

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

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Date: July 22, 2022

To: Board of Health

From: Shelia Hiddleson, RN, MS  
Health Commissioner

Re: Board meeting **Tuesday, July 25, 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>
<b>1.01 CALL TO ORDER</b>	<b>2</b>	
<b>1.02 CONSENT ITEMS</b> <b>6.012 Appropriations A-C</b> <b>6.021 Authorization/Employment A-C</b>	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> <b>A. Previously sent.</b>	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> <b>A. Previously sent.</b>	<b>2</b>	<b>Approve</b>

## 2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b> • Building Timeline • Strategic Plan Revision	<b>2</b>	<b>Info/ Shelia</b>	
<b>2.02 FINANCE</b>			
<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report ( <b>attached</b> ). <b>Action Requested: Accept</b>	<b>2</b>	<b>Accept/ Dawn</b>	<b>Agency</b>

### 3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>3.01 BOARD PRESIDENT</b>	<15	Info	

### 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

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

### 5.0 OLD BUSINESS

*Items pending from the last meeting or information on prior actions and reports.*

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>5.032 ADMINISTRATION/FACILITIES</b>			
<p><b>A. New Facility Update</b> – Every two weeks Agency representatives meet virtually with the representatives from Knoch Corporation, General Contractor, and Moody Nolan, Architecture and Engineering firm, to discuss the process of the construction of the new facility and address any concerns. A copy of the available minutes are attached. The next scheduled meeting will be held on August 5, 2022. The current schedule shows a completion date of 11/28/2022.</p> <p>Total Change Orders to date: \$1,310,333.16</p> <p>(Includes house demolition &amp; fence per our request). The following change orders are pending:</p> <ul style="list-style-type: none"><li>• <b>Revised Door Openings</b></li><li>• <b>Rubbish and garbage removal in pond ~\$23,292.69</b></li><li>• <b>Additional Downspout ~\$5,005.25</b></li><li>• <b>Curtain Wall Attachment &amp; Roof Framing Updated Facility</b></li><li>• <b>South Wall Bump Out and Steel Construction</b></li><li>• <b>East Side Window Elevation Conceal Column</b></li><li>• <b>Joist Insulation</b></li></ul> <p>Budget attached. Ms. Hiddleston and Ms. Hall are providing an additional At a Glance document with the budget attached. Action Requested: Discussion/Information</p>	5	Information/ Mr. Blayney 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>
<b>6.012 APPROPRIATIONS</b>			
<b>A. HEAL Grant</b> - Request initial appropriations in the amount of \$22,000 in Salaries, Fringe Benefits, Materials and Supplies, and Services and Charges. These appropriations are necessary to account for the grant related expenditures. <b>Action Requested: Consent approval</b>	0	Consent/ Dawn	Agency
<b>B. WIC</b> - Request a transfer of appropriations in the amount of \$20,000 from Salary and Fringe Benefits to Materials and Supplies. This transfer is necessary to purchase necessary supplies needed for WIC operations. <b>Action Requested: Consent approval</b>	0	Consent/ Dawn	Agency
<b>C. Swimming Pool</b> - Request a transfer of appropriations in the amount of \$1,000 from Salary to Materials and Supplies. This transfer is necessary to purchase necessary supplies needed for Swimming Pool operations. <b>Action Requested: Consent approval</b>	0	Consent/ Dawn	Agency
<b>6.018 NEW CHILD KEY</b>			
<b>A. HEAL Grant</b> - Request Board approval to create the HEAL Grant Child Key Fund 702. Org. Key (70225231). This child key will be used to account for the \$44,000 grant awarded from ODH. <b>Action Requested: Consent approval</b>	0	Consent/ Dawn	Agency
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<b>A. Administrative Assistant II / Ms. Zariza Martinez</b> – Request Board confirmation to hire Ms. Zariza Martinez to fill full-time permanent Administrative Assistant II position within the Preventative Health Division vacated by Ms. Kris Mendenhall. This position is 40 hours a week (100% FTE), \$ 15.17/hour (pay grade A4) effective July 25, 2022. Position is funded 85% 3200 (Clinic Services) and 15% 8185 (Get Vaccinated) with an anticipated annual salary and benefits of \$64,538.77. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval</b>	0	Consent/ Adam	Agency
<b>B. Public Health Nurse II / Mr. Stuart Patterson</b> – Request Board approval to hire Mr. Stuart Patterson to fill full-time permanent Public Health Nurse II position within the Preventative Health Division vacated by Ms. Erin Kelly’s promotion. This position is 40 hours a week (100% FTE), \$ 23.50/hour (pay grade C8) effective July 25, 2022. Position is funded 75% 3200 (Clinic Services) and 25%	0	Consent/ Adam	Agency

8185 (Get Vaccinated) with an anticipated annual salary and benefits of \$86,504.61. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval</b>			
<b>C. Voluntary Resignation (Retirement) / Ms. Cheryl Forson</b> - Request Board accept resignation of Ms. Cheryl Forson, Administrative Assistant II effective September 9, 2022. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.04 SPECIAL REPORTS</b>			
<b>A. 2020-2024 Delaware General Health District Agency Strategic Plan</b> – The 2022 biannual progress report will be presented at meeting. <b>Action Requested: Discussion</b> <b>PMT: Quality</b>	<b>5</b>	<b>Discuss</b>	<b>Quality</b>
<b>B. Delaware Public Health District Performance Management Dashboard</b> – The 2022 biannual progress report and dashboard will be presented. <b>Action Requested: Discussion</b> <b>PMT: Quality</b>	<b>5</b>	<b>Discuss</b>	<b>Quality</b>

