,699	32.45%	41.67%
Safe Rt23 Corridor	71351515	19,997	5,736	3,065	18,155	10,178	90.79%	41.67%
DGHD New Office	71451401	5,608,868	247,053	298,960	757,468	925,169	13.50%	41.67%
Enhanced Operations Grant	71651529	65,000	29,820	104,721	125,390	279,521	192.91%	41.67%
Contact Tracing/CT20	71851528	-	-	3,677	-	52,287	-	-
New Facility Debt Service Fund	75451402	250,000	-	-	-	-	-	-
Workforce Development Grant	75551403	110,500	17,463	-	55,969	-	50.65%	41.67%
Covid 19 Vaccination	75651404	257,137	14,858	-	39,455	-	-	-
Total		7,465,875	433,538	510,747	1,417,900	1,637,384		

## Other Financing Uses (Advances/Transfers)

Other financing uses (Advances)/transfers						
70551505	-	-	42,408	-	42,408	Advance
71851528	-	-	235,174	-	235,174	Advance
	-	-	-	-	-	
			277,582		277,582	

Total 2022 Year-To-Date Revenues	5,190,765	4,682,270	Total 2021 Year-To-Date Revenues
Total 2022 Year-To-Date Expenditures	4,013,702	4,368,756	Total 2021 Year-To-Date Expenditures

Special Revenue, Capital Project and Debt Service Funds Cash Balance	2,519,247
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<b>Total Cash Balance</b>	<b>10,070,348</b>
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**Overall:**

## Revenues:

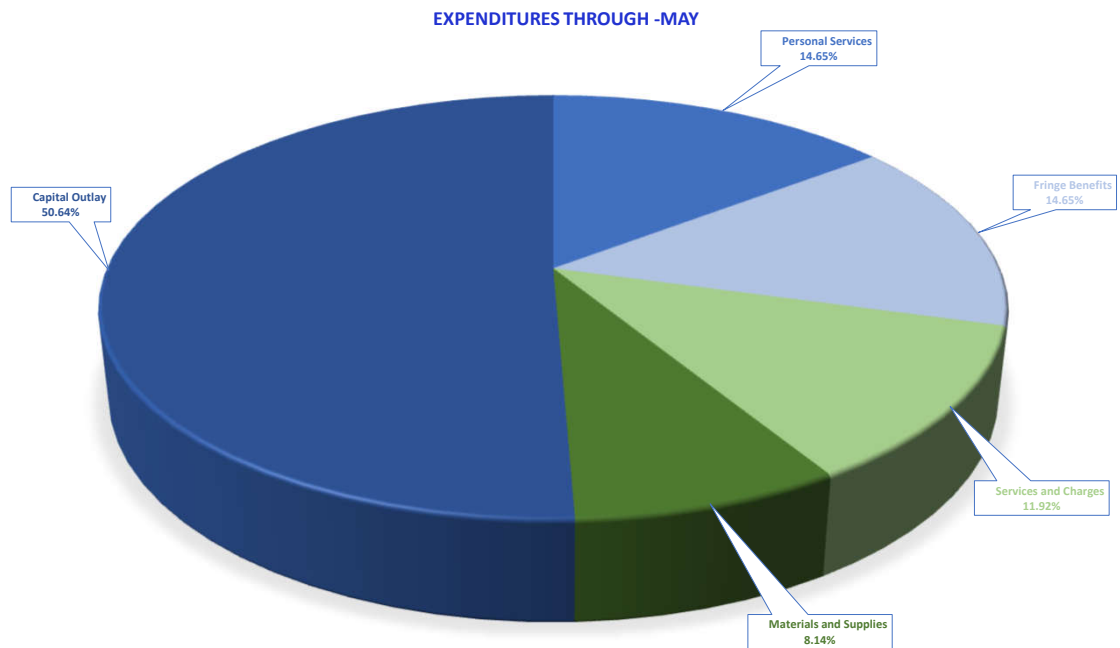
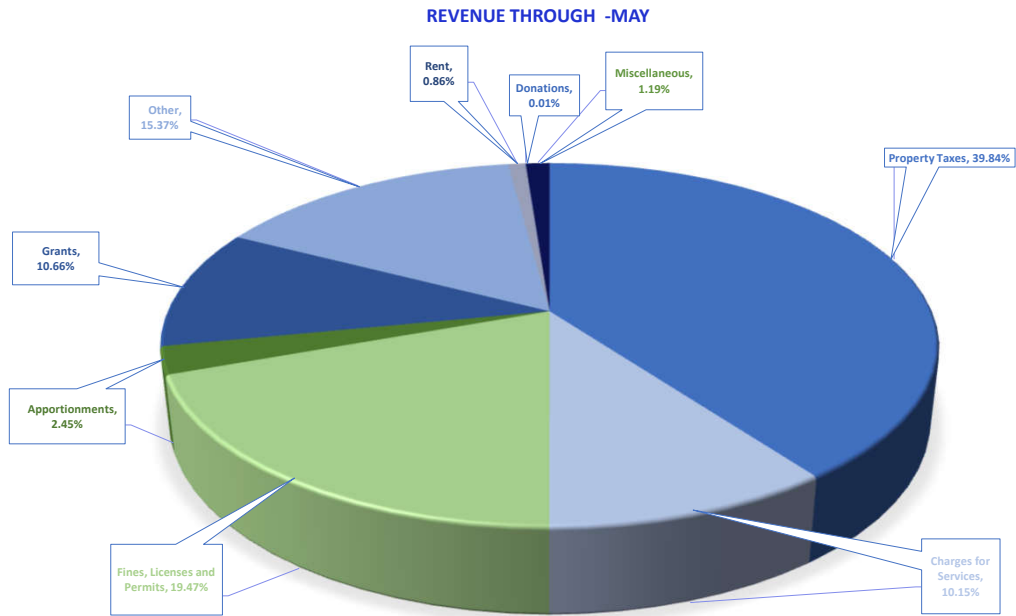
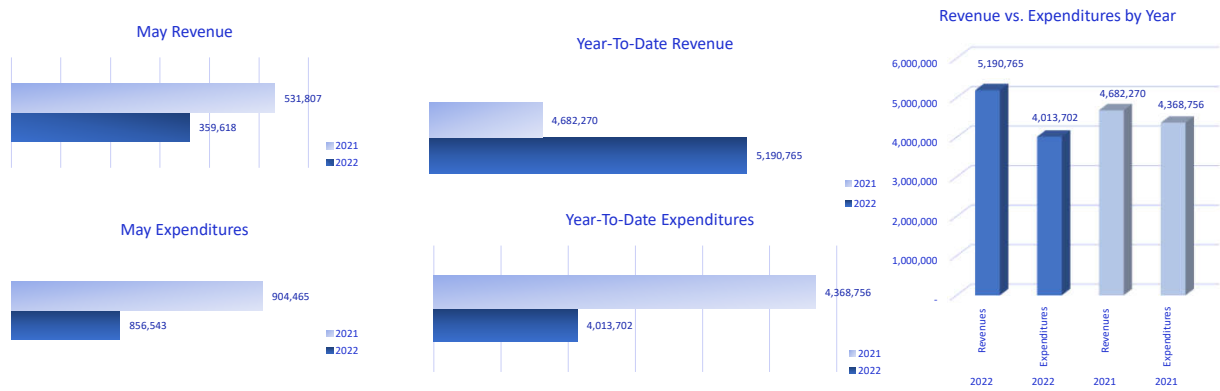
Overall revenues increased \$508495 or 10.86% in 2022 over 2021. The primary reason is increased property tax, plumbing revenue and grant fundings.

**Expenditures:**

Overall expenditures decreased \$355,054 or 8.13% in 2022 from 2021. This decrease is due to no debt payments in 2022. Also, DHPD building construction payment have slowed due to a lack of supplies and staffing.

County Litter Fund	04/30/2022- Cash Balance	58,787
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Litter Fund	04/30/2022 - Cash Balance 36,767							
	Revenues							
Litter Grant	22111502	79,910	-	-	42,938	43,575	53.73%	41.67%
	Expenditures							
Litter Grant	22111502	79,910	19,606	6,528	48,756	10,201	61.01%	41.67%
	05/31/2022 - Cash Balance 39,181							



