

1.0 CONVENTION

1.01 CALL TO ORDER

The June 28, 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, Ms. Smith, Dr. Hickman, Mr. Hatfield, Mr. Karr and Mr. Holzapfel. Board members attending virtually: Ms. Howerton, Dr. Donaldson. Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Jen Keagy, Deputy Health Commissioner of Community Health and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. The meeting was streamed to You Tube for the public.

1.02 CONSENT ITEMS

6.012 Appropriations A

6.019 Rescind Fund A

6.021 Authorization/Employment A-B

6.023 Tuition Reimbursement/Staff Development A-B

6.034 Preventative Health A

6.05 Board Actions/Policies/Legal Issues B

6.052 Policies A

Item 6.04 Special Reports was removed from the agenda. Ms. Smith moved to approve the consent agenda and agenda as amended and submitted. Dr. Hickman seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Holzapfel moved to approve the May 31, 2022 minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- Board Memo Value/Purpose – Mrs. Hiddleson inquired the Board if was purposeful to continue the Board of Health Memo. Interest was expressed to continue.
- NACCHO Board HHS Region 5 – Mrs. Hiddleson was elected to NACCHO Board and the first meeting will be July 17th.
- Covid Update – Mr. Howard gave a brief update regarding COVID.

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.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

Requested a timeline of the selling and purchasing/building process.

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 minutes was provided to the Board. The next scheduled meeting will be held on July 8, 2022. The current schedule shows a completion date of 11/28/2022. Total Change Orders to date: \$1,287,040.47 (includes house demolition & fence per our request).

The following change orders are pending:

- Revised Door Openings
- Rubbish and garbage removal in pond ~\$23,292.69
- Additional Downspout ~\$5,005.25
- Curtain Wall Attachment & Roof Framing

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. A copy of the At a Glance document was provided to the Board.

PMT: Agency

Information only

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Safe Rt23 Corridor – Requested a transfer of appropriations in the amount of \$1,000 from Salaries and Benefits to Materials and Supplies and Service and Charges in the Safe Rt23 Corridor Special Revenue fund (71351515). This transfer is necessary to purchase supplies and services needed to operate the grant.

PMT: Agency

The Board approved item on consent.

6.013 LEVY

A. Renewal with an Addition: The current 0.7 mill levy will be collected in 2023 with the final payment in 2024. The current levy is being collected at a rate of 0.486 mills due to rollbacks. In an analysis of the current finances of the health district the amount of the current levy will not sustain the expenses of the health district into the future without a drastic cut in programs/services which will include a layoff of staff. Additionally, the health district will not be able to complete the mandated programs for the district and will not be able to maintain mandated national accreditation without additional funds.

The health district finances have been negatively affected drastically by the pandemic response required to protect the community; public health funds had to be used to supplement the grants received due to the specificity of the grants that did not cover all the required response.

The new facility does not affect the ability of the health district to provide services, as levy dollars are not being spent on the new facility. The funds for the new facility were saved over a period of 20 years with unspecified funds collected.

Therefore, the Finance Committee and Ms. Hiddleston recommend that the Board certify the need for a renewal of the 0.7 mill levy with an additional 0.3mill in the November 2022 election with a start date of collections in _____. A resolution provided by Assistant Prosecutor Penkal is attached. If passed, the resolution will be sent to the County Commissioners for placement on the ballot after a certification is received by the County Auditor that validates the need for the funds.

After discussion of the economy, other levies on the ballot and purchase/build of a new building, it was the consensus of the Board to wait another year to run the DPHD levy.

**PMT: Agency/Community/Engagement/Quality
Discussion**

6.019 RESCIND FUND

A. Contact Tracing – Requested Board approval to rescind Contact Tracing Fund (71851528) Special Revenue Fund. This grant is completed there is no need to have this fund.

PMT: Agency

The Board approve item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Voluntary Resignation / Ms. Kris Mendenhall - Requested Board accept the voluntary resignation of Ms. Kris Mendenhall, Administrative Assistant II, effective June 14, 2022.

PMT: Agency

The Board approved item on consent.

