

SHELIA L. HIDDLESON, RN, MS | HEALTH COMMISSIONER

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Date: May 27, 2022

To: Board of Health

From: Shelia Hiddleson, RN, MS
Health Commissioner

Re: Board meeting **Tuesday, May 31, 2022, 7:00 pm Basement – Training Room**

***PMT – Performance Management Touchstone**

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS 6.021 Authorization/Employment A – G 6.022 Reclassification/Promotion A 6.023 Tuition Reimbursement/Staff Development A – B 6.025 Salary Scale/Policies/Benefits A - D 6.033 Community Health A 6.034 Preventative Health A – B Info Only 6.015 Expenditures A	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent.	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER	2	Info/ Shelia	

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

3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
3.01 BOARD PRESIDENT	<15	Info	
3.02 BOARD COMMITTEES <ul style="list-style-type: none"> Finance Committee Meeting 5/31 @6:00 PM Personnel Committee Meeting – Planning for a June meeting to discuss Market Survey, Salary Recommendations, and personnel issue. 	0	Info/ Shelia	Agency

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

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

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>
5.032 ADMINISTRATION/FACILITIES			
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 . The next scheduled meeting will be held on June 10, 2022. The current schedule shows a completion date of 11/28/2022; Ms. Schaffer hopes to decrease this time by having additional crews when available. Total Change Orders to date: \$1,258,742.53 (includes house demolition & fence per our request). The following change orders were approved this month: <ul style="list-style-type: none"> Added Frost Stoops \$11,870.91 Additional Clearing & Grubbing-Fence \$15,408.29 Revised Grading \$5,624.79 	10	Discussion/ Mr. Blayney Shelia	Agency

<ul style="list-style-type: none"> Added Flashing \$967.29 Cement Board in lieu of exterior Gyp. 1,466.13 <p>The following change orders are pending:</p> <ul style="list-style-type: none"> Revised Door Openings Rubbish and garbage removal in pond Additional Downspout Curtain Wall Attachment & Roof Framing <p>Updated Facility Budget attached. Ms. Hiddleson and Ms. Hall are providing an additional At a Glance document with the budget attached.</p> <p>Action Requested: Discussion/Information</p>			
<p>B. 1-5 West Winter – Request Board adjourn to Executive Session for the discussion of the sale of the current health district facilities.</p>	15	Discussion/ Shelia	Agency

6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
6.015 EXPENDITURES			
<p>A. Spring/Summer Education Conference - The spring ed committee has reserved the barn at Stratford for Spring Education Conference for June 17th. The amount of the rental for the day is \$1,350. Catering is being provided by Apple Spice Catering for both lunch and breakfast. The cost to cater for 100 people is \$2,400. The speaker has prepared a presentation that is, “not all heroes wear spandex.” He will be speaking on how to find laughter in daily life. The Learning objectives are: 1. Every hero owns their choices to change and challenge. 2. Real heroes actively program themselves to become problem solvers. 3. Heroes are the first to initiate, engage, and leap into action. 4. When you invest in other people, you are changing their lives.</p> <p>Action requested: Information only</p>	0	Info/ Dustin	Quality
6.021 AUTHORIZATION/EMPLOYMENT			
<p>A. Voluntary Resignation / Ms. S’Kerney Land - Request Board accept the resignation of Ms. S’Kerney Land, Administrative Assistant 2 effective May 20, 2022. Ms. Land had not reached the mid-point of her probation.</p> <p>Action requested: Consent approval</p>	0	Consent/ Dustin	Agency

<p>B. Voluntary Resignation / Ms. Brittany Walling - Request Board accept resignation of Ms. Brittany Walling, Epidemiologist effective May 9, 2022. Ms. Walling had not completed probationary period.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>C. Create Full-time Temporary Position / Supervisor - Request Board approval to create a full-time temporary COVID-19 Supervisor position 40 hours a week (100% FTE), pay grade D3 within the Preventative Health Division. A copy of the Position Description is attached. Position is funded 100% by COVID-19 Enhanced Operations grant funding with an anticipated annual salary and benefits of \$79,723.07. Amount may be adjusted depending on benefits selected. Position creation is dependent upon approval of funding through the COVID-19 Enhanced Operations grant.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>D. Create Full-time Temporary Position / Contract Tracer - Request Board approval to create a full-time temporary Contact Tracer, aka Clinical Services Assistant, position 40 hours a week (100% FTE), pay grade A7 within the Preventative Health Division. A copy of the Position Description is attached. Position is funded 100% by COVID-19 Enhanced Operations grant funding with an anticipated annual salary and benefits of \$54,736.55. Amount may be adjusted depending on benefits selected. Position creation is dependent upon approval of funding through the COVID-19 Enhanced Operations grant.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>E. Create Full-time Temporary Position / Contract Tracer - Request Board approval to create a full-time temporary Contact Tracer, aka Clinical Services Assistant, position 40 hours a week (100% FTE), pay grade A7 within the Preventative Health Division. A copy of the Position Description is attached. Position is funded 100% by COVID-19 Enhanced Operations grant funding with an anticipated annual salary and benefits of \$54,736.55. Amount may be adjusted depending on benefits selected. Position creation is dependent upon approval of funding through the COVID-19 Enhanced Operations grant.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency

<p>F. Create Full-time Temporary Position / Public Health Nurse II - Request Board approval to create a full-time temporary Public Health Nurse II, position 40 hours a week (100% FTE), pay grade C8 within the Preventative Health Division. A copy of the Position Description is attached. Position is funded 100% by COVID-19 Enhanced Operations grant funding with an anticipated annual salary and benefits of \$68,255.57. Amount may be adjusted depending on benefits selected. Position creation is dependent upon approval of funding through the COVID-19 Enhanced Operations grant. Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>G. Create Part-time Temporary Position / Fiscal Specialist II - Request Board approval to create a part-time temporary Fiscal Specialist II, position 24 hours a week (60% FTE), pay grade B2 within the Finance and Operations Division. A copy of the Position Description is attached. Position is funded 100% by COVID-19 Enhanced Operations grant funding with an anticipated annual salary and benefits of \$35,035.48. Amount may be adjusted depending on benefits selected. Position creation is dependent upon approval of funding through the COVID-19 Enhanced Operations grant. Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>6.022 RECLASSIFICATION/PROMOTION</p>			
<p>A. Community Health Specialist 3 / Ms. Mahalia (Hali) Burleson – Request Board confirm the promotion with competition for Ms. Mahalia Burleson from Community Health Specialist 1 (pay grade C3) to Community Health Specialist 3 (pay grade C8) within the Community Health Division. Effective 4/30/22, Ms. Mahalia Burleson’s new hourly rate will be \$22.30/hour after receiving a pro-rated performance appraisal and 5% promotion with competition increase. Annual performance appraisal date will change to one year from the effective date of promotion with competition, 4/30/23. Position is funded 100% from CH Admin (70225222) with an anticipated annual salary and benefits not to exceed \$72,646.03. PMT: Agency Action Requested: Consent Approval</p>	0	Consent/ Jen	Agency

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT			
<p>A. Conference / Ms. Jen Keagy – Request Board approval to expend up to \$2,245.00 in CH Administration funds for Ms. Jen Keagy to attend the American Public Health Association 2022 Annual Meeting in Boston, MA on November 6-9, 2022. Expenses include conference/registration (\$585.00); airfare (\$350.00); hotel (\$945.00); meals (\$259.00); shuttle to and from airport (\$70.00); and airport parking (\$36.00). Expenditure is not budgeted. The Workforce Development Grant will pay up to \$2,000 of the expenses and CH Administration funds will pay for the difference.</p> <p>PMT: Agency Action Requested: Consent Approval</p>	0	Consent/ Jen	Agency
<p>B. Conference / Mr. Adam Howard - Request Board approval to expend up to \$1,022.27 Workforce Development Grant funds for Mr. Adam Howard to attend the NACCHO 360 conference in Atlanta, Georgia July 19 – 21, 2022. This conference is applicable to the work of the District and is related to Strategic Plan goal of Visible Leadership as the Health District’s drive through vaccination clinics will be featured as an innovative practice. Expenses include conference/registration (\$0.00); hotel (\$391.07); meals (\$180.00); airfare (\$387.20) and parking/Taxi (\$64.00). Expenditure budgeted through the grant. Mr. Howard received free registration (\$625) from NACCHO for the innovative practice award.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
6.025 SALARY SCALE/POLICIES/BENEFITS			
<p>A. Position Series Control Plan - Request Board approval of the updated Position Series Control Plan (attached). Updates are reflected in yellow highlight.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Amy	Agency
<p>B. Health Insurance, Dental Insurance and Long-Term Disability – Request Board approval to maintain current Board of Health pick up for all policies. Dental and Long-Term Disability rates are remaining the same. Health Insurance rates are increasing by 25.75%. The insurance brokers shopped the DPHD to market with other providers but were turned down by all of them, except one that priced us higher than we already pay. HR Officer also looked at other plans in Anthem to try and get costs down but since 3 plans already offered there were not many alternatives.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Amy	Agency

<p>C. ERC Health – Request Board approval to maintain current ERC employee premium reductions for participating employees. With staff participation a 2% renewal decrease was achieved for the health insurance premiums. The ERC program also removes large claims (over \$75K) from our gross loss ratio, to help our net loss ratio. The ERC program requires the agency to incentivize staff through payroll deductions for employees that meet ERC goals.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Amy	Agency
<p>D. Compensation Bonus / Ms. Rene Vance – Request Board approval to issue a one-time compensation net bonus of \$500 to Ms. Rene Vance, Human Resources Assistant. For 2 years and 5 months, Ms. Vance has gone above normal position expectations by acting as the Deputy Registrar in a separate division. Ms. Vance performed vital statistics duties, outside the HR Assistant position, as needed to help the Vital Statistics unit while the unit trained a Deputy Registrar replacement. This helped with continuity of customer service and allowed the unit to function during changes in staffing.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Amy	Agency
6.033 COMMUNITY HEALTH			
<p>A. Request board approval to apply for the Ohio Department of Health <i>Capacity Building for Healthy Eating and Active Living (HEAL)</i> grant in the amount of up to \$50,000 for the funding period 07/01/2022– 06/30/2023. The goal of the grant is to provide funding for community assessment and engagement with local community residents, implementing food service guidelines in worksites, community organizations, and/or food pantries; and/or write and adopt a Complete Street Policy and/or Active Transportation Plan while working toward sustainability and expansion of these efforts within the county/jurisdiction. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. Funding is reimbursable based on completed deliverables.</p> <p>PMT: Agency</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Jen	Agency
6.034 PREVENTATIVE HEALTH			
<p>A. Apply for COVID-19 Enhanced Operations grant – Request Board confirm application for the continuation of the COVID-19 enhanced operations grant provided by Ohio Department of Health. This is a continuation of funding for COVID-19 operations effective August 1, 2022 – July 31, 2023. DPHD is eligible for \$600,000. Most of this funding will be used for staffing including existing staff and the addition of a part time Fiscal Specialist, full time Supervisor, 2 full time Clinical Services Assistants, and a full</p>	0	Consent/ Adam	Community