Sincerely,

Shelia Hiddleston  
Health  
Commissioner

740/972-8635

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  
Operations

330/281-1700

**2022 BUDGET**Program HEALFund 70225231**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		<u>0.00</u>		<u>5,225.18</u>
5001 - SALARIES	0.00		5,225.18	
5004 - OVERTIME	0.00		-	0.00
<b>BENEFITS</b>		<u>0.00</u>		<u>2,439.82</u>
5101 - HEALTH INSURANCE	0.00		997.58	997.58
5102 - WORKERS COMP	0.00		52.25	52.25
5103 - DENTAL/OTHER INS + LTD	0.00		60.14	60.14
5120 - AGENCY SHARE/OPERS	0.00		1,254.08	1,254.08
5131 - AGENCY SHARE/MCARE	0.00		75.77	75.77
<b>MATERIALS &amp; SUPPLIES</b>		<u>0.00</u>		<u>1,775.00</u>
5201 - GENERAL SUPPLIES	0.00		-	0.00
5215 - PROGRAM SUPPLIES	0.00		1,775.00	1,775.00
5217 - BOOK & PERIODICALS	0.00		-	0.00
5224 - UNIFORMS & CLOTHING	0.00		-	0.00
5225 - PERSONAL PROT EQUIPMENT	0.00		-	0.00
5228 - VEHICLE MAINT&REPAIR SUP	0.00		-	0.00
5241 - AGRIC/HORTIC MATERIALS	0.00		-	0.00
5243 - DRUGS & PHARMACEUTICALS	0.00		-	0.00
5244 - MEDICAL SUPPLIES	0.00		-	0.00
5260 - INV TOOL, EQUIP, FURN \$1000<\$4999	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
5284 - SIGN MATERIALS & SUPPLIES	0.00		-	0.00
5294 - FOOD SUPPLIES	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
<b>SERVICES &amp; CHARGES</b>		<u>0.00</u>		<u>12,560.00</u>
5301 - CONTRACTED PROF SERVICE	0.00		12,000.00	12,000.00
5305 - TRAINING & STAFF DEVELOP	0.00		-	0.00
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	0.00		-	0.00
5309 - TRAVEL - MILEAGE REIM ONLY	0.00		-	0.00
5310 - TRAVEL - NON TAXABLE	0.00		-	0.00
5311 - TAXABLE TRAVEL REIMBURSEMENT	0.00		-	0.00
5312 - ADVERT&LEGAL NOTICE	0.00		275.00	275.00
5313 - PRINTED&RELATED SERVICES	0.00		285.00	285.00
5315 - SATTTELITE, CABLE, INTERNET	0.00		-	0.00
5316 - APPLICATION & LICENSE FEES	0.00		-	0.00
5317 - PUBLIC RELATIONS & PROMOTION	0.00		-	0.00
5319 - REIMBURSEMENT/REFUNDS	0.00		-	0.00
5320 - SOFTWARE & COMPUTER SERVICES	0.00		-	0.00
5325 - MAINT CONTRACT & AGREEMENTS	0.00		-	0.00
5328 - MAINT & REPAIR SERVICES	0.00		-	0.00
5330 - COMMUNICATION SERVICES	0.00		-	0.00
5331 - POSTAL & FREIGHT SERVICE	0.00		-	0.00
<b>CAPITAL OUTLAYS &amp; EQUIPMENT</b>		<u>0.00</u>		<u>0.00</u>
5401 - LAND PURCHASE	0.00		-	0.00
5403 - IMPROVEMENTS OTHER THAN BUILD	0.00		-	0.00
5410 - BUILDING AND IMPROVEMENT>\$25,000	0.00		-	0.00
5450 - EQUIPMENT > \$5000	0.00		-	0.00
5452 - SOFTWARE>\$100,000	0.00		-	0.00
<b>GRANTS IN-AID</b>	0.00		-	0.00
<b>TOTAL GRANTS IN AID</b>	0.00		-	0.00
<b>DEBT SERVICE</b>				
5710 - INTEREST PAYMENTS	0.00		-	0.00
5715 - PRINCIPAL PAYMENTS	0.00		-	0.00
<b>TOTAL DEBT SERVICE</b>	0.00		-	0.00
<b>CASH TRANSFERS</b>		<u>0.00</u>		<u>0.00</u>
5801 - MISC CASH TRANSFER	0.00		-	0.00
8500 - ADVANCES OUT	0.00		-	0.00
8501 - PRIOR YEAR ADVANCES OUT	0.00		-	0.00
<b>TOTAL ADVANCES</b>	0.00		-	0.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>22,000.00</b>	<b>22,000.00</b>

**2022 BUDGET**

 Program Pool

 Fund 70851508
**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		<u>37,924.10</u>		<u>36,924.10</u>
5001 - SALARIES	37,924.10		(1,000.00)	36,924.10
5004 - OVERTIME	0.00		-	0.00
<b>BENEFITS</b>		<u>10,083.82</u>		<u>10,083.82</u>
5101 - HEALTH INSURANCE	0.00		-	0.00
5102 - WORKERS COMP	381.24		-	381.24
5103 - DENTAL/OTHER INS + LTD	0.00		-	0.00
5104 - LIFE INSURANCE	0.00		-	0.00
5105 - HEALTH INSURANCE ALLOWANCE	0.00		-	0.00
5120 - AGENCY SHARE/OPERS	9,149.78		-	9,149.78
5121 - SOCIAL SECURITY	552.80		-	552.80
5131 - AGENCY SHARE/MCARE	0.00		-	0.00
<b>MATERIALS &amp; SUPPLIES</b>		<u>520.11</u>		<u>1,520.11</u>
5200 - PC MATERIAL SUPPLIES	0.00		-	0.00
5201 - GENERAL SUPPLIES	200.00		-	200.00
5215 - PROGRAM SUPPLIES	320.11		1,000.00	1,320.11
5217 - BOOK & PERIODICALS	0.00		-	0.00
5224 - UNIFORMS & CLOTHING	0.00		-	0.00
5225 - PERSONAL PROT EQUIPMENT	0.00		-	0.00
5228 - VEHICLE MAINT&REPAIR SUP	0.00		-	0.00
5241 - AGRIC/HORTIC MATERIALS	0.00		-	0.00
5243 - DRUGS & PHARMACEUTICALS	0.00		-	0.00
5244 - MEDICAL SUPPLIES	0.00		-	0.00
5260 - INV TOOL, EQUIP, FURN \$1000<\$4999	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
5284 - SIGN MATERIALS & SUPPLIES	0.00		-	0.00
5294 - FOOD SUPPLIES	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
<b>SERVICES &amp; CHARGES</b>		<u>16,081.82</u>		<u>16,081.82</u>
5300 - PC CHARGES FOR SERVICES	0.00		-	0.00
5301 - CONTRACTED PROF SERVICE	0.00		-	0.00
5305 - TRAINING & STAFF DEVELOP	0.00		-	0.00
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	0.00		-	0.00
5309 - TRAVEL - MILEAGE REIM ONLY	0.00		-	0.00
5310 - TRAVEL - NON TAXABLE	0.00		-	0.00
5311 - TAXABLE TRAVEL REIMBURSEMENT	0.00		-	0.00
5312 - ADVERT&LEGAL NOTICE	0.00		-	0.00
5313 - PRINTED&RELATED SERVICES	0.00		-	0.00
5315 - SATELLITE, CABLE, INTERNET	0.00		-	0.00
5316 - APPLICATION & LICENSE FEES	0.00		-	0.00
5317 - PUBLIC RELATIONS & PROMOTION	0.00		-	0.00
5319 - REIMBURSEMENT/REFUNDS	5,535.00		-	5,535.00
5320 - SOFTWARE & COMPUTER SERVICES	0.00		-	0.00
5325 - MAINT CONTRACT & AGREEMENTS	0.00		-	0.00
5328 - MAINT & REPAIR SERVICES	0.00		-	0.00
5330 - COMMUNICATION SERVICES	0.00		-	0.00
5331 - POSTAL & FREIGHT SERVICE	52.82		-	52.82
5332 - CELL/INTERNET ALLOWANCE	0.00		-	0.00
5335 - RENTAL SERVICE	0.00		-	0.00
5338 - UTILITIES	0.00		-	0.00
5342 - MED & HEALTH RELATED SVC	0.00		-	0.00
5348 - CLIENT SERVICES	0.00		-	0.00
5361 - ATTORNEY SERVICES	0.00		-	0.00
5365 - GRANT RELATED	10,494.00		-	10,494.00
5370 - INS PREMIUMS & CLAIMS	0.00		-	0.00
5375 - ELECTION & SETTLEMENT SER	0.00		-	0.00
5376 - TIF RECOUPMENT	0.00		-	0.00
5380 - OTHER SERVICES	0.00		-	0.00
5381 - CATERING	0.00		-	0.00
5366 - COVID SERVICES	0.00		-	0.00
<b>CAPITAL OUTLAYS &amp; EQUIPMENT</b>		<u>0.00</u>		<u>0.00</u>
5401 - LAND PURCHASE	0.00		-	0.00
5403 - IMPROVEMENTS OTHER THAN BUILD	0.00		-	0.00
5410 - BUILDING AND IMPROVEMENT>\$25,000	0.00		-	0.00
5450 - EQUIPMENT > \$5000	0.00		-	0.00
5452 - SOFTWARE>\$100,000	0.00		-	0.00
<b>GRANTS IN-AID</b>	0.00		-	0.00
<b>TOTAL GRANTS IN AID</b>	0.00		-	0.00
<b>DEBT SERVICE</b>				
5710 - INTEREST PAYMENTS	0.00		-	0.00
5715 - PRINCIPAL PAYMENTS	0.00		-	0.00
<b>TOTAL DEBT SERVICE</b>	0.00		-	0.00
<b>CASH TRANSFERS</b>		<u>0.00</u>		<u>0.00</u>
5801 - MISC CASH TRANSFER	0.00		-	0.00
8500 - ADVANCES OUT	0.00		-	0.00
8501 - PRIOR YEAR ADVANCES OUT	0.00		-	0.00
<b>TOTAL ADVANCES</b>	0.00		-	0.00
<b>TOTAL EXPENSES</b>	<b>64,609.85</b>	<b>64,609.85</b>	<b>0.00</b>	<b>64,609.85</b>