**CASH REPORT**

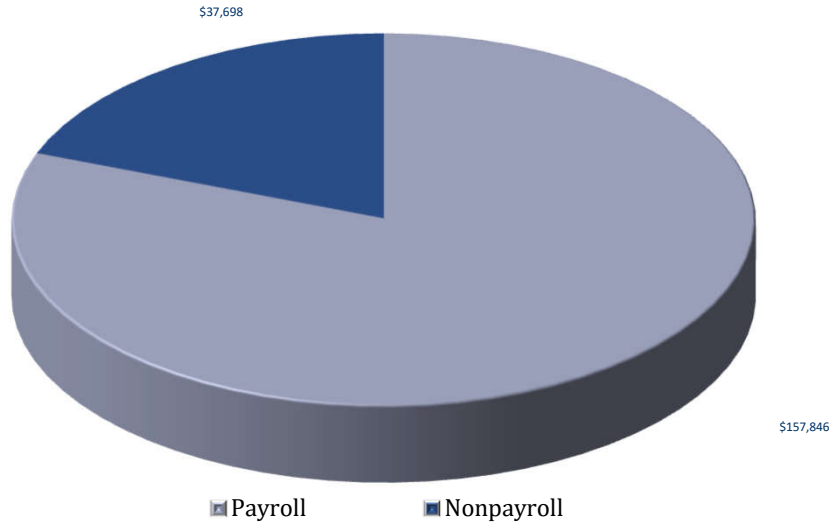
01/01/2022 - 05/31/2022

FUND	TITL	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
702	HEALTH DEPARTMENT	6,058,566.65	4,188,334.39	2,595,800.38	(100,000.00)	7,551,100.66	1,917,454.56	0.00	5,633,646.10
703	CAMPGROUND PROGRAM	8,107.20	8,178.00	990.00	0.00	15,295.20	10.00	0.00	15,285.20
704	FOOD SERVICE	303,139.74	400,796.26	180,340.80	0.00	523,595.20	55,147.62	0.00	468,447.58
705	CORONAVIRUS RESPONSE	0.01	0.00	0.01	0.00	0.00	0.00	0.00	0.00
706	WATER SYSTEM	21,294.40	4,038.50	4,785.67	0.00	20,547.23	5,139.55	0.00	15,407.68
707	SOLID WASTE	32,152.02	24,020.50	24,047.09	0.00	32,125.43	1,707.55	0.00	30,417.88
708	SWIMMING POOL	117,703.80	66,717.50	19,377.18	0.00	165,044.12	5,621.91	0.00	159,422.21
709	WOMEN INFANTS CHILDREN	93,708.15	245,384.40	191,921.72	0.00	147,170.83	51,954.11	0.00	95,216.72
713	SAF RT23 CORRIDOR	25,953.94	19,122.93	18,154.90	0.00	26,921.97	2,614.05	0.00	24,307.92
714	DGHD NEW OFFICE	2,044,992.01	5,666.49	757,467.96	0.00	1,293,190.54	4,427,992.39	0.00	-3,134,801.85
716	ENHANCED OPERATIONS GRANT	73,020.52	149,000.00	125,390.45	0.00	96,630.07	17,949.69	0.00	78,680.38
755	WORKFORCE DEVELOPMENT GRANT	114,646.73	68,353.31	55,969.49	0.00	127,030.55	13,058.95	0.00	113,971.60
756	COVID 19 VACCINATION	0.00	11,151.00	39,454.96	100,000.00	71,696.04	10,604.06	0.00	61,091.98
	<b>TOTALS:</b>	<b>8,893,285.17</b>	<b>5,190,763.28</b>	<b>4,013,700.61</b>	<b>0.00</b>	<b>10,070,347.84</b>	<b>6,509,254.44</b>	<b>0.00</b>	<b>3,561,093.40</b>

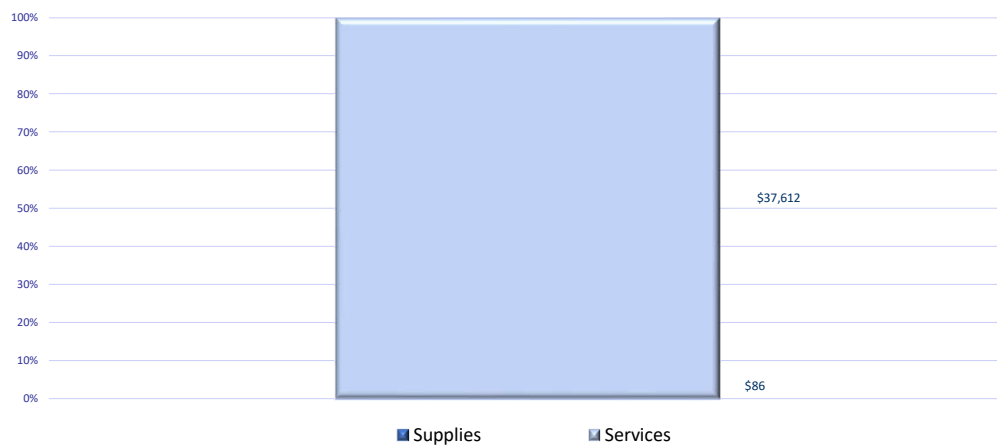
**CASH REPORT**  
01/01/2022 - 05/31/2022

FUND	TITL	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
221	LITTER GRANT	64,605.44	42,937.95	68,361.85	0.00	39,181.54	34,621.44	0.00	4,560.10
TOTALS:		64,605.44	42,937.95	68,361.85	0.00	39,181.54	34,621.44	0.00	4,560.10

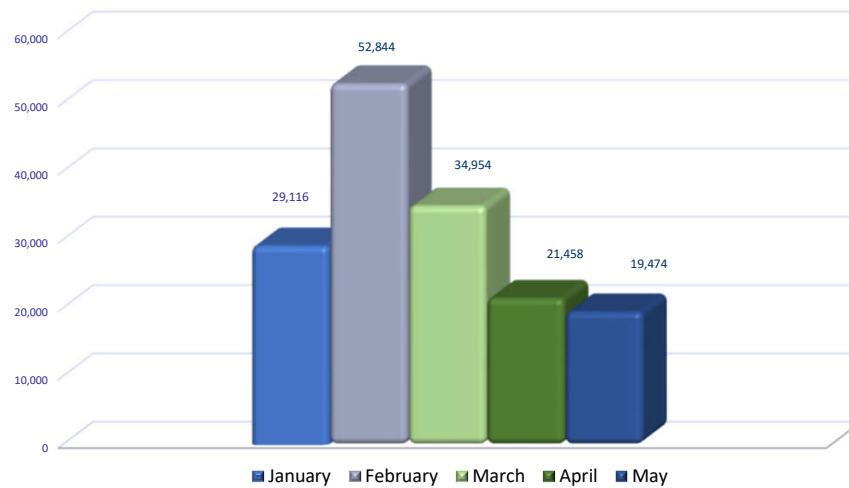
## 2022 COVID EXPENDITURES



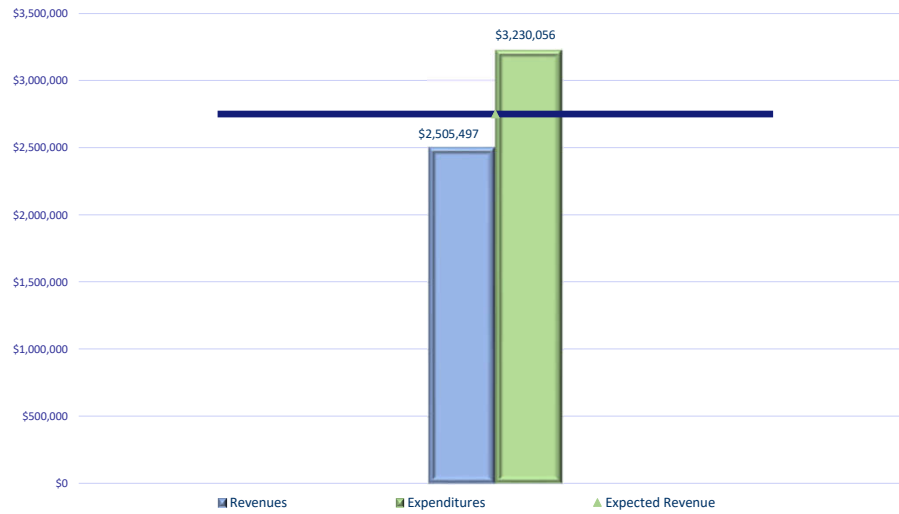
## Nonpayroll COVID Expenditures



## Payroll COVID Expenditures



## COVID Revenue vs Expenditures 2020-2022



Grants	Award	Grant Period	Received	
State	\$10,963	N/A	\$10,963	\$0.00
Coronavirus Response - Grant Year 2020	\$197,633	3/16/20-3/15/21	\$197,633	\$0.00
Coronavirus Response - Grant Year 2021	\$130,634	3/1/20-12/30/21	\$130,634	\$0.00
Coronavirus Response - Grant Year 2021	\$200,000	3/1/20-12/30/21	\$200,000	\$0.00
Coronavirus Response - Grant Year 2021	\$102,821	3/1/20-12/30/21	\$102,821	\$0.00
Coronavirus Response - Grant Year 2021	\$216,789	3/1/20-12/30/21	\$216,789	\$0.00
Coronavirus Response - Grant Year 2021	\$100,000	3/1/20-12/30/21	\$100,000	\$0.00
Contact Tracing #1 - Grant Year 2020	\$165,380	5/1/20-12/30/21		
Contact Tracing #2 - Grant Year 2020	\$356,547	5/1/20-12/30/21	\$626,618	
Contact Tracing #2 - Grant Year 2021	\$104,691	6/19/20-6/30/21		
Enhanced Operations - Grant Year 22	\$603,626	2/1/21-7/31/22	\$603,626	\$0.00
Vaccine Equity 2021	\$135,262	12/31/20-6/30/22	\$135,262	\$0.00
Vaccine Needs Assessment	\$20,000	11/1/20-3/31/21	\$20,000	\$0.00
City of Delaware Cares Act	\$100,000	N/A	\$100,000	\$0.00
Troy Township	\$50,000	N/A	\$50,000	\$0.00
COVID 19 Vaccination	<u>\$257,137</u>	1/1/22-6/30/23	<u>\$11,151</u>	\$245,986.00
	\$2,751,483		\$2,505,497	

