

Prior to the call to order Ms. Fleischer announced she will be moving out of county soon and therefore will resign her position on the Board. Ms. Fleischer will notify Ms. Hiddleson when this occurs so Ms. Hiddleson can work with the DAC President for her replacement.

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER**

The April 26, 2022, meeting was held at the Delaware Public Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:02 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Hickman, Tommy Hatfield, Mr. Holzapfel, Mr. Karr and Ms. Smith. Board members attending virtually: Ms. Fleischer and Ms. Howerton. Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Ms. Dawn Hall, Finance and Operations Director, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Ms. Emily Lipp, Epidemiologist 2 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. The meeting was streamed to You Tube for the public.

**This is the annual re-organization meeting of the Board.**

**A. Election of Officers** - For this portion of the meeting, the Secretary of the Board presides.

**B. Nominations** - Nominations will be made from those present at the April 26, 2022 meeting.

1. Nominations and election for President

**Dr. Hickman moved to nominate Mr. Blayney for Board President. The motion was seconded by Mr. Holzapfel. No other nominations were made. The motion carried unanimously.**

2. Nominations and election for Vice President

**Ms. Smith moved to nominate Ms. Howerton for Board Vice-President. The motion was seconded by Dr. Hickman. No other nominations were made. The motion carried unanimously.**

### **1.02 CONSENT ITEMS**

**6.012 Appropriations A-E**

**6.014 Fees A**

**6.017 Advance/Transfer A**

**6.018 New Child Key A-B**

**6.021 Authorization/Employment A-C**

**6.022 Reclassification/Promotion A-C**

**6.023 Tuition Reimbursement/Staff Development A**

**6.034 Preventative Health A**

**Item 6.023 A was removed from the consent agenda and agenda. Dr. Hickman moved to approve the consent agenda and agenda as amended and submitted. Ms. Smith second the motion. The motion carried unanimously.**

### **1.03 APPROVAL OF MINUTES**

**Ms. Smith moved to approve the March 29, 2022 minutes. Dr. Hickman seconded the motion. The motion carried unanimously.**

### **1.04 APPROVAL OF BILLS**

**Dr. Hickman moved to approve the March 2022 bills. Mr. Hatfield seconded the motion. The motion carried unanimously.**

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

- The building re-appraisal was received and emailed to the Board of Health on 4/25/2022.
- Sale of West Winter Contract was emailed to the Board of Health on 4/25/2022. There have been some back and forth on the amount of the earnest money between the seller and buyer.

**Ms. Smith moved to approve authorizing the Health Commissioner to negotiate earnest money should the need arise. Mr. Hatfield seconded the motion. The motion carried unanimously.**

- The finance committee will meet May 31, 2022 to discuss the next running of the levy and the amount.
- Ms. Hiddleston gave a brief update regarding the COVID 19 statistics.
- Ms. Jen Keagy introduced new employee Ms. Emily Lipp, Epidemiologist 2.

### 2.02 FINANCE

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

**PMT: Agency**

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

### 3.02 BOARD COMMITTEES

- Mr. Blayney and Ms. Fleischer, of the Finance Committee, Ms. Hiddleston, and Ms. Hall attended the County Budget Commission meeting on 04/22/2022.

## 5.0 OLD BUSINESS

### 5.031 HEALTH COMMISSIONER

**A. Health Commissioner:** Mrs. Hiddleston shared 2022 Goals via email based on feedback from annual performance appraisal to each Board member. Board members are asked to share questions/concerns in open session or individually with Mrs. Hiddleston, as discussion of goals does not meet the requirements for an Executive Session of the Board.

**PMT: Quality**

**Information only**

### 5.032 ADMINISTRATION/FACILITIES

**B. New Facility Update** – Every two weeks Agency representatives meet virtually with the representatives from Knoch Corporation, General Contractor, and Moody Nolan, Architecture and Engineering firm, to discuss the process of the construction of the new facility and address any concerns. Meetings are held every other week, there were some changes to the schedule due to the holidays. A copy of the available minutes was provided to the Board. The next scheduled meeting will be held on April 29, 2022. The current schedule shows a completion date of 10/28/2022; Ms. Schaffer hopes to decrease this time by having additional crews when available. Total Change Orders to date: \$1,125,184.61 (includes house demolition & fence per our request).