**2022 BUDGET**Program WICFund 70951509**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		<u>384,774.61</u>		<u>371,097.10</u>
5001 - SALARIES	378,279.58		(13,677.51)	364,602.07
5004 - OVERTIME	6,495.03		-	6,495.03
<b>BENEFITS</b>		<u>177,863.82</u>		<u>171,541.33</u>
5101 - HEALTH INSURANCE	73,919.52		(2,627.60)	71,291.92
5102 - WORKERS COMP	3,847.75		(136.78)	3,710.97
5103 - DENTAL/OTHER INS + LTD	2,171.41		(77.19)	2,094.22
5104 - LIFE INSURANCE	0.00		-	0.00
5105 - HEALTH INSURANCE ALLOWANCE	0.00		-	0.00
5120 - AGENCY SHARE/OPERS	92,345.91		(3,282.60)	89,063.31
5121 - SOCIAL SECURITY	0.00		-	0.00
5131 - AGENCY SHARE/MCARE	5,579.23		(198.32)	5,380.91
<b>MATERIALS &amp; SUPPLIES</b>		<u>9,282.14</u>		<u>29,282.14</u>
5200 - PC MATERIAL SUPPLIES	0.00		-	0.00
5201 - GENERAL SUPPLIES	9,183.45		-	9,183.45
5215 - PROGRAM SUPPLIES	98.69		20,000.00	20,098.69
5217 - BOOK & PERIODICALS	0.00		-	0.00
5224 - UNIFORMS & CLOTHING	0.00		-	0.00
5225 - PERSONAL PROT EQUIPMENT	0.00		-	0.00
5228 - VEHICLE MAINT&REPAIR SUP	0.00		-	0.00
5241 - AGRIC/HORTIC MATERIALS	0.00		-	0.00
5243 - DRUGS & PHARMACEUTICALS	0.00		-	0.00
5244 - MEDICAL SUPPLIES	0.00		-	0.00
5260 - INV TOOL, EQUIP, FURN \$1000<\$4999	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
5284 - SIGN MATERIALS & SUPPLIES	0.00		-	0.00
5294 - FOOD SUPPLIES	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
<b>SERVICES &amp; CHARGES</b>		<u>19,528.80</u>		<u>19,528.80</u>
5300 - PC CHARGES FOR SERVICES	0.00		-	0.00
5301 - CONTRACTED PROF SERVICE	0.00		-	0.00
5305 - TRAINING & STAFF DEVELOP	0.00		-	0.00
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	0.00		-	0.00
5309 - TRAVEL - MILEAGE REIM ONLY	1,386.24		-	1,386.24
5310 - TRAVEL - NON TAXABLE	109.20		-	109.20
5311 - TAXABLE TRAVEL REIMBURSEMENT	0.00		-	0.00
5312 - ADVERT&LEGAL NOTICE	0.00		-	0.00
5313 - PRINTED&RELATED SERVICES	270.31		-	270.31
5315 - SATELLITE, CABLE, INTERNET	2,136.59		-	2,136.59
5316 - APPLICATION & LICENSE FEES	0.00		-	0.00
5317 - PUBLIC RELATIONS & PROMOTION	0.00		-	0.00
5319 - REIMBURSEMENT/REFUNDS	0.00		-	0.00
5320 - SOFTWARE & COMPUTER SERVICES	0.00		-	0.00
5325 - MAINT CONTRACT & AGREEMENTS	0.00		-	0.00
5328 - MAINT & REPAIR SERVICES	0.00		-	0.00
5330 - COMMUNICATION SERVICES	1,795.25		-	1,795.25
5331 - POSTAL & FREIGHT SERVICE	4,069.80		-	4,069.80
5332 - CELL/INTERNET ALLOWANCE	401.41		-	401.41
5335 - RENTAL SERVICE	9,360.00		-	9,360.00
5338 - UTILITIES	0.00		-	0.00
5342 - MED & HEALTH RELATED SVC	0.00		-	0.00
5348 - CLIENT SERVICES	0.00		-	0.00
5361 - ATTORNEY SERVICES	0.00		-	0.00
5365 - GRANT RELATED	0.00		-	0.00
5370 - INS PREMIUMS & CLAIMS	0.00		-	0.00
5375 - ELECTION & SETTLEMENT SER	0.00		-	0.00
5376 - TIF RECOUPMENT	0.00		-	0.00
5380 - OTHER SERVICES	0.00		-	0.00
5381 - CATERING	0.00		-	0.00
5366 - COVID SERVICES	0.00		-	0.00
<b>CAPITAL OUTLAYS &amp; EQUIPMENT</b>		<u>0.00</u>		<u>0.00</u>
5401 - LAND PURCHASE	0.00		-	0.00
5403 - IMPROVEMENTS OTHER THAN BUILD	0.00		-	0.00
5410 - BUILDING AND IMPROVEMENT>\$25,000	0.00		-	0.00
5450 - EQUIPMENT > \$5000	0.00		-	0.00
5452 - SOFTWARE>\$100,000	0.00		-	0.00
<b>GRANTS IN-AID</b>	0.00		-	0.00
<b>TOTAL GRANTS IN AID</b>	0.00		-	0.00
<b>DEBT SERVICE</b>				
5710 - INTEREST PAYMENTS	0.00		-	0.00
5715 - PRINCIPAL PAYMENTS	0.00		-	0.00
<b>TOTAL DEBT SERVICE</b>	0.00		-	0.00
<b>CASH TRANSFERS</b>		<u>0.00</u>		<u>0.00</u>
5801 - MISC CASH TRANSFER	0.00		-	0.00
8500 - ADVANCES OUT	0.00		-	0.00
8501 - PRIOR YEAR ADVANCES OUT	0.00		-	0.00
<b>TOTAL ADVANCES</b>	0.00		-	0.00
<b>TOTAL EXPENSES</b>	<b>591,449.37</b>	<b>591,449.37</b>	<b>0.00</b>	<b>591,449.37</b>



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

### ***Meeting Minutes***

June 10, 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, Doug Elliot, Eric Olson

#### **I. Attendance**

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

##### **➤ Bulletins**

- 16 Bulletins issued to date.

##### **➤ Change Orders-Log Issued**

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

##### **➤ Payment Applications**

- April (Pay Request #17) Approved, Payment Pending.
- May (Pay Request #18) Final Approval/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 submittal has been sent to the AOR for review. Dumpster enclosure gates are approved.

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

- **RFI Log issued**
  - 53 Formal RFI's submitted; 53 answered.
    - ◆ Additional Review and Clarifications of RFI #45 pending. This RFI addresses framing for the roof and attachment at the bump out on the South Wall at the patio location.
    - ◆ RFI #47; design of the screen wall with the PEMB supplier is ongoing.
- **RFI's to be Submitted**
  - Pending RFI as it relates to the structure for the attachment of the Moveable Partition. Structural Components were removed as part of the PEMB switch. Knoch is waiting for clarifications and AOR review prior to formal submission.

