

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

1 - 3 WEST WINTER STREET | PO BOX 570 | DELAWARE, OHIO 43015-0570

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: August 26, 2022

To: Board of Health

From: Shelia L. Hiddleson, RN, MS  
Health Commissioner

Re: Board meeting **Tuesday, August 30, 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>6.014 Fees A</b> <b>6.016 Inventory A</b> <b>6.017 Advance/Transfer A-C</b> <b>6.018 New Child Key A</b> <b>6.021 Authorization/Employment A-G</b> <b>6.022 Reclassification/Promotion A-C</b> <b>6.023 Tuition Reimbursement/Staff Development A-E</b> <b>6.025 Salary Scale/Policies/Benefits B-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> <ul style="list-style-type: none"> <li>PHWINS Data: Overview and agency specific slides <b>attached</b></li> <li>Covid and Monkeypox update</li> <li>Remaining Board of Health meetings: September 27<sup>th</sup>, October 25<sup>th</sup>, and November/December Combined.</li> </ul>	2	Info/ Shelia	Agency
<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>	2	Accept/ Dawn	Agency

## 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	
<b>3.02 BOARD COMMITTEES</b> The Personnel Committee met on August 23, 2022, to discuss the current pay structure and staff recommendations for employee pay. The Committee members will have recommendations for the Board.	0	Info	Agency

## 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.01 REGULATION HEARING/ADOPTION</b>			
<b>A. 2023 Environmental Health Fees. (Board of Health Resolution #2022-03 <b>attached</b>.)</b>  Staff request the Environmental Health Food Program fees remain the same per the attached fee schedule for 2023. Cost analysis has been completed per the Ohio Revised Code; and no changes to the Food Fees are requested in order to meet the requirement for a decrease based on the miscalculation of the 2022 fees as discussed with the Board in February 2022.  All other Environmental Health Fees for 2023 are proposed to remain the same as 2022 fees.	5	Approve/ Dustin	Agency/ Community

<b>Action Requested:</b> Approval of the First Reading of the 2023 Environmental Health Fee Schedule.			
<b>B. Environmental Health Food Fees Second and Third Readings:</b> In accordance with R.C. §§ 3909.20 and 731.17(A)(2), the Board may dispense with the requirement for three public readings upon a $\frac{3}{4}$ vote. With a 9-member Board, this requires 6 members to vote in favor of dispensing with the three reading requirement. Staff has consulted with the Prosecutors Office and they have advised this is permissible.  <b>Action Requested:</b> A resolution to waive the second and third reading of the 2023 Environmental Health fees as there are no changes.	5	Approve/ Dustin	Agency
<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>
<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 <b>attached</b>. The next scheduled meeting will be held on September 2, 2022. The current schedule shows a completion date of 01/01/2023.</p> <p>Total Change Orders to date: \$1,311,994.77  (Includes house demolition &amp; fence per our request).  The following change orders are pending:</p> <ul style="list-style-type: none"> <li>• Revised Door Openings</li> <li>• South Wall Framing &amp; Moveable Partition Support \$36,745.22</li> <li>• East Side Window Elevation Conceal Column      \$2,481.75</li> <li>• Added joist insulation</li> <li>• Louver Color      \$1,354.29</li> </ul> <p>Budget <b>attached</b>. Ms. Hiddleston and Ms. Hall are providing an additional At a Glance document with the budget <b>attached</b>.  <b>Action Requested:</b> Discussion/Information</p>	10	Info/ 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. Enhanced Operations 21</b> - Request board approval of a transfer of appropriations in the Enhanced Operations 21 special revenue fund (71651529) in the net amount of \$767.77 to/from Salaries, Fringe Benefits, and Services and Charges. These appropriations are necessary to account for the grant related expenditures. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>B. 2022 Enhanced Operations</b> - Request initial appropriations in the 2022 Enhanced Operations special revenue fund (71651530) in the amount of \$291,209.23 to Salaries, Fringe Benefits, Materials and Supplies, Services and Charges and Capital Outlay. These appropriations are necessary to account for the grant related expenditures. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>C. Campground Program</b> - Request an increase in appropriations in the Campground Program special revenue fund (70351503) in the amount of \$4,721.22 to Salaries, Fringe Benefits, and Services and Charges. These appropriations are necessary to account for campground related expenditures. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.014 FEES</b>			
<b>A. Clinic Fee Schedule 2022</b> - Request Board approval of updated Clinic Service Fees for 2022 to be effective September 12, 2022. A copy of the Fee schedule is <b>attached</b> . <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.016 INVENTORY</b>			
<b>A. Disposal of Inventory</b> – Request Board approval to disposal of inventory item #1301 Badge Printer. The inventory item is no longer supported, print quality had decreased and a replacement has been purchased. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>

<b>6.017 ADVANCE/TRANSFER</b>			
<p><b>A. Return Outstanding Advance</b> – Request Board approval for Enhanced Operations 21 special revenue fund (71651529) return of outstanding advance in the amount of \$149,000 back to the General/Public Health fund (70225111).</p> <p><b>Total Outstanding Advance</b>                                <b>\$149,000</b>  <b>Return Advance</b>    <b><u>(\$149,000)</u></b>  <b>Remaining Outstanding Advance</b>                        <b>\$0</b>  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<p><b>B. Advance</b> – Request Board approval for an advance in the amount of \$50,000 from the General/Public Health fund (70225111) into 2022 Enhanced Operations special revenue fund (71651530) for cash flow purposes due to the grant operating on a reimbursement basis.  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<p><b>C. Transfer</b> – Request Board approval for a transfer in the amount of \$50,000 from the Building general fund (70225115) into New Facility debt service fund (75451402) for the purpose of paying debt service payments.  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.018 NEW CHILD KEY</b>			
<p><b>A. Enhanced Operations 22</b> - Request Board approval to create the Enhanced Operations 22 Child Key Fund 716. Org. Key (71651530). This child key will be used to account for the \$600,000 grant awarded from ODH.  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<p><b>A. Employ Administrative Assistant II / Ms. Dyan Fox</b> – Request Board confirmation to hire Ms. Dyan Fox to fill full-time permanent Administrative Assistant II position within the Preventative Health Division vacated by the impending retirement of Ms. Cheryl Forson. This position is 40 hours a week (100% FTE), \$ 15.17/hour (pay grade A4) effective August 22, 2022. Position is funded 80% 3390 (WIC) and 20% 3200 (Clinic Services) 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></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>

<p><b>B. Employ Registered Environmental Health Sanitarian In Training/Jonathan Bowen</b> – Request Board confirm employment of Mr. Bowen to fill the REHSIT position for Residential Services within the Environmental Health Division. This position fills the open REHS position that has been open for over one year. This position is 40 hours a week (100% FTE), \$ 20.48/hour (pay grade C3) effective August 11, 2021. Position is funded 40% Food Service 70451504 and 40% Sewage 70225443 and 20% Swimming Pools 70851508 with an anticipated annual salary and benefits not to exceed \$64,942.86. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval.</b></p>	0	Consent/ Dustin	Agency
<p><b>C. Employ Epidemiologist I / Mr. David Gueye</b> – Request Board confirmation to hire Mr. David Gueye to fill full-time permanent Epidemiologist I position within the Preventative Health Division vacated by Ms. Brittany Walling. This position is 40 hours a week (100% FTE), \$22.35/hour (pay grade C9) effective August 24, 2022. Position is funded 70% 4050 (PHEP) 25% 3100 (Disease Prevention), and 5% 3189 (EO22 Grant) with an anticipated annual salary and benefits of \$83,472.11. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>D. Change in Payer Source</b> – Request Board approval to change payer source of Ms. Dyan Fox within the Preventative Health Division. Position was previously funded 100% from 3390 (WIC), with the hire of Ms. Fox, the change will see the position funded 80% from 3390 (WIC) and 20% 3200 (Clinic Services) with an anticipated annual salary and benefits of \$64,538.77. This will increase the Public Health fund expense by \$12,907.75. This change is in anticipation of moving to the new facility where the Preventative Health Administrative Assistants will be seated adjacent to each other and provide all Preventative Health services to clients. <b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>E. Employ Administrative Assistant 2/ Ms. Angela Frost</b> – Request Board confirm employment of Ms. Frost to fill the AA 2 position in Environmental Health vacated by the resignation of Ms. Land. This position is 40 hours a week (100% FTE), \$ 15.17/hour (pay grade A4) effective July 25, 2022. Position is funded 15% Food Service 70451504, 15% Food Protection and Public Safety 70225447, 15% Residential Services</p>	0	Consent/ Dustin	Agency

70225445, 15% Sewage 70225443 and 15% Plumbing 70225446 with an anticipated annual salary and benefits not to exceed \$50,964.71. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval.</b>			
<b>F. Resignation / Ms. Megan Edwards</b> - Request Board confirm the resignation of Megan Edwards, Multimedia Specialist, effective August 25, 2022. Ms. Edwards has decided to pursue her career in the private sector. Upon review of the current position and duties, Ms. Keagy and Ms. Hiddleston have determined not to fill this position. The need for the position will be re-evaluated in the Spring of 2023 and may be replaced at that time. <b>PMT: Agency</b> <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>G. Resignation / Ms. Dawn Hall</b> – Request Board approve resignation of Ms. Dawn Hall effective September 22, 2022. Ms. Hall has decided to return to a part-time position with the Delaware County Auditors’ office. <b>Action Requested: Consent approval</b>	0	Consent/ Shelia	Agency
<b>6.022 RECLASSIFICATION/PROMOTION</b>			
<b>A. Promotion With Competition / Mr. Amadou Djigo</b> – Request Board approval to promote with competition Mr. Amadou Djigo from Epidemiologist I (pay grade C5) to Epidemiologist II (pay grade C9) within the Preventative Health Division. Effective August 20, 2022, Mr. Djigo will receive 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, August 20, 2022. Position is funded 70% 4050 (PHEP), 20% 3100 (Disease Prevention), and 10% 3189 (EO22 Grant). <b>Action Requested: Consent approval</b>	0	Consent/ Adam	Agency
<b>B. Promotion Without Competition / Mr. James Schwaderer</b> – Request Board approval to promote without competition Mr. James Schwaderer from Community Health Specialist I (pay grade C3) to Community Health Specialist II (pay grade C5) within the Preventative Health Division. Per policy, effective September 3, 2022 Mr. Schwaderer will receive a performance appraisal and an additional 3% promotion without	0	Consent/ Adam	Agency