<p>time Nurse. Additional supplies, materials, and equipment will also be included in the grant request.</p> <p>The goal of this grant is to supply funding for <i>“COVID-19 case investigation, contact tracing, disease mitigation, and infection prevention and control activities”</i> If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award including the creation and hiring of grant specific positions.</p> <p>Action Requested: Consent approval</p>			
<p>B. Appy for Innovations to Advance Breastfeeding and Health Equity grant - Request Board confirm application for the innovations to advance breastfeeding and health equity grant, provided by Ohio Department of Health. This is a new grant effective July 1, 2022 – June 30, 2023. DPHD will apply for \$110,000 to focus on the purchase of a mobile self-contained clinical vehicle to be used throughout the tri-county region of the WIC program.</p> <p>The goal of this grant is to <i>“implement innovative projects that promote, protect, and support breastfeeding initiatives while focusing on achieving health equity.”</i> If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Community

Sincerely,

Shelia Hiddleston
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

April 2022

Public Health/General Operating Funds

03/31/22 - Cash Balance 7,273,066

Revenues							
Fund Number	2022 Budgeted Revenue	2022 April Revenue	2021 April Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Administration 70225111	4,422,941	606,608	269,540	2,752,830	2,310,564	62.24%	33.33%
Vital Statistics 70225112	181,346	14,850	21,069	83,892	87,132	46.26%	33.33%
Facility & Expansion 70225113	-	-	-	22,964	-	-	-
Data & Communication 70225114	-	-	-	2	3,479	-	-
Building 70225115	2,291,863	12,052	4,284	153,293	161,834	6.69%	33.33%
Sunbury Satellite 70225116	-	-	-	-	-	-	-
OEPA Litter 70225221	2,000	-	-	-	-	0.00%	33.33%
CH Administration 70225222	100	-	-	25,683	1,000	25683.00%	33.33%
Communication 70225225	-	-	-	-	-	-	-
PH Emergency Planning 70225228	147,945	20,555	-	44,952	-	30.38%	33.33%
Tobacco Prevention & Cessation 70225230	-	-	-	-	5,650	-	-
EH Administration 70225441	780	11	2	296	142	37.95%	33.33%
ER Response & Waste Management 70225442	-	-	-	-	-	-	-
Sewage 70225443	329,058	36,637	33,187	117,681	129,415	35.76%	33.33%
Vector 70225444	-	-	-	-	-	-	-
Residential Services 70225445	-	-	-	-	-	-	-
Plumbing 70225446	1,125,586	154,002	102,228	510,560	366,376	45.36%	33.33%
Food Protection & Public Safety 70225447	5,000	-	300	1,688	2,200	33.76%	33.33%
PH Administration 70225551	-	1,000	3	1,280	24	-	-
Public Health Disease Prevention 70225554	7,000	-	-	-	4,000	0.00%	33.33%
Community Health & Clinic Services 70225555	236,572	22,576	30,975	140,154	72,054	59.24%	33.33%
BCMH 70225556	13,645	-	-	5,470	360	40.09%	33.33%
Get Vaccinated 70225558	27,823	4,568	-	5,051	-	18.15%	33.33%
PH Naloxone 70225559	4,784	-	-	-	-	-	-
Total	8,796,443	872,859	461,588	3,865,796	3,144,230		

Other Financing Sources (Advances/Transfers)					
70225111	-	-	235,174	235,174	Advance
70225111	-	-	-	-	-
	-	-	235,174	235,174	

Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 April Expenditures	2021 April Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditure	% Expended Year-To-Date	% Expected Year-To-Date
Administration 70225111	2,628,176	142,855	155,523	717,096	720,745	27.28%	33.33%
Vital Statistics 70225112	209,018	44,870	42,242	98,376	97,017	47.07%	33.33%
Facility & Expansion 70225113	124,119	10,993	9,700	44,799	53,251	36.09%	33.33%
Data & Communication 70225114	507,948	20,337	31,986	188,108	197,280	37.03%	33.33%
Building 70225115	376,681	4,674	37,571	51,120	134,565	13.57%	33.33%
Sunbury Satellite 70225116	118,445	7,740	8,133	36,303	34,959	30.65%	33.33%
OEPA Litter 70225221	2,174	-	-	250	-	11.50%	33.33%
CH Administration 70225222	846,781	54,731	32,477	219,923	201,028	25.97%	33.33%
Communication 70225225	248,319	12,518	6,172	66,197	53,608	26.66%	33.33%
PH Emergency Planning 70225228	162,411	7,669	2,049	32,206	11,042	19.83%	33.33%
Tobacco Prevention & Cessation 70225230	-	-	-	-	651	0.00%	33.33%
EH Administration 70225441	194,832	11,045	9,442	39,209	49,962	20.12%	33.33%
ER Response & Waste Management 70225442	59,749	322	16,498	8,634	57,976	14.45%	33.33%
Sewage 70225443	265,260	25,230	16,655	71,104	66,739	26.81%	33.33%
Vector 70225444	96,666	6,010	2,173	17,455	12,476	18.06%	33.33%
Residential Services 70225445	173,042	7,675	6,413	27,505	33,691	15.89%	33.33%
Plumbing 70225446	689,235	54,835	42,175	168,987	160,693	24.52%	33.33%
Food Protection & Public Safety 70225447	205,095	10,512	18,107	71,800	88,647	35.01%	33.33%
PH Administration 70225551	164,184	6,395	10,847	42,540	76,665	25.91%	33.33%
Public Health Disease Prevention 70225554	232,405	16,461	11,421	68,504	57,567	29.48%	33.33%
Community Health & Clinic Services 70225555	757,125	40,555	46,219	168,412	204,310	22.24%	33.33%
BCMH 70225556	100,323	3,164	2,920	12,582	11,675	12.54%	33.33%
Get Vaccinated 70225558	63,166	5,767	1,701	21,686	8,010	34.33%	33.33%
PH Naloxone 70225559	13,449	-	265	-	5,097	0.00%	33.33%
Total	8,238,603	494,358	510,689	2,172,796	2,337,654		

Other Financing Uses (Advances/Transfers)					
70225111	-	-	-	-	-
70225111	-	-	-	100,000	Advance
70551505	-	-	42,408	42,408	Advance
71651529	-	-	200,000	300,000	Advance
71851528	-	-	5,372	5,372	Transfer
	-	-	247,780	100,000	347,780

4/30/22 -Public Health/General Operating Funds Cash Balance 7,651,567

April 2022

Special Revenue, Capital Project Funds & Debt Service

03/31/2022 - Cash Balance 2,784,339

Revenues							
Fund Number	2022 Budgeted Revenue	2022 April Revenue	2021 April Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Campground Program 70351503	8,400	6,456	7,287	7,287	7,287	86.75%	33.33%
Food Service 70451504	428,093	77,854	6,187	395,800	366,338	92.46%	33.33%
Covid 19 Response 70551505			84,816		84,816		
Water System 70651506	13,167	686	2,851	3,492	7,090	26.52%	33.33%
Solid Waste 70751507	41,250	10,918	-	24,021	24,080	58.23%	33.33%
Swimming Pool 70851508	57,197	49,065	54,655	49,790	54,655	87.05%	33.33%
Women Infants & Children 70951509	550,000	120,608	-	245,384	127,632	44.62%	33.33%
Safe Rt23 Corridor 71351515	35,000	2,253	804	10,938	5,066	31.25%	33.33%
DGHD New Office 71451401	4,000,000	-	-	135	150	0.00%	33.33%
Enhanced Operations Grant 71651529	149,000	14,565	93,948	149,000	93,948	100.00%	33.33%
Contact Tracing/CO20 71851528	-	-	10,912	-	235,174	0.00%	33.33%
New Facility Debt Service 75451402	250,000	-	-	-	-	0.00%	33.33%
Workforce Development Grant 75551403	300,000	33,000	-	68,353	-	22.78%	33.33%
Covid 19 Vaccination 75651404	257,137	11,151	-	11,151	-	4.34%	33.33%
Total	6,089,244	326,556	261,460	965,351	1,006,236		

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
	-	-	247,780	100,000	347,780	

Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 April Expenditures	2021 April Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditures	% Expended Year-To-Date	% Expected Year-To-Date
Campground Program 70351503	8,537	110	621	110	2,508	1.29%	33.33%
Food Service 70451504	428,607	44,032	33,068	128,985	112,451	30.09%	33.33%
Water System 70651506	17,223	1,549	800	3,310	4,333	19.22%	33.33%
Solid Waste 70751507	43,947	5,232	5,929	20,743	18,908	47.20%	33.33%
Swimming Pool 70851508	64,610	4,068	1,140	6,474	2,390	10.02%	33.33%
Women Infants & Children 70951509	591,449	35,467	33,110	143,232	129,315	24.22%	33.33%
Safe Rt23 Corridor 71351515	19,997	3,793	1,597	12,419	7,113	62.10%	33.33%
DGHD New Office 71451401	5,608,868	49,705	132,100	510,415	626,210	9.10%	33.33%
Enhanced Operations Grant 71651529	65,000	25,734	92,369	95,570	174,800	147.03%	33.33%
Contact Tracing/CT20 71851528	-	-	-	-	48,610		
New Facility Debt Service Fund 75451402	250,000	-	-	-	-		
Workforce Development Grant 75551403	110,500	10,539	-	38,506	-	34.85%	33.33%
Covid 19 Vaccination 75651404	257,137	14,960	-	24,597	-		
Total	7,465,875	195,189	300,734	984,361	1,126,638		

Other Financing Uses (Advances/Transfers)						
71851528	-	-	235,174	-	235,174	Advance
	-	-	235,174	-	235,174	

Total 2022 Year-To-Date Revenues 4,831,147 4,150,466 Total 2021 Year-To-Date Revenues
Total 2022 Year-To-Date Expenditures 3,157,157 3,464,292 Total 2021 Year-To-Date Expenditures

Special Revenue, Capital Project and Debt Service Funds Cash Balance 2,915,706

Total Cash Balance 10,567,274

Overall:

Revenues:

Overall revenues increased \$680,681 or 16.40% in 2022 over 2021. The primary reason is increased property tax, plumbing revenue and grant fundings.