#### **VI. Schedule**

- **Current Schedule is dated 5/11/22**

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

- **Old Issues**
  - Topsoil Shortage/Discussion continued for procurement of the topsoil. DPHD may be able to procure topsoil from other county projects. Knoch Corp. advised we have until late summer.
  - RFI #45-per the above RFI discussion; We need this design to complete the roof.



## **VIII. New Business**

### ➤ **Progress & Proposed Work**

- Siding installation is in progress (revised header pieces and siding /RFI 44 have been delivered), completion is expected for mid next week. Siding trim work will continue through the next week. The steel for both canopies has been delivered; erection to begin next week. Re-priming of the bar joists is 95% complete. Metal stud framing at the exterior envelope is in progress. Concrete work continues, Frost Stoops are in progress, sidewalk, and curb at the street where the old apron was removed is complete. Sign Foundation, Sidewalks, South Patio scheduled for the upcoming week. All roof drain work is complete. Exterior aluminum windows to be field measured next week. Electrician has finished main communication lines. Transformer coordination is in progress.

### ➤ **New Issues/Business**

- N/A

## **IX. Reminders/Tasks**

### ➤ **Specific Tasks**

- AOR Review RFI #45
- AOR Review Moveable Partition Info/email
- Knoch/PEMB Supplier Coordinate RFI #47 Screen wall

### ➤ **Meetings**

- The next Progress Meeting will be **Friday 6/24/22 @ 8:00 am**



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

### ***Meeting Minutes***

June 24, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

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

#### **I. Attendance**

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

##### **➤ Bulletins**

- 16 Bulletins issued to date.

##### **➤ Change Orders-Log Issued**

- 31 Change Orders Issued
- 2 proposal pending formal approval/rejection (AOR/Owner Level).
  - ◆ TKC #32 Additional Garbage and Rubbish Removal @ Pond
  - ◆ TKC #34 Additional Roof Drains
- 2 proposals pending submission
  - ◆ TKC #28 RFI #44 Door Conflict
  - ◆ TKC #35 Curtain Wall Attachment Details & Roof Tie-In

##### **➤ Payment Applications**

- May (Pay Request #18) 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**

- Submittals are current.

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

##### **➤ RFI Log issued**

- 55 Formal RFI's submitted; 54 answered.
  - ◆ Additional Review and Clarifications of RFI #45 pending. This RFI addresses framing for the roof and attachment at the bump out on the South Wall at the patio location. Bulletin 17 Pending.
  - ◆ RFI #47; design of the screen wall with the PEMB supplier is ongoing.
  - ◆ RFI #54-Structural Support Pending-Bulletin 17 Pending.

##### **➤ RFI's to be Submitted**

- N/A

#### **VI. Schedule**

##### **➤ Current Schedule is dated 5/11/22**

- Knoch Corp has advised due to the various roof framing issues and material procurement for correction the completion date will most likely be pushed further out.

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

##### **➤ Old Issues**

- Topsoil Shortage/Discussion continued for procurement of the topsoil. DPHD may be able to procure topsoil from other county projects. Knoch Corp. advised we have until late summer.
- RFI #45-per the above RFI discussion; We need this design to complete the roof.

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

##### **➤ Progress & Proposed Work**



- Siding installation is complete, trim is in progress. Canopy erection has begun, the east canopy is erected, the north canopy is in progress, completion is slated for next week. Banding for the roof insulation is slated to begin. Re-priming of the bar joists is 100% complete. Metal stud framing at the exterior envelope continues. Cement board at the lower wall elevation for the masonry installation is in progress; 50% complete. Masons have begun installing stone at the monument sign and will continue to the canopy piers and building facade. Concrete work continues, frost stoops are in progress, sidewalk and curb at the building is in progress. Transformer is installed

➤ **New Issues/Business**

- N/A

**IX. Reminders/Tasks**

➤ **Specific Tasks**

- AOR Review RFI #45
- AOR Review Moveable Partition Info/email
- Knoch/PEMB Supplier Coordinate RFI #47 Screen wall

➤ **Meetings**

- The next Progress Meeting will be **Friday 7/8/22 @ 8:00 am**

## 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	6,000,568.05
Remaining Balance	4,694,868.16
Total	10,695,436.21

Balance to maximum	75,481.79
Loan amount as of 7/20/22	3,924,518.21

Category and Item	Item Notes	Original Budget 2019	Revised Budget 2022	Project To Date Actual	Remain Balance to be Paid
<b>Planned Revenue</b>		9,522,912	10,770,918	4,663,556	
<b>Planned Expenses</b>		8,611,318	9,628,518	6,000,568	
<b>Revenue</b>					
Total Funds Available	Includes Encumbrances	6,182,295	6,770,918	809,161	0
Estimated Current Building Sale	Appraisal \$2,700,000	0	0	0	0
FCW Loan		4,000,000	4,000,000	0	0
<b>Total</b>		<b>\$10,182,295</b>	<b>\$10,770,918</b>	<b>\$809,161</b>	<b>\$0</b>
<b>Total Project Budget</b>					
Survey	Patridge	8,200	8,200	8,200	0
Cost Estimate	Concord Addis, LLC	13,200	13,200	13,200	0
<b>Sub-Total</b>		<b>21,400</b>	<b>\$21,400</b>	<b>\$21,400</b>	<b>\$0</b>
<b>Property</b>					
470 South Sandusky	Land Purchase	875,286	875,286	875,286	0
Loan amount as of 3/24	Refunded and returned to account	\$0	0	0	0
Closing Costs	2.5% estimate - Talon	\$36,968	37,618	37,618	0
Phase 1 Assessment	Lawhon & Associates	\$2,000	2,000	2,000	0
Permit Application	Treasurer of State	\$280	280	280	0
<b>Sub-Total</b>		<b>\$914,534</b>	<b>\$915,184</b>	<b>\$915,184</b>	<b>\$0</b>
<b>Site Work</b>					
29,659 Square Foot Building	Based on lowest Bid - Knoch Corporation - base bid \$6,405,996 plus change orders of \$889,564 = \$7,648,363 (see detail of change orders below + house demo)	6,405,996	6,405,996	3,490,772	2,915,224
Planning/City Fees	City of Delaware	2,690	2,690	2,690	0
Moody-Nolan	Includes increased cost for additional design required for metal building	430,000	447,650	421,855	25,795
Moody-Nolan	Travel, Printing & Courier Service	0	5,000	2,725	2,275
<b>Site Work</b>					0
Contingency		640,600	1,358,804	734,935	623,869
Civil Revisions/Civil Engineer	10,845				
Pool Removal	88,114				
Extended Project Duration	63,630				
Discovery of abandoned well	2,188				
Pool Fill	14,285				
Obstruction in Existing Sanitary Line	8,252				
Debris Field & Stone Import	60,905				
Revision to Building Foundation	58,797				
Tree Roots and Debris	18,126				
Unsuitable Spoils	92,189				
Waterline Revisions	30,755				
Escalation Prices	240,799				
Coffee Stops	2,805				
Screen Wall Panels & Color Upgrade	104,173				
Revised Signage/Letter Revisions	2,798				
Low Voltage Revisions	24,652				
Structural Dimensions & Electrical	39,144				
Grading, Millwork & Electrical	24,745				
Bulletin 1	(9,416)				
Server Room Power	479				
Casework, Paint, Electrical	9,329				
Area of Refuge	97,888				
Light Fixture Replacement	333				
Frost Stoop	11,871				
Revised Grading	5,625				
Cement Board	1,466				
Flashing	967				
Clearing Fence Area	15,408				
Total Change Orders	1,021,152				
Additional Fence	72,169	25,000	72,169	15,408	56,761
House Demolition	165,422	0	165,422	165,422	0
Total Change Orders Requested	237,591				
Total Change Orders	1,258,743				
Inspection & Attorney Fees	First Commonwealth	0	2,600	400	2,200
Inspection Fees	City of Delaware	0	9,311	9,311	0
Permits	City of Delaware	8,198	5,102	5,102	0
Capacity Fees	City of Delaware	16,000	16,000	0	16,000
Inspection Fees	CTL Engineering, Inc.	40,000	50,000	45,904	4,096
Review Fees	City of Delaware	8,700	10,000	8,394	1,606
Electric Work	Sellers Electric	500	500	500	0
Utility Relocation	AEP	0	30,000	14,653	15,347
Furniture Design/Joanna	Moody-Nolan	44,000	44,000	43,560	440
House Demo	Moody-Nolan	0	8,990	8,990	0
Signage	Monument & Building Front	40,000	40,000	0	40,000
Soil Borings	CTL Engineering, Inc.	12,700	12,700	12,700	0
Surveying	Patridge	1,000	2,200	2,200	0
Phase II ESA	Lawhon & Associates	0	2,800	2,800	0
<b>Sub-Total</b>		<b>\$7,675,384</b>	<b>\$8,691,934</b>	<b>\$4,988,321</b>	<b>\$3,703,613</b>
<b>Total</b>		8,611,318	9,628,518	5,924,905	3,703,613
Not included in Building budget as these are operational expenses.					
<b>Furnishing and Moving Expenses</b>					
Moving	TBD		20,000	0	20,000
Furnishings - New	King Business Interior		502,267	0	502,267
Conference Room IT Equipment	Provideo		186,651	33,145	153,506
Building - Wiring for IT	Sophisticated Systems		264,000	0	264,000
Electronic Door Locks/Cameras	Almur Construction		85,000	42,518	42,482
Miscellaneous Wiring/Equipment	TBD		9,000	0	9,000
<b>Total</b>			<b>1,066,918</b>	<b>75,663</b>	<b>991,255</b>
<b>Property Expenses - On-going</b>					
Lawn Care	Hoffman Lawn and Landscaping (285/month) - reposting 2020 Expenses to the General Fund \$855			5,130	
Utilities	Reposting \$134 to the General Fund			1,065	
Repair Roof	PRO Roofing		3,500	3,500	
Asbestos Removal	Lawhon & Associates		2,800	0	
<b>Total</b>				9,695	
Inside millage has paid off the current mortgage. (4/28/21 Invoice)					