competition increase. Annual performance appraisal date will remain the standard evaluation date. Position is funded 100% 4050 (PHEP). <b>Action Requested: Consent approval</b>			
<b>C. Promotion Without Competition / Ms. Josie Bonnette</b> - Request Board approval to promote without competition Ms. Josie Bonnette from Community Health Specialist 2 (pay grade C5) to Community Health Specialist 3 (pay grade C8) within the Community Health Division. During the annual performance appraisal process, the CHS2 position description was reviewed. Ms. Bonnette is consistently performing at a higher level than expected of in her current position and is meeting all the essential functions for the CHS3 (Personnel Policy Section 306, 2). Effective 9/3/22, Ms. Josie Bonnette's new hourly rate will be \$26.06/hour after receiving a merit raise [HIGH on eval] and 3% promotion without competition increase. Annual performance appraisal date will stay on schedule with all staff performance appraisals for 2023. Position is funded 100% out of Community Health Admin (70225222). <b>PMT: Agency</b> <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>			
<b>A. Conference / Ms. Taylor Jagers</b> – Request Board approval to expend up to \$511.80 in Workforce Development funds for Ms. Taylor Jagers to attend the 2022 Health Educators' Institute (HEI) Building Community, Capacity & Connection on October 19-21, 2022 in Oregon, OH. Expenses include conference/registration (\$250.00); hotel (\$261.80 split with another CHS1); transportation costs will be covered by use of an agency vehicle. Meals (\$26.00) will be covered by CH Administration funds. The Workforce Development Grant will cover all expenses except meals. <b>PMT: Agency</b> <b>Action Requested: Consent Approval</b>	0	Consent/ Jen	Agency
<b>B. Conference / Ms. Alyssa Sawyer</b> – Request Board approval to expend up to \$511.80 in Workforce Development funds for Ms. Alyssa Sawyer to attend the 2022 Health Educators' Institute (HEI) Building Community, Capacity & Connection on October 19-21, 2022 in Oregon, OH. Expenses include conference/registration (\$250.00); hotel (\$261.80 split with	0	Consent/ Jen	Agency

<p>another CHS1); transportation costs will be covered by use of an agency vehicle. Meals (\$26.00) will be covered by CH Administration funds. The Workforce Development Grant will cover all expenses except meals.</p> <p><b>PMT: Agency</b>  <b>Action Requested: Consent approval</b></p>			
<p><b>C. Conference / Ms. Jen Keagy</b> – Request Board approval to expend up to an additional \$463.70 in CH Administration funds for Jen Keagy to attend the American Public Health Association 2022 Annual Meeting in Boston, MA on November 6-9, 2022. The Board previously approved \$2,245.00; however, the conference begins on Sunday morning, therefore another day of expenses is needed. ODH approved up to \$2,000 in Workforce Development funds towards this expense and the balance will be paid from CH Administration funds.</p> <p><b>PMT: Agency</b>  <b>Action Requested: Consent approval</b></p>	0	Consent/ Jen	Agency
<p><b>D. Conference</b> - Request Board approval to expend up to \$1200 public health funds for Ms. Simran Kaur, Ms. Shannon Self, Ms. Brittany Zoeklein, Mr. Matthew Randazzo and Mr. Jonathan Bowen to attend the Ohio Environmental Health Association (OEHA) Annual Fall Conference in Sandusky Ohio on October 13<sup>th</sup> and 14<sup>th</sup>. This conference is applicable to the performance goals of all of these employees and directly related to Strategic Plan goal of Workforce Development. Expenses include conference/registration (\$165 each); Hotel (\$101 per diem rate); meals (\$48 per diem rate); and parking (\$0). Staff will share room where possible to reduce costs. Meeting Agenda and Per Diem rates for Sandusky, OH are <b>attached</b>.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Dustin	Agency
<p><b>E. EH Retreat</b> - Request Board approval to expend up to \$1000 (100% EH Administration 70225441) for two half day retreats. The funds include hall registration fees and lunch for each day. The intention is to have one retreat in September and one in October. The content of the retreats is to discuss options for a new Table of Organization for EH and discuss program deliverables moving forward. The first retreat is to introduce the information and give the group time to contemplate the options. The second retreat is to bring back ideas regarding</p>	0	Consent/ Dustin	Agency

table or organization plans presented and develop a proposed table of organization for the division. <b>Action: Consent approval</b>			
<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>			
<b>A. Executive Session:</b> Ms. Hiddleson requests the Board adjourn to Executive Session pursuant to ORC 121.22(G)(1) to discuss the compensation of the DPHD employees within the following divisions Administration, Community Health, Environmental Health, and Preventative Health. <b>Action Requested: Discussion</b>	<b>15</b>	<b>Discussion/ Shelia</b>	<b>Agency</b>
<b>B. Position Series Control Plan</b> - Request Board approval of the updated Position Series Control Plan ( <b>attached</b> ). Updates are reflected in yellow highlight. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Amy</b>	<b>Agency</b>
<b>C. On-Call Pay:</b> Currently staff receive \$1.00 per hour for on-call pay for hours the agency is closed. This typically equates to \$144. Staff are required to be fit for duty and within one hour of the health district during this time. The Personnel Committee recommends an increase to \$2.00/hour for on-call beginning in October. This equates to an annual increase of approximately \$3500. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Shelia</b>	<b>Agency</b>
<b>6.04 SPECIAL REPORTS</b>			
<b>A. Community Health Improvement Plan Update:</b> The Board of Health has the responsibility of assuring that community assessment and planning occur. Ms. Keagy and Ms. Burleson will provide the Board with an update on the Community Health Improvement planning cycle and an update to the current CHIP. The 2022 biannual progress report and dashboard will be presented. This activity will count towards Board continuing education. <b>PMT: Community/Engagement/Quality</b> <b>Action Request: Information</b>	<b>15</b>	<b>Info/ Jen</b>	<b>Community/ Engagement/ Quality</b>

Sincerely,

Shelia Hiddleson  
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 Finance  
and Operations  
330/281-1700

# THE PUBLIC HEALTH WORKFORCE IN THE COVID-19 ERA: Younger, More Diverse, With High Levels of Stress and Intent to Leave

## Demographics

THE GOVERNMENTAL PUBLIC HEALTH WORKFORCE IS PREDOMINANTLY WHITE, FEMALE, AND OVER THE AGE OF 40.

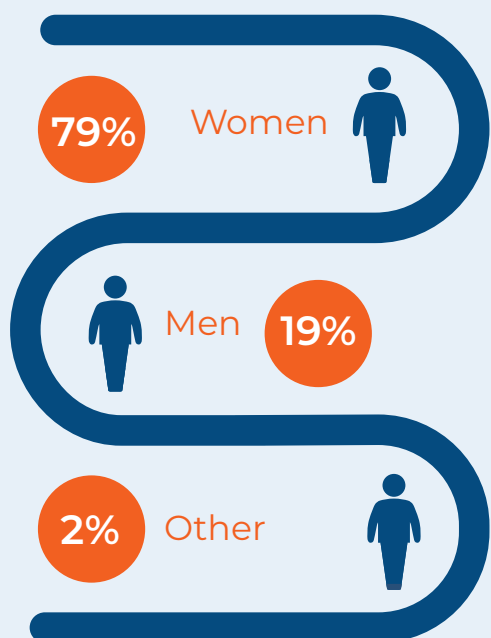
### Race/Ethnicity



While the workforce as a whole has become more diverse, 66% of all executives are white.

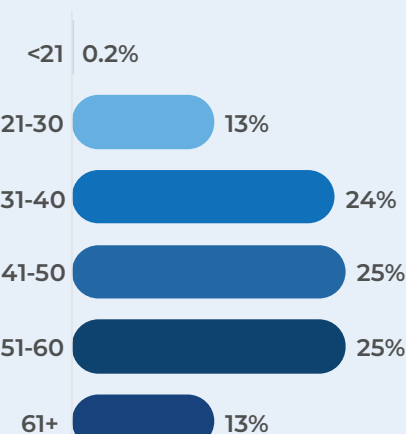
White 54%  
Hispanic or Latino 18%  
Black or African American 15%  
Asian 7%  
Two or more races 4%  
American Indian or Alaska Native 1%  
Native Hawaiian or other Pacific Islander 0.4%

### Gender



### Age

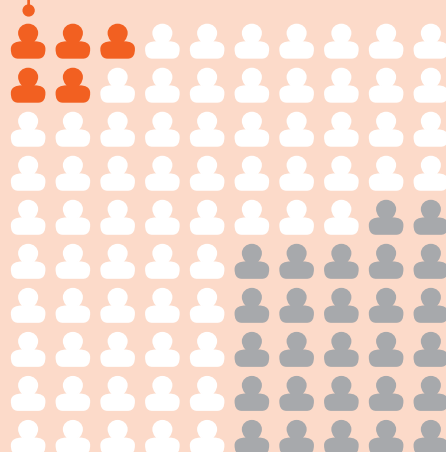
The workforce is becoming younger, with an average age of 46, compared with 47 in 2017 and 48 in 2014.



## Intent to Leave

NEARLY A THIRD OF THE WORKFORCE SAID THEY ARE CONSIDERING LEAVING THEIR ORGANIZATION IN THE NEXT YEAR.

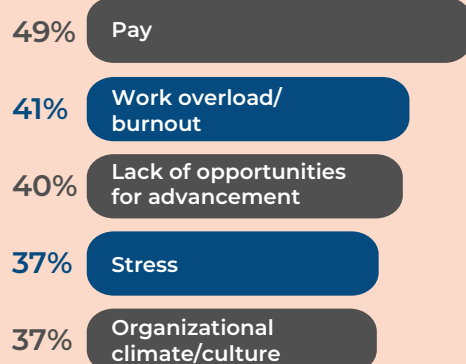
5% plan to retire in the next year



27% plan to leave in the next year for reasons other than retirement

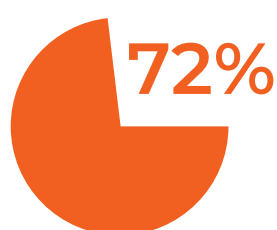
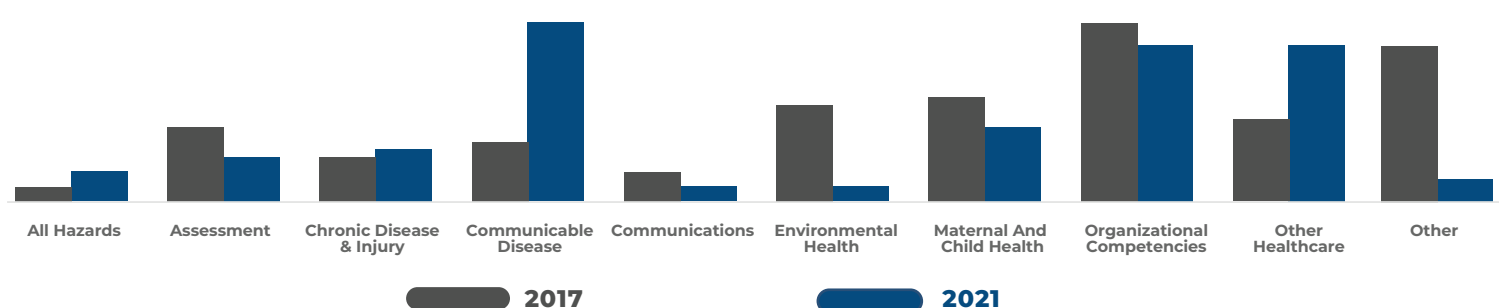
Among those considering leaving, 39% said the pandemic has made them more likely to leave.