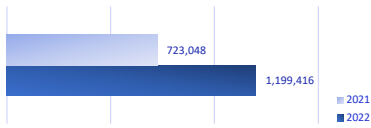
Expenditures:

Overall expenditures decreased \$307,135 or 8.87% 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.

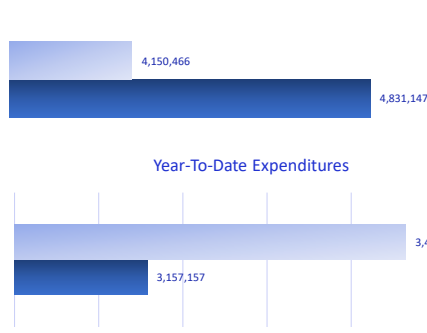
County Litter Fund 03/31/2022- Cash Balance 39,270

Revenues							
Litter Grant 22111502	79,910	19,517	23,353	23,421	23,768	29.31%	33.33%
Expenditures							
Litter Grant 22111502	79,910	-	1,247	48,756	2,494	61.01%	33.33%
04/30/2022 - Cash Balance	58,787						

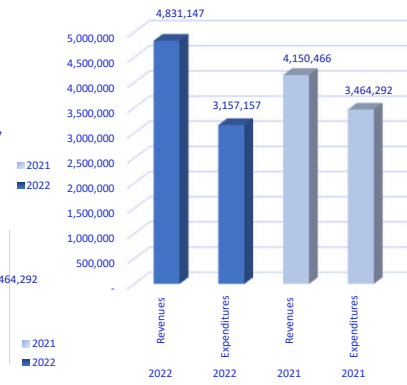
April Revenue



Year-To-Date Revenue



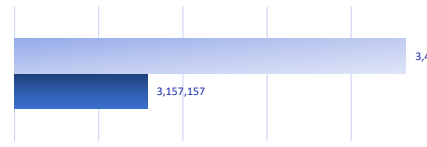
Revenue vs. Expenditures by Year



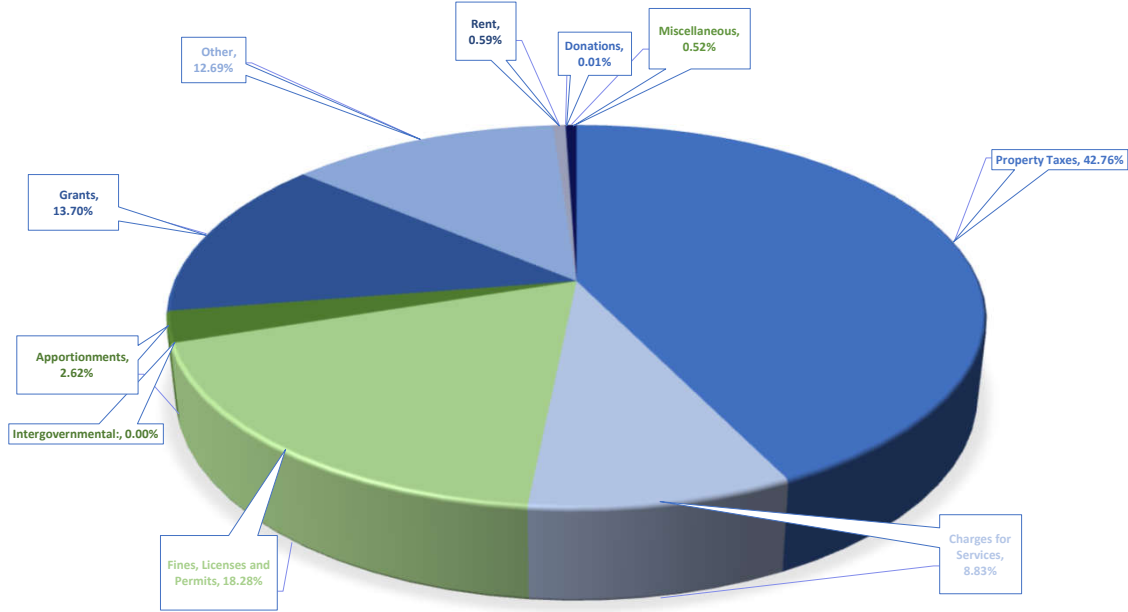
April Expenditures



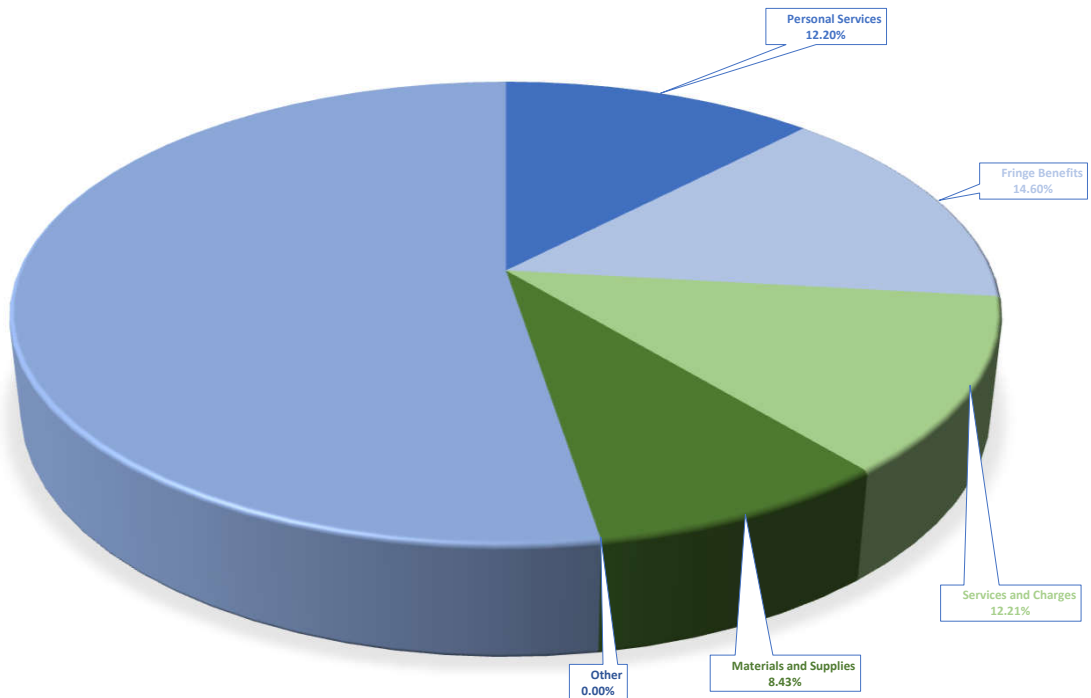
Year-To-Date Expenditures



REVENUE THROUGH -APRIL



EXPENDITURES THROUGH -APRIL



CASH REPORT

01/01/2022 - 04/30/2022

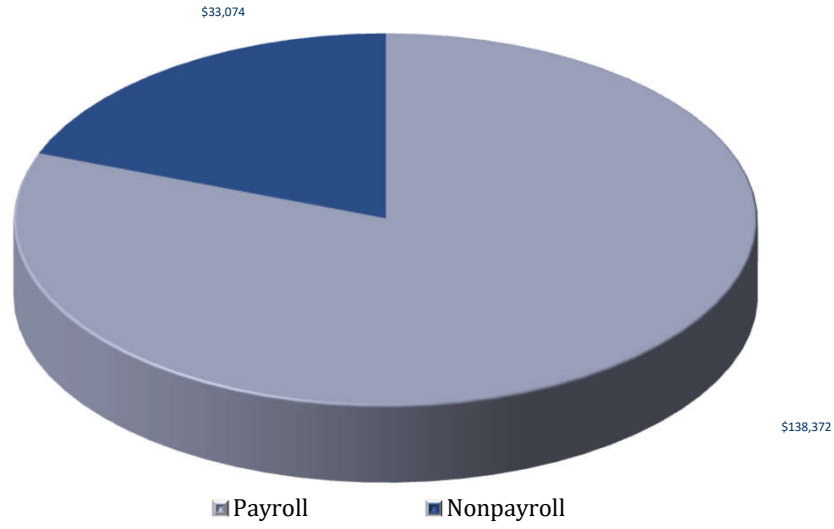
FUND	TITL	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
702	HEALTH DEPARTMENT	6,058,566.65	3,865,794.29	2,172,795.53	(100,000.00)	7,651,565.41	2,101,248.63	0.00	5,550,316.78
703	CAMPGROUND PROGRAM	8,107.20	7,287.00	110.00	0.00	15,284.20	890.00	0.00	14,394.20
704	FOOD SERVICE	303,139.74	395,800.26	128,985.01	0.00	569,954.99	75,803.07	0.00	494,151.92
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	3,492.10	3,310.12	0.00	21,476.38	5,722.70	0.00	15,753.68
707	SOLID WASTE	32,152.02	24,020.50	20,743.11	0.00	35,429.41	3,031.20	0.00	32,398.21
708	SWIMMING POOL	117,703.80	49,790.00	6,474.14	0.00	161,019.66	14,149.39	0.00	146,870.27
709	WOMEN INFANTS CHILDREN	93,708.15	245,384.40	143,231.85	0.00	195,860.70	66,315.44	0.00	129,545.26
713	SAF RT23 CORRIDOR	25,953.94	10,937.98	12,419.07	0.00	24,472.85	4,870.38	0.00	19,602.47
714	DGHD NEW OFFICE	2,044,992.01	135.00	510,414.67	0.00	1,534,712.34	4,675,045.68	0.00	-3,140,333.34
716	ENHANCED OPERATIONS GRANT	73,020.52	149,000.00	95,570.09	0.00	126,450.43	26,077.92	0.00	100,372.51
755	WORKFORCE DEVELOPMENT GRANT	114,646.73	68,353.31	38,506.44	0.00	144,493.60	23,219.55	0.00	121,274.05
756	COVID 19 VACCINATION	0.00	11,151.00	24,597.28	100,000.00	86,553.72	11,397.50	0.00	75,156.22
	TOTALS:	8,893,285.17	4,831,145.84	3,157,157.32	0.00	10,567,273.69	7,007,771.46	0.00	3,559,502.23