  = Completely Expensed

## Facility Budget At A Glance

### Revenue:

Fund	6,770,918.00
FCB Loan	4,000,000.00
Sale of West Winter	0.00
Total	10,770,918.00

### Expenses:

Building to date	5,628,838.00
Remaining Balance	5,066,598.00
Total	10,695,436.00

Balance to maximum	75,482.00
Loan amount as of 6/22/22	3,924,518.00

Category and Item	Item Notes	Original Budget 2019	Revised Budget 2022	Project To Date Actual	Remain Balance to be Paid
<b>Planned Revenue</b>		9,522,912	10,770,918	4,663,556	
<b>Planned Expenses</b>		8,611,318	9,628,518	5,628,838	
<b>Revenue</b>					
Total Funds Available	Includes Encumbrances	6,182,295	6,770,918	1,180,892	0
Estimated Current Building Sale	Appraisal \$2,700,000	0	0	0	0
FCW Loan		4,000,000	4,000,000	0	0
<b>Total</b>		<b>\$10,182,295</b>	<b>\$10,770,918</b>	<b>\$1,180,892</b>	<b>\$0</b>
<b>Total Project Budget</b>					
Survey	Patridge	8,200	8,200	8,200	0
Cost Estimate	Concord Addis, LLC	13,200	13,200	13,200	0
<b>Sub-Total</b>		<b>21,400</b>	<b>\$21,400</b>	<b>\$21,400</b>	<b>\$0</b>
<b>Property</b>					
470 South Sandusky	Land Purchase	875,286	875,286	875,286	0
Loan amount as of 3/24	Refunded and returned to account	\$0	0	0	0
Closing Costs	2.5% estimate - Talon	\$36,968	37,618	37,618	0
Phase 1 Assessment	Lawhon & Associates	\$2,000	2,000	2,000	0
Permit Application	Treasurer of State	\$280	280	280	0
<b>Sub-Total</b>		<b>\$914,534</b>	<b>\$915,184</b>	<b>\$915,184</b>	<b>\$0</b>
<b>Site Work</b>					
29,659 Square Foot Building	Based on lowest Bid - Knoch Corporation - base bid \$6,405,996 plus change orders of \$821,514 = \$7,521,372.17 (see detail of change orders below + house demo)	6,405,996	6,405,996	3,145,243	3,260,753
Planning/City Fees	City of Delaware	2,690	2,690	2,690	0
Moody-Nolan	Includes increased cost for additional design required for metal building	430,000	447,650	421,855	25,795
Moody-Nolan	Travel, Printing & Courier Service	0	5,000	2,725	2,275
<b>Site Work</b>					0
Contingency		640,600	1,358,804	719,142	639,662
Civil Revisions/Civil Engineer	10,845				
Pool Removal	88,114				
Extended Project Duration	63,630				
Discovery of abandoned well	2,188				
Pool Fill	14,285				
Obstruction in Existing Sanitary Line	8,252				
Debris Field & Stone Import	60,905				
Revision to Building Foundation	58,797				
Tree Roots and Debris	18,126				
Unsuitable Spoils	92,189				
Waterline Revisions	30,755				
Escalation Prices	240,799				
Coffee Stops	2,805				
Screen Wall Panels & Color Upgrade	104,173				
Revised Signage/Letter Revisions	2,798				
Low Voltage Revisions	24,652				
Structural Dimensions & Electrical	39,144				
Grading, Millwork & Electrical	24,745				
Bulletin 1	(9,416)				
Server Room Power	479				
Casework, Paint, Electrical	9,329				
Area of Refuge	97,888				
Light Fixture Replacement	333				
Frost Stoop	11,871				
Revised Grading	5,625				
Cement Board	1,466				
Total Change Orders	<b>1,004,777</b>				
Additional Fence	72,169	25,000	72,169	5,000	67,169
House Demolition	165,422	0	165,422	165,422	0
Total Change Orders Requested	<b>237,591</b>				
Total Change Orders	<b>1,242,368</b>				
Inspection & Attorney Fees	First Commonwealth	0	2,600	400	2,200
Inspection Fees	City of Delaware	0	9,311	9,311	0
Permits	City of Delaware	8,198	5,102	5,102	0
Capacity Fees	City of Delaware	16,000	16,000	0	16,000
Inspection Fees	CTL Engineering, Inc.	40,000	50,000	45,904	4,096
Review Fees	City of Delaware	8,700	10,000	8,394	1,606
Electric Work	Sellers Electric	500	500	500	0
Utility Relocation	AEP	0	30,000	14,653	15,347
Furniture Design/Joanna	Moody-Nolan	44,000	44,000	43,560	440
House Demo	Moody-Nolan	0	8,990	8,990	0
Signage	Monument & Building Front	40,000	40,000	0	40,000
Soil Borings	CTL Engineering, Inc.	12,700	12,700	12,700	0
Surveying	Patridge	1,000	2,200	2,200	0
Phase II ESA	Lawhon & Associates	0	2,800	2,800	0
<b>Sub-Total</b>		<b>\$7,675,384</b>	<b>\$8,691,934</b>	<b>\$4,616,591</b>	<b>\$4,075,344</b>
<b>Total</b>		<b>8,611,318</b>	<b>9,628,518</b>	<b>5,553,175</b>	<b>4,075,344</b>
Not included in Building budget as these are operational expenses.					
<b>Furnishing and Moving Expenses</b>					
Moving	TBD		20,000	0	20,000
Furnishings - New	King Business Interior		502,267	0	502,267
Conference Room IT Equipment	Provideo		186,651	33,145	153,506
Building - Wiring for IT	Sophisticated Systems		264,000	0	264,000
Electronic Door Locks/Cameras	Almur Construction		85,000	42,518	42,482
Miscellaneous Wiring/Equipment	TBD		9,000	0	9,000
<b>Total</b>			<b>1,066,918</b>	<b>75,663</b>	<b>991,255</b>
<b>Property Expenses - On-going</b>					
Lawn Care	Hoffman Lawn and Landscaping (285/month) - reposting 2020 Expenses to the General Fund \$855			5,130	
Utilities	Reposting \$134 to the General Fund			1,065	
Repair Roof	PRO Roofing		3,500	3,500	
Asbestos Removal	Lawhon & Associates		2,800	0	
<b>Total</b>				<b>9,695</b>	
Inside millage has paid off the current mortgage. (4/28/21 Invoice)					

## Owner Change Order Log

### 822-20 Delaware Public Health

KNOCH CO #	Owner CO #	Description	Pending CO Amount	Date Submitted	Submitted Value	Approval Date	Total Approved
1	1	Bulletin 1	\$0.00	12/07/21	-\$9,416.43	12/17/21	-\$9,416.43
2	2	RFI 2 & 3; Bulletin #2 Pool Removal (T&M)	\$0.00	01/25/21	\$88,114.06	02/24/21	\$88,114.06
3	3	General Conditions/Extended Project Duration (Civil Permit)	\$0.00	02/04/21	\$63,630.00	03/17/21	\$63,630.00
4	4	RFI #4 Well Abandonment	\$0.00	02/04/21	\$2,188.29	02/24/21	\$2,188.29
5	5	Fence Revisions/Phase 2	\$0.00	03/10/21	\$72,169.24	03/17/21	\$72,169.24
6	6	RFI 5 Building Pad Remediation/Debris (T&M)	\$0.00	04/26/21	\$60,904.96	04/28/21	\$60,904.96
7	7	Pool Demo-Part 2 (Fill)	\$0.00	02/27/21	\$14,284.71	03/17/21	\$14,284.71
8	8	Sanitary Line Corrections (RFI #7) (T&M)	\$0.00	07/23/21	\$18,126.09	08/30/21	\$18,126.09
9	9	Sanitary Obstruction (T&M) (RFI #8)	\$0.00	03/11/21	\$8,251.95	03/18/21	\$8,251.95
10	10	Bulletin #3 Civil Revisions	\$0.00	03/12/21	\$10,844.39	03/18/21	\$10,844.39
11	11	Bulletin #4 Low Voltage Revisions	\$0.00	09/29/21	\$24,651.57	11/08/21	\$24,651.57
12	12	Bulletin #6 House Demolition	\$0.00	06/06/21	\$165,422.20	06/14/21	\$165,422.20
13	13	Bulletin #5 Foundation Revisions	\$0.00	05/10/21	\$58,796.71	06/02/21	\$58,796.71
14	14	Waterline Revisions & Details- Bulletin 9 R1	\$0.00	07/19/21	\$30,754.71	09/22/21	\$30,754.71
15	15	Bulletin #7 Hardware Revisions-Reviewed & Noted; No Cost Impact	\$0.00	12/07/21	\$0.00	12/16/21	\$0.00
16	16	Revised Signage/Letter Revisions per Submittal	\$0.00	09/29/21	\$2,798.13	10/01/21	\$2,798.13
17	17	Material Cost Escalations- Final	\$0.00	12/09/21	\$240,798.80	01/19/22	\$240,798.80
18	18	Bulletin #8 Structural Dimensions and Electrical	\$0.00	12/09/21	\$39,144.38	01/19/22	\$39,144.38
19	19	RFI #15 Unsuitable Spoils in the Parking Lot	\$0.00	07/26/21	\$92,188.95	09/03/21	\$92,188.95
20	20	Screen Wall Panels & Color Upgrade	\$0.00	09/30/21	\$104,173.26	10/04/21	\$104,173.26
21	21	Bulletin 10 Coffee Stations	\$0.00	09/13/21	\$2,804.99	09/20/21	\$2,804.99
22	22	Bulletin 11-Grading Revisions, Millwork Revisions/Electrical Floor Box Revisions	\$0.00	11/02/21	\$24,745.21	12/08/21	\$24,745.21
23	23	Bulletin 12-Casework, Paint & Electrical Revisions- Electrical Clarifications Permitt	\$0.00	01/02/22	\$9,329.09	03/21/22	\$9,329.09
24	24	Bulletin 13 Server Room Power	\$0.00	02/28/22	\$479.35	03/11/22	\$479.35
25	25	Bulletin 14 Areas of Refuge	\$0.00	04/14/22	\$97,887.76	04/26/22	\$97,887.76
26	26	RFI #41 Bottom of Wall Flashing for Siding	\$0.00	05/26/22	\$967.29	06/14/22	\$967.29
27	27	RFI #42 Frost Stoops	\$0.00	04/27/22	\$11,870.91	05/16/22	\$11,870.91
28	Pending	RFI #44 Door Conflict-Approved PEMB Drawings & AOR Door Schedule					
29	29	Bulletin 15 Revised Grading @ North Side of Drive	\$0.00	05/17/22	\$5,624.79	05/26/22	\$5,624.79
30	30	RFI #46 W2 Light Fixture Replacement	\$0.00	04/15/22	\$332.75	04/26/22	\$332.75
31	31	Additional Clearing Grubbing & Grading T&M Work-Fence Installation	\$0.00	05/26/22	\$15,408.29	06/14/22	\$15,408.29
32	Submitted	Rubbish and Garbage Removal Found During Final Pond Excavation T&M	\$23,292.69	06/21/22			
33	33	RFI #51 Cement Board in Lieu of Exterior Gyp.		05/17/22	\$1,466.13	05/19/22	\$1,466.13
34	Submitted	RFI #50 Additional Downspout Drain Leaders to Storm	\$5,005.25	06/13/22			
35	Pending	RFI #45 Curtain Wall Attachment & Roof Framing @ South Wall Framing					
Total Pending Change Orders						\$28,297.94	
Total Approved Change Orders						\$1,258,742.53	
<b>Total</b>						<b>\$1,287,040.47</b>	