### REASONS FOR LEAVING



## Job Roles

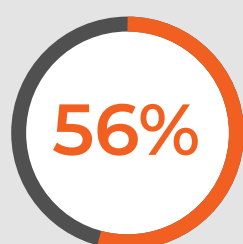
SINCE 2017, THE PROPORTION OF EMPLOYEES WORKING IN COMMUNICABLE DISEASE TRIPLED. THE AREAS WHERE STAFFING DECREASED THE MOST WERE ENVIRONMENTAL HEALTH, ASSESSMENT, AND MATERNAL AND CHILD HEALTH.



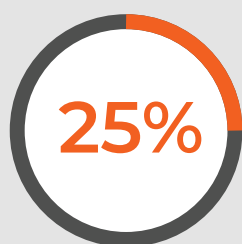
72% of public health employees participated in the response to the COVID-19 pandemic in some way.

## Mental Health

MORE THAN HALF OF PUBLIC HEALTH WORKERS REPORT SYMPTOMS OF POST-TRAUMATIC STRESS DISORDER (PTSD), AND MANY ARE STRUGGLING WITH THEIR MENTAL HEALTH.



56% reported at least one symptom of PTSD



25% reported 3 or more symptoms, indicating probable PTSD



More than 1 in 5 employees (22%) reported that their mental health was either "fair" or "poor"

## 2022 BUDGET REVISION FORM DELAWARE GENERAL HEALTH DISTRICT

Program Enhanced OperationsFund 71651529

## AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		<u>119,000.00</u>		<u>119,730.98</u>
5001 - SALARIES	119,000.00		730.98	119,730.98
5004 - OVERTIME	0.00		-	0.00
<b>BENEFITS</b>		<u>48,038.29</u>		<u>44,992.30</u>
5101 - HEALTH INSURANCE	16,028.29		(2,899.55)	13,128.74
5102 - WORKERS COMP	600.00		493.94	1,093.94
5103 - DENTAL/OTHER INS + LTD	2,150.00		(1,881.84)	268.16
5120 - AGENCY SHARE/OPERS	28,560.00		87.57	28,647.57
5131 - AGENCY SHARE/MCARE	700.00		1,153.89	1,853.89
<b>MATERIALS &amp; SUPPLIES</b>		<u>0.00</u>		<u>0.00</u>
5201 - GENERAL SUPPLIES	0.00		-	0.00
5215 - PROGRAM SUPPLIES	0.00		-	0.00
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
5266 - COVID 19 SUPPLIES	0.00		-	0.00
<b>SERVICES &amp; CHARGES</b>		<u>38,250.00</u>		<u>39,797.24</u>
5301 - CONTRACTED PROF SERVICE	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
5332 - CELL/INTERNET ALLOWANCE	400.00		(98.12)	301.88
5335 - RENTAL SERVICE	0.00		-	0.00
5338 - UTILITIES	0.00		-	0.00
5366 - COVID SERVICES	37,850.00		1,645.36	39,495.36
<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>205,288.29</b>	<b>205,288.29</b>	<b>-767.77</b>	<b>204,520.52</b>
				<b>204,520.52</b>

2022 BUDGET REVISION FORM DELAWARE GENERAL HEALTH DISTRICT

Program Enhanced Operations-22

Fund 716 - tbd

AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		0.00		155,388.67
5001 - SALARIES	0.00		155,388.67	155,388.67
5004 - OVERTIME	0.00		-	0.00
<b>BENEFITS</b>		0.00		86,586.56
5101 - HEALTH INSURANCE	0.00		43,293.28	43,293.28
5102 - WORKERS COMP	0.00		2,500.00	2,500.00
5103 - DENTAL/OTHER INS + LTD	0.00		1,000.00	1,000.00
5120 - AGENCY SHARE/OPERS	0.00		37,293.28	37,293.28
5121 - SOCIAL SECURITY	0.00		2,500.00	2,500.00
5131 - AGENCY SHARE/MCARE	0.00		-	0.00
<b>MATERIALS &amp; SUPPLIES</b>		0.00		9,631.50
5201 - GENERAL SUPPLIES	0.00		1,065.75	1,065.75
5215 - PROGRAM SUPPLIES	0.00		1,065.75	1,065.75
5217 - BOOK & PERIODICALS	0.00		-	0.00
5224 - UNIFORMS & CLOTHING	0.00		-	0.00
5225 - PERSONAL PROT EQUIPMENT	0.00		7,500.00	7,500.00
5228 - VEHICLE MAINT&REPAIR SUP	0.00		-	0.00
5266 - COVID 19 SUPPLIES	0.00		-	0.00
<b>SERVICES &amp; CHARGES</b>		0.00		34,602.50
5301 - CONTRACTED PROF SERVICE	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
5332 - CELL/INTERNET ALLOWANCE	0.00		482.50	482.50
5335 - RENTAL SERVICE	0.00		-	0.00
5338 - UTILITIES	0.00		-	0.00
5366 - COVID SERVICES	0.00		34,120.00	34,120.00
<b>CAPITAL OUTLAYS &amp; EQUIPMENT</b>		0.00		5,000.00
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		5,000.00	5,000.00
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>		0.00		0.00
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>291,209.23</b>	<b>291,209.23</b>

**2022 BUDGET**

 Program Campground Program

 Fund 70351503

AMENDED APPROPRIATION REQUEST					
ACCOUNT	CURRENT		AMENDED		
	2022		2022		
<b>SALARIES</b>		5,177.08			8,000.00
5001 - SALARIES	5,177.08		2,822.92	8,000.00	
5004 - OVERTIME	0.00		-	0.00	
<b>BENEFITS</b>		2,241.90			3,919.40
5101 - HEALTH INSURANCE	841.08		1,000.00	1,841.08	
5102 - WORKERS COMP	51.77		-	51.77	
5103 - DENTAL/OTHER INS + LTD	31.48		-	31.48	
5104 - LIFE INSURANCE	0.00		-	0.00	
5105 - HEALTH INSURANCE ALLOWANCE	0.00		-	0.00	
5120 - AGENCY SHARE/OPERS	1,242.50		677.50	1,920.00	
5121 - SOCIAL SECURITY	0.00		-	0.00	
5131 - AGENCY SHARE/MCARE	75.07		-	75.07	
<b>MATERIALS &amp; SUPPLIES</b>		0.00			0.00
5200 - PC MATERIAL SUPPLIES	0.00		-	0.00	
5201 - GENERAL SUPPLIES	0.00		-	0.00	
5215 - PROGRAM SUPPLIES	0.00		-	0.00	
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>		1,118.20			1,339.00
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	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	
5332 - CELL/INTERNET ALLOWANCE	29.20		220.80	250.00	
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	1,089.00		-	1,089.00	
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>		0.00			0.00
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>		0.00			0.00
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>8,537.18</b>	<b>8,537.18</b>	<b>4,721.22</b>	<b>13,258.40</b>	<b>13,258.40</b>



# **PROPOSED Delaware Public Health District Environmental Health Fees for 2023(all fees are proposed to remain the same as the 2022 EH fees)**

## **A Regulation of the Delaware General Health District Setting Fee Schedules for Environmental Health Programs for 2023**

**WHEREAS**, the Delaware General Health District Board of Health (“Board of Health”), acting under the authority vested in it by Section 3709.21 of the Ohio Revised Code, may adopt regulations necessary for the public health and safety and for the prevention and restriction of disease; and,

**WHEREAS**, license fees are adopted in the form of rules under authority of Section 3709.09 of the Ohio Revised Code; and,

**WHEREAS**, Retail Food Establishment License Fees are adopted in the form of rules under authority of Section 3717.25 of the Ohio Revised Code; and,

**WHEREAS**, Food Service Operation License Fees are adopted in the form of rules under authority of Section 3717.45 of the Ohio Revised Code; and,

**WHEREAS**, the Ohio Department of Health has established rules governing the categories and methodology for establishing fees; and,

**WHEREAS**, the adopted fees are necessary to cover the costs of administering the environmental health programs.

**NOW THEREFORE**, be it resolved by the Board of Health, that after giving due thought and proper consideration, the following to the fee schedule for the Delaware General Health District Environmental Health Fees for 2020 are hereby adopted:

### **Delaware General Health District Environmental Health Fees for 2023**

*(Fees listed do not include State Fees where applicable and as indicated by “+S”. Lab fees indicated “+L”)*

Service		Fee
<b>I. Private Water Systems</b>		
<b>A. New Permit/Application</b>		
1. Single Family (excluding pond)	\$	350.00 +S +L
2. Single Family (pond)	\$	350.00 +S +L
3. Multi-Family	\$	450.00 +S +L
<b>B. Alteration Permit/Application*</b>		
1. Single Family	\$	300.00 +L
2. Multi-Family	\$	350.00 +L
3. Connection to PWS	\$	50.00
<b>C. Sealing Permit</b>		
1. Single or Multi-Family (multiple sealing permits on one property only pays for one sealing permit, provided all permits are issued at same time)	\$	70.00
<b>D. Construction of a Test Well**</b>	\$	130.00 +S
<b>E. Conversion of a Well</b> (not previously approved as a private water system into a private water system for a single family dwelling.)	\$	410.00 +S +L