CASH REPORT

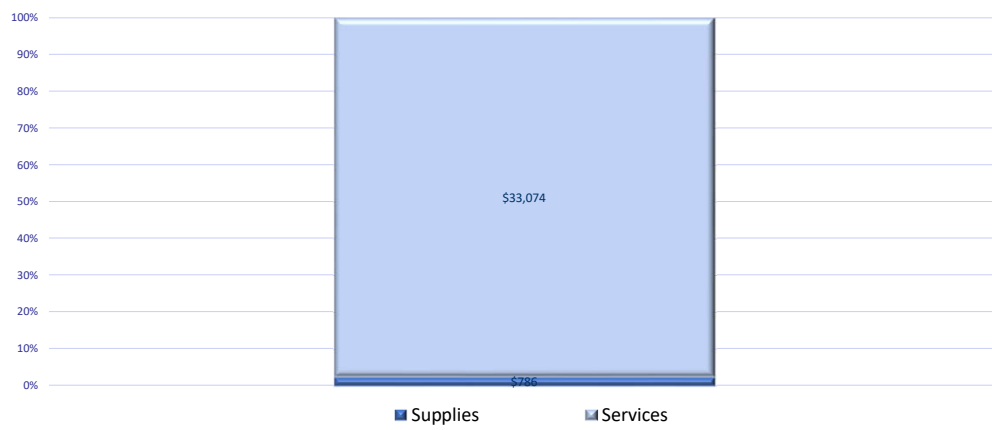
01/01/2022 - 04/30/2022

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	48,756.05	0.00	58,787.34	54,227.24	0.00	4,560.10
TOTALS:		64,605.44	42,937.95	48,756.05	0.00	58,787.34	54,227.24	0.00	4,560.10

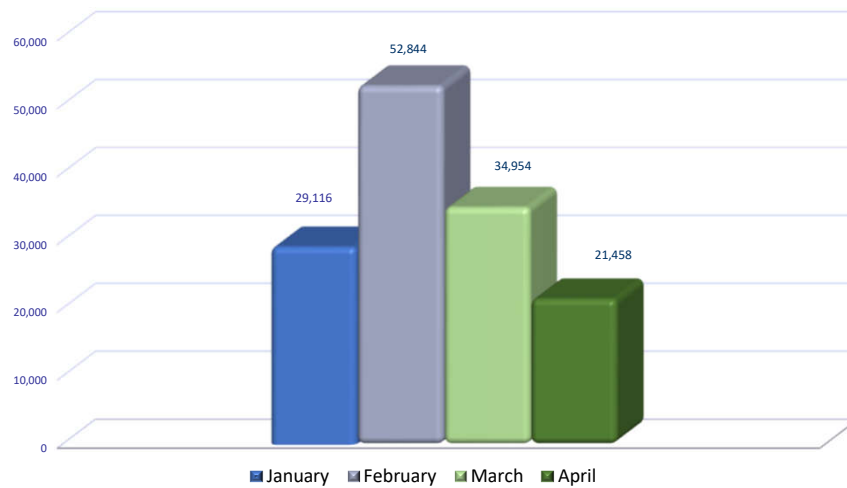
2022 COVID EXPENDITURES



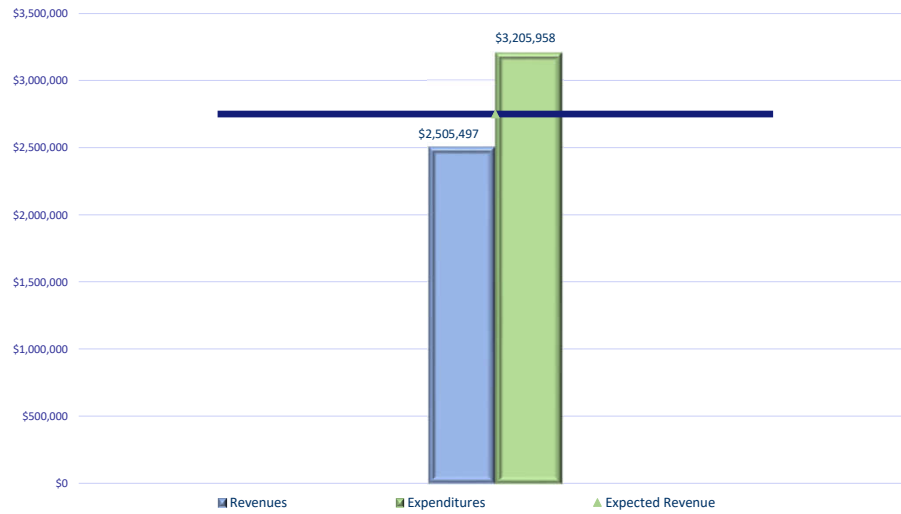
Nonpayroll COVID Expenditures



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	\$257,137	1/1/22-6/30/23	\$11,151	\$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	5,516,539.00
Remaining Balance	5,179,009.00
Total	10,695,548.00

Balance to maximum	75,371.00
Loan amount as of 4/20/22	3,924,629.00

Category and Item	Item Notes	Original Budget 2019	Revised Budget 2022	Project To Date Actual	Remain Balance to be Paid
Planned Revenue		9,522,912	10,770,918	4,663,556	
Planned Expenses		8,611,318	9,628,518	5,516,539	
Revenue					
Total Funds Available	Includes Encumbrances	6,182,295	6,770,918	1,534,712	0
Estimated Current Building Sale	Appraisal \$2,700,000	0	0	0	0
FCW Loan		4,000,000	4,000,000	0	0
Total		\$10,182,295	\$10,770,918	\$1,534,712	\$0
Total Project Budget					
Survey	Patridge	8,200	8,200	8,200	0
Cost Estimate	Concord Addis, LLC	13,200	13,200	13,200	0
Sub-Total		21,400	\$21,400	\$21,400	\$0
Property					
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
Sub-Total		\$914,534	\$915,184	\$915,184	\$0
Site Work					
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	3,042,213	3,363,783
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
Site Work					0
Contingency		640,600	1,358,804	710,005	648,799
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				
Total Change Orders	985,815				
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	237,591				
Total Change Orders	1,223,406				
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	8,262	1,738
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
Sub-Total		\$7,675,384	\$8,691,934	\$4,504,292	\$4,187,643
Total		8,611,318	9,628,518	5,440,876	4,187,643
Not included in Building budget as these are operational expenses.					
Furnishing and Moving Expenses					
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
Total			1,066,918	75,663	991,255
Property Expenses - On-going					
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	
Total				9,695	
Inside millage has paid off the current mortgage. (4/28/21 Invoice)					

Increasd Moody Nolan Budget for Area of Refuge CO

Increased CO budget based on known CO and pending CO.

(\$2,652,931)

Borrowing Amount

(3,644,186)

Below the Line



Delaware Public Health District New Headquarters Building

Meeting Minutes

April 29, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleston, Patrick Blayney, Bill Souders, Lisa Ringer, Jamie Leesburg, Brandy Schaffer

I. Attendance

II. Contract Administration

➤ Bulletins

- 15 Bulletins issued to date.

➤ Change Orders-Log Issued

- 26 Change Orders Issued
- 1 proposal pending formal approval/rejection (AOR/Owner Level).
 - ◆ TKC #27 RFI #42 Frost Stoops
- 4 proposals pending submission
 - ◆ TKC #26 RFI #41 Bottom of Wall Flashing
 - ◆ TKC #28 RFI #44 Door Conflict
 - ◆ TKC #29 Pending Bulletin #15-Revised Grading
 - ◆ TKC #31 Additional Clearing Grubbing & Grading/Fence-T&M

➤ Payment Applications

- April (Pay Request #17) Draft Submitted for Approval

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

- 49 Formal RFI's submitted; 47 answered.

➤ RFI's to be Submitted.

VI. Schedule

- Current Schedule is dated 4/29/22
 - Added AOR Punchlist Line Item and Additional 2 weeks per Bulletin #14/Areas of Refuge.

VII. Old Business/Open Issues

➤ Fence Questions/Refer

VIII. New Business

➤ Progress & Proposed Work

- ♦ Siding is in progress, multiple days lost due to rain.
- ♦ Fence installation is in progress.

➤ New Issues/Business

IX. Reminders/Tasks

➤ Specific Tasks.

- JL/MN to address fence RFI's.

➤ Meetings

- The next Progress Meeting will be **Friday 5/13/22 @ 8:00 am**



Delaware Public Health District New Headquarters Building

Meeting Minutes

May 13, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleston, Patrick Blayney, Bill Souders, Lisa Ringer, Jamie Leesburg, Brandy Schaffer

I. Attendance

II. Contract Administration

➤ Bulletins

- 15 Bulletins issued to date.

➤ Change Orders-Log Issued

- 26 Change Orders Issued
- 1 proposal pending formal approval/rejection (AOR/Owner Level).
 - ◆ TKC #27 RFI #42 Frost Stoops
- 5 proposals pending submission
 - ◆ TKC #26 RFI #41 Bottom of Wall Flashing
 - ◆ TKC #28 RFI #44 Door Conflict
 - ◆ TKC #29 Pending Bulletin #15-Revised Grading
 - ◆ TKC #31 Additional Clearing Grubbing & Grading/Fence-T&M
 - ◆ TKC #32 Additional Garbage and Rubbish Removal @ Pond

➤ Payment Applications

- April (Pay Request #17) Approved, Payment 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**
 - 51 Formal RFI's submitted; 48 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 is in progress, roofing preparation (skylight framing) in progress. Fence installation is in progress. Final grading & various Site T&M in progress.
- **New Issues/Business**