## **Delaware Public Health District New Headquarters Building**

### ***Meeting Minutes***

May 27, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleston, Patrick Blayney, Dawn Hall, Bill Souders, Lisa Ringer, Jamie Leesburg, Brandy Schaffer, Doug Elliot, Eric Olson

#### **I. Attendance**

#### **II. Contract Administration**

##### **➤ Bulletins**

- 16 Bulletins issued to date.

##### **➤ Change Orders-Log Issued**

- 29 Change Orders Issued
- 2 proposal pending formal approval/rejection (AOR/Owner Level).
  - ◆ #26 RFI #41 Bottom of Wall Flashing
  - ◆ TKC #31 Additional Clearing Grubbing & Grading/Fence-T&M
- 4 proposals pending submission
  - ◆ TKC #28 RFI #44 Door Conflict
  - ◆ TKC #32 Additional Garbage and Rubbish Removal @ Pond
  - ◆ TKC #34 Additional Roof Drains
  - ◆ TKC #35 Curtain Wall Attachment Details & Roof Tie-In

##### **➤ Payment Applications**

- April (Pay Request #17) Approved, Payment Pending.
- May (Pay Request #18) Pencil Copy Pending.

#### **III. Permits/Applications/Fees**

- Building Permit and Civil Permit is approved.
- Plumbing Permit has been applied for.
- Demo Permit for the House has been paid for by DPHD.



- Signage Permit has been approved.
- Sprinkler Permit approved

#### **IV. Submittals**

- **Submittal Review**
  - Plumbing & Misc. Submittals Outstanding to be gathered and worked through in the coming weeks.

#### **V. RFI's**

- **RFI Log issued**
  - 53 Formal RFI's submitted; 53 answered.
- **RFI's to be Submitted.**

#### **VI. Schedule**

- Current Schedule is dated 5/11/22

#### **VII. Old Business/Open Issues**

#### **VIII. New Business**

- **Progress & Proposed Work**
  - Siding installation is in progress, roofing preparation (skylight framing, etc.). Fence installation is complete. Re-priming of the bar joists has begun. Stone Veneer at the dumpster enclosure is complete. Concrete @ dumpster enclosure is complete. Framing is slated to begin again Monday (Bulletin #16). Concrete work continues (Sign Foundation, Sidewalks, South Patio, etc.) all slated for the next few weeks. Misc. T&M sitework is complete. Topsoil placement pending topsoil review. Canopy work slated to begin next week
- **New Issues/Business**
  - Review Bulletin #16 & Associated Dimensions.
  - Review Topsoil Shortage Issue per 5/17/22 email.



## **IX. Reminders/Tasks**

### ➤ **Specific Tasks**

- N/A

### ➤ **Meetings**

- The next Progress Meeting will be **Friday 6/10/22 @ 8:00 am**

**RESOLUTION NO. 22-**

**A RESOLUTION OF NECESSITY TO LEVY A RENEWAL TAX WITH AN INCREASE IN EXCESS OF THE TEN-MILL LIMITATION FOR THE DELAWARE GENERAL HEALTH DISTRICT:**

**(R.C. §§ 3709.29, 5705.191, and 5705.25)**

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the following resolution:

**PREAMBLE**

**WHEREAS**, the amount of taxes that will be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Delaware General Health District; and,

**WHEREAS**, it is necessary to levy a tax in excess of the ten-mill limitation; and

**WHEREAS**, the levy would be for the purposes of providing sufficient funds to continue services including the control of communicable diseases, protecting the health of infants, children, adults, and the elderly, environmental and food safety, nursing services, and health and AIDS education; and,

**WHEREAS**, a resolution declaring the necessity of levying a renewal tax with an increase, pursuant to R.C. § 5705.191, outside the ten-mill limitation must be approved and certified to the Delaware County Auditor (“Auditor”) in order to permit the Board to consider the levy of such a tax and must request that the Auditor certify to the Board the total current tax valuation of Delaware County, and the number of mills required to generate a specified amount of revenue, or the dollar amount of revenue that would be generated by a specified number of mills.

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Delaware County, Ohio (“Board”), at least two-thirds (2/3) of all of the members of the Board concurring, as follows:

1. The amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Delaware General Health District.
1. It is necessary to levy a tax in excess of the ten-mill limitation.
2. Pursuant to R.C. § 5705.03(B)(1):
  - a. The purposes of the tax are as follows:

providing sufficient funds to continue services including the control of communicable diseases, protecting the health of infants, children, adults, and the elderly, environmental and food safety, nursing services, and health and AIDS education;

- b. The type of levy is a renewal levy with an increase;
  - c. The sections of the Revised Code authorizing submission of the question of the tax are R.C. §§ 3709.29, 5705.03, 5705.191, and 5705.25;
  - d. The term of the tax is for 10 years;
  - e. The territory where the tax is to be levied is the entire territory of the Delaware General Health District;
  - f. The date of the election at which the question of the tax shall appear on the ballot is November 8, 2022;
  - g. The territory where the ballot measure is to be submitted is the entire territory of Delaware General Health District;
  - h. The tax will be first levied in tax year 2024 and first collected in calendar year 2025;
  - i. The Delaware General Health District has territory only in Delaware County.
3. Pursuant to R.C. § 5705.03(B)(1), the Clerk of the Board is hereby directed to certify a copy of this Resolution to the Auditor. The Board hereby requests that the Auditor certify to this Board the following:
- a. The total current tax valuation of the Delaware County;
  - b. The dollar amount of revenue that would be generated by the levy of 1.0 mill(s).
4. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
5. This Resolution shall be in full force and effect immediately upon adoption.

Vote on Motion

Mr. Blayney  
Mr. Karr  
Mr. Tiberi

Ms. Howerton  
Ms. Smith  
Mr. Holzapfel

Dr. Hickman  
Mr. Hatfield  
Dr. Donaldson

# Delaware Public Health District

## Mission—

Promote, protect, and improve the health of the community

## Vision -

Healthy habits, healthy people, healthy community



**Delaware Public Health District**  
*Dedicated to your health*

**Health Levy—  
An investment in  
Delaware County**

## What We Do:

Whether sharing information on normal baby growth, safety and nutrition, hosting free immunization clinics or granting an operational permit for a household sewage treatment system, it's in these and other ways that the Delaware Public Health District is "dedicated to fostering, protecting and improving the health and the environment of our residents and our community."



The levy also supports mandated environmental health programs, if there is no fee collection allowed or when the fee does not cover the expense:

Mosquito/Tick/Vector Borne Disease Investigation	Food Safety	Campgrounds
Body Art	School Safety	Public health nuisance investigation

In 2021, \$495,381 levy dollars supported these programs.

## Foundational Capabilities

### and Services:

The DPHD is a nationally accredited health district and is required to provide quality services to the community. Many of these services are not supported by a fee or grant, and therefore, rely on local levy dollars.