<b>F. Conversion of a Well</b> (not previously approved as a private water system into a private water system for a non-single family dwelling.)	\$	485.00 +S +L
<b>G. Administrative Variance Application</b>	\$	100.00
<b>H. Board of Health Variance Application</b>	\$	150.00
<b>I. Penalty Late Fee</b>	\$	25% of permit fee
*Includes alteration to private water systems and test wells in addition to original permit fee. **There is no additional fee collected for sealing test wells.		
<b>II. Private Water Contractor/Hauler</b>		
<b>A. New Permit/Application</b>	\$	55.00/per vehicle
<b>B. Water Contractor Inspection</b>	\$	200.00
<b>III. Water Samples</b>		
<b>A. Bacteriological</b>		
1. Permit related	\$	Lab Fee Only
<b>B. Other Request (including bacteriological and chemical)</b>	\$	50.00 +L
<b>C. Other licensed facilities served by on-site water supply</b>	\$	50.00 +L
<b>IV. Recreation Vehicle Parks</b>		
<b>A. Sites 3-50</b>	\$	185.00 +S
<b>B. Sites Over 50</b>	\$	185.00 +S
<b>C. Additional Lots Over 50</b>	\$	4.00/per site
<b>D. Temporary Camps</b>	\$	125.00, Max fee of \$500
<b>E. Resident/Day Camps</b>	\$	0.00
<b>F. Penalty Late Fee (RV/Camps/Licenses)</b>	\$	25% of local license fee per state requirement
<b>V. Solid Waste (No State Fees)</b>		
<b>A. Transfer Station</b>	\$	750.00 Fee set by OEPA
<b>B. Scrap Tire Collection Facility</b>	\$	200.00 Fee set by OEPA
<b>C. Compost Facility</b>	\$	300.00 to 30,000.00 Fee set by OEPA
<b>VI. Semi-Public Sewage Systems</b>		
<b>A. Annual Inspection Fee</b>		
1. 15,000-25,000 GPD	\$	330.00/per year
2. 5,000-14,999 GPD	\$	190.00/per year
3. 1,500-4,999 GPD	\$	100.00/per year
4. <1,500 GPD or on lot disposal	\$	50.00/per year
5. Holding Tank	\$	50.00/per year
6. Government, School	\$	35.00/per year
7. Food Service, Pool	\$	0.00/per year
8. Penalty Late Fee (in addition to original permit fee)	\$	25% of permit fee

<b>VII. Sewage</b>		
<b>A. Sewage Treatment Systems</b> (including HSTS, SFOSTS and GWRS unless otherwise noted)		
1. New Installation Permit (HSTS/GWRS)~	\$	550.00 +S
2. New Installation Permit (SFOSTS)	\$	550.00 +S
3. Replacement Installation Permit (HSTS/GWRS)~	\$	550.00 +S
4. Replacement Installation Permit (SFOSTS)	\$	550.00 +S
5. Alteration Permit (HSTS/GWRS)~	\$	500.00 +S
6. Alteration Permit (SFOSTS)	\$	500.00 +S
7. Site Review – permit related	\$	135.00/per lot
8. Subdivision/Lot-Split Site Evaluation	\$	135.00/per lot
9. Layout/Design Plan Review	\$	200.00/per lot
10. Collector Tile Plan	\$	190.00
11. Subdivision/Lot-Split Plan Review	\$	135.00/per lot
12. Site Re-Evaluation Inspection*	\$	70.00
13. Remodel/Addition – system confirmation inspection**	\$	110.00
14. Lot Feasibility Inspection***	\$	110.00/per lot
15. Tank Abandonment Inspection(fee waived if connecting to central sewer)	\$	70.00
16. Re-Inspection Fee (Workmanship)	\$	70.00
17. Subdivision Sketch Plan Review	\$	100.00
18. Adjacent Property Transfer Inspection****	\$	100.00
19. Penalty Fee – Installation Without a Permit (in addition to original permit fee)	\$	25% of permit fee
20. Annual Operation Permit for HSTS and Non Semi Public SFOSTS	\$	0.00
21. Maintenance Inspection	\$	75.00
22. Collection of Effluent Samples	\$	30.00 +L
<p>~HSTS, SFOSTS and GWRS are all considered different systems and are permitted separately, regardless of location. HSTS and GWRS permits can be combined if purchased at the same time for the same address.</p> <p>*Defined as a site visit to verify that site and soil conditions have not changed and the original plan from lot split or subdivision approval can be used. Any conditions requiring a new plan result in an original site review fee.</p> <p>**Defined as an inspection to verify primary and secondary sewage system location and function related to another agency permit.</p> <p>***Defined as an inspection to confirm a lot is suitable for building per current rules based on a soil report and site inspection.</p> <p>****Defined as when an existing residence with an on-site system is transferring property to an adjoining property, fee applies only to when a site visit is required.</p>		
<b>B. Septage Sites</b>		
1. Land Application	\$	16.50/per usable acre
<b>C. Annual Registration</b>		
1. Sewage Installer Registration	\$	270.00
2. Sewage Hauler Registration	\$	175.00
a. Per Vehicle Permit	\$	30.00
3. Service Contractor Registration	\$	270.00
4. Penalty Fee (performing work without valid registration)	\$	25% plus registration fee
<b>D. Administrative Variance Application</b>	\$	100.00
<b>E. Board of Health Variance Application</b>	\$	150.00

<b>VIII. Pools/Spas/Special Use Pools</b>		
<b>A. Individual Public, Spas, Special Use Pools</b>	\$	490.00 +S
<b>B. Government, School</b>	\$	245.00 +S
<b>C. Additional Pool at Same Location</b>	\$	100.00 +S
<b>D. Penalty Late Fee – Pool Licenses</b>	\$	25% of the local license fee per state requirement
<b>IX. Other Bathing Places/Beaches (No State Fee)</b>		
<b>A. Commercial</b>	\$	160.00
<b>B. Government Other Bathing Place</b>	\$	80.00
<b>X. Food Service Operations (Local Fees)</b>		
<b>A. Commercial &lt;25,000 square feet (sq. ft.)</b>		
1. Commercial Level 1 <25,000 sq. ft.	\$	222.00 +S
2. Commercial Level 2 <25,000 sq. ft.	\$	249.00 +S
3. Commercial Level 3 <25,000 sq. ft.	\$	467.00 +S
4. Commercial Level 4 <25,000 sq. ft.	\$	590.00 +S
<b>B. Commercial &gt;25,000 square feet (sq. ft.)</b>		
1. Commercial Level 1 >25,000 sq. ft.	\$	317.00 +S
2. Commercial Level 2 >25,000 sq. ft.	\$	333.00 +S
3. Commercial Level 3 >25,000 sq. ft.	\$	1,155.00 +S
4. Commercial Level 4 >25,000 sq. ft.	\$	1,224.00 +S
<b>C. Non-Commercial &lt;25,000 square feet (sq. ft.) (50% of Commercial Fee)</b>		
1. Non-Commercial Level 1 <25,000 sq. ft.	\$	111.00 +S
2. Non-Commercial Level 2 <25,000 sq. ft.	\$	124.50 +S
3. Non-Commercial Level 3 <25,000 sq. ft.	\$	233.50 +S
4. Non-Commercial Level 4 <25,000 sq. ft.	\$	295.00 +S
<b>D. Non-Commercial &gt;25,000 square feet (sq. ft.) (50% of Commercial Fee)</b>		
1. Non-Commercial Level 1 >25,000 sq. ft.	\$	158.50 +S
2. Non-Commercial Level 2 >25,000 sq. ft.	\$	166.50 +S
3. Non-Commercial Level 3 >25,000 sq. ft.	\$	577.50 +S
4. Non-Commercial Level 4 >25,000 sq. ft.	\$	612.00 +S
<b>E. Mobile</b>	\$	80 +S
<b>F. Temporary (No State Fee)</b>		
1. Commercial Temporary	\$	856.00
2. Non-Commercial Temporary	\$	28.00
<b>G. Vending</b>	\$	13.00
<b>H. Plan Review (No State Fee)</b>	\$	50% of local license fee
<b>I. Remodel Plan Review</b>	\$	50.00
<b>J. Food Safety Education Classes</b>		
1. Serv Safe Manager Certification Course with Book	\$	150.00
a. Book Only	\$	70.00
b. Class Only	\$	100.00
2. Re-test/Proctor Test for Non DGHD Student	\$	30.00
3. Re-test/Proctor Test for DGHD Student	\$	0.00
4. Level One Certification (P.I.C.)	\$	25.00/per person
5. Group Rates for Level One Certification (to qualify for a group rate, an organization must have a minimum of 26 enrolled)		
a. 26-29 Students	\$	20.00/per person

<b>b. 50-74 Students</b>	\$	15.00/per person
<b>c. 75 or more Students</b>	\$	10.00/per person
<b>K. Frozen Dessert Sampling</b>	\$	30.00 +L
<b>L. Micromarket</b>	\$	Fee Set by OAC +S
<b>M. Penalty Late Fee</b> (food service operation licenses)	\$	25% of local license fee per state requirement
<b>XI. Foster Care Homes/Hunger Task Force Inspections</b>		
<b>A. Environmental Inspections</b>	\$	50.00/per trip +L
<b>XII. Plumbing (No State Fee)</b>		
<b>A. Annual Registration Fee</b>	\$	150.00
<b>B. Residential Permit</b>		
1. Per Fixture	\$	16.00
2. Application	\$	50.00
3. Re-inspection	\$	75.00
4. Residential Water Heater Replacement (no application fee)	\$	55.00
<b>C. Commercial Permit</b>		
1. Per Fixture	\$	21.00
2. Application	\$	
1-2 fixtures	\$	50.00
3-5 fixtures	\$	100.00
6+ fixtures	\$	250.00
3. Plan Review		
a. 1-20 Fixtures	\$	50.00
b. 21-40 Fixtures	\$	100.00
c. 41-60 Fixtures	\$	150.00
d. 61+ Fixtures	\$	250.00
4. Commercial Water Heater Replacement (no application fee)	\$	70.00
5. Re-inspection	\$	75.00
<b>D. Partial Inspection (residential, medical gas and commercial)</b>	\$	60.00
<b>E. Medical Gas</b>		
1. Per Outlet	\$	21.00
2. Per System	\$	75.00
3. Application Fee	\$	
1-2 fixtures	\$	\$50.00
3-5 fixtures	\$	100.00
6+ fixtures	\$	250.00
4. Plan Review		
a. 1-10 Outlets	\$	100.00
b. 11-30 Outlets	\$	200.00
c. 31 or more Outlets	\$	250.00
5. Re-inspection Fee	\$	75.00
<b>F. Late Fee</b> (all plumbing permits)	\$	25% of permit fee
<b>XIII. Mosquito Spraying</b>		
<b>A. Public Property</b> (may be waived per policy)	\$	Cost of Materials
<b>XIV. Environmental Audits</b>		
<b>A. On-site visit</b>	\$	100.00

<b>XV. <u>Hazardous Materials Spill Response</u></b> (note: a fee shall be charged to the company responsible for the spill for response activity and billed on a per hour cost including salary, fringes and mileage incurred of the responding personnel.)	\$	See note to the left
<b>XVI. <u>Animal Head Removal</u></b> (charged to owner of an animal for veterinarian services related to rabies testing for animals that are not specifically required to be tested.)	\$	25.00
<b>XVII. <u>Tattoo and Body Piercing (No State Fee)</u></b>		
<b>A. Tattooing Services</b>	\$	250.00
<b>B. Body Piercing Services</b>	\$	250.00
<b>C. Combined Body Piercing and Tattooing Services</b>	\$	325.00
<b>D. Temporary body art services for a specific event</b>	\$	150.00

The regulation Governing Setting Fee Schedule for Environmental Health Programs as adopted by the Board of Health on \_\_\_\_\_ is hereby amended.