IX. Reminders/Tasks

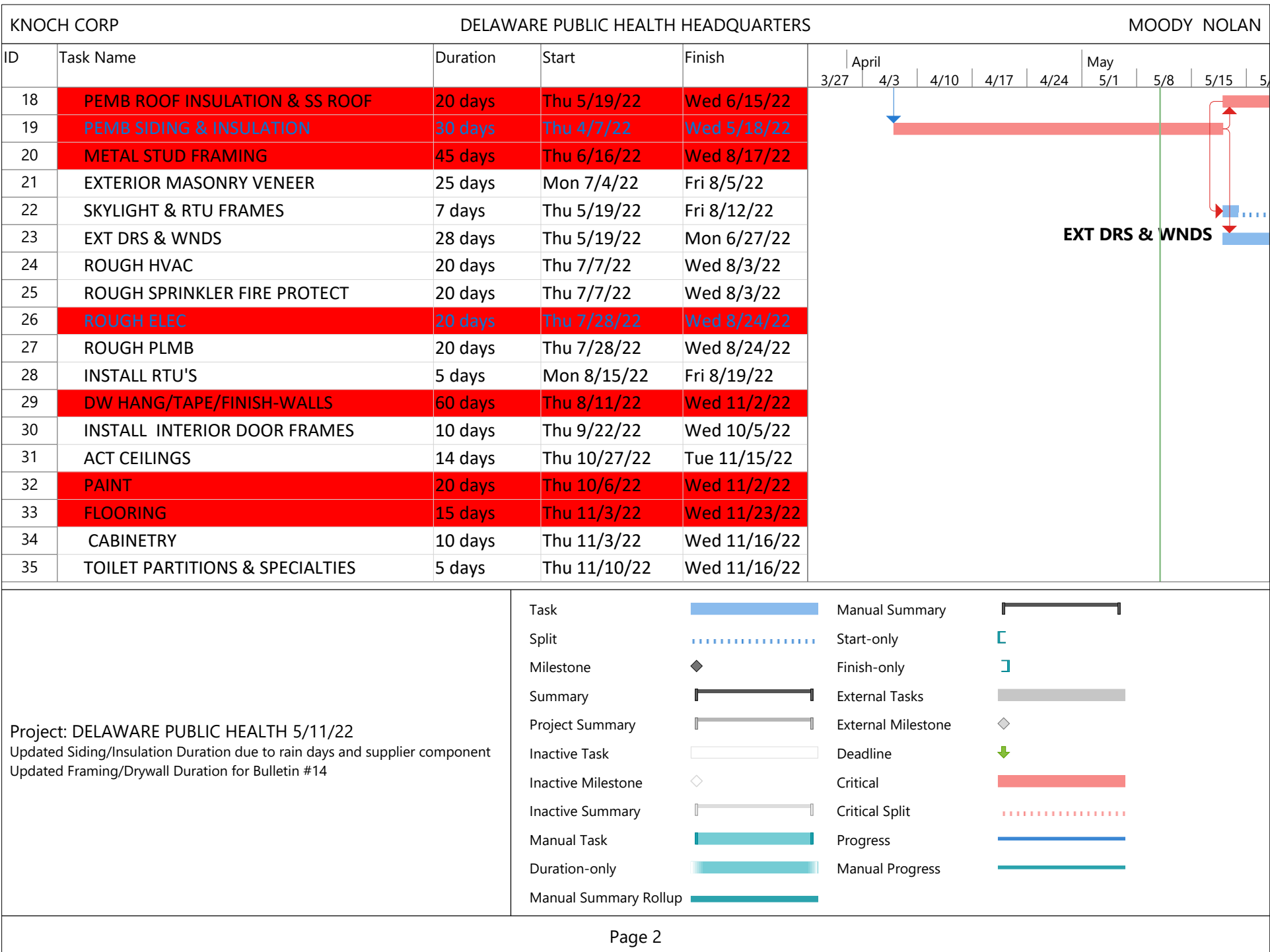
- **Specific Tasks**
 - N/A
- **Meetings**
 - The next Progress Meeting will be **Friday 5/27/22 @ 8:00 am**

ID	Task Name	Duration	Start	Finish	April					May			5/22
					3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	
1	DCPHD HQ	565 days	Wed 9/30/20	Tue 11/29/22									
2	AWARD CONTRACT	1 day	Wed 9/30/20	Wed 9/30/20									
3	BLDG PERMIT/PARTIAL CIVIL PERMIT	27 days	Wed 9/30/20	Thu 11/5/20									
4	KNOCH MOBILIZATION	5 days	Fri 11/6/20	Thu 11/12/20									
5	SURVEY LAYOUT	2 days	Fri 11/13/20	Mon 11/16/20									
6	CLEARING & GRUBBING	11 days	Mon 11/23/20	Mon 12/7/20									
7	TEMP FENCE SOIL EROSION SILT FENCE	1 day	Tue 12/8/20	Tue 12/8/20									
8	REMOVE EXIST ASPHALT	5 days	Wed 12/9/20	Tue 12/15/20									
9	SEDIMENT POND/RFI #2 POOL WORK	29 days	Wed 12/16/20	Mon 1/25/21									
10	DESIGN FAB PEMB	70 days	Fri 1/15/21	Thu 4/22/21									
11	BUILDING PAD UNDERCUT & FILL (RFI 5)	20 days	Tue 1/26/21	Mon 2/22/21									
12	EARTHWORK & SITE UTILITIES	20 days	Tue 1/26/21	Mon 2/22/21									
13	BUILDING FOUNDATIONS	31 days	Wed 5/26/21	Wed 7/7/21									
14	FND PERIMETER CMU	5 days	Tue 7/6/21	Mon 7/12/21									
15	MEP UNDERGROUND	30 days	Thu 7/8/21	Wed 8/18/21									
16	CONC SLAB ON GRADE	43 days	Thu 8/19/21	Mon 10/18/21									
17	PEMB SHELL ERECTION	35 days	Mon 12/20/21	Fri 2/4/22									

Project: DELAWARE PUBLIC HEALTH 5/11/22
Updated Siding/Insulation Duration due to rain days and supplier component
Updated Framing/Drywall Duration for Bulletin #14






















Updated Siding/Insulation Duration due to rain days and supplier component
Updated Framing/Drywall Duration for Bulletin #14

Task	Manual Summary
Split	Start-only
Milestone	Finish-only
Summary	External Tasks
Project Summary	External Milestone
Inactive Task	Deadline
Inactive Milestone	Critical
Inactive Summary	Critical Split
Manual Task	Progress
Duration-only	Manual Progress
Manual Summary Rollup	



ID	Task Name	Duration	Start	Finish	April					May			
					3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22
36	FINISH HVAC	10 days	Wed 11/2/22	Tue 11/15/22									
37	FINISH SPRINKLER FIRE PROTECT	7 days	Wed 11/2/22	Thu 11/10/22									
38	FINISH PLUMBING	13 days	Wed 11/2/22	Fri 11/18/22									
39	FINISH ELECTRICAL	10 days	Wed 11/2/22	Tue 11/15/22									
40	BUILDING SIDEWALKS & APPURT'S	12 days	Thu 6/16/22	Fri 7/1/22									
41	PAVING	5 days	Mon 7/4/22	Fri 7/8/22									
42	FENCING	30 days	Mon 7/11/22	Fri 8/19/22									
43	LANDSCAPING	15 days	Mon 9/5/22	Fri 9/23/22									
44	FINAL INSPECTIONS	3 days	Thu 11/24/22	Mon 11/28/22									
45	FINAL CLEAN	3 days	Mon 11/21/22	Wed 11/23/22									
46	CERTIFICATE OF OCCUPANCY	1 day	Tue 11/29/22	Tue 11/29/22									

Project: DELAWARE PUBLIC HEALTH 5/11/22
Updated Siding/Insulation Duration due to rain days and supplier component
Updated Framing/Drywall Duration for Bulletin #14

Task		Manual Summary	
Split		Start-only	
Milestone		Finish-only	
Summary		External Tasks	
Project Summary		External Milestone	
Inactive Task		Deadline	
Inactive Milestone		Critical	
Inactive Summary		Critical Split	
Manual Task		Progress	
Duration-only		Manual Progress	
Manual Summary Rollup			

POSITION DESCRIPTION



GENERAL INFORMATION:

Position Title	Contact Tracer
Division	Administration / Community Health / Environmental Health / Preventative Health
Exempt or non-exempt	Non-exempt (Intermittent/Temporary)
Classified or non-classified	Unclassified
Date Job Description Created	8/28/2020
Revision Dates of Job Description	2/24/2021

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Director/Program Manager
Grade of those who may directly report to this position:	N/A

POSITION SUMMARY:

Under general supervision, interviews, evaluates, and monitors clients, provides education, guidance and isolation/quarantine parameters based on Centers for Disease Control and Prevention (CDC), Ohio Department of Health, and DPHD.

ESSENTIAL FUNCTIONS:

- Under direction, conducts communicable disease investigations, ensuring that appropriate prevention, treatment, control and reporting measures are implemented.
- Participates in public health emergency preparedness and response activities.
- Interviews cases and contacts to establish the history, timeline of symptoms, exposed individuals, and contact information.
- Notify, quarantine, isolate, and monitor individuals who are a case of a communicable disease or have been exposed to a communicable disease.
- Explains information and recommendations regarding isolation and quarantine parameters, services available, and monitors for ongoing needs and clearance.
- Helps develop an appropriate plan which may include referral to another agency or professional.
- Maintains detailed records of cases and assemble these into periodic reports.
- Data entry and familiarity with computer software programs (Microsoft Office).

- Assists in monitoring outbreaks of communicable diseases.
- Enters communicable disease data into appropriate databases.
- Maintains confidentiality

MINIMUM QUALIFICATIONS:

High school diploma or GED required. Experience and or education in Public Health or health related field preferred.

LICENSURE/CERTIFICATIONS:

N/A

COMPETENCIES:

A. Organizational Competencies

The Delaware General Health District is dedicated to fostering, protecting and improving the health and the environment of our residents and our communities. The DGHD utilizes a performance management system based on touchstones; Quality, Community, Agency, and Engagement. All DGHD employees are expected to meet core competencies in the following areas:

Quality:

- Adheres to all agency policy, procedures, and Ohio rules and laws
- Continuous Quality Improvement
- PHAB Standards/Essential Services
- Creative problem solving that is goal-directed
- Honesty, Integrity and Initiative

Community/Engagement:

- Customer Service
- Health Equity
- Confidentiality in accordance with law and agency policy

Agency:

- Workforce Development Plan
- Strategic Planning and Initiatives
- Interpersonal Skills
- Professional and courteous behavior towards co-workers and customers
- Attentive to and understands the views of others with objectivity in assessing situations
- Cooperation with other divisions
- Resolves conflicts constructively
- Utilization of office technology
- Recognizes unsafe situations and responds appropriately in emergencies and disasters
- Able to assume key responsibilities during Incident Command

B. Public Health Competencies (*The Council on Linkages Between Academia & Public Health Practice, June 2014*)

- Analytical/Assessment Skills (1A3, 1A4, 1A5)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A3)
- Public Health Sciences Skills (6A5)

PHYSICAL WORK ENVIRONMENT:

Job Location: 1-3 West Winter Street, Delaware, OH 43015

Physical Requirements: Sedentary work, lifting up to 15 pounds occasionally and very minimum amount of force frequently to lift, carry, push or otherwise move objects. Employee works primarily indoors with protection from weather conditions. Employees are expected to be able to see and read close to their eyes, such as with a computer monitor. Using fingers to operate computer keyboard. Using the spoken word to verbally express or exchange ideas. Employee may come in contact with blood-borne pathogens, body fluids, pesticides and/or infectious disease. May be exposed to communicable diseases and toxic or hazardous chemicals. Ability to wear PPE (gloves, facemasks, goggles, etc.) for up to 1 hour at a time.

