

## 1.0 CONVENTION

### 1.01 CALL TO ORDER

The May 31, 2022, meeting was held at the Delaware Public Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:00 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Hickman, Mr. Holzapfel entered at 7:15 pm, Ms. Fleischer. Board members attending virtually: Ms. Howerton, Mr. Karr existed at 7:27 pm, and Mr. Tiberi. 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, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. The meeting was streamed to You Tube for the public.

### 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**

Item 6.033 A was removed from the agenda. Mr. Tiberi moved to approve the consent agenda and agenda as amended and submitted. Ms. Howerton seconded the motion. The motion carried unanimously.

### Info Only

**6.015 Expenditures A**

### 1.03 APPROVAL OF MINUTES

Ms. Howerton moved to approve the April 26, 2022 minutes. Ms. Fleischer seconded the motion.

### 1.04 APPROVAL OF BILLS

Ms. Fleischer moved to approve the April 2022 bills. Dr. Hickman seconded the motion. The motion carried unanimously.

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

Ms. Fleischer has officially resigned and tonight will be her last meeting. Mrs. Hiddleson has reached out to the DAC President (Ms. Suzette Hall) in order to have a virtual meeting in June. Mrs. Hiddleson also has reached out to former Board applicants that were not appointed in March 2022.

Ms. Hiddleson provided a legislative update:

- HB 463 Eliminate District Advisory Council
- SB 338 Change in ODH/ODA Survey Methodology for Food Service/Retail Food
- HB 627 Allow local health districts to license waterpark “special use” pools

Mr. Howard gave a brief update regarding COVID-19.

## **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. Fleischer seconded the motion. The motion carried unanimously.**

## **3.02 BOARD COMMITTEES**

- Finance Committee Meeting 5/31 @6:00 PM. The committee discussed the levy and anticipated a recommendation will be made at the June Board of Health meeting.
- Personnel Committee Meeting – Planning for a June meeting to discuss Market Survey, Salary Recommendations, and personnel issue.

## **5.0 OLD BUSINESS**

### **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 was provided to the Board. 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:

- Added Frost Stoops \$11,870.91
- Additional Clearing & Grubbing-Fence \$15,408.29
- Revised Grading \$5,624.79
- Added Flashing \$967.29
- Cement Board in lieu of exterior Gyp. 1,466.13

The following change orders are pending:

- Revised Door Openings
- Rubbish and garbage removal in pond
- Additional Downspout
- Curtain Wall Attachment & Roof Framing

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

**PMT: Agency**

**Information Only**

**B. 1-5 West Winter** – Request Board adjourn to Executive Session for the discussion of the sale of the current health district facilities. This portion of the meeting was moved to the end of the meeting.

**Mr. Holzapfel moved to enter Executive Session to discuss the sale of property with Mrs. Hiddleson to remain. Mr. Fleischer seconded the motion. Roll vote was taken: Mr. Blayney yes, Dr. Hickman yes, Ms. Fleischer yes, Mr. Holzapfel yes, Ms. Howerton yes, Mr. Tiberi yes. The motion carried unanimously. The Board entered Executive Session at 7:30 pm.**

**The Board exited Executive Session at 8:53 PM.**

**A motion was made by Mr. Holzapfel to return to public session, the motion was seconded by Dr. Hickman. Roll vote was taken: Ms. Howerton, yes; Mr. Tiberi, yes; Mr. Blayney, yes; Dr. Hickman, yes; Mr. Holzapfel, yes; Ms. Fleischer, yes.**

**A motion was made by Mr. Tiberi to reduce the selling price of the 1-5 West Winter buildings to 1,800,000 and to market the buildings as a whole, not separately. Additionally, to instruct Ms. Walsh to reach out to all previous buyers, brokers, previous interested parties, and the**

general public to alert them to the reduction in price. The motion was seconded by Ms. Fleischer. The motion carried unanimously.

## **6.0 NEW BUSINESS**

### **6.015 EXPENDITURES**

**A. Spring/Summer Education Conference** - The spring ed committee has reserved the barn at Stratford for Spring Education Conference for June 17<sup>th</sup>. 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.

**PMT: Quality  
Information Only**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Voluntary Resignation / Ms. S'Kerney Land** - Requested 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.

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

**B. Voluntary Resignation / Ms. Brittany Walling** - Requested Board accept resignation of Ms. Brittany Walling, Epidemiologist effective May 9, 2022. Ms. Walling had not completed probationary period.

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

**C. Create Full-time Temporary Position / Supervisor** - Requested 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 was provided to the Board. 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.

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

**D. Create Full-time Temporary Position / Contract Tracer** - Requested 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 was provided to the Board. 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.

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

**E. Create Full-time Temporary Position / Contract Tracer** - Requested 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 was provided to the Board. 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.

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

**F. Create Full-time Temporary Position / Public Health Nurse II** - Requested 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 was provided to the Board. 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.

**PMT: Agency**

**The Board approved item on consent.**

**G. Create Part-time Temporary Position / Fiscal Specialist II** - Requested 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 was provided to the Board. 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.

**PMT: Agency**

**The Board approved item on consent.**

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

**A. Community Health Specialist 3 / Ms. Mahalia (Hali) Burleson** – Requested 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**

**The Board approved item on consent.**

#### **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference / Ms. Jen Keagy** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**B. Conference / Mr. Adam Howard** - Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.025 SALARY SCALE/POLICIES/BENEFITS**

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

**PMT: Agency**

**The Board approved item on consent.**

**B. Health Insurance, Dental Insurance and Long-Term Disability** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**C. ERC Health** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**D. Compensation Bonus / Ms. Rene Vance** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.033 COMMUNITY HEALTH**

**Item A was removed from the agenda.**

~~A. Request board approval to apply for the Ohio Department of Health *Capacity Building for Healthy Eating and Active Living (HEAL)* 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.~~

#### **6.034 PREVENTATIVE HEALTH**

**A. Appy for COVID-19 Enhanced Operations grant** – Requested 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 time Nurse. Additional supplies, materials, and equipment will also be included in the grant request.

The goal of this grant is to supply funding for *“COVID-19 case investigation, contact tracing, disease mitigation, and infection prevention and control activities”* 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.

**PMT: Community**

**The Board approved item on consent.**

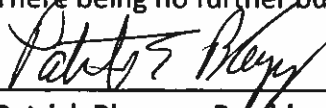
**B. Appy for Innovations to Advance Breastfeeding and Health Equity grant** - Requested Board confirm application for the innovations to advance breastfeeding and health equity grant, provided by Ohio Department of Health. This is a new grant effective July 1, 2022 – June 30, 2023. DPHD will apply for \$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.

The goal of this grant is to *“implement innovative projects that promote, protect, and support breastfeeding initiatives while focusing on achieving health equity.”* If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.

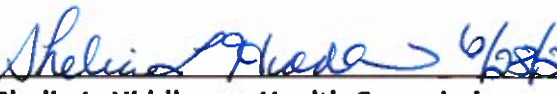
**PMT: Community**

**The Board approved item on consent.**

There being no further business, the meeting adjourned at 8:55 PM.

      6/28/22

Patrick Blayney, President      Date  
or Amy Howerton, Vice President      Date

      6/28/22

Shelia L. Hiddleston, Health Commissioner      Date  
Secretary to the Board of Health      Date