#### **Effect of Partial Invalidity**

Should any part of this regulation be declared invalid or unconstitutional for any reason, the remainder of this regulation shall not be affected thereby.

#### **Effective Date**

The effective date of this regulation shall be January 1, 2023.

Adopted by the Board of Health of the Delaware General Health District this 30<sup>th</sup> day of August, 2023.

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

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

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

1 - 3 WEST WINTER STREET | PO BOX 570 | DELAWARE, OHIO 43015-0570

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: August 26, 2022

To: Board of Health

From: Shelia L. Hiddleson, RN, MS  
Health Commissioner

Re: Board meeting **Tuesday, August 30, 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>6.014 Fees A</b> <b>6.016 Inventory A</b> <b>6.017 Advance/Transfer A-C</b> <b>6.018 New Child Key A</b> <b>6.021 Authorization/Employment A-G</b> <b>6.022 Reclassification/Promotion A-C</b> <b>6.023 Tuition Reimbursement/Staff Development A-E</b> <b>6.025 Salary Scale/Policies/Benefits B-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> <ul style="list-style-type: none"> <li>PHWINS Data: Overview and agency specific slides <b>attached</b></li> <li>Covid and Monkeypox update</li> <li>Remaining Board of Health meetings: September 27<sup>th</sup>, October 25<sup>th</sup>, and November/December Combined.</li> </ul>	2	Info/ Shelia	Agency
<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>	2	Accept/ Dawn	Agency

## 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	
<b>3.02 BOARD COMMITTEES</b> The Personnel Committee met on August 23, 2022, to discuss the current pay structure and staff recommendations for employee pay. The Committee members will have recommendations for the Board.	0	Info	Agency

## 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.01 REGULATION HEARING/ADOPTION</b>			
<b>A. 2023 Environmental Health Fees. (Board of Health Resolution #2022-03 <b>attached</b>.)</b>  Staff request the Environmental Health Food Program fees remain the same per the attached fee schedule for 2023. Cost analysis has been completed per the Ohio Revised Code; and no changes to the Food Fees are requested in order to meet the requirement for a decrease based on the miscalculation of the 2022 fees as discussed with the Board in February 2022.  All other Environmental Health Fees for 2023 are proposed to remain the same as 2022 fees.	5	Approve/ Dustin	Agency/ Community

<b>Action Requested:</b> Approval of the First Reading of the 2023 Environmental Health Fee Schedule.			
<b>B. Environmental Health Food Fees Second and Third Readings:</b> In accordance with R.C. §§ 3909.20 and 731.17(A)(2), the Board may dispense with the requirement for three public readings upon a $\frac{3}{4}$ vote. With a 9-member Board, this requires 6 members to vote in favor of dispensing with the three reading requirement. Staff has consulted with the Prosecutors Office and they have advised this is permissible.  <b>Action Requested:</b> A resolution to waive the second and third reading of the 2023 Environmental Health fees as there are no changes.	5	Approve/ Dustin	Agency
<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>
<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 <b>attached</b>. The next scheduled meeting will be held on September 2, 2022. The current schedule shows a completion date of 01/01/2023.</p> <p>Total Change Orders to date: \$1,311,994.77  (Includes house demolition &amp; fence per our request).  The following change orders are pending:</p> <ul style="list-style-type: none"> <li>• Revised Door Openings</li> <li>• South Wall Framing &amp; Moveable Partition Support \$36,745.22</li> <li>• East Side Window Elevation Conceal Column \$2,481.75</li> <li>• Added joist insulation</li> <li>• Louver Color \$1,354.29</li> </ul> <p>Budget <b>attached</b>. Ms. Hiddleston and Ms. Hall are providing an additional At a Glance document with the budget <b>attached</b>.  <b>Action Requested:</b> Discussion/Information</p>	10	Info/ 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. Enhanced Operations 21</b> - Request board approval of a transfer of appropriations in the Enhanced Operations 21 special revenue fund (71651529) in the net amount of \$767.77 to/from Salaries, Fringe Benefits, and Services and Charges. These appropriations are necessary to account for the grant related expenditures. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>B. 2022 Enhanced Operations</b> - Request initial appropriations in the 2022 Enhanced Operations special revenue fund (71651530) in the amount of \$291,209.23 to Salaries, Fringe Benefits, Materials and Supplies, Services and Charges and Capital Outlay. These appropriations are necessary to account for the grant related expenditures. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>C. Campground Program</b> - Request an increase in appropriations in the Campground Program special revenue fund (70351503) in the amount of \$4,721.22 to Salaries, Fringe Benefits, and Services and Charges. These appropriations are necessary to account for campground related expenditures. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.014 FEES</b>			
<b>A. Clinic Fee Schedule 2022</b> - Request Board approval of updated Clinic Service Fees for 2022 to be effective September 12, 2022. A copy of the Fee schedule is <b>attached</b> . <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.016 INVENTORY</b>			
<b>A. Disposal of Inventory</b> – Request Board approval to disposal of inventory item #1301 Badge Printer. The inventory item is no longer supported, print quality had decreased and a replacement has been purchased. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>

<b>6.017 ADVANCE/TRANSFER</b>			
<p><b>A. Return Outstanding Advance</b> – Request Board approval for Enhanced Operations 21 special revenue fund (71651529) return of outstanding advance in the amount of \$149,000 back to the General/Public Health fund (70225111).</p> <p><b>Total Outstanding Advance</b>                                <b>\$149,000</b>  <b>Return Advance</b>    <b><u>(\$149,000)</u></b>  <b>Remaining Outstanding Advance</b>                        <b>\$0</b>  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<p><b>B. Advance</b> – Request Board approval for an advance in the amount of \$50,000 from the General/Public Health fund (70225111) into 2022 Enhanced Operations special revenue fund (71651530) for cash flow purposes due to the grant operating on a reimbursement basis.  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<p><b>C. Transfer</b> – Request Board approval for a transfer in the amount of \$50,000 from the Building general fund (70225115) into New Facility debt service fund (75451402) for the purpose of paying debt service payments.  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.018 NEW CHILD KEY</b>			
<p><b>A. Enhanced Operations 22</b> - Request Board approval to create the Enhanced Operations 22 Child Key Fund 716. Org. Key (71651530). This child key will be used to account for the \$600,000 grant awarded from ODH.  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dawn</b>	<b>Agency</b>
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<p><b>A. Employ Administrative Assistant II / Ms. Dyan Fox</b> – Request Board confirmation to hire Ms. Dyan Fox to fill full-time permanent Administrative Assistant II position within the Preventative Health Division vacated by the impending retirement of Ms. Cheryl Forson. This position is 40 hours a week (100% FTE), \$ 15.17/hour (pay grade A4) effective August 22, 2022. Position is funded 80% 3390 (WIC) and 20% 3200 (Clinic Services) 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></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>

<p><b>B. Employ Registered Environmental Health Sanitarian In Training/Jonathan Bowen</b> – Request Board confirm employment of Mr. Bowen to fill the REHSIT position for Residential Services within the Environmental Health Division. This position fills the open REHS position that has been open for over one year. This position is 40 hours a week (100% FTE), \$ 20.48/hour (pay grade C3) effective August 11, 2021. Position is funded 40% Food Service 70451504 and 40% Sewage 70225443 and 20% Swimming Pools 70851508 with an anticipated annual salary and benefits not to exceed \$64,942.86. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval.</b></p>	0	Consent/ Dustin	Agency
<p><b>C. Employ Epidemiologist I / Mr. David Gueye</b> – Request Board confirmation to hire Mr. David Gueye to fill full-time permanent Epidemiologist I position within the Preventative Health Division vacated by Ms. Brittany Walling. This position is 40 hours a week (100% FTE), \$22.35/hour (pay grade C9) effective August 24, 2022. Position is funded 70% 4050 (PHEP) 25% 3100 (Disease Prevention), and 5% 3189 (EO22 Grant) with an anticipated annual salary and benefits of \$83,472.11. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>D. Change in Payer Source</b> – Request Board approval to change payer source of Ms. Dyan Fox within the Preventative Health Division. Position was previously funded 100% from 3390 (WIC), with the hire of Ms. Fox, the change will see the position funded 80% from 3390 (WIC) and 20% 3200 (Clinic Services) with an anticipated annual salary and benefits of \$64,538.77. This will increase the Public Health fund expense by \$12,907.75. This change is in anticipation of moving to the new facility where the Preventative Health Administrative Assistants will be seated adjacent to each other and provide all Preventative Health services to clients. <b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>E. Employ Administrative Assistant 2/ Ms. Angela Frost</b> – Request Board confirm employment of Ms. Frost to fill the AA 2 position in Environmental Health vacated by the resignation of Ms. Land. This position is 40 hours a week (100% FTE), \$ 15.17/hour (pay grade A4) effective July 25, 2022. Position is funded 15% Food Service 70451504, 15% Food Protection and Public Safety 70225447, 15% Residential Services</p>	0	Consent/ Dustin	Agency

70225445, 15% Sewage 70225443 and 15% Plumbing 70225446 with an anticipated annual salary and benefits not to exceed \$50,964.71. Amount may be adjusted depending upon benefits selected. <b>Action Requested: Consent approval.</b>			
<b>F. Resignation / Ms. Megan Edwards</b> - Request Board confirm the resignation of Megan Edwards, Multimedia Specialist, effective August 25, 2022. Ms. Edwards has decided to pursue her career in the private sector. Upon review of the current position and duties, Ms. Keagy and Ms. Hiddleston have determined not to fill this position. The need for the position will be re-evaluated in the Spring of 2023 and may be replaced at that time. <b>PMT: Agency</b> <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>G. Resignation / Ms. Dawn Hall</b> – Request Board approve resignation of Ms. Dawn Hall effective September 22, 2022. Ms. Hall has decided to return to a part-time position with the Delaware County Auditors’ office. <b>Action Requested: Consent approval</b>	0	Consent/ Shelia	Agency
<b>6.022 RECLASSIFICATION/PROMOTION</b>			
<b>A. Promotion With Competition / Mr. Amadou Djigo</b> – Request Board approval to promote with competition Mr. Amadou Djigo from Epidemiologist I (pay grade C5) to Epidemiologist II (pay grade C9) within the Preventative Health Division. Effective August 20, 2022, Mr. Djigo will receive 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, August 20, 2022. Position is funded 70% 4050 (PHEP), 20% 3100 (Disease Prevention), and 10% 3189 (EO22 Grant). <b>Action Requested: Consent approval</b>	0	Consent/ Adam	Agency
<b>B. Promotion Without Competition / Mr. James Schwaderer</b> – Request Board approval to promote without competition Mr. James Schwaderer from Community Health Specialist I (pay grade C3) to Community Health Specialist II (pay grade C5) within the Preventative Health Division. Per policy, effective September 3, 2022 Mr. Schwaderer will receive a performance appraisal and an additional 3% promotion without	0	Consent/ Adam	Agency