### List of Services/Programs that the levy provides:

Health assessment, planning, & improvement  
Communicable Disease Investigation/Case Management  
Epidemiology & Data Analysis  
Public Information  
Health in All Policies  
Adult & Childhood immunizations  
Prenatal & Newborn Home Visits  
Prevention/Screening for Chronic Disease  
Safety programs for adults & children  
Healthy eating/Active Living Initiatives  
Health Education  
Fatality Review—Child, Suicide, & Overdose  
Vital Statistics  
Children with Medical Handicaps

In 2021 the levy provided \$3,653,997 to support these programs. Of these valuable dollars, eighty percent was spent on the workforce needed to provide these services/programs (\$2,923,197).

## Why the levy is important to YOU!

### Q. Why is DPHD asking for a levy?

A. DPHD is asking for a renewal of the current 0.7 mill levy with an addition of 0.3 mill that is expected to expire in 2024. The current levy has been in place since 1984 and is being collected at a 0.486 rate. The renewal with the addition will seek to restore the levy without removing the rollbacks homeowners are currently receiving.

### Q. What does the levy cost?

A. The current levy costs the homeowner of a \$100,000 home \$19.20 per year and the addition will increase this amount by \$10.50. For \$29.70 annually, you can support the health district services for another ten years. The DPHD levy is the smallest levy in Delaware County. For less than 9 cents per day you help prevent the spread of disease, give babies a healthy start, make the healthy choice the easy choice, and build quality of life in Delaware County.

### Q. How is DPHD funded?

A. DPHD is primarily funded by the levy (usually 55%). The second main funding streams are fees (32%) and grants (13%). These percentages were altered in 2021 due to an influx of Covid 19 related grants which changed the grant percentage to 18%.

### Q. Why does the DPHD need an additional levy now?

A. In order to respond to the Covid 19 Pandemic the DPHD had to rely on levy dollars, approximately \$800,00, for expenses not covered by grants. Additionally, as the county continues to grow, staffing has increased to approximately eighty employees to meet the public health needs.

### Q. How does DPHD assure the funding is efficiently used?

A. The DPHD controls costs efficiently everyday. The District is audited by the Auditor of State, Ohio Department of Health, Ohio Department of Agriculture, and other entities that provide financial support. In 2020 DPHD was awarded the Excellence in Financial Reporting. The DPHD has had clean audits by the Auditor of State for over eleven years. The health district must carryover 90 days of funding; budgeted at \$1,823,560 for 2022 for the public health fund (excludes special funds).

## A Look at the Numbers (Calendar Year 2021)

### Statement of Revenues

Levy Receipts/Rollbacks	\$4,236,408
Inside Millage (Cities/Villages/Townships)	\$250,000
Grant Receipts (State/Federal/Private)	\$2,118,132
Permits/Licenses/Fees/Fines	\$2,159,232
Contracts & Other Charges	\$108,555
Nursing Fees (including Medicaid/Medicare/Private Insurance)	\$657,007
Vital Statistic Fees	\$248,920
Reimbursements/Refunds/Miscellaneous	\$82,209
State Subsidy	\$72,136
Total Revenue	\$9,932,600

### Statement of Expenditures

Personnel	\$6,418,063
Operating*	\$1,441,859
Remittances to State of Ohio	\$186,376
Total Expenditures	\$8,046,298

**\* Does not include new facility:** The health district is building a new facility to better serve the community. The funds for the building were saved over about twenty years and no levy dollars are being used. Health district levies can only be used for operational expenses, not capital.

**The DPHD expended \$41.67 per person in Delaware County in 2021, this cost has risen over the past many years. The state of Ohio provides the DPHD \$0.34 per person to take care of all the public health needs for those services that are mandated that cannot be covered by a fee. In 2021, the levy provided \$22.75 per person of the \$41.67 amount needed to meet these public health needs. Without the levy, many of the services provided would have to be reduced or eliminated.**

**Delaware County has been ranked #1 by Robert Wood Johnson as the Healthiest County in Ohio for many years and US News and World Report recently ranked Delaware County as the 10th healthiest community in America. While these rankings are reflective of the actions of community residents, agency and political partners, and private sector partners; many of the initiatives are led by the staff of the Delaware Public Health District. The Community Health Assessment and Community Health Improvement Plan are used by many partners to support initiatives and the data collected helps justify the receipt of grants to support the community without additional local dollars spent.**

**What:** DPHD Levy

**Balance:** \$11,918.00

Voters Nov 2021 43,719

<b>Collections:</b>	0.7 mill	Last collected 2023, last payment 2024			
	Renewal	Collected in 2024, first payment 2025	Successful 2023		
	Renewal with Increase:	Can specify when to begin	Successful 2022		

<b>Renewal:</b>	0.7 mill	\$3,784,763.00	Actual	2021
		\$3,656,363.00	Budget	2022
		\$2,037,239.00	YTD (up 5%)	
		\$1,947,221.85	Estimate 2nd	
		\$3,984,460.85	Estimate Annual	

<b>Renewal with Increase</b>	0.3 mill	\$2,565,436.00
	0.7 mill	\$3,984,460.85
	Total	\$6,549,896.85

<b>Homeowner:</b>	\$19.20	Per 100,000 valuation	Current	*\$9.19 if rollback apply
	\$10.50	Per 100,000 valuation	0.3 mill	
	\$29.70	Per 100,000 valuation	Total	

<b>Timeline:</b>	<b>Process:</b>	<b>Absolute Deadline:</b>	<b>Other dates:</b>		
	Board of Health Resolution certifying need for additional funding	7/26/2022	6/28/2022	6/28/2022	
	County Commissioners Resolution of Necessity	8/1/2022	7/18/2022	7/11/2022	6/27/2022
	County Auditor certifies the funds that will be generated				
	County Commissioners Resolution to put the levy on the ballot	8/8/2022	7/28/2022	7/14/2022	6/30/2022
	Levy resolution sent to Board of Elections	8/10/2022			

# Five Year Projections

	2022	2023	2024	2025	2026	2027
Revenues	8,587,319.49	8,915,421.94	9,093,730.38	9,275,604.99	9,461,117.09	9,650,339.43
Expenditures	(15,518,479.20)	(9,961,306.70)	(10,459,372.04)	(10,982,340.64)	(11,531,457.67)	(12,108,030.55)
Other Financing Sources and Uses*	3,566,914.25	(147,494.31)	0.00	0.00	0.00	0.00
Beginning Fund Balance	8,893,285.17	5,529,039.71	4,335,660.64	2,970,018.98	1,263,283.33	(807,057.25)
Ending Fund Balance	5,529,039.71	4,335,660.64	2,970,018.98	1,263,283.33	(807,057.25)	(3,264,748.37)

\* Removed \$1,000,000 of other financing sources from the sale of 1-3 W. Winter since we're not currently in contract

Assumed the following:

2022-2023 - Used the Board approved budget

2024 - 2027 - Revenues increased 2%, Expenditures increased 5%, Other financing sources represent primarily transfers and advances therefore it is \$0 because there will be no change in fund balance.

## Three month Carry-over

	2023	2024	2025	2026	2027
Rough Est. 5-22	\$2,490,327	\$2,614,843	\$2,745,585	\$2,882,864	\$3,027,008
	\$3,038,713.04	\$1,720,817.63	\$224,433.82	(\$1,619,581.08)	(\$3,834,064.89)
If building 1.0 mil	\$5,527,016.71	\$4,333,636.64	\$2,967,993.98	\$1,261,257.33	(\$809,084.25)
	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	\$6,527,016.71	\$5,333,636.64	\$3,967,993.98	\$2,261,257.33	\$190,915.75

## Services/Programs Assessment and Prioritization

Services/Programs	Revenue		Expense		Variance	Mandate				Foundational
	Public Health Fund	Specified	Public Health Fund	Specified		ORC	Quality Indicators	PHAB	DPHD Responsibility	
Communicable Disease Investigation (inc. TB, HIV, Daycare classes, Lead Inv.)	\$7,555	\$654,784	\$202,856	\$669,186	(\$209,704)	X	X	X	T	C
Infrastructure (Fiscal, HR, IT, PIO, Governance, Triad, BOH)	\$4,857,830	\$4,766	\$2,445,713		\$2,416,883	X	X	X	T	C
Emergency Preparedness (Inc. Epi)		\$191,945	\$89,627		\$102,317	X	X	X	T	C
Accreditation Coordination/Quality Improvement			\$231,235		(\$231,235)	X	X	X	T	C
CHA/CHIP/Partnership			\$250,300		(\$250,300)	X	X	X	T	C
Food Service/Retail Food		\$392,279	\$121,695	\$339,439	(\$68,856)	X	X	X	T	C
Sewage/Subdivisions/Regional Planning		\$383,147	\$90,076	\$223,255	\$69,815	X	X	X	T	C
Pool/Spa/Beaches		\$67,134		\$17,254	\$49,880	X	X	X	T	C
Campgrounds/Residential Camp		\$7,287	\$30,424	\$6,075	(\$29,212)	X	X	X	T	C
School Environmental Health			\$60,848		(\$60,848)	X	X	X	T	C
Tattoo	\$5,925		\$60,848		(\$54,923)	X	X	X	T	C
Vital Statistics		\$248,920	\$130,579	\$216,056	(\$97,714)	X	X	X	T	C
Rabies/Vector Control			\$73,888		(\$73,888)	X		X	T	C
Nuisance/EH Other			\$207,654		(\$207,654)	X		X	T	C
Water/Wells		\$17,814		\$14,145	\$3,668	X		X	T	C
Child Fatality Review					\$0	X			T	S
Immunizations (Adult/Childhood)	\$649,858	\$596,791	\$964,119	\$481,093	(\$198,563)		X	X	P/G	S
Safety (Car Seats, Highway)		\$24,064		\$38,185	(\$14,120)		X	X	G	E
Adult Injury Prevention (Naloxone)		\$7,150		\$4,579	\$2,571		X	X	G	E
Infant Mortality/Information Warehouse					\$0		X		T	S
Health Promotion (Chronic Disease, Tobacco)		\$5,650	\$174,077		(\$168,427)		X	X	G	S
EH Safety (Playground, Jail Ins., Public Gyms)					\$0		X		T	E
MAC	\$86,320				\$86,320		X		T	S