Will be required to use their own telephone, computer equipment, office supplies, and pass a background check. Must have reliable, phone service and high-speed internet access at home. DGHD assumes no responsibility for set-up or operating costs (including telephone or internet services, etc.).

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____
(Employee)

Health Commissioner: *Shelvin T. Hudson* Date: *2/24/2021*
ORC 124.11(29)

POSITION DESCRIPTION



GENERAL INFORMATION:

Position Title	COVID-19 Supervisor
Division	Preventative Health
Exempt or non-exempt	Exempt
Classified or non-classified	Classified
Date Job Description Created	05/31/2022
Revision Dates of Job Description	

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Program Manager
Grade of those who may directly report to this position:	Grades A, B, and C

POSITION SUMMARY:

Independently, performs COVID-19 and preventative health services to assure compliance with applicable national, state and local personal health standards. May supervise and guide employees. Must work at as a Contract Tracer and/or Clinical Services Assistant level as needed.

ESSENTIAL FUNCTIONS:

Assessment and Implementation:

- Assesses individual, group and/or population health status to determine needs.
- Identifies priorities and establish initial plans for programs to improve health. Conducts case management as needed.
- Researches and utilizes evidenced based programs, collects data to qualify learning and improved health behaviors. Analyzes assessment data and determines additional informational needs to further plan for individual services and/or program needs and modifications.
- Coordinates individual, group and/or population services designed to meet identified needs as determined by assessment and analysis process.
- Promotes and evaluates community based educational programs related to specific programs and areas.
- Develops and implements awareness activities, programs and services. Evaluates individual, group and/or population current health status following plan implementation and revises plan based upon new assessment data.

- Maintains confidentiality. Follows Blood Borne Pathogen policies related to specimen collection, storage and handling, vaccinations and client screenings. Follows infection control/disaster management plans.

Management:

- Supervises and conducts health programs and screenings for worksites, community groups, health fairs, and schools, makes appropriate referrals for medical follow-up per agency protocols. Coordinates with community partners to plan, implement, and evaluate programming and scheduling of personnel involved in the event using HD protocols as needed.
- Develops and implements QA and CQI for designated programs. Compiles necessary statistical reports and/or case logs as required by the Centers for Disease Control and Prevention, the Ohio Department of Health and/or the Delaware Public Health District.
- Works in collaboration with groups and populations in the promotion of public health and improvement in community health status with ability to support and articulate agency positions and policies. Creates group process designed to reach consensus regarding public health issues and programmatic plans.
- Assists in preparation of grants, monitoring program activities and makes recommendation to budgetary needs and assist in conducting program evaluation.
- Coordinates the development and implementation of infection control/disaster management plans and works with management and peers in development, refinement and implementation of the agency disaster and bioterrorism plans.

Communication:

- Works with Program Manager to recommends program revisions. Understands programmatic policies and requirements and updates staff as necessary.
- Assists in assuring department's compliance with state public health standards in areas of responsibility. Works to assure program quality through conducting audits, record reviews, case studies and other evaluative techniques.
- Fosters team involvement in problem solving and provides team direction/coordination to accomplish program objectives.

Supervision:

- Provides team direction/coordination to accomplish program objectives. Oversees activities of professionals working in the program area. Fosters team involvement in problem solving.
- As requested, may participate in interviewing, orientation, and training staff. Provides input in employee performance reviews. Monitors and approves leave and timecards.
- Provides coverage in the absence of the program manager.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Health or other health related field required. Three to five years' relevant experience required. Supervision experience preferred.

LICENSURE/CERTIFICATIONS:

Possession of a valid driver's license and current auto liability insurance.

COMPETENCIES:

A. Organizational Competencies

The Delaware Public Health District is dedicated to fostering, protecting and improving the health and the environment of our residents and our communities. The DPHD utilizes a performance management system based on touchstones; Quality, Community, Agency, and Engagement. All DPHD employees are expected to meet core competencies in the following areas:

Quality:

- Adheres to all agency policy, procedures, and Ohio rules and laws
- Continuous Quality Improvement
- PHAB Standards/Essential Services
- Creative problem solving that is goal-directed
- Honesty, Integrity and Initiative

Community/Engagement:

- Customer Service
- Health Equity
- Confidentiality in accordance with law and agency policy

Agency:

- Workforce Development Plan
- Strategic Planning and Initiatives
- Interpersonal Skills
- Professional and courteous behavior towards co-workers and customers
- Attentive to and understands the views of others with objectivity in assessing situations
- Cooperation with other divisions
- Resolves conflicts constructively
- Utilization of office technology
- Recognizes unsafe situations and responds appropriately in emergencies and disasters
- Able to assume key responsibilities during Incident Command

B. Public Health Competencies (*The Council on Linkages Between Academia & Public Health Practice, June 2014*)

- Analytical/Assessment Skills (1B1, 1B2, 1B4, 1A5, 1B7, 1B8, 1B10, 1B11, A13)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A7, 2B8, 2B9, 2A10, 2B11, 2B12, 2B13)
- Communication Skills (3B1, 3B2, 3A4, 3A5, 3B6 3B7, 3A8)
- Cultural Competency Skills (4B1, 4B2,4B3, 4A5, 4A6, 4B7. 4B8)
- Community Dimensions of Practice Skills (5A1, 5B2, 5B3, 5A4, 5A5, 5A6, 5B7, 5B8, 5A9)
- Public Health Sciences Skills (6B1, 6A2, 6B3, 6B4, 6A5, 6B7, 6A8, 6A9)
- Financial Planning and Management Skills (7A2, 7A3, 7A4, 7A9, 7A10)
- Leadership and Systems Thinking Skills (8B1, 8B2, 8C3, 8C4, 8A5, 8B6, 8B7, 8B9)

PHYSICAL WORK ENVIRONMENT:

Job Location: 1-3 West Winter Street, Delaware, OH 43015

Physical Requirements: Lifting up to 25lbs. occasionally and/or up to 15lbs. frequently and/or very minimum amount of force constantly to move objects. Employee works both inside and outside of the office consistently or depending on task required. Employee may come in contact with blood-borne pathogens, body fluids, pesticides and/or infectious diseases. Employee is required to use fingers, grasping, talking, hearing and seeing close up to work in health clinic. Employee will move around and stand or sit for long periods of time.

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____
(Employee)

Health Commissioner: _____ Date: _____

POSITION DESCRIPTION



GENERAL INFORMATION:

Position Title	Fiscal Specialist 2
Division	Administration
Exempt or non-exempt	Non-exempt
Classified or non-classified	Classified
Date Job Description Created	
Revision Dates of Job Description	

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Finance Director
Grade of those who may directly report to this position:	N/A

POSITION SUMMARY:

Administers the activities related to the agency payroll, time and attendance, and agency grant requirements. Assists Human Resources manager with benefits and HRIS administration. Is expected to meet all essential functions of Fiscal Specialist 1.

ESSENTIAL FUNCTIONS:

Participates in on-call rotation.

Business Acumen & Financial Management:

- Prepares agency payroll and coordinates communication with county payroll department and payroll vendor.
- Prepares employee action forms, retro forms and payoff forms.
- May coordinate and monitor agency's participation in grant programs. Prepare financial reports required by granting agency and evaluate expenditures to assure adherence to standards. Prepare year-end closeout reports.
- May provide technical assistance and guidance to project managers & directors on fiscal regulations and requirements. Keeps current on program regulations, directives and policies.
- Assists in preparing annual grant budget applications; may write fiscal project proposals for submission to granting agencies. Prepare budget revisions when necessary. Prepare financial reports required by granting agency and evaluate expenditures to assure adherence to standards.
- Annually prepares DGHD payroll projection for upcoming year.

- Assists in salary surveys and annual performance-based salary increase spreadsheets and processing.

Benefits:

- Assists in all employee benefit programs including enrollments, terminations, open enrollments, and payroll requirements.
- Performs reconciliation and balancing on the billings for group health and agency benefits.
- Work with county auditor office for annual benefit reporting and enrollment payroll deductions.
- May assist employees with insurance disputes and appeals as necessary.
- May administer online COBRA correspondences and enrollments.
- Able to complete all other Fiscal Specialist duties in office during periods of absence.
- Monitors appropriation levels throughout year.
- Reviews reports before submission.
- Able to troubleshoot financial issues from Auditors or other State personnel.
- Create Total Compensation letters for employees after annual performance appraisals.

HRIS Administration:

- Administers payroll in HRIS.
- Administers time and attendance in HRIS.
- Assist in FMLA tracking.
- Assist in electronic benefit open enrollment.
- Maintains electronic employee personnel files, records and other documentation timely and accurately in HRIS.
- Creates and prepares reports from HRIS involving payroll, time/attendance and other HR data.
- Assists to maintain data integrity in systems by reviewing and analyzing data for accuracy and working with HRIS representatives as needed.
- Troubleshoot daily/weekly employee problems and questions with the system.
- Requires responsibility for carrying out, interpreting, and enforcing existing policy and methods of a program, and for assisting in developing the policy and methods of a program.

MINIMUM QUALIFICATIONS:

Associate degree in human resources, business, accounting, administration or field related to division programming, required. Three to five years' experience required. Substitution: Two additional years of the required relevant experience may be substituted for possession of a associate degree.

LICENSURE/CERTIFICATIONS:

Possession of a valid driver's license and current auto liability insurance.