competition increase. Annual performance appraisal date will remain the standard evaluation date. Position is funded 100% 4050 (PHEP). <b>Action Requested: Consent approval</b>			
<b>C. Promotion Without Competition / Ms. Josie Bonnette</b> - Request Board approval to promote without competition Ms. Josie Bonnette from Community Health Specialist 2 (pay grade C5) to Community Health Specialist 3 (pay grade C8) within the Community Health Division. During the annual performance appraisal process, the CHS2 position description was reviewed. Ms. Bonnette is consistently performing at a higher level than expected of in her current position and is meeting all the essential functions for the CHS3 (Personnel Policy Section 306, 2). Effective 9/3/22, Ms. Josie Bonnette's new hourly rate will be \$26.06/hour after receiving a merit raise [HIGH on eval] and 3% promotion without competition increase. Annual performance appraisal date will stay on schedule with all staff performance appraisals for 2023. Position is funded 100% out of Community Health Admin (70225222). <b>PMT: Agency</b> <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>			
<b>A. Conference / Ms. Taylor Jagers</b> – Request Board approval to expend up to \$511.80 in Workforce Development funds for Ms. Taylor Jagers to attend the 2022 Health Educators' Institute (HEI) Building Community, Capacity & Connection on October 19-21, 2022 in Oregon, OH. Expenses include conference/registration (\$250.00); hotel (\$261.80 split with another CHS1); transportation costs will be covered by use of an agency vehicle. Meals (\$26.00) will be covered by CH Administration funds. The Workforce Development Grant will cover all expenses except meals. <b>PMT: Agency</b> <b>Action Requested: Consent Approval</b>	0	Consent/ Jen	Agency
<b>B. Conference / Ms. Alyssa Sawyer</b> – Request Board approval to expend up to \$511.80 in Workforce Development funds for Ms. Alyssa Sawyer to attend the 2022 Health Educators' Institute (HEI) Building Community, Capacity & Connection on October 19-21, 2022 in Oregon, OH. Expenses include conference/registration (\$250.00); hotel (\$261.80 split with	0	Consent/ Jen	Agency

<p>another CHS1); transportation costs will be covered by use of an agency vehicle. Meals (\$26.00) will be covered by CH Administration funds. The Workforce Development Grant will cover all expenses except meals.</p> <p><b>PMT: Agency</b>  <b>Action Requested: Consent approval</b></p>			
<p><b>C. Conference / Ms. Jen Keagy</b> – Request Board approval to expend up to an additional \$463.70 in CH Administration funds for Jen Keagy to attend the American Public Health Association 2022 Annual Meeting in Boston, MA on November 6-9, 2022. The Board previously approved \$2,245.00; however, the conference begins on Sunday morning, therefore another day of expenses is needed. ODH approved up to \$2,000 in Workforce Development funds towards this expense and the balance will be paid from CH Administration funds.</p> <p><b>PMT: Agency</b>  <b>Action Requested: Consent approval</b></p>	0	Consent/ Jen	Agency
<p><b>D. Conference</b> - Request Board approval to expend up to \$1200 public health funds for Ms. Simran Kaur, Ms. Shannon Self, Ms. Brittany Zoeklein, Mr. Matthew Randazzo and Mr. Jonathan Bowen to attend the Ohio Environmental Health Association (OEHA) Annual Fall Conference in Sandusky Ohio on October 13<sup>th</sup> and 14<sup>th</sup>. This conference is applicable to the performance goals of all of these employees and directly related to Strategic Plan goal of Workforce Development. Expenses include conference/registration (\$165 each); Hotel (\$101 per diem rate); meals (\$48 per diem rate); and parking (\$0). Staff will share room where possible to reduce costs. Meeting Agenda and Per Diem rates for Sandusky, OH are <b>attached</b>.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Dustin	Agency
<p><b>E. EH Retreat</b> - Request Board approval to expend up to \$1000 (100% EH Administration 70225441) for two half day retreats. The funds include hall registration fees and lunch for each day. The intention is to have one retreat in September and one in October. The content of the retreats is to discuss options for a new Table of Organization for EH and discuss program deliverables moving forward. The first retreat is to introduce the information and give the group time to contemplate the options. The second retreat is to bring back ideas regarding</p>	0	Consent/ Dustin	Agency

table or organization plans presented and develop a proposed table of organization for the division. <b>Action: Consent approval</b>			
<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>			
<b>A. Executive Session:</b> Ms. Hiddleson requests the Board adjourn to Executive Session pursuant to ORC 121.22(G)(1) to discuss the compensation of the DPHD employees within the following divisions Administration, Community Health, Environmental Health, and Preventative Health. <b>Action Requested: Discussion</b>	<b>15</b>	<b>Discussion/ Shelia</b>	<b>Agency</b>
<b>B. Position Series Control Plan</b> - Request Board approval of the updated Position Series Control Plan ( <b>attached</b> ). Updates are reflected in yellow highlight. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Amy</b>	<b>Agency</b>
<b>C. On-Call Pay:</b> Currently staff receive \$1.00 per hour for on-call pay for hours the agency is closed. This typically equates to \$144. Staff are required to be fit for duty and within one hour of the health district during this time. The Personnel Committee recommends an increase to \$2.00/hour for on-call beginning in October. This equates to an annual increase of approximately \$3500. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Shelia</b>	<b>Agency</b>
<b>6.04 SPECIAL REPORTS</b>			
<b>A. Community Health Improvement Plan Update:</b> The Board of Health has the responsibility of assuring that community assessment and planning occur. Ms. Keagy and Ms. Burleson will provide the Board with an update on the Community Health Improvement planning cycle and an update to the current CHIP. The 2022 biannual progress report and dashboard will be presented. This activity will count towards Board continuing education. <b>PMT: Community/Engagement/Quality</b> <b>Action Request: Information</b>	<b>15</b>	<b>Info/ Jen</b>	<b>Community/ Engagement/ Quality</b>

Sincerely,

Shelia Hiddleson  
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 Finance  
and Operations  
330/281-1700

Class Title	Position Number	Hire Date	Current Employee	Current Pay Grade	Exempt & Classified Status	Job Type	Status	EOB	Changes
Health Commissioner	01101	12/31/2012	Hiddleston	NA	E & U	FT	Filled	X	
Assistant Health Commissioner	02101			NA	E & U		Inactive		
<b>DIVISION DIRECTOR Series</b>									
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	
<b>PROGRAM MANAGER Series</b>									
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	Vacant	X	Retired 8/01/2022
Program Manager	07103	10/13/2004	Kannally	D5	E & C	FT	Filled	X	
Program Manager	07104S	5/29/2007	DeGenaro	D5	N & C	FT	Vacant	X	Terminated 8/12/2022
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	
Program Manager	07109D	11/1/2021	Robinson	D5	E & C	FT	Filled	X	
Program Manager	07110			D5	E & C	FT	Inactive		
<b>HUMAN RESOURCES Series</b>									
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	
<b>FISCAL SPECIALIST Series</b>									
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	
<b>COMMUNICATIONS Series</b>									
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	Vacant	X	Terminated 8/25/2022
GIS Specialist	010103			C5	N & C	Intermittent	Inactive		
<b>INFORMATION TECHNOLOGY Series</b>									
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		
<b>EPIDEMIOLOGY Series</b>									
Epidemiologist 2	30101	4/4/2022	Lipp	C9	N & C	FT	Filled	X	
Epidemiologist 2	30102	6/14/2021	Djigo	C9	N & C	FT	Filled	X	Promoted from EPI 1 8/20/2022
Epidemiologist 1	30103	8/24/2022	Gueye	C5	N & C	FT	Filled	X	New Hire
Epidemiologist 1	30104			C5	N & C	FT	Vacant	X	
Disease Investigation Technician	30201	1/20/2021	McQuone	A7	N & C	FT	Filled	X	
<b>NURSING Series</b>									
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	
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, K	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	7/25/2022	Patterson	C8	N & C	FT	Filled	X	New Hire PHN 2
Public Health Nurse 1 or 2	40305			C3	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	BOH	Changes
<b>WIC HEALTH PROFESSIONAL Series</b>									
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	
<b>WIC PEER HELPER Series</b>									
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	
<b>COMMUNITY HEALTH SPECIALIST Series</b>									
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	
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	7/11/2022	Sawyer	C3	N & C	FT	Filled	X	New Hire
<b>REGISTERED SANITARIAN Series</b>									
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	
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	
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	
Sanitarian in Training	80502	8/11/2022	Bowen	C3	N & C	FT	Filled	X	New Hire
Environmental Health Technician	80503	3/15/2017	Spangler	A7	N & C	FT	Filled	X	
<b>CERTIFIED PLUMBING INSPECTOR Series</b>									
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
<b>ADMINISTRATIVE ASSISTANT Series</b>									
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	7/12/2021	Padilla Ortiz	A6	N & C	FT	Filled	X	
Administrative Assistant 3	10204			A6	N & C	FT	Vacant	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	Vacant	X	Retired 6/05/2022
Administrative Assistant 2	10304	1/10/2022	Ertz	A4	N & C	FT	Filled	X	
Administrative Assistant 2	10305	7/25/2022	Martinez	A4	N & C	FT	Filled	X	New Hire
Administrative Assistant 2	10306	7/25/2022	Frost	A4	N & C	FT	Filled	X	New Hire
Administrative Assistant 2	10307	8/22/2022	Fox, D	A4	N & C	FT	Filled	X	New Hire
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	
<b>CUSTODIAL MAINTENANCE Series</b>									
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		
<b>INTERN Series</b>									
Intern 2 (Degreed)	12101			A7	N & U	Intermittent	Vacant	X	
Intern 1 (Non-Degreed)	12201	5/31/2022	Schroff	A2	N & U	Intermittent	Vacant	X	New Hire/Terminated 8/5/2022
Intern 1 (Non-Degreed)	12202			A2	N & U	Intermittent	Vacant	X	
<b>Contact Tracers</b>									
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			A7	N & U	Intermittent	Vacant	X	
Clinical Services Assistant/Contact Tracer	13105	11/30/2021	Hall	A7	N & U	Intermittent	Vacant	X	Terminated 8/16/2022
Clinical Services Assistant/Contact Tracer	13106			A7	N & U	Intermittent	Vacant	X	
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



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

### ***Meeting Minutes***

August 5, 2022  
8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Patrick Blayney, Dawn Hall, Bill Souders, Jamie Leesburg, Lisa Ringer, Brandy Schaffer, Eric Olson

#### **I. Attendance**

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

- **Bulletins**
  - 18 Bulletins issued to date.
- **Change Orders-Log Issued**
  - 33 Change Orders Issued
  - 4 proposal pending formal approval/rejection (AOR/Owner Level).
    - ◆ TKC #35 Curtain Wall Attachment Details & Roof Tie-In
    - ◆ TKC #36 RFI #58 Screen wall Attachment (Added Post)
    - ◆ TKC #37 Bulletin #18 (RFI #57) Column Concealment
    - ◆ TKC #39 Custom Louver Color (Per HVAC Submittal)
  - 2 proposals pending submission
    - ◆ TKC #28 RFI #44 Door Conflict
    - ◆ TKC #38 RFI #56 Added Purlin Insulation @ Cavity
- **Payment Applications**
  - July (Pay Request #20) Draft 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**

- 58 Formal RFI's submitted; 58 answered.