Services/Programs	Revenue		Expense		Variance	Mandate				Foundational
	Public Health Fund	Specified	Public Health Fund	Specified		ORC	Quality Indicators	PHAB	DGHD Responsibility	
Plumbing/Med Gas (Res/Commercial, Marion, Franklin)	1,236,302			599,585	\$636,717				T	E
Solid Waste/Litter/Hazardous Waste		155,403	54,293	74,578	\$26,532			X	P/G	S
Indoor Environment (Radon, Air Quality, Daycare Assess)					\$0			X	P	E
Smoke Free Ohio		250			\$250				T	E
WIC (Includes Morrow and Union, Foundational excludes)		527,848		525,027	\$2,821				T/G	E
NBHV/PNHV					\$0			X	P	S
Health Fairs/Screenings (BP,BS, Preg, Chol, Foster Care)					\$0			X	P	S
In Your Neighborhood - Chronic Disease					\$0			X	T	S
Friends for Life					\$0				T	-
BCMH		360	38,580		(\$38,220)				T	S
Sub-Total	6,843,790	3,285,590	5,226,812	3,208,459	1,694,109	16	19	24	24	
Grand Total	10,129,380		8,435,271		1,694,109					

Expenses do not include \$3,264,026 New Office as this is not an operating expense.

	Revenue		Expense		Variance
Mandated Programs - ORC	\$4,871,310	\$1,968,074	\$3,995,743	\$1,485,411	\$1,358,230
Mandated Programs - Quality Indicators	\$736,178	\$633,655	\$1,138,196	\$523,857	(\$292,219)
Grants (Not included elsewhere)	\$0	\$683,611	\$92,873	\$599,606	(\$8,868)
Remaining Public Health Services/Programs	\$1,236,302	\$250	\$0	\$599,585	\$636,967

Delaware Public Health District Responsibility

T = Total

P = Partial

G = Grant

Foundational: See attached schematic.	2021
Foundational Capabilities Cost per Capita - C	\$13.12
Foundational Services Cost per Capita - S	\$20.15
Expanded Services Cost per Capita - E	\$8.40

Total Cost Per Capita	
2021	\$41.67
2020	\$41.77
2019	\$40.73
2018	\$38.10

2020 Actual Census	186,192
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<b>From AOHC Costing Tool:</b>	<b>LABOR COSTS</b>	<b>NON-LABOR COSTS</b>	<b>TOTAL COSTS</b>	<b>PER CAPITA TOTAL COSTS</b>
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#### **Foundational Capabilities - C**

Assessment (surveillance and epidemiology)	\$365,170.02	\$181,814.67	\$546,984.70	\$2.94
Emergency Preparedness (All Hazards)	\$439,674.17	\$110,189.60	\$549,863.76	\$2.95
Communication	\$98,707.03	\$58,712.20	\$157,419.22	\$0.85
Policy Development and Support	\$43,868.75	\$5,209.74	\$49,078.49	\$0.26
Community Partnership Development	\$151,941.78	\$27,844.22	\$179,786.00	\$0.97
Organizational Competencies	\$816,530.73	\$142,290.14	\$958,820.87	\$5.15
<b>SUBTOTAL</b>	<b>\$1,915,892.47</b>	<b>\$526,060.57</b>	<b>\$2,441,953.04</b>	<b>\$13.12</b>

#### **Foundational Services - S**

Communicable Disease Control	\$1,728,336.89	\$520,155.94	\$2,248,492.83	\$12.08
Chronic Disease and Injury Prevention	\$116,336.26	\$24,094.80	\$140,431.06	\$0.75
Environmental Public Health (Mandated Programs)	\$1,124,048.43	\$235,590.17	\$1,359,638.60	\$7.30
Maternal/Child/ Family Health	\$0.00	\$3,138.00	\$3,138.00	\$0.02
Access/Linkage with Clinical Health Care	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL</b>	<b>\$2,968,721.58</b>	<b>\$782,978.91</b>	<b>\$3,751,700.49</b>	<b>\$20.15</b>

#### **Expanded Services - E**

Communicable Disease Control	\$499,740.86	\$66,697.97	\$566,438.83	\$3.04
Chronic Disease & Injury Prevention	\$53,245.38	\$9,087.29	\$62,332.67	\$0.33
Environmental Public Health	\$452,842.08	\$154,018.39	\$606,860.46	\$3.26
Maternal, Child & Family Health	\$527,620.37	\$89,391.87	\$617,012.24	\$1.76
Access to & Linkage with Clinical Care	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL</b>	<b>\$1,533,448.69</b>	<b>\$319,195.51</b>	<b>\$1,852,644.20</b>	<b>\$8.40</b>

Does not include Morrow or Union WIC Expenses

# Foundational Public Health Services Model

Definitions:

Expanded Services	Programs/Activities Specific to a Health Department and/or Communities Needs					Additional, critical significance programs/activities
Foundational Areas	Communicable Disease Control	Chronic Disease and Injury Prevention	Environ-mental Public Health	Maternal, Child, and Family Health	Access to and Linkages to Clinical Care	Substantive areas of expertise which is program specific to protect community's health
Foundational Capabilities	Assessment: Surveillance, Epidemiology, Laboratory, CHA					Cross-cutting skills needed for the health system to work, essential skills/capacities to support all activities
	Emergency Response and Preparedness					
	Policy Development and Support					
	Communications					
	Community Partnership Development					
	Organizational Competencies: Leadership, Governance, Health Equity, Accountability, Performance Management, Quality Improvement, IT, HR, Fiscal Management, Legal					

## Delaware Public Health District

<b>Expanded Services</b>	Diabetes, Child Passenger Safety, Traffic Safety, Fall Px, Project Dawn, Creating Healthy Communities, Beach monitoring, Facility Inspections, Landfills, Solid Waste, Plumbing, Small flow sewage, Smoke Free, WIC, NBHV
<b>Foundational Areas</b>	Communicable Disease, Immunizations, TB, Chronic Disease, Screenings, Cancer Px, Community education, PNHV, Nutrition, Tobacco, All Mandated EH programs, BCMH, Child Fatality Review
<b>Foundational Capabilities</b>	Data analysis, epidemiology, Vital Statistics, CHA, Emergency Preparedness, MRC, Climate Change, Public Information, Social Media, Health in All Policies, CHIP, Partnership, Subdivision Partnerships, Fiscal, HR, Workforce Development, Building, Performance Management, Strategic Planning, Quality Improvement, PHAB