COMPETENCIES:

A. Organizational Competencies

The Delaware General Health District is dedicated to fostering, protecting and improving the health and the environment of our residents and our communities. The DGHD utilizes a performance management system based on touchstones; Quality, Community, Agency, and Engagement. All DGHD employees are expected to meet core competencies in the following areas:

Quality:

- Adheres to all agency policy, procedures, and Ohio rules and laws
- Continuous Quality Improvement
- PHAB Standards/Essential Services
- Creative problem solving that is goal-directed
- Honesty, Integrity and Initiative

Community/Engagement:

- Customer Service
- Health Equity
- Confidentiality in accordance with law and agency policy

Agency:

- Workforce Development Plan
- Strategic Planning and Initiatives
- Interpersonal Skills
- Professional and courteous behavior towards co-workers and customers
- Attentive to and understands the views of others with objectivity in assessing situations
- Cooperation with other divisions
- Resolves conflicts constructively
- Utilization of office technology
- Recognizes unsafe situations and responds appropriately in emergencies and disasters
- Able to assume key responsibilities during Incident Command

B. Public Health Competencies (*The Council on Linkages Between Academia & Public Health Practice, June 2014*)

- Analytical/Assessment Skills (1A1, 1C3, 1A4, 1C5, 1A8, 1A9, 1A10, 1A11, 1A14)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A3, 2A4, 2C5, 2A6, 2B7, 2A9, 2A10, 2B12)
- Communication Skills (3B1, 3A2, 3B3, 3B4, 3A5, 3B6, 3A7, 3C8)
- Cultural Competency Skills (4A1, 4A2, 4B3, 4B4, 4A5, 4A6)
- Community Dimensions of Practice Skills (5A1, 5A2, 5B7, 5A8, 5A9)
- Public Health Sciences Skills (6A1, 6A2, 6A3, 6A5, 6B7)
- Financial Planning and Management Skills (7A1, 7A2, 7A3, 7A4, 7A5, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 7A14)
- Leadership and Systems Thinking Skills (8A1, 8A2, 8A3, 8A4, 8A5, 8A6, 8A7, 8B8, 8B9, 8B10)

PHYSICAL WORK ENVIRONMENT:

Job Location: 1-3 West Winter Street, Delaware, OH 43015

Physical Requirements: Lifting up to 25 lbs. occasionally, and/or up to 15 lbs. frequently, and/or very minimum amount of force constantly to move objects. Employee works both inside and outside of the office consistently or depending on the task required. Employee may come in contact with blood-borne pathogens, body fluids, pesticides and/or infectious disease. Requires use of fingers, talking, and hearing. Employee moves around and stands on foot for long periods of time in order to accomplish job requirements. Employee must be able to see close to their eyes.

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____
(Employee)

Date: _____

Health Commissioner: Stelina L. Hudson

Date: 9/24/19

POSITION DESCRIPTION



GENERAL INFORMATION:

Position Title	Public Health Nurse 2
Division	Personal Health
Exempt or non-exempt	Non-exempt
Classified or non-classified	Classified
Date Job Description Created	01/01/2017
Revision Dates of Job Description	

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Program Manager
Grade of those who may directly report to this position:	N/A

POSITION SUMMARY:

Under limited direction, performs personal health services to assure compliance with applicable national, state and local personal health standards. Must work at a Public Health Nurse 1 level as needed.

ESSENTIAL FUNCTIONS:

Participates in on-call rotation.

Assessment and Implementation:

- Assesses individual, group and/or population health status to determine needs.
- Identifies priorities and establish initial plans for programs to improve health. Conducts case management as needed.
- Assist in analyzing assessment data and determining additional informational needs to further plan for individual services and/or program needs and modifications.
- Plans individual, group and/or population services designed to meet identified needs as determined by assessment and analysis process.
- Promotes community based educational programs related to specific programs and areas.
- Maintains confidentiality and follows Blood Borne Pathogen policies related to specimen collection, storage and handling, vaccinations and client screenings. Follows infection control/disaster management plans.
- Implements immunization awareness activities, programs and services.

- Administers vaccines following agency policies at established Health District clinic settings. Completes immunization documentation per protocols. Notifies supervisor or manager immediately with any unusual outcomes or incidents and follows adverse vaccine reaction plan and documentation.
- Conducts health programs and screenings for worksites, community groups, health fairs, and schools, makes appropriate referrals for medical follow-up per agency protocols.
- Assist in coordinating with community partners to plan, implement, and evaluate programming and assist in coordinating the scheduling of personnel involved in the event using HD protocols as needed.
- Develops and implements disease prevention education programming.
- Works in collaboration with groups and populations in the promotion of public health and improvement in community health status with ability to support and articulate agency positions and policies.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Nursing or other health related field (public health, nutrition, pharmacy, etc.) required. One to three years' relevant experience required.

LICENSURE/CERTIFICATIONS:

Current State of Ohio Nursing License required. Maintains CPR certification. Possession of a valid driver's license and current auto liability insurance.

COMPETENCIES:

A. Organizational Competencies

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- Customer Service
- Health Equity
- Confidentiality in accordance with law and agency policy

Agency:

- Workforce Development Plan
- Strategic Planning and Initiatives
- Interpersonal Skills
- Professional and courteous behavior towards co-workers and customers
- Attentive to and understands the views of others with objectivity in assessing situations
- Cooperation with other divisions

- Resolves conflicts constructively
- Utilization of office technology
- Recognizes unsafe situations and responds appropriately in emergencies and disasters
- Able to assume key responsibilities during Incident Command

B. Public Health Competencies (*The Council on Linkages Between Academia & Public Health Practice, June 2014*)

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4, 1A5, 1A7, 1A8, 1A9, 1A10, 1A11, 1A12)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A7)
- Communication Skills (3B1, 3B2, 3A4, 3A5, 3B6)
- Cultural Competency Skills (4B1, 4B2, 4B3, 4A5, 4A6, 4B7, 4B8)
- Community Dimensions of Practice Skills (5A1, 5B2, 5B3, 5A4, 5A5, 5B7)
- Public Health Sciences Skills (6B1, 6A2, 6B3, 6B4, 6B7, 6A8)
- Financial Planning and Management Skills (7A2, 7A3, 7A4)
- Leadership and Systems Thinking Skills (8B1, 8B2, 8B3, 8B4, 8A5, 8A6, 8A7, 8A9)


PHYSICAL WORK ENVIRONMENT:

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Reviewed and agreed to by: _____ Date: _____
(Employee)

Health Commissioner:  Date: 3/29/17

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	TOB	Changes
Health Commissioner	01101	12/31/2012	Hiddleston	NA	E & U	FT	Filled	X	
Assistant Health Commissioner	02101			NA	E & U		Inactive		
DIVISION DIRECTOR Series									
Deputy Health Commissioner	03101	3/14/2011	Howard	D8	E & U	FT	Filled	X	
Deputy Health Commissioner	04101	3/27/2013	Kent	D8	E & U	FT	Filled	X	
Deputy Health Commissioner	05101	2/24/2014	Keagy	D8	E & U	FT	Filled	X	
Finance & Operations Director	06101	2/3/2020	Hall	D8	E & U	FT	Filled	X	
PROGRAM MANAGER Series									
Program Manager / Director of Nursing	07101N	7/15/2013	Baughner	D6	E & C	FT	Filled	X	
Program Manager	07102S	1/24/1996	Sams	D5	E & C	FT	Filled	X	
Program Manager	07103	10/13/2004	Kannally	D5	E & C	FT	Filled	X	
Program Manager	07104S	5/29/2007	DeGenaro	D5	N & C	FT	Filled	X	
Program Manager	07105	8/13/2007	Kuhlman	D5	E & C	FT	Filled	X	
Program Manager	07106	10/5/2009	Kincaid	D5	E & C	FT	Filled	X	
Program Manager	07107	6/20/2016	Trimble	D5	E & C	FT	Filled	X	
Program Manager	07108S	4/1/2019	Dunfee	D5	E & C	FT	Filled	X	Promoted from REHS 2.4/2/2022
Program Manager	07109D	11/1/2021	Robinson	D5	E & C	FT	Filled	X	
Program Manager	07110			D5	E & C	FT	Inactive		
HUMAN RESOURCES Series									
Human Resources Officer	08101	6/29/2011	Whitney	D5	E & C	FT	Filled	X	
Benefits Specialist	08102			C5	N & C		Inactive		
Human Resources Assistant	08103	9/17/2008	Vance	A9	N & C	FT	Filled	X	
FISCAL SPECIALIST Series									
Fiscal Specialist 2	09101	12/20/2012	Naticchia	B2	N & C	FT	Filled	X	
Fiscal Specialist 1	09102	9/21/1992	Stull	B1	N & C	FT	Filled	X	
Fiscal Specialist 1	09103			B1	N & C	FT	Vacant	X	
COMMUNICATIONS Series									
Public Information Officer	010101	2/11/2013	Whittaker	D3	E & C	FT	Filled	X	
Multimedia Specialist	010102	6/12/2017	Edwards	C5	N & C	FT	Filled	X	
GIS Specialist	010103			C5	N & C	Intermittent	Inactive		
INFORMATION TECHNOLOGY Series									
Information Technology Specialist 3	20101	3/30/2015	Stone	B (IT) 3	N & C	FT	Filled	X	
Information Technology Specialist 3	20102	9/5/2017	Goodsite	B (IT) 3	N & C	FT	Filled	X	
Information Technology Specialist 1	20103			B (IT) 1	N & C		Inactive		
EPIDEMIOLOGY Series									
Epidemiologist 2	30101	4/4/2022	Lipp	C9	N & C	FT	Filled	X	New Hire (CH)
Epidemiologist 2	30102			C9	N & C	FT	Vacant	X	
Epidemiologist 1	30103	6/14/2021	Djigo	C5	N & C	FT	Filled	X	
Epidemiologist 1	30104	9/15/2021	Walling	C5	N & C	FT	Vacant	X	Terminated 5/09/2022
Disease Investigation Technician	30201	1/20/2021	McQuone	A7	N & C	FT	Filled	X	
NURSING Series									
Public Health Nurse Supervisor	40101			D3	E & C		Inactive		
Public Health Nurse 3	40201	10/10/2006	Nichols	C9	N & C	FT	Filled	X	
Public Health Nurse 3	40202	2/3/2020	Kelley	C9	N & C	FT	Filled	X	Promotion from PHN 1.4/02/2022
Public Health Nurse 3	40202	12/20/2021	Heydinger	C9	N & C	FT	Filled	X	
Public Health Nurse 2	40301	8/5/1996	Lenko	C8	N & C	FT	Filled	X	FT but currently filled with PT (0.8 FTE)
Public Health Nurse 2	40302	2/4/2019	Fox	C8	N & C	FT	Filled	X	
Public Health Nurse 2	40303	6/1/2021	Spring	C8	N & C	FT	Filled	X	
Public Health Nurse 1 or 2	40304			C3	N & C	FT	Vacant	X	
Public Health Nurse 2	40305			C8	N & C	FT	Vacant	X	
Immunization Specialist	40501			C2	N & C	FT	Vacant	X	