June 2022

Public Health/General Operating Funds

05/31/22 - Cash Balance 7,551,101

		Revenues					
		2022 Budgeted	2022 June	2021 June	2022	2021	
Fund Number		Revenue	Revenue	Revenue	Year-To-Date	Year-To-Date	% Received Year-To-Date
					Revenue	Revenue	% Expected Year-To-Date
Administration	70225111	4,422,941	30,286	39,864	2,875,808	2,364,839	65.02%
Vital Statistics	70225112	181,346	15,354	17,595	113,472	122,614	62.57%
Facility & Expansion	70225113	-	-	-	22,964	-	
Data & Communication	70225114	-	-	832	127	4,312	
Building	70225115	2,291,863	4,284	4,284	173,175	171,144	7.56%
Sunbury Satellite	70225116	-	-	-	-	-	
OEPA Litter	70225221	2,000	-	-	-	-	0.00%
CH Administration	70225222	100	-	45,990	45,289	114,621	45289.00%
Communication	70225225	-	-	-	-	-	
MRC Program 2022	70225226	-	10,000	-	10,000	-	
PH Emergency Planning	70225228	147,945	-	-	44,952	-	30.38%
Tobacco Prevention & Cessation	70225230	-	-	-	-	5,650	
EH Administration	70225441	780	261	161	574	306	73.59%
ER Response & Waste Management	70225442	-	-	-	-	-	
Sewage	70225443	329,058	27,779	25,051	166,459	182,299	50.59%
Vector	70225444	-	-	-	12,690	-	
Residential Services	70225445	-	-	-	-	-	
Plumbing	70225446	1,125,586	123,789	114,929	758,391	578,555	67.38%
Food Protection & Public Safety	70225447	5,000	250	-	1,938	2,200	38.76%
PH Administration	70225551	-	-	1	4,282	55	
Public Health Disease Prevention	70225554	7,000	7,000	7,000	7,000	11,000	100.00%
Community Health & Clinic Services	70225555	236,572	19,048	23,181	178,746	163,535	75.56%
BCMH	70225556	13,645	-	-	5,470	360	40.09%
Get Vaccinated	70225558	27,823	-	-	5,051	-	18.15%
PH Naloxone	70225559	4,784	-	-	-	-	
<b>Total</b>		<b>8,796,443</b>	<b>238,051</b>	<b>278,888</b>	<b>4,426,388</b>	<b>3,721,490</b>	

		Other Financing Sources (Advances/Transfers)		
70225111	-	-	277,582	Advance
70225111	-	-	-	
			<b>277,582</b>	

		Expenditures					
		2022 Budgeted	2022 June	2021 June	2022	2021	
Fund Number		Expenditures	Expenditures	Expenditures	Year-To-Date	Year-To-Date	% Expended Year-To-Date
					Expenditures	Expenditure	% Expected Year-To-Date
Administration	70225111	2,628,176	61,216	51,841	853,146	832,700	32.46%
Vital Statistics	70225112	209,018	4,883	5,928	109,199	108,592	52.24%
Facility & Expansion	70225113	124,119	9,969	28,171	63,360	89,069	51.05%
Data & Communication	70225114	507,948	19,035	20,594	233,999	252,377	46.07%
Building	70225115	376,681	5,348	7,495	63,122	150,617	16.76%
Sunbury Satellite	70225116	118,445	13,596	8,457	60,785	54,585	51.32%
OEPA Litter	70225221	2,174	209	-	250	-	11.50%
CH Administration	70225222	846,781	59,805	31,701	336,862	262,513	39.78%
Communication	70225225	248,319	18,593	11,572	97,035	74,076	39.08%
PH Emergency Planning	70225228	162,411	7,969	2,310	54,814	18,023	33.75%
Tobacco Prevention & Cessation	70225230	-	-	-	-	651	
EH Administration	70225441	194,832	10,115	9,071	59,706	68,082	30.64%
ER Response & Waste Management	70225442	59,749	1,890	6,773	10,145	90,322	16.98%
Sewage	70225443	265,260	19,442	12,439	116,609	102,331	43.96%
Vector	70225444	96,666	9,398	20,410	35,176	34,909	36.39%
Residential Services	70225445	173,042	3,549	5,175	36,970	44,319	21.36%
Plumbing	70225446	689,235	46,170	39,827	269,836	258,385	39.15%
Food Protection & Public Safety	70225447	205,095	7,056	16,522	87,424	123,001	42.63%
PH Administration	70225551	164,184	6,771	9,962	55,464	97,330	33.78%
Public Health Disease Prevention	70225554	232,405	13,164	12,850	98,378	81,618	42.33%
Community Health & Clinic Services	70225555	757,125	43,113	48,135	269,785	306,761	35.63%
BCMH	70225556	100,323	4,322	2,921	20,118	17,517	20.05%
Get Vaccinated	70225558	63,166	4,878	4,467	33,411	14,419	52.89%
PH Naloxone	70225559	13,449	25	264	723	6,063	5.38%
<b>Total</b>		<b>8,238,603</b>	<b>370,516</b>	<b>356,885</b>	<b>2,966,317</b>	<b>3,088,260</b>	