**2022 BUDGET**Program **Safe Rt23 Corridor**Fund **71351515****AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		<u>36,000.00</u>		<u>35,500.00</u>
5001 - SALARIES	36,000.00		(500.00)	35,500.00
5004 - OVERTIME	0.00		-	0.00
<b>BENEFITS</b>		<u>22,000.00</u>		<u>22,000.00</u>
5101 - HEALTH INSURANCE	12,011.03		(500.00)	11,511.03
5102 - WORKERS COMP	364.99		-	364.99
5103 - DENTAL/OTHER INS + LTD	334.70		-	334.70
5104 - LIFE INSURANCE	0.00		-	0.00
5105 - HEALTH INSURANCE ALLOWANCE	0.00		-	0.00
5120 - AGENCY SHARE/OPERS	8,760.02		-	8,760.02
5121 - SOCIAL SECURITY	0.00		-	0.00
5131 - AGENCY SHARE/MCARE	529.26		-	529.26
<b>MATERIALS &amp; SUPPLIES</b>		<u>0.00</u>		<u>500.00</u>
5200 - PC MATERIAL SUPPLIES	0.00		-	0.00
5201 - GENERAL SUPPLIES	0.00		-	0.00
5215 - PROGRAM SUPPLIES	0.00		500.00	500.00
5217 - BOOK & PERIODICALS	0.00		-	0.00
5224 - UNIFORMS & CLOTHING	0.00		-	0.00
5225 - PERSONAL PROT EQUIPMENT	0.00		-	0.00
5228 - VEHICLE MAINT&REPAIR SUP	0.00		-	0.00
5241 - AGRIC/HORTIC MATERIALS	0.00		-	0.00
5243 - DRUGS & PHARMACEUTICALS	0.00		-	0.00
5244 - MEDICAL SUPPLIES	0.00		-	0.00
5260 - INV TOOL, EQUIP, FURN \$1000<\$4999	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
5284 - SIGN MATERIALS & SUPPLIES	0.00		-	0.00
5294 - FOOD SUPPLIES	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
<b>SERVICES &amp; CHARGES</b>		<u>1,500.00</u>		<u>2,000.00</u>
5300 - PC CHARGES FOR SERVICES	0.00		-	0.00
5301 - CONTRACTED PROF SERVICE	0.00		-	0.00
5305 - TRAINING & STAFF DEVELOP	0.00		-	0.00
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	0.00		-	0.00
5309 - TRAVEL - MILEAGE REIM ONLY	500.00		500.00	1,000.00
5310 - TRAVEL - NON TAXABLE	0.00		-	0.00
5311 - TAXABLE TRAVEL REIMBURSEMENT	0.00		-	0.00
5312 - ADVERT&LEGAL NOTICE	0.00		-	0.00
5313 - PRINTED&RELATED SERVICES	1,000.00		-	1,000.00
5315 - SATTELITE, CABLE, INTERNET	0.00		-	0.00
5316 - APPLICATION & LICENSE FEES	0.00		-	0.00
5317 - PUBLIC RELATIONS & PROMOTION	0.00		-	0.00
5319 - REIMBURSEMENT/REFUNDS	0.00		-	0.00
5320 - SOFTWARE & COMPUTER SERVICES	0.00		-	0.00
5325 - MAINT CONTRACT & AGREEMENTS	0.00		-	0.00
5328 - MAINT & REPAIR SERVICES	0.00		-	0.00
5330 - COMMUNICATION SERVICES	0.00		-	0.00
5331 - POSTAL & FREIGHT SERVICE	0.00		-	0.00
5332 - CELL/INTERNET ALLOWANCE	0.00		-	0.00
5335 - RENTAL SERVICE	0.00		-	0.00
5338 - UTILITIES	0.00		-	0.00
5342 - MED & HEALTH RELATED SVC	0.00		-	0.00
5348 - CLIENT SERVICES	0.00		-	0.00
5361 - ATTORNEY SERVICES	0.00		-	0.00
5365 - GRANT RELATED	0.00		-	0.00
5370 - INS PREMIUMS & CLAIMS	0.00		-	0.00
5375 - ELECTION & SETTLEMENT SER	0.00		-	0.00
5376 - TIF RECOUPMENT	0.00		-	0.00
5380 - OTHER SERVICES	0.00		-	0.00
5381 - CATERING	0.00		-	0.00
5366 - COVID SERVICES	0.00		-	0.00
<b>CAPITAL OUTLAYS &amp; EQUIPMENT</b>		<u>0.00</u>		<u>0.00</u>
5401 - LAND PURCHASE	0.00		-	0.00
5403 - IMPROVEMENTS OTHER THAN BUILD	0.00		-	0.00
5410 - BUILDING AND IMPROVEMENT>\$25,000	0.00		-	0.00
5450 - EQUIPMENT > \$5000	0.00		-	0.00
5452 - SOFTWARE>\$100,000	0.00		-	0.00
<b>GRANTS IN-AID</b>	0.00		-	0.00
<b>TOTAL GRANTS IN AID</b>	0.00		-	0.00
<b>DEBT SERVICE</b>				
5710 - INTEREST PAYMENTS	0.00		-	0.00
5715 - PRINCIPAL PAYMENTS	0.00		-	0.00
<b>TOTAL DEBT SERVICE</b>	0.00		-	0.00
<b>CASH TRANSFERS</b>		<u>0.00</u>		<u>0.00</u>
5801 - MISC CASH TRANSFER	0.00		-	0.00
8500 - ADVANCES OUT	0.00		-	0.00
8501 - PRIOR YEAR ADVANCES OUT	0.00		-	0.00
<b>TOTAL ADVANCES</b>	0.00		-	0.00
<b>TOTAL EXPENSES</b>	<b>59,500.00</b>	<b>59,500.00</b>	<b>0.00</b>	<b>59,500.00</b>
				<b>60,000.00</b>



Director of Operations and Finance to update log quarterly and provide a copy to Board quarterly.

[illegible]



## DELAWARE PUBLIC HEALTH DISTRICT POLICY/PROCEDURE

### Volunteer Time Off (VTO)

<b>Division:</b> Community Health		<b>Document Type:</b> Procedure		<b>Revision Cycle:</b> 5 Year
<b>Original Effective Date:</b>	6/28/2022	<b>Revision Effective Date:</b>		
<b>Original Prepared By:</b>	Jen Keagy	<b>Revision Prepared By:</b>		
<b>Original Approved By:</b>	Board of Health	<b>Revision Approved By:</b>		
<b>Distribution:</b> All Staff <b>Master File Location:</b> Laserfiche		<b>Purpose:</b> To provide a benefit to employees that gives them an opportunity to volunteer in the community.	<b>Policy Reference:</b> 400 Attendance and Leaves	

#### Purpose/Goal

The Delaware Public Health District (DPHD) encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities. The intention of this program is to increase visible leadership and create community engagement opportunities for DPHD employees that are meaningful, purposeful and helps those in need. Benefits of VTO include:

- Enables DPHD to give back to the community.
- Can boost employee's mental health and improve physical health.
- Can teach employees new skills.
- Facilitates a sense of purpose.

The following guidelines are for DPHD employees who serve as volunteers in 501(c)(3) non-profit community programs that are either of personal interest or are agency-sponsored initiatives.

#### Amount of Time

- Full-time employees can volunteer up to 8 hours per calendar year using the volunteer paid time off policy. Part-time employees are eligible for the pro-rated number of hours if their regularly scheduled hours are 20 or more per week. New employees on probation are eligible to participate after their 180-day satisfactory evaluation.
- Employees will be paid at their normal pay rate for the volunteer hours taken.
- The volunteer time that DPHD grants employees is for use during regular office hours with manager's prior approval. DPHD does not grant hours off for employees who volunteer during non-work hours. If an employee chooses to volunteer on weekends or nights, it is on their own time and not reimbursable by DPHD.
- The full balance of the VTO hours is available starting on January 1 of every year and will be added in NeoGov under the code "VTO". Unused hours cannot be accrued or carried over into the following year.

#### Eligibility

- All regular full-time and part-time employees, in good standing, are eligible to participate in this program after 180 days from date-of-hire.
- Volunteer time must be requested in advance and when possible, should be regular and on a set schedule to help with the coordination of other work-related responsibilities.
- Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

- Supervisors have the right to deny a request on account of work demands.
- Employees can choose a charity of their choice or work together with other company members on a team volunteer activity.

### **Ineligibility**

- The employee is on a Performance Improvement Plan (PIP).
- The employee's employment with DPHD terminates for any reason.
- The VTO program is discontinued. DPHD reserves the right to modify, amend, suspend, or discontinue this program at any time without prior notice. DPHD also reserves the right to revoke approval if there is evidence that the employee is misusing the program.

### **Approval Process**

- Employees must complete the [VTO Request Form](#) and submit to his/her manager at least one week before the requested time off. Once the request is approved by the manager and Deputy HC/Director, the employee will receive an email with the VTO Service Confirmation form. The employee must print this form and take it to the volunteer site.
- Once the volunteer activity is complete, the VTO Service Confirmation form must be filled out, signed by both the employee and the organization's representative to verify the volunteer hours completed. This form should be turned into the employee's manager and Deputy HC/Director for signature. The completed form should be uploaded into NeoGov as documentation.
- The manager should consult with their Deputy HC/Director and/or Human Resources with any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's manager and their Deputy HC/Director and/or HR.
- As with any activities that occur outside of DPHD employment while an employee is using paid time off, DPHD is not liable for injuries incurred during volunteer time off.
- The choices for reputable and worthy non-profits are varied and vast, and there is something for everyone. Volunteering is a personal choice and employees are not obligated or mandated to volunteer. This program is merely a benefit offered to employees to provide opportunities to support their local communities.
- Organizations that are ineligible for volunteering on company time are those that are:
  - **Religious:** Programs or organizations whose principal purpose is promote a particular religious faith, creed, or doctrine (e.g., missions, religious orders, etc.).
  - **Discriminatory:** Programs that discriminate based on race, religion, national origin, citizenship, gender, sexual orientation, marital status, disability, or any other classification protected by law.
  - **Lobbying/Advocacy:** Volunteering for political causes or candidates, fraternities, sororities, political organizations, lobbying groups, or individuals is not permitted.

Examples of <b><u>appropriate</u></b> uses for VTO:	Examples of <b><u>inappropriate</u></b> uses for VTO:
• Donating blood	• Coaching your child's basketball team
• Volunteering at a food pantry	• Attending your child's PTA conference
• Cleaning up a beach, park or trail	• Daycare during church services
• Becoming a Big Brother/Big Sister	• Serving as your child's scout leader
• Serving on a nonprofit board	• Teaching religion lessons / bible study



## Resolution # 2011-02 Routine and Emergency Events (Delegation of Authority)

*Whereas, the Board of Health holds regular meetings once per month, and;*

*Whereas, the Board has determined that the following delegation of responsibility is essential to expedite the administration of the agency;*

*Whereas, it is important to periodically review such actions of the Board;*

*Therefore be it resolved that the following actions are amended and reauthorized.*

### I. Personnel

#### Health Commissioner

- A. Employs for existing staff positions, first half of salary grade (Current personnel policies),
- B. Accepts resignations (Current personnel policies),
- C. Can change hours (Current personnel policies),
- D. Can approve up to 10 days unpaid leave, or until the next Board meeting (current personnel policies);
- E. Can contract with properly licensed individuals/agencies.
- ~~F. F.~~ Can approve position descriptions
- G. Miscellaneous personnel policy delegations – Policies specified in the Board approved Personnel Policies as delegated to the Health Commissioner (HC) are included even if not specifically called out in this resolution.
- H. In the absence of the HC, a Deputy Health Commissioner (DHC) may assume such delegations as are necessary and prudent to maintain the operations of the district. All such actions are subject to review by the HC upon return.