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOI	Changes
WIC HEALTH PROFESSIONAL Series									
WIC Health Professional Supervisor	50101			D3	E & C		Inactive		
WIC Health Professional 3	50201	1/3/1998	Syar	C7	N & C	PT	Filled	X	
WIC Health Professional 2	50301			C4	N & C	PT	Vacant	X	
WIC Health Professional 2	50302	5/12/2008	Nye	C4	N & C	FT	Filled	X	
WIC Health Professional 2	50303			C4	N & C	FT	Inactive		
WIC Health Professional 1	50401	2/2/2015	Myers	C2	N & C	PT	Filled	X	currently filled with Full time, temporary
WIC Health Professional 1	50402			C2	N & C	PT	Filled	X	
WIC PEER HELPER Series									
WIC Peer Helper	60101	7/19/2021	Bayless	A3	N & C	PT	Filled	X	
WIC Peer Helper	60102			A3	N & C	PT	Vacant	X	
WIC Peer Helper	60103			A3	N & C	PT	Vacant	X	
COMMUNITY HEALTH SPECIALIST Series									
Community Health Specialist Supervisor	70101			D3	E & C	FT	Vacant	X	
Community Health Specialist 3	70201	3/7/2011	Sutherland	C8	N & C	FT	Filled	X	
Community Health Specialist 3	70202	10/4/2021	Burleson	C8	N & C	FT	Filled	X	Promoted from CHS 1 4/30/2022
Community Health Specialist 3	70203			C8	N & C	FT	Inactive	X	
Community Health Specialist 3	70204			C8	N & C	FT	Vacant	X	
Community Health Specialist 3	70205			C8	N & C	Intermittent	Inactive		
Community Health Specialist 2	70301	11/12/1993	Way-Young	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70302	12/17/2009	Bain	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70303	1/2/2018	Bonnette	C5	N & C	FT	Filled	X	
Community Health Specialist 2	70304			C5	N & C	FT	Vacant	X	
Community Health Specialist 1	70401	10/23/2018	Schwaderer	C3	N & C	FT	Filled	X	
Community Health Specialist 1	70402	1/6/2020	Jaggers	C3	N & C	FT	Filled	X	
Community Health Specialist 1	70403			C3	N & C	FT	Vacant	X	
REGISTERED SANITARIAN Series									
Registered Environmental Health Specialist Supervisor	80100			D3	E & C		Inactive		
Registered Environmental Health Specialist Supervisor	80101			D3	E & C		Inactive		
Registered Environmental Health Specialist Supervisor	80102			D3	E & C		Inactive		
Registered Environmental Health Specialist 3	80201	9/2/2003	Adams	C9	N & C	FT	Filled	X	Promoted from REHS 2 4/02/2022
Registered Environmental Health Specialist 3	80202	2/23/2004	Self	C9	N & C	FT	Filled	X	
Registered Environmental Health Specialist 3	80203	3/28/2005	Rogich	C9	N & C	FT	Filled	X	
Registered Environmental Health Specialist 3	80204			C9	N & C	FT	Inactive	X	
Registered Environmental Health Specialist 3	80205			C9	N & C	FT	Inactive		
Registered Environmental Health Specialist 2	80301	6/19/2006	Wilson	C8	N & C	FT	Filled	X	
Registered Environmental Health Specialist 2	80302	1/2/2007	Sanders	C8	N & C	FT	Filled	X	
Registered Environmental Health Specialist 2	80303	4/9/2018	Zoecklein	C8	N & C	FT	Filled	X	
Registered Environmental Health Specialist 2	80304	4/1/2019	Stewart	C8	N & C	FT	Filled	X	
Registered Environmental Health Specialist 2	80305			C8	N & C	FT	Vacant	X	
Registered Environmental Health Specialist 2	80306			C8	N & C	FT	Vacant	X	
Registered Environmental Health Specialist 1	80401			C6	N & C	FT	Vacant	X	
Registered Environmental Health Specialist 1	80402			C6	N & C	FT	Vacant	X	
Registered Environmental Health Specialist 1	80403			C6	N & C	FT	Vacant	X	
Sanitarian in Training	80500	6/1/2021	Kaur	C3	N & C	FT	Filled	X	
Sanitarian in Training	80501	5/2/2022	Randazzo	C3	N & C	FT	Filled	X	New Hire
Environmental Health Technician	80502	3/15/2017	Spangler	A7	N & C	FT	Filled	X	
CERTIFIED PLUMBING INSPECTOR Series									
Certified Plumbing Inspector Supervisor	90101			D1	E & C		Inactive		
Certified Plumbing Inspector 3	90201	5/20/2002	Brill	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90202	9/15/2003	Dawson	B (P) 3	N & C	FT	Filled	X	
Certified Plumbing Inspector 3	90203			B (P) 3	N & C	FT	Inactive	X	
Certified Plumbing Inspector 2	90301	6/10/2019	Olszewski	B (P) 2	N & C	FT	Filled	X	
Certified Plumbing Inspector 2	90302	11/29/2021	Smith	B (P) 2	N & C	FT	Filled	X	

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	BOH	Changes
ADMINISTRATIVE ASSISTANT Series									
Administrative Assistant to HC	10001	2/15/2005	Brown	A10	N & C	FT	Filled	X	
Administrative Assistant/Vital Statistics Registrar	10101	1/16/2001	Hess	A9	N & C	FT	Filled	X	
Administrative Assistant/Satellite Coordinator	10102	4/24/2017	Wing	A9	N & C	FT	Filled	X	
Administrative Assistant 3	10201	7/18/2016	Aller	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10202	3/11/2019	Nutter	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10203	3/18/2019	Bender	A6	N & C	FT	Vacant	X	Promoted From AA2 3/5/2022; Resign 5/6/2022
Administrative Assistant 3	10204	7/12/2021	Padilla Ortiz	A6	N & C	FT	Filled	X	
Administrative Assistant 2	10301	1/30/2006	Wolcott	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10302	6/27/2012	Forson	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10303	8/27/2012	Mendenhall	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10304	1/10/2022	Ertz	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10305	3/5/2022	Land	A4	N & C	FT	Vacant	X	New Hire; Resign 9/20/2022
Administrative Assistant 2	10306			A4	N & C	FT	Vacant	X	
Administrative Assistant 2	10307			A4	N & C	FT	Vacant	X	
Administrative Assistant 2	10308			A4	N & C	FT	Vacant		
Administrative Assistant 2	10309			A4	N & C	FT	Vacant	X	
Administrative Assistant 1	10401			A2	N & C	FT	Inactive		
Administrative Assistant 1	10402			A2	N & C	FT	Inactive		
Administrative Assistant 1	10403	10/18/2021	Hubbard	A2	N & C	PT	Filled	x	
CUSTODIAL MAINTENANCE Series									
Custodian Maintenance 3	11101	7/19/2021	Sox	A9	N & C	FT	Filled	X	
Custodian Maintenance 2	11201			A6	N & C		Inactive		
Custodian Maintenance 1	11301			A3	N & C	PT	Vacant	X	
Custodial Worker	11401			A1	N & C		Inactive		
INTERN Series									
Intern 2 (Degreed)	12101			A7	N & U	Intermittent	Vacant	X	
Intern 1 (Non-Degreed)	12201			A2	N & U	Intermittent	Vacant	X	
Intern 1 (Non-Degreed)	12202			A2	N & U	Intermittent	Vacant	X	
Contact Tracers									
Clinical Services Assistant/Contact Tracer	13101	6/3/2020	Card	A7	N & U	Intermittent	Filled	X	
Clinical Services Assistant/Contact Tracer	13102	6/17/2020	Schaal	A7	N & U	Intermittent	Filled	X	
Clinical Services Assistant/Contact Tracer	13103	1/20/2021	Francisco	A7	N & U	Intermittent	Filled	X	
Clinical Services Assistant/Contact Tracer	13104	11/29/2021	Mercado-Velazquez	A7	N & U	Intermittent	Vacant	X	Terminated 3/11/2022
Clinical Services Assistant/Contact Tracer	13105	11/30/2021	Hall	A7	N & U	Intermittent	Filled	X	
Clinical Services Assistant/Contact Tracer	13106	12/15/2021	Beachy	A7	N & U	Intermittent	Vacant	X	Terminated 4/12/2022
Clinical Services Assistant/Contact Tracer	13107			A7	N & U	Intermittent	Vacant	X	
Clinical Services Assistant/Contact Tracer	13108			A7	N & U	Intermittent	Vacant	X	
Clinical Services Assistant/Contact Tracer	13109			A7	N & U	Intermittent	Vacant	X	
Clinical Services Assistant/Contact Tracer	13110			A7	N & U	Intermittent	Vacant	X	
Clinical Services Assistant/Contact Tracer	13111			A7	N & U	Intermittent	Vacant	X	
Clinical Services Assistant/Contact Tracer	13112			A7	N & U	Intermittent	Vacant	X	

Patrick Blayney
President Board of Health

Shelia L. Hiddleston, MS, RN
Secretary Board of Health



Thank You and Recognition Summary Board of Health Meeting – May 2022



DPHD - Congratulations! We are pleased to inform you that your application, ***Drive Through Vaccination Clinics at Fire & EMS Stations***, has been selected as a **2022 Innovative Practice Silver Awardee** by the National Association of County and City Health Officials (NACCHO). The designation of your program as a Silver Innovative Practice demonstrates the highest level of program innovation to meet the needs of your community during the COVID-19 pandemic. Over the past few months, your application has gone through a rigorous peer-evaluation process by NACCHO's Workgroup members, and your program reflected effective community partnerships and collaboration as well as remarkable adaptability, resilience, and innovation.

Jackie Bain - Last week at Jackie's SAFE Coalition meeting, Jackie (as well as members of her coalition) were publicly recognized by Ed Mehia, *Law Enforcement Liaison* from OTSO on "how well her coalition is run, and that it is the best coalition in his jurisdiction (within Ohio)". He also praised the high level of engagement among partners and commended all partners on their work to reduce traffic fatalities.

Kelsey Kuhlman, Katherine Fox and Amy Whitney – Tina Francis, Career Technical Education Coordinator of Buckeye Valley MS/DSCC thanked Kelsey, Katherine, and Amy for their presentation at the BVMS Career Fair. Comments received from students and staff were very positive.