The following change orders were approved this month:

- Best Available Refuge Area upgrades \$97,887.76
- Light Fixture Replacement \$332.75

The following change orders are pending:

- Proposals pending formal approval/rejection.
- Added Flashing
- Added Frost Stoops
- Revised Door Openings
- Revised Grading
- Additional Clearing & Grubbing-Fence (T&M)

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

**PMT: Agency**  
**Information only**

## **6.0 NEW BUSINESS**

### **6.011 BUDGETS**

**A. Foundational Public Health Services Assessment:** Ms. Hiddleston has completed the Foundational Public Health Services financial assessment. A copy of the Foundational Public Health Services financial assessment was provided to the Board. This report provides information about the various programs/services, revenue, expenses, and whether the item is mandated.

**PMT: Quality/Agency**  
**Information only**

### **6.012 APPROPRIATIONS**

**A. Safe Rt.23 Corridor** Requested an increase in appropriations in the amount of \$39,503.26 in Salaries, Fringe Benefits and Services and Charges. When the initial budget was approved it was assumed the employees that work on the Safe Rt. 23 grant would still be spending most of their time on COVID efforts. After review of actual hours worked, more time is being devoted to the Safe Rt. 23 grant. Therefore, this increase is necessary to account for the related expenditures.

**PMT: Agency**  
**The Board approved item on consent.**

**B. Solid Waste -** Requested an increase in appropriations in the amount of \$4,249.43 in Fringe Benefits, Materials and Supplies, and Services and Charges. This increase is necessary to account for the related insurance costs, supplies travel and maintenance of vehicles.

**PMT: Agency**  
**The Board approved item on consent.**

**C. Rise Grant –** Requested initial appropriations in the amount of \$25,000 in Materials and Supplies. These appropriations are necessary to expend and account for grant related activities.

**PMT: Agency**  
**The Board approved item on consent.**

**D. MRC Program 2022 –** Requested initial appropriations in the amount of \$10,000 in Materials and Supplies and Services and Charges. These appropriations are necessary to expend and account for grant related activities.

**PMT: Agency**  
**The Board approved item on consent.**

**E. COVID 19 Vaccination -** Requested a transfer of appropriations in the amount of \$5,200 from services and charges to material and supplies. This transfer is necessary to purchase gift cards that will be used for incentives to get a COVID vaccination.

**PMT: Agency**  
**The Board approved item on consent.**

### **6.014 FEES**

**A. Clinic Fee Schedule -** Requested Board approval of the updated Clinic Fees for 2022 to be effective May 18, 2022. A copy of the Fee Schedule was provided to the Board.

**PMT: Agency**  
**The Board approved item on consent.**

### **6.017 ADVANCE/TRANSFER**

**A. Coronavirus Response -** Requested Board approval to transfer \$.01 from Coronavirus Response (70551505) to Administration 70225111 the original funding source now that the grant is completed.

**PMT: Agency**  
**The Board approved item on consent.**



#### **6.018 NEW CHILD KEY**

**A. Rise Grant** – Requested Board approval to create the Rise Child Key Fund 702. Org. Key (70225227). This child key will be used to account for the \$25,000 grant received from NACCHO.

**PMT: Agency**

**The Board approved item on consent.**

**B. MRC Program 2022** - Requested Board approval to create the ORC MRC Grant Child Key Fund 702. Org. Key (70225226). This child key will be used to account for the \$10,000 grant received from NACCHO.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Employ Administrative Assistant 2 / Ms. S’Kerney Land** – Requested Board confirm employment of Ms. S’Kerney Land to fill the Administrative Assistant 2 (pay grade A 4) within the Environmental Health Division. Effective March 7, 2022, Ms. Land’s hourly rate will be \$15.17/hour. The position was vacated by the promotion of Ms. Hannah Bender to the Administrative Assistant 3 position. Position is funded 15% from food funds (70451504), 15% from FPPS funds (702254473), 15% from RSU funds (70225445), 20% from sewage funds (70225443), 35% from plumbing funds (70225446).

**PMT: Agency**

**The Board approved item on consent.**

**B. Employ Registered Environmental Health Specialist in Training / Mr. Matt Randazzo** – Requested Board confirm the employment of Mr. Matt Randazzo to fill Registered Environmental Health Specialist in Training (pay grade C 3) within the Environmental Health Division. Effective May 2, 2022, Mr. Randazzo’s hourly rate will be \$19.89/hour. The position was vacated by the promotions of Ms. Melissa Adams and Ms. Glynnis Dunfee to the REHS 3 position and program manager positions respectively. Position is funded 25% from pool funds (70851508), 25% from Food funds (70451504), 50% from sewage funds (70225443). We have to get creative in filling these positions due to having one additional opening for a REHS and zero applicants for the position to still be able to provide service to the community.