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#### Personnel Committee

- A. Authorizes temporary employment for up to 6 months,
- B. Authorizes employment of staff at second half salary grade,
  - ~~C. Can act on behalf of Board regarding Insurance benefit (annual authorization), ERC, and~~
- ~~FSA – Committee meeting must meet appropriate public notice requirements per board resolution 2015-03.~~

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### II. Financial authorization between Board meetings.

#### Health Commissioner

Adopted 01/25/11, #2011-02. Revised 12/06/11, #2011-30; 09/25/12, #2012-24; 06/24/14, 2014-02;  
04/26/16; 4/25/17; 10/30/18; 06/28/22 Resolution 2011—02 Routine and Emergency Events (Delegation of  
Authority)



- A. Can authorize expenditure up to \$3,000 for non-routine/~~non-budgeted operations- expenditures~~ not to exceed total fund appropriation level,
- B. Can authorize expenditure of grant funds in line with approved grant budget upon receipt of Notice Of Award,
- C. Can sign the Conflict of interest waivers for contracts and agreements when the Prosecutor's office is representing both the DGPHD and another county official or agency.

#### DHC/Directors

Can authorize up to \$4,000 for non-routine operations not to exceed program appropriation level.

#### Managers

Can authorize up to \$330 for non-routine operations not to exceed program appropriation level.

#### Finance Committee

- A. Items in excess of \$3,000, that are non-routine/budgeted expenditures.
- B. Reviews State Audit on behalf of the Board,
- C. Review and recommend competitive bids - Committee meeting must meet appropriate public notice requirements per board resolution 2015-03.

### **III. Finance – signature authority in routine situations**

- A. Payroll –~~Health Commissioner, DHC, Director~~ of Finance and Operations (DFO), Person in charge (needs documentation from HC).
- B. PO's – ~~Dir. of Operations, Health Commissioner, Person in charge (needs documentation from HC), HC, DHC, DFO, Person in charge (needs documentation from HC)~~.
- ~~B.C.~~
- C. D. Vouchers –~~HC, DHC, DFO, Dir. of Operations, Health Commissioner,~~ Person in charge (needs documentation from HC).
- D. E. Personnel Actions – Health Commissioner, ~~Dir. of Operations DHC,~~ HR Officer, ~~person~~ Person in charge Charge (needs documentation from HC).
- F. Prevailing Wage Coordinator –~~Infrastructure Program Manager, HC, DHC, DFO~~
- E.G.

### **IV. Conferences and Travel**

#### **Health Commissioner**

Can authorize travel out of the Health District for more than one staff member to attend the same conference/training/meeting



#### DHC, Directors DFO

Can authorize travel out of the Health District for one staff member

### V. Contracts

#### Health Commissioner

- A. Can enter into contracts to accept funds and reimbursement for services,
- B. Can apply for new grants or renew grants ~~to expend funds with minor changes to contracts that meet the mission of the health district,~~
- C. Can approve contracts for Communicable Disease Control – up to \$3000,
- D. Can enter into personal service contracts up to \$1500 and/or the amount that the grant provides.

### VI. Emergency Response and Disease Control

- A. **Public Health Orders**- The Health Commissioner and/or Medical Director has the authority to issue public health orders designed to protect the health of the public during either a communicable disease outbreak and/or in response to a specific individual infected with a communicable disease For full explanation see Resolution #2012-2
- B. **Authority to quarantine and delegate** - The Health Commissioner is authorized to act under sections 3707.04 to 3707.32 of the revised code to quarantine and isolate individuals in order to control communicable disease in the health district.; ~~notification to the Board of Health of orders issued by the Health Commissioner will occur at the next regularly scheduled board meeting (09/01/20).~~ For full explanation see Resolution #2012-2
- C. **Mutual Aid** - Act under direction of Board of Health and/or ODH in matters of disease control and mutual aid agreement
- D. **Finance** - Any item that needs approval due to an emergency or incident command situation will require the approval of the ~~Health Commissioner, Dir. of Operations, or DHC, DFO, or~~ Person in ~~e~~Charge (needs documentation from ~~H.C.~~ H.C.). In the absence of the aforementioned persons the Incident Commander in charge of the emergency with concurrence of a Board officer with email approval may approve items needed due to an emergency or incident command situation.

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### VII. Environmental Health

- A. **Food Service Operation & Retail Food Establishment Closure, Embargo and Cease Use** – Unit Sanitarians are authorized to embargo food or tag equipment "cease use" per Ohio Food Safety Code. The HC is authorized to immediately close a facility when an imminent threat to public health exists. For full explanation see resolution authorizing the HC and EH staff to take action under Uniform Food Code.

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Adopted 01/25/11, #2011-02. Revised 12/06/11, #2011-30; 09/25/12, #2012-24; 06/24/14, 2014-02; 04/26/16; 4/25/17; 10/30/18; 06/28/22 Resolution 2011—02 Routine and Emergency Events (Delegation of Authority)



- B. Pools and Spas Closure** – Unit Sanitarians are authorized to request voluntary closure of a public swimming pool or spa under specific situations. For full explanation see closure and suspension procedure for public swimming pools, spas, and special use pools.
- C. RPC Subdivisions**-The HC, or ~~Director of DHC of~~ Environmental Health is authorized to approve RPC subdivisions of less than twenty-five lots. For full explanation see policy for sewage treatment systems.
- D. NPA Lot Splits**-The HC, ~~Director DHC of~~ Environmental Health or Program manager of Residential Services is authorized to approve NPA lot splits. For full explanation see policy for sewage treatment systems.
- E. Sewage Treatment System and Gray Water Recycling Permit Extensions** – The HC, ~~Director DHC of~~ Environmental Health, or Program Manager of Residential Services is authorized to approve extensions for up to six months.
- F. Sewage Treatment System and Gray Water Recycling** -The HC, ~~Director DHC of~~ Environmental Health, Program Manager of Residential Services, or Sewage RS III are authorized to approve administrative variances when two of the four concur. For full explanation see policy for sewage treatment systems.
- G. Private Water Systems**-The HC, Director of Environmental Health, Program Manager of Residential Services, or Water RS III are authorized to approve administrative variances when two of the four concur. For full explanation see policy for the protection of water resources.
- H. Transfer of license and fee refunds**- The HC, ~~Director of Operations DFO,~~ or ~~Director DHC of~~ Environmental Health are authorized to approve license transfers and refunds in certain situations. For full explanation see resolution regarding transfers of licenses and fee refunds.
- I. Fee Waiver**- The HC, or Director of Environmental Health may waive a class 1 or 2 FSO/RFE plan review fee in certain situations. For full explanation see resolution 2015-04 Funding Policies. The HC or DHC may waive the classroom fee for ServSafe for those persons receiving a Friends for Life scholarship for the class materials.

## VIII. Regional Planning Subdivision Approval

When the monthly Board of Health meeting occurs after the monthly Regional Planning Commission meeting, the Subdivision/Variance Committee of the Board of Health has the authority to approve the subdivision that has come before them per VII.

## IX. Record Destruction

Record destruction is delegated to the Records Custodian. The Record Retention Schedule is approved as a policy by the Board, the County Records Commission, and the State of Ohio Historical Society. Records Custodian may authorize the destruction of records according to approved schedule.

## X. Personal Health

The Health Commissioner or ~~Director of DHC of Personal Preventative~~ Health is authorized to waive any clinic fee deemed appropriate.

**Superseding all previous editions, Resolution 2011-02 is hereby amended and approved by the Delaware ~~General Public~~ Health District Board of Health this 30<sup>th</sup> 28<sup>th</sup> day of October June 2018 2022.**

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Adopted 01/25/11, #2011-02. Revised 12/06/11, #2011-30; 09/25/12, #2012-24; 06/24/14, 2014-02; 04/26/16; 4/25/17; 10/30/18; 06/28/22 Resolution 2011—02 Routine and Emergency Events (Delegation of Authority)



Walter Threlfall, DVM  
Patrick Blayney  
President

Shelia L. Hiddleson, RN, MS  
Health Commissioner  
Secretary to the Board of Health



## Thank You and Recognition Summary Board of Health Meeting – June 2022



**Jackie Bain** – Adam of Pickaway County Public Health thanked Jackie for her assistance with the Safe Communities grant application. Jackie was further commended for going above and beyond in helping Pickaway County understand how the grant works and in sharing materials.

**DPHD & Shelia** – From the Kiwanis. “I want to thank you so much for your very informative lecture on the Delaware Health District and all of the important work that you and your staff do in our community.”

**Jen Keagy** – Fara Waugh of SourcePoint thanked Jen. “I want to take this opportunity to thank you for your work on SourcePoint’s 2022 Strategic Planning Committee. Your commitment to the process, understanding of the importance of thinking and planning strategically, and dedication to SourcePoint’s mission was evident. Both individually and collectively, your contributions to the plan were valuable and meaningful, resulting in a strategic framework that has set a visionary course for meeting the needs of Delaware County’s older and caregiving residents in the coming years.