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

6/30/22 -Public Health/General Operating Funds Cash Balance 7,418,636



June 2022

Special Revenue, Capital Project Funds & Debt Service

05/31/2022 - Cash Balance 2,519,247

		Revenues						
		2022 Budgeted	2022 June	2021 June	2022	2021	% Received	% Expected
Fund Number		Revenue	Revenue	Revenue	Year-To-Date	Year-To-Date	Year-To-Date	Year-To-Date
Campground Program	70351503	8,400	-	-	8,178	7,287	97.36%	50.00%
Food Service	70451504	428,093	3,364	8,038	404,160	379,988	94.41%	50.00%
Covid 19 Response	70551505	-	-	18,005	-	102,821	-	50.00%
Water System	70651506	13,167	1,787	1,261	5,826	10,061	44.25%	50.00%
Solid Waste	70751507	41,250	10,918	10,946	34,939	35,026	84.70%	50.00%
Swimming Pool	70851508	57,197	848	2,280	67,565	65,188	118.13%	50.00%
Women Infants & Children	70951509	550,000	-	-	245,384	239,669	44.62%	50.00%
Safe Rt23 Corridor	71351515	35,000	5,604	-	24,726	6,219	70.65%	50.00%
DGHD New Office	71451401	4,000,000	-	-	5,666	150	0.14%	50.00%
Enhanced Operations Grant	71651529	149,000	133,000	106,977	282,000	305,597	189.26%	50.00%
Contact Tracing/CO20	71851528	-	-	-	-	235,174	0.00%	50.00%
New Facility Debt Service	75451402	250,000	-	-	-	-	0.00%	50.00%
Workforce Development Grant	75551403	300,000	-	-	68,353	-	22.78%	50.00%
Covid 19 Vaccination	75651404	257,137	-	-	11,151	-	4.34%	50.00%
<b>Total</b>		<b>6,089,244</b>	<b>155,521</b>	<b>147,507</b>	<b>1,157,948</b>	<b>1,387,180</b>		

Other Financing Sources (Advances/Transfers)						
70551505	-	-	-	-	42,408	Advance
75651404	-	-	-	100,000	-	Advance
71651529	-	-	-	-	300,000	Advance
71851528	-	-	-	-	5,372	Advance
	-	-	-	<b>100,000</b>	<b>347,780</b>	

		Expenditures						
		2022 Budgeted	2022 June	2021 June	2022	2021	% Expended	% Expected
Fund Number		Expenditures	Expenditures	Expenditures	Year-To-Date	Year-To-Date	Year-To-Date	Year-To-Date
Campground Program	70351503	8,537	1,189	621	2,179	4,741	25.52%	50.00%
Food Service	70451504	428,607	31,675	18,902	212,016	165,113	49.47%	50.00%
Covid 19 Response	70551505	-	-	15,957	-	58,365	-	50.00%
Water System	70651506	17,223	1,038	700	5,823	6,170	33.81%	50.00%
Solid Waste	70751507	43,947	1,980	4,311	26,027	28,469	59.22%	50.00%
Swimming Pool	70851508	64,610	7,836	1,933	27,213	13,505	42.12%	50.00%
Women Infants & Children	70951509	591,449	35,299	36,419	227,221	215,118	38.42%	50.00%
Safe Rt23 Corridor	71351515	19,997	2,912	1,597	21,067	11,775	105.35%	50.00%
DGHD New Office	71451401	5,608,868	112,299	125,393	869,767	1,050,562	15.51%	50.00%
Enhanced Operations Grant	71651529	65,000	20,546	84,463	145,937	363,984	224.52%	50.00%
Contact Tracing/CT20	71851528	-	-	-	-	287,461	-	50.00%
New Facility Debt Service Fund	75451402	250,000	-	-	-	-	0.00%	50.00%
Workforce Development Grant	75551403	110,500	7,193	-	63,162	-	57.16%	50.00%
Covid 19 Vaccination	75651404	257,137	18,969	-	58,424	-	22.72%	50.00%
<b>Total</b>		<b>7,465,875</b>	<b>240,936</b>	<b>290,296</b>	<b>1,658,836</b>	<b>2,205,263</b>		

Other Financing Uses (Advances/Transfers)						
70551505	-	-	-	-	42,408	Advance
71851528	-	-	-	-	235,174	Advance
	-	-	-	-	-	
					<b>277,582</b>	

Total 2022 Year-To-Date Revenues 5,584,336 5,108,670 Total 2021 Year-To-Date Revenues  
Total 2022 Year-To-Date Expenditures 4,625,153 5,293,523 Total 2021 Year-To-Date Expenditures

Special Revenue, Capital Project and Debt Service Funds Cash Balance 2,433,832  
Total Cash Balance 9,852,468

Overall:

Revenues:

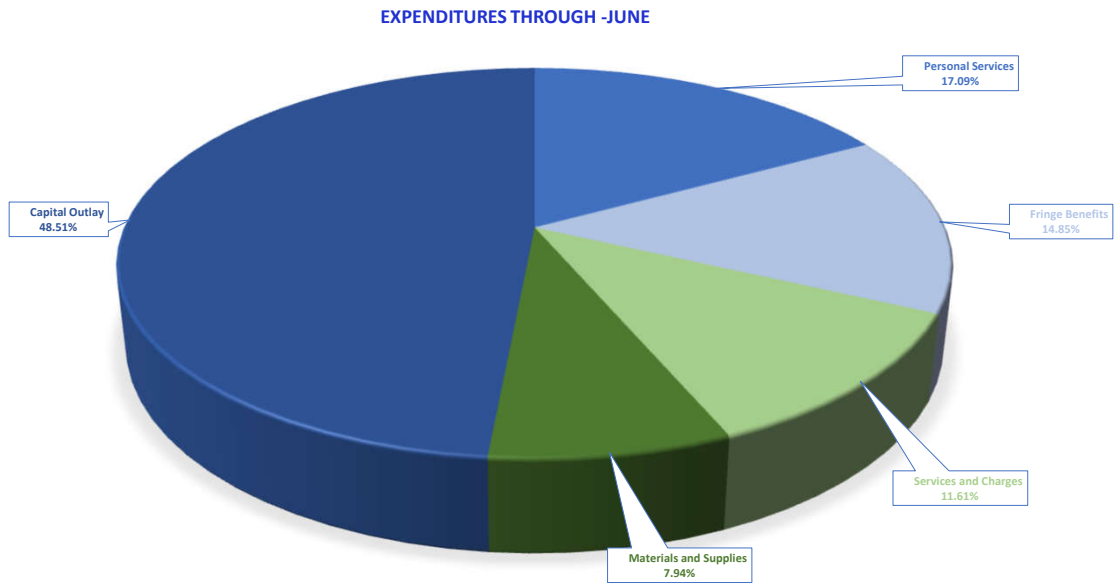
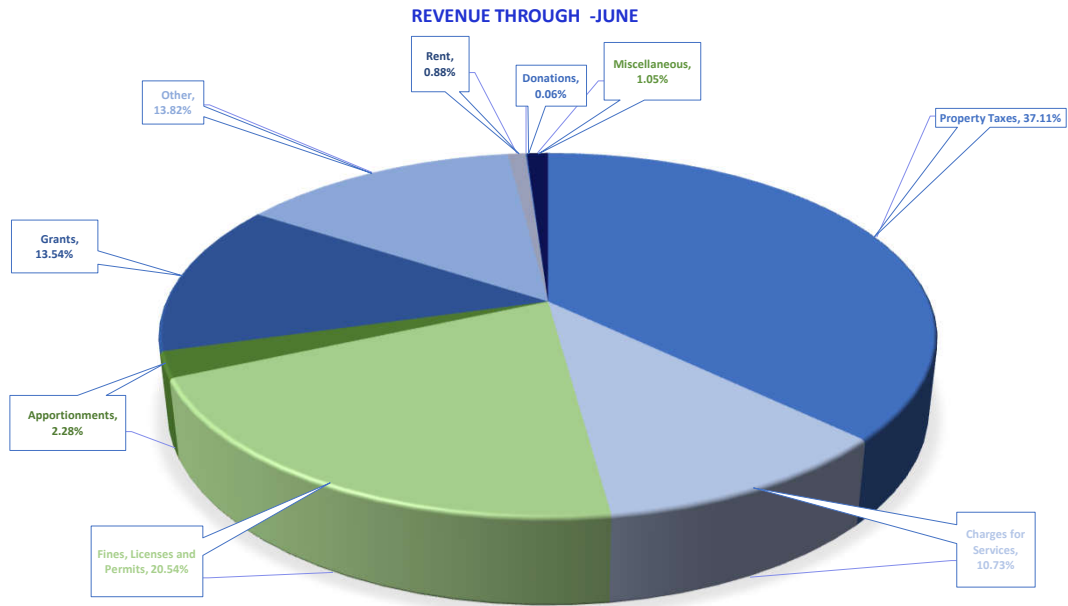
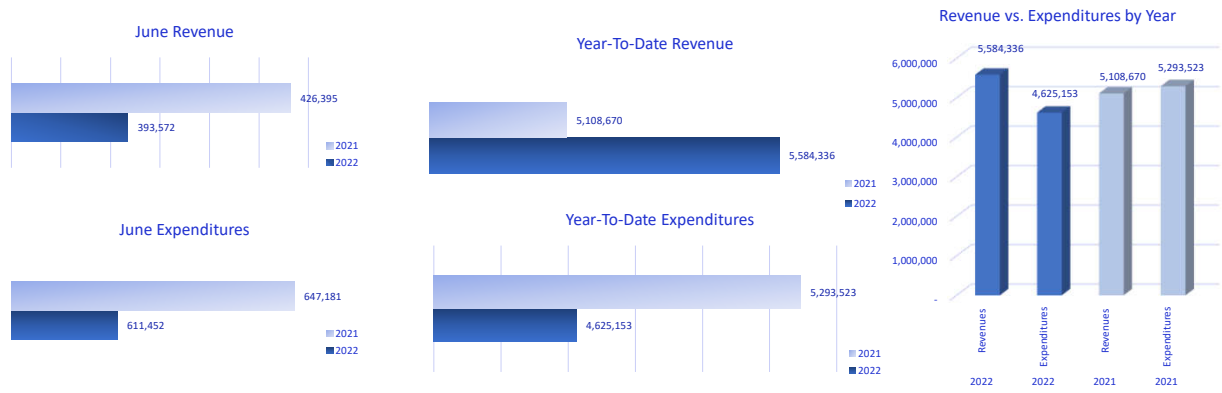
Overall revenues increased \$475,666 or 9.31% in 2022 from 2021. This is due to plumbing revenue and food cost methodology reimbursement.

Expenditures:

Overall expenditures decreased \$668,369 or 12.63%.

County Litter Fund 05/31/2022- Cash Balance 39,182

		Revenues						
		2022 Budgeted	2022 June	2021 June	2022	2021	% Received	% Expected
Litter Grant		Revenue	Revenue	Revenue	Year-To-Date	Year-To-Date	Year-To-Date	Year-To-Date
Litter Grant	22111502	79,910	19,517	-	62,455	63,382	78.16%	50.00%
		Expenditures						
Litter Grant		Revenue	Revenue	Revenue	Year-To-Date	Year-To-Date	Year-To-Date	Year-To-Date
Litter Grant	22111502	79,910	-	6,528	48,756	11,709	61.01%	50.00%
		<b>06/30/2022 - Cash Balance</b>	<b>58,699</b>					



**CASH REPORT**

01/01/2022 - 06/30/2022

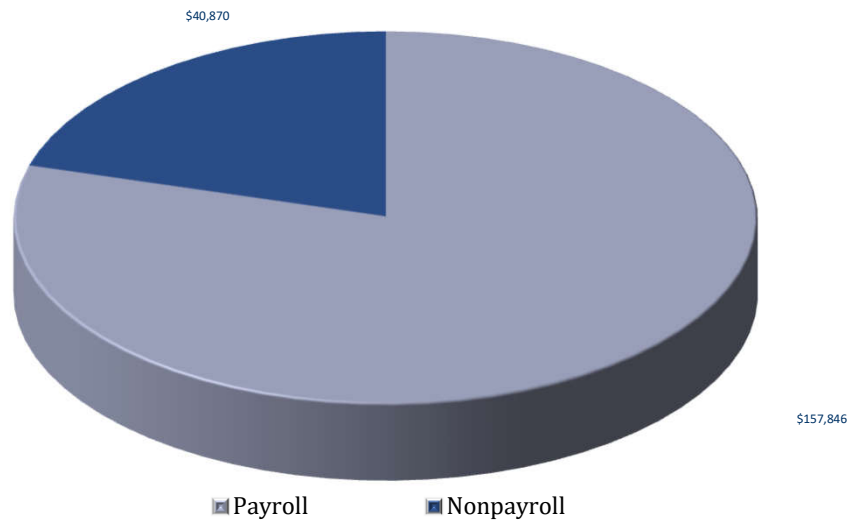
FUND	TITL	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
702	HEALTH DEPARTMENT	6,058,566.65	4,426,385.72	2,966,316.02	(100,000.00)	7,418,636.35	1,855,173.21	0.00	5,563,463.14
703	CAMPGROUND PROGRAM	8,107.20	8,178.00	2,179.39	0.00	14,105.81	0.00	0.00	14,105.81
704	FOOD SERVICE	303,139.74	404,160.26	212,015.68	0.00	495,284.32	53,948.87	0.00	441,335.45
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	5,825.50	5,823.26	0.00	21,296.64	4,994.36	0.00	16,302.28
707	SOLID WASTE	32,152.02	34,938.91	26,027.47	0.00	41,063.46	1,707.55	0.00	39,355.91
708	SWIMMING POOL	117,703.80	67,565.00	27,212.86	0.00	158,055.94	2,472.91	0.00	155,583.03
709	WOMEN INFANTS CHILDREN	93,708.15	245,384.40	227,220.79	0.00	111,871.76	51,119.71	0.00	60,752.05
713	SAF RT23 CORRIDOR	25,953.94	24,726.46	21,066.66	0.00	29,613.74	2,541.16	0.00	27,072.58
714	DGHD NEW OFFICE	2,044,992.01	5,666.49	869,767.06	0.00	1,180,891.44	4,315,693.29	0.00	-3,134,801.85
716	ENHANCED OPERATIONS GRANT	73,020.52	282,000.00	145,936.86	0.00	209,083.66	16,667.35	0.00	192,416.31
755	WORKFORCE DEVELOPMENT GRANT	114,646.73	68,353.31	63,162.17	0.00	119,837.87	11,643.95	0.00	108,193.92
756	COVID 19 VACCINATION	0.00	11,151.00	58,424.18	100,000.00	52,726.82	4,656.42	0.00	48,070.40
	<b>TOTALS:</b>	<b>8,893,285.17</b>	<b>5,584,335.05</b>	<b>4,625,152.41</b>	<b>0.00</b>	<b>9,852,467.81</b>	<b>6,320,618.78</b>	<b>0.00</b>	<b>3,531,849.03</b>