B. Community Health Specialist 1 / Ms. Alyssa Sawyer – Requested Board confirm employment of Ms. Alyssa Sawyer to fill the Community Health Specialist 1 position within the Community Health Division vacated by Ms. Mahalia Burleson. This position is 40 hours a week (100% FTE), \$19.89/hour (pay grade C3) effective July 11, 2022. Position is funded 100% from WFD (75551403) with an anticipated annual salary and benefits not to exceed \$63,626.88. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Shelia Hiddleston - Ms. Hiddleston has been elected to the National Association of County and City Health Officials (NACCHO) representing HHS Region 5: OH, IN, MI, IL, WI, MN. The NACCHO Board will meet at the beginning of the annual conference; therefore, Ms. Hiddleston must modify the approved NACCHO Conference to include an additional travel day and an additional lodging day. The new dates of travel will be July 17 through July 21. The Workforce Development Grant is paying for the cost of the conference, travel, and lodging. However, the additional dates of travel, meals, and hotel expenses will be paid by NACCHO.

PMT: Agency/Quality

The Board approved item on consent.

B. Conference / Dawn Hall - Ms. Hall would like to attend the Ohio GFOA (Government Finance Officers Association) 2022 Advanced Governmental Accounting Seminar August 17th and 18th located in Geneva Ohio. Topics discussed include new accounting pronouncements needed to prepare year-end financial reports. Additionally, this conference will provide CPE (Continuing Professional Education) required to maintain the CGFM certification. The cost includes registration, travel, hotel, and meals.

PMT: Agency/Quality

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Appy for Cribs for Kids and Safe Sleep grant – Requested Board confirm application for the Cribs for Kids and Safe Sleep grant provided by Ohio Department of Health. This grant will be operational October 1, 2022 – September 30, 2023

The goal of this grant is to *“decrease Ohio’s infant mortality rate by ensuring infants have a safe sleep environment and families are educated about safe sleep practices.”* 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.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Credit Card Log – Per policy the Board is provided a copy of the Credit Card log quarterly. A copy of the Credit Card Log was provided to the Board.

**PMT: Agency
Information only**

B. Vehicle Policy Exception - Mrs. Shannon Self is a REHS III with the Environmental Health Food Protection and Public Safety Unit. Her responsibilities include conducting inspections of Food Service Operations, Retail Food Inspection and Swimming Pool inspections in addition to other duties. Her current home is 6.4 miles north of DPHD jurisdiction in Marion County.

The current vehicle policy does not allow for staff to “home garage” their vehicle if they live outside of the county lines unless it is advantageous to the agency. There is one employee that does this currently because he lives in a county we contract with for services.

Mr. Kent requested an exception to the policy as it will be an advantage to the agency in that she will not be spending time at the end or beginning of the day driving to her agency vehicle or returning her at the end of the workday. Shannon conducts inspection in the northern part of the county including Ashley. This change will be an advantage to the agency to reduce her time picking up an dropping off the agency vehicle and increasing time conducting inspection in the field. She understands that she will have to claim any mile driven from her home to the agency or her first inspection of the day as personal miles and from her last inspection to her home as written in the personal policy manual.

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

6.052 POLICIES

A. Volunteer Time Off: Requested Board approval of the Volunteer Time Off (VTO) procedure. A copy of the VTO procedure was provided to the Board. The intention of this program is to increase visible leadership and create community engagement opportunities for DPHD employees that are meaningful, purposeful and helps those in need. VTO may also help with recruitment and retention of staff; feeling engaged with your job and the community has been shown to increase job satisfaction

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

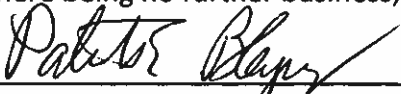
B. Routine and Emergency Events Delegation of Authority: The Delegation of Authority has been updated to reflect changes in titles, division names, and to include intermittent changes the Board has approved. A draft copy of the document was provided to the Board. The Finance Committee has discussed the expense amount delegated to the Health Commissioner for non-routine/non-budget items so that amount has been left blank for discussion.

Ms. Hiddleston requested adoption of the recommended changes and a discussion related to expenditure amounts that are non-routine/non-budgeted for the updated document. The Board discussed setting the expenditure maximums as follows: Health Commissioner at \$10,000, DHC/Directors at \$3,000, Managers at \$500, and Finance Committee at \$10,000.

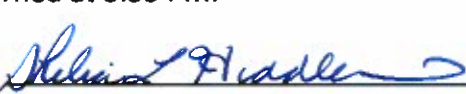
PMT: Agency
Mr. Tiberi moved to approve the updated Routine and Emergency Event Delegation of Authority as submitted and spending limits set as follows: Health Commissioner at \$10,000, DHC/Directors at \$3,000, Managers at \$500, and Finance Committee at \$10,000. Mr. Holzapfel seconded the motion. The motion carried unanimously.

ADJOURN

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



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



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