##### **➤ RFI's to be Submitted**

- N/A

#### **VI. Schedule**

##### **➤ Current Schedule is dated 7/11//22**

- Updated version to be provided upon insulation availability and RFI #56.

#### **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.
- DPHD advised the county may have another optional site to procure topsoil. Alternate options to be explored.

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

##### **➤ Progress & Proposed Work**

- North canopy is complete. Metal studs @ exterior envelope on hold pending framers return. Masons are as far as they can go and have only the high part of the exterior façade remaining. Concrete work continues, replacement of the sidewalk and curb at the building is in progress. Procurement of concrete continues to be an issue.



- **New Issues/Business**

## **IX. Reminders/Tasks**

- **Specific Tasks**

- **Meetings**

- The next Progress Meeting will be **Friday 8/19/22 @ 8:00 am**



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

### ***Meeting Minutes***

August 19, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Patrick Blayney, Dawn Hall, Lisa Ringer, Brandy Schaffer, Eric Olson

#### **I. Attendance**

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

##### ➤ **Bulletins**

- 18 Bulletins issued to date.

##### ➤ **Change Orders-Log Issued**

- 34 Change Orders Issued
- 4 proposal pending formal approval/rejection (AOR/Owner Level).
  - ◆ TKC #28 Door Conflict
  - ◆ TKC #35 Curtain Wall Attachment Details & Roof Tie-In
  - ◆ TKC #37 Bulletin #18 (RFI #57) Column Concealment
  - ◆ TKC #39 Custom Louver Color (Per HVAC Submittal)
- 2 proposals pending submission
  - ◆ TKC #28 RFI #44 Door Conflict
  - ◆ TKC #39 Custom Louver Color (Per HVAC Submittal)

##### ➤ **Payment Applications**

- July (Pay Request #20) 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**

- 58 Formal RFI's submitted; 58 answered.

##### **➤ RFI's to be Submitted**

- N/A

#### **VI. Schedule**

##### **➤ Current Schedule is dated 7/11//22**

- Updated version to be provided upon insulation availability and RFI #56.

#### **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.
- DPHD advised the county may have another optional site to procure topsoil. Alternate options to be explored.
- Pat/DPHD is tracking options, TKC has requested a revised specification for the landscape (seed and topsoil) to match the Owners desire.

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

##### **➤ Progress & Proposed Work**

- Concrete patio has been completed, sidewalk repair to be completed today.
- Roof insulation has been delivered, ironworkers ETA to be determined.



➤ **New Issues/Business**

- TKC has requested review of RFI #56 direction and advice from the insulation subcontractor regarding the application selected.

**IX. Reminders/Tasks**

➤ **Specific Tasks**

- TKC to review pending CO's and AOR comments
- AOR to review seeding/landscape spec with the Owner
- AOR to review RFI # 56 direction and recommendations from the insulation sub.

➤ **Meetings**

- The next Progress Meeting will be **Friday 9/3/22/22 @ 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	6,482,338.00
Remaining Balance	4,213,098.00
Total	10,695,436.00

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	6,482,338	
<b>Revenue</b>					
Total Funds Available	Includes Encumbrances	6,182,295	6,770,918	327,391	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>\$327,391</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 \$1,291,414 = \$7,697,410 (see detail of change orders below + house demo)	6,405,996	6,405,996	3,834,603	2,571,394
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	428,737	18,913
Moody-Nolan	Travel, Printing & Courier Service	0	5,000	2,725	2,275
<b>Site Work</b>					0
Contingency		640,600	1,358,804	806,471	552,333
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				
Rubbish Removed from Pond	23,293.00				
Additional Drain Leaders to Storm	5,005				
Screenwall Attachment	4,373				
<b>Total Change Orders</b>	<b>1,053,823</b>				
<b>Additional Fence</b>	72,169	25,000	72,169	72,169	0
<b>House Demolition</b>	165,422	0	165,422	165,422	0
<b>Total Change Orders Requested</b>	<b>237,591</b>				
<b>Total Change Orders</b>	<b>1,291,414</b>				
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	47,520	2,480
Review Fees	City of Delaware	8,700	10,000	9,098	902
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	44,000	0
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>\$5,470,091</b>	<b>\$3,221,843</b>
<b>Total</b>		8,611,318	9,628,518	6,406,675	3,221,843

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)					

July 2022

Public Health/General Operating Funds

06/30/22 - Cash Balance 7,418,636

Revenues							
Fund Number	2022 Budgeted Revenue	2022 July Revenue	2021 July Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Administration 70225111	4,422,941	22,946	23,310	2,898,754	2,388,149	65.54%	58.33%
Vital Statistics 70225112	181,346	11,958	18,741	125,430	141,355	69.17%	58.33%
Facility & Expansion 70225113	-	-	-	22,964	-	-	-
Data & Communication 70225114	-	-	151	127	4,463	-	-
Building 70225115	2,291,863	4,284	3,543	177,459	174,687	7.74%	58.33%
Sunbury Satellite 70225116	-	-	-	-	-	-	-
OEPA Litter 70225221	2,000	-	-	-	-	0.00%	58.33%
CH Administration 70225222	100	19,741	22,907	65,029	137,528	65029.00%	58.33%
Communication 70225225	-	-	-	-	-	-	-
MRC Program 2022 70225226	-	-	-	10,000	-	-	-
PH Emergency Planning 70225228	147,945	86,362	134,603	131,314	134,603	88.76%	58.33%
Tobacco Prevention & Cessation 70225230	-	-	-	-	5,650	-	-
EH Administration 70225441	780	-	4	574	309	73.59%	58.33%
ER Response & Waste Management 70225442	-	-	-	-	-	-	-
Sewage 70225443	329,058	21,953	29,495	188,262	211,794	57.21%	58.33%
Vector 70225444	-	-	-	12,690	-	-	-
Residential Services 70225445	-	-	-	-	-	-	-
Plumbing 70225446	1,125,586	120,174	99,256	878,715	677,811	78.07%	58.33%
Food Protection & Public Safety 70225447	5,000	250	250	2,188	2,450	43.76%	58.33%
PH Administration 70225551	-	1	-	4,282	55	-	-
Public Health Disease Prevention 70225554	7,000	-	-	7,000	11,000	100.00%	58.33%
Community Health & Clinic Services 70225555	236,572	15,829	132,746	194,575	296,280	82.25%	58.33%
BCMH 70225556	13,645	390	-	5,860	360	42.95%	58.33%
Get Vaccinated 70225558	27,823	2,986	-	8,037	-	28.89%	58.33%
PH Naloxone 70225559	4,784	-	-	-	-	-	-
<b>Total</b>	<b>8,796,443</b>	<b>306,874</b>	<b>465,006</b>	<b>4,733,260</b>	<b>4,186,494</b>		

Other Financing Sources (Advances/Transfers)			
70225111	-	-	277,582
70225111	-	-	-
	-	-	277,582