**CASH REPORT**

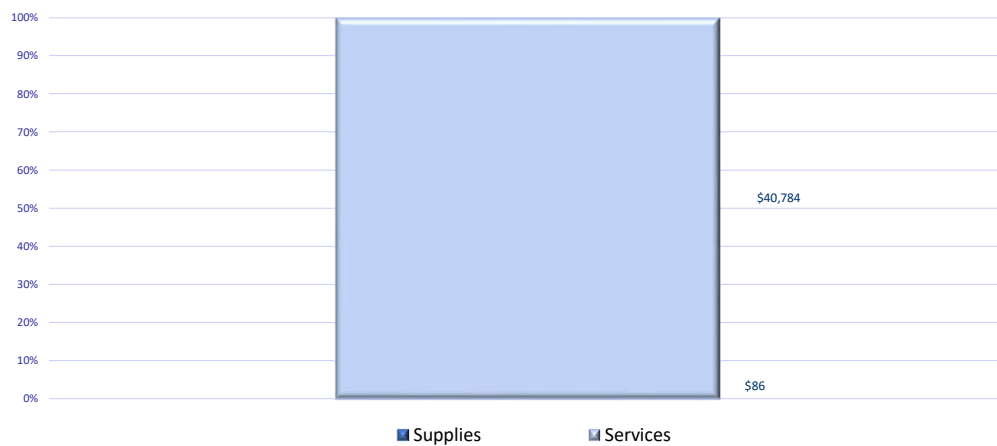
01/01/2022 - 06/30/2022

FUND	TITLE	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
221	LITTER GRANT	64,605.44	62,455.20	68,361.85	0.00	58,698.79	34,621.44	0.00	24,077.35
TOTALS:		64,605.44	62,455.20	68,361.85	0.00	58,698.79	34,621.44	0.00	24,077.35

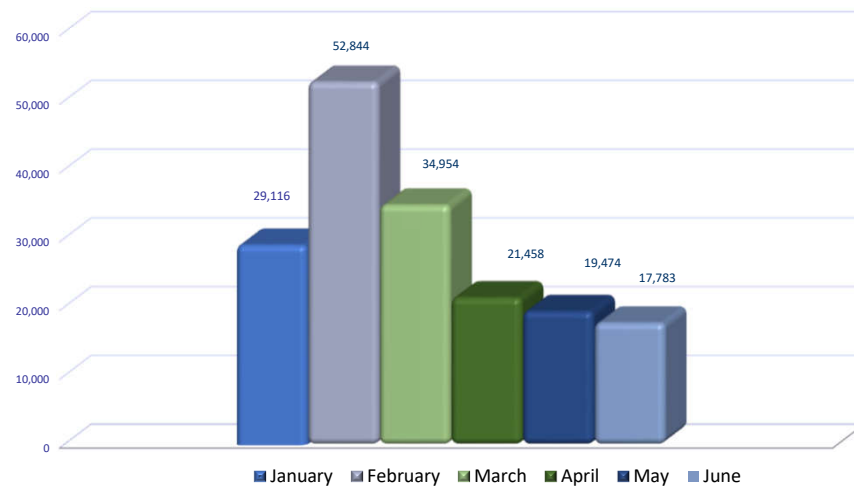
## 2022 COVID EXPENDITURES



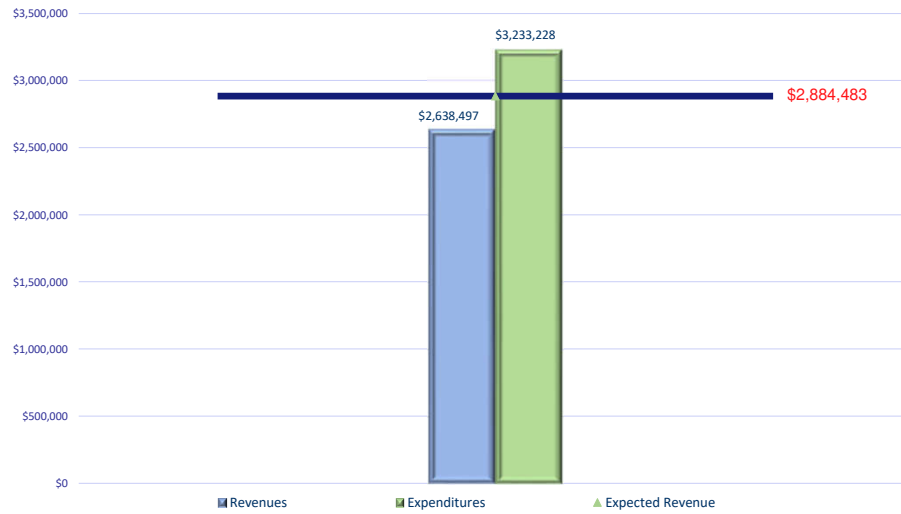
## Nonpayroll COVID Expenditures



## Payroll COVID Expenditures



## COVID Revenue vs Expenditures 2020-2022



Grants	Award	Grant Period	Received
State	\$10,963	N/A	\$10,963
Coronavirus Response - Grant Year 2020	\$197,633	3/16/20-3/15/21	\$197,633
Coronavirus Response - Grant Year 2021	\$130,634	3/1/20-12/30/21	\$130,634
Coronavirus Response - Grant Year 2021	\$200,000	3/1/20-12/30/21	\$200,000
Coronavirus Response - Grant Year 2021	\$102,821	3/1/20-12/30/21	\$102,821
Coronavirus Response - Grant Year 2021	\$216,789	3/1/20-12/30/21	\$216,789
Coronavirus Response - Grant Year 2021	\$100,000	3/1/20-12/30/21	\$100,000
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	\$736,626	2/1/21-7/31/22	\$736,626
Vaccine Equity 2021	\$135,262	12/31/20-6/30/22	\$135,262
Vaccine Needs Assessment	\$20,000	11/1/20-3/31/21	\$20,000
City of Delaware Cares Act	\$100,000	N/A	\$100,000
Troy Township	\$50,000	N/A	\$50,000
COVID 19 Vaccination	\$257,137	1/1/22-6/30/23	\$11,151
	<b>\$2,884,483</b>		<b>\$2,638,497</b>

  = Completely Expensed



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



**DPHD** - Received congratulations from NACCHO for award-winning Model and Innovative Practices.

**DPHD and Shelia Hiddleson** – The Kiwanis thanked Shelia for her very informative lecture about the Delaware Public Health District. And all the important work Shelia and the entire staff does for the community.

**DPHD and Lori Kannally** – From Carson Isaac “Today is my last day with the CDC Foundation, also making today the last day I am assigned to Delaware Public Health District. I just wanted to take a moment and thank everyone at DPHD for being so kind, friendly, and collaborative. I was truly welcomed with open arms, and that does not go unnoticed! I appreciate the warm welcome and support I was shown throughout my time here. I have thoroughly enjoyed my role in supporting the DCRU team over the past 9 months, thank you for making me feel like a true member of your team. Lastly, I want to give a big thanks to Lori for being a welcoming mentor and supportive manager over the course of this grant.”

**James McQuone** – was thanked by Smith School SACC for his handwashing presentation.