**PMT: Agency**

**The Board approved item on consent.**

**C. Voluntary Resignation / Ms. Hannah Bender** - Requested Board accept the resignation of Ms. Hannah Bender, Administrative Assistant 3 effective May 6, 2022. Ms. Bender is leaving her position to relocate to Athens Ohio.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion with Competition / Ms. Glynnis Dunfee** – Requested Board confirm promotion with competition of Ms. Glynnis Dunfee from R.E.H.S. II (pay grade C 8) to Program Manager (pay grade D 5) within the Environmental Health Division. Effective April 2, 2022, Ms. Dunfee’s new hourly rate will be \$29.00/hour. The position was vacated by the promotion of Mr. Dustin Kent to the Deputy Health Commissioner of Environmental Health position. Position is funded 45% from sewage funds (70225443), 20% from RSU funds (70225443) 5% from water funds (70651506) 30% from plumbing funds (70225443).

**PMT: Agency**

**The Board approved item on consent.**

**B. Promotion With Competition / Ms. Melissa Adams** – Requested Board confirm promotion with competition of Ms. Melissa Adams from R.E.H.S. II (pay grade C 8) to R.E.H.S. III (pay grade C 9) within the Environmental Health Division. Effective April 2, 2022, Ms. Adam’s new hourly rate will be \$34.77/hour. (upon completion of evaluation some adjustment of the rate may occur.) The position had not been successfully filled for two years. Position is funded 30% from solid waste funds (70751507), 20% from sewage funds (70225443), 20% from food funds (70451504), 10% from EH admin funds (70225441), 20% from vector funds (70225444).

**PMT: Agency**



The Board approved item on consent.

**C. Promotion With Competition / Ms. Erin Kelley** – Requested Board confirm promotion with competition of Ms. Erin Kelley from Public Health Nurse I (pay grade C3) to Public Health Nurse III (pay grade C9) within the Preventative Health Division. Effective April 4, 2022, Ms. Kelley’s new hourly rate will be \$23.89/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. Position is funded 35% from fund 3471 (BCMH) and 65% from fund 3200 (Clinic Services) with an anticipated annual salary and benefits \$87,521.15 dependent upon insurance.

**PMT: Agency**

The Board approved item on consent.

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

~~**A. Conference / Mr. Dustin Kent** Request Board approval to expend up to \$2800 in EH Administrative funds and Workforce Development Funds (ODH approved) for Mr. Dustin Kent to attend the National Environmental Health Association (NEHA) 2022 Annual Conference in Spokane, Washington on June 28-July 2, 2022. Expenses include conference/registration (\$630); airfare (\$900), hotel (\$900); meals (\$333), shuttle to and from airport (\$70). Expenditure is not budgeted. The WFD grant will pay for approximately \$2,600.~~

~~**PMT: Agency**~~

~~Item was removed from the agenda.~~

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Table of Organization** – Attached is a copy of the updated Table of Organization. A copy of the updated Table of Organization was provided to the Board.

**PMT: Agency**

Information only

**6.034 PREVENTATIVE HEALTH**

**A. Appy for Coffective: Local Community Partnership Collaborative** – Requested Board confirm application for the Coffective grant, provided by Coffective and selected by ODH - WIC. This is a new grant effective March 2022 – October 2022. DPHD will receive \$5,000 and technical assistance to develop and implement an initiative to strengthen partnerships and deepen the community understanding of WIC.

The goal of this grant is to *“increase access to care for the maternal and child health population, through the initiation of a sustainable collaborative activity to improve referral processes between hospitals and the local WIC agency.”* If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.

**PMT: Community**

The Board approved item on consent.

**6.051 APPOINTMENTS**

**A. 2022 Board Committees Assignments** – The committee assignments for 2022 were made and are represented below.

Current Board Committees					
Finance (3)	Personnel (4)	Subdivision Variance (3)	Regulation Review (3)	Levy (3)	Nominations (3)
P Blayney	A Howerton	P Blayney	P Blayney	P Blayney	Vacant
A Howerton	D Karr	P Tiberi	D Karr	Z Holzapfel	Vacant
M Hickman	D Smith	T Hatfield	Z Holzapfel	Vacant	Vacant
T Hatfield	Vacant				
D Hall	S Hiddleson	D Kent	D Kent	S Hiddleson	S Hiddleson
S Hiddleson	A Whitney	G Dunfee	G Dunfee		

( ) Denotes Quorum

PMT: Agency

**ADJOURN**

Mr. Hatfield moved to adjourn. Dr. Hickman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:00 pm.

<u><i>Patrick Blayney</i></u>	<u>5/31/2022</u>	<u><i>Shelia L. Hiddleston</i></u>	<u>5/31/22</u>
Patrick Blayney, President	Date	Shelia L. Hiddleston, Health Commissioner	Date
or Amy Howerton, Vice President	Date	Secretary to the Board of Health	Date