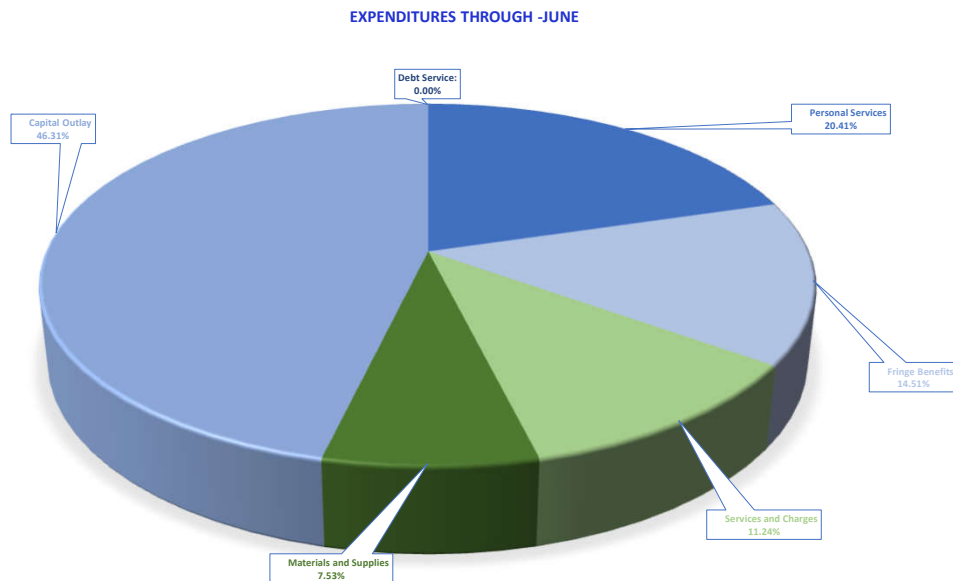
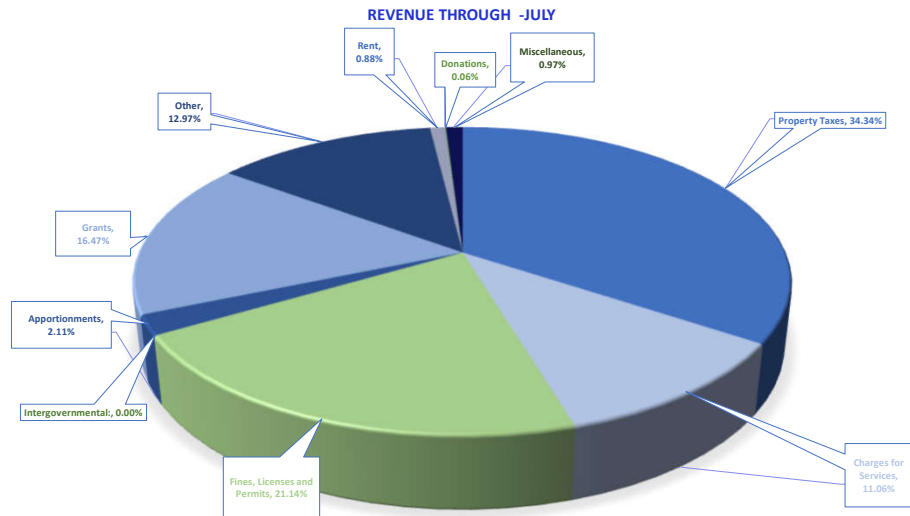
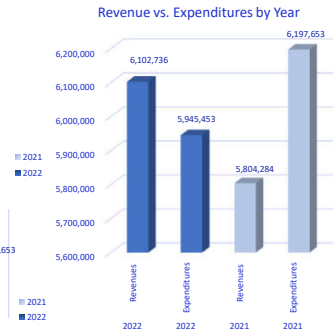
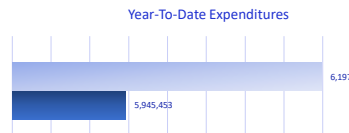
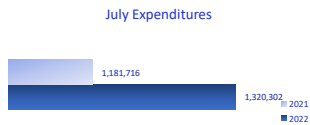
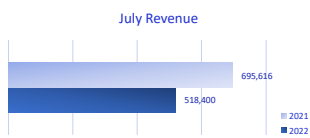
Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 July Expenditures	2021 July Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditure	% Expended Year-To-Date	% Expected Year-To-Date
Administration 70225111	2,628,176	289,217	164,079	1,142,361	996,779	43.47%	58.33%
Vital Statistics 70225112	209,018	32,271	39,133	141,470	147,725	67.68%	58.33%
Facility & Expansion 70225113	124,119	18,834	12,970	82,194	102,038	66.22%	58.33%
Data & Communication 70225114	507,948	39,074	18,748	273,073	271,125	53.76%	58.33%
Building 70225115	376,681	16,727	3,235	79,849	153,852	21.20%	58.33%
Sunbury Satellite 70225116	118,445	11,806	10,138	72,591	64,723	61.29%	58.33%
OEPA Litter 70225221	2,174	101	-	351	-	16.15%	58.33%
CH Administration 70225222	846,781	87,435	127,478	424,297	389,991	50.11%	58.33%
Communication 70225225	248,319	16,442	17,645	113,478	91,721	45.70%	58.33%
PH Emergency Planning 70225228	162,411	11,542	8,339	66,356	26,362	40.86%	58.33%
Tobacco Prevention & Cessation 70225230	-	-	-	-	651	-	-
EH Administration 70225441	194,832	16,040	18,432	75,746	86,514	38.88%	58.33%
ER Response & Waste Management 70225442	59,749	3,917	3,131	14,063	93,453	23.54%	58.33%
Sewage 70225443	265,260	29,503	11,076	146,112	113,407	55.08%	58.33%
Vector 70225444	96,666	18,577	23,138	53,753	58,047	55.61%	58.33%
Residential Services 70225445	173,042	8,587	7,190	45,557	51,509	26.33%	58.33%
Plumbing 70225446	689,235	54,637	58,279	324,474	316,664	47.08%	58.33%
Food Protection & Public Safety 70225447	205,095	9,782	26,241	97,206	149,242	47.40%	58.33%
PH Administration 70225551	164,184	12,185	2,950	67,648	100,280	41.20%	58.33%
Public Health Disease Prevention 70225554	232,405	23,128	28,991	121,505	110,608	52.28%	58.33%
Community Health & Clinic Services 70225555	757,125	54,404	87,045	324,189	393,806	42.82%	58.33%
BCMH 70225556	100,323	8,204	4,374	28,322	21,891	28.23%	58.33%
Get Vaccinated 70225558	63,166	6,654	10,908	40,065	25,327	63.43%	58.33%
PH Naloxone 70225559	13,449	90	(3,259)	813	2,804	6.05%	58.33%
<b>Total</b>	<b>8,238,603</b>	<b>769,157</b>	<b>680,261</b>	<b>3,735,473</b>	<b>3,768,519</b>		

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

07/31/22 -Public Health/General Operating Funds Cash Balance 6,956,353

July 2022

Special Revenue, Capital Project Funds & Debt Service							
06/30/2022 - Cash Balance		2,433,832					
Revenues							
Fund Number	2022 Budgeted Revenue	2022 July Revenue	2021 July Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Campground Program 70351503	8,400	-	-	8,178	7,287	97.36%	58.33%
Food Service 70451504	428,093	2,479	10,670	406,639	390,658	94.99%	58.33%
Covid 19 Response 70551505	-	-	-	-	102,821	-	-
Water System 70651506	13,167	1,010	1,947	6,836	12,008	51.92%	58.33%
Solid Waste 70751507	41,250	-	-	34,939	35,026	84.70%	58.33%
Swimming Pool 70851508	57,197	-	1,710	67,565	66,898	118.13%	58.33%
Women Infants & Children 70951509	550,000	119,804	119,029	365,188	358,698	66.40%	58.33%
Safe Rt23 Corridor 71351515	35,000	4,529	-	29,256	6,219	83.59%	58.33%
DGHD New Office 71451401	4,000,000	-	-	5,666	150	0.14%	58.33%
Enhanced Operations Grant 71651529	149,000	-	97,254	282,000	402,851	189.26%	58.33%
Contact Tracing/CO20 71851528	-	-	-	-	235,174	0.00%	58.33%
New Facility Debt Service 75451402	250,000	-	-	-	-	0.00%	58.33%
Workforce Development Grant 75551403	300,000	30,521	-	98,875	-	32.96%	58.33%
Covid 19 Vaccination 75651404	257,137	53,183	-	64,334	-	25.02%	58.33%
Total	6,089,244	211,526	230,610	1,369,476	1,617,790		
Other Financing Sources (Advances/Transfers)							
70551505	-	-	-	-	42,408	Advance	
75651404	-	-	-	100,000	-	Advance	
71651529	-	-	-	-	300,000	Advance	
71851528	-	-	-	-	5,372	Advance	
	-	-	-	100,000	347,780		
Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 July Expenditures	2021 July Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditures	% Expended Year-To-Date	% Expected Year-To-Date
Campground Program 70351503	8,537	3,239	930	5,418	5,671	63.46%	58.33%
Food Service 70451504	428,607	47,189	22,518	259,204	187,632	60.48%	58.33%
Covid 19 Response 70551505	-	-	42,002	-	57,958	-	-
Water System 70651506	17,223	1,501	1,089	7,325	7,259	42.53%	58.33%
Solid Waste 70751507	43,947	3,168	6,459	29,195	34,927	66.43%	58.33%
Swimming Pool 70851508	64,610	7,151	607	34,364	14,112	53.19%	58.33%
Women Infants & Children 70951509	591,449	55,427	49,981	282,647	265,098	47.79%	58.33%
Safe Rt23 Corridor 71351515	19,997	5,032	3,396	26,099	15,171	130.51%	58.33%
DGHD New Office 71451401	5,608,868	371,730	280,553	1,241,497	1,331,115	22.13%	58.33%
Enhanced Operations Grant 71651529	65,000	25,861	42,980	171,798	406,964	264.30%	58.33%
Contact Tracing/CT20 71851528	-	-	50,940	-	103,227	-	-
New Facility Debt Service Fund 75451402	250,000	-	-	-	-	0.00%	58.33%
Workforce Development Grant 75551403	110,500	11,750	-	74,912	-	67.79%	58.33%
Covid 19 Vaccination 75651404	257,137	19,097	-	77,521	-	30.15%	58.33%
Total	7,465,875	551,145	501,455	2,209,980	2,429,134		
Other Financing Uses (Advances/Transfers)							
70551505	-	-	-	-	42,408	Advance	
71851528	-	-	-	-	235,174	Advance	
	-	-	-	-	-		
					277,582		
Total 2022 Year-To-Date Revenues				6,102,736	5,804,284	Total 2021 Year-To-Date Revenues	
Total 2022 Year-To-Date Expenditures				5,945,453	6,197,653	Total 2021 Year-To-Date Expenditures	
Overall:							
Revenues:							
Overall revenues increased \$298,452 or 5.14% in 2022 over 2021. The increase is caused by an increase in plumbing revenue.							
Expenditures:							
Overall expenditures decreased \$252,200 or 4.07% The decrease in expenditures is mostly due to decreased COVID grant expenditures.							
Special Revenue, Capital Project and Debt Service Funds Cash Balance		2,094,213					
Total Cash Balance		9,050,566					
County Litter Fund							
06/30/2022 - Cash Balance		58,699					
Revenues							
Litter Grant 22111502	79,910	-	-	62,455	63,382	78.16%	58.33%
Expenditures							
Litter Grant 22111502	79,910	19,741	-	88,103	11,709	110.25%	58.33%
07/31/2022 - Cash Balance		38,958					



**CASH REPORT**

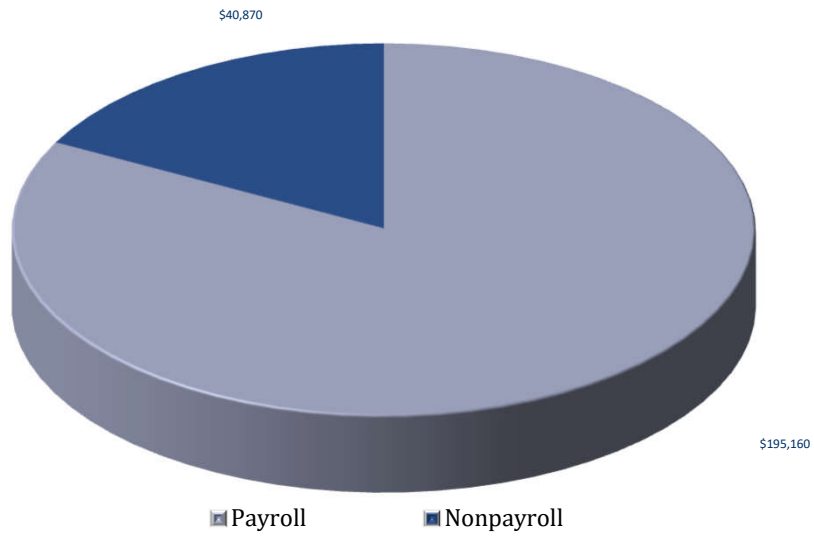
01/01/2022 - 07/31/2022

FUND	TITL	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
702	HEALTH DEPARTMENT	6,058,566.65	4,733,260.08	3,735,473.32	(100,000.00)	6,956,353.41	1,521,626.35	0.00	5,434,727.06
703	CAMPGROUND PROGRAM	8,107.20	8,178.00	5,418.36	0.00	10,866.84	0.00	0.00	10,866.84
704	FOOD SERVICE	303,139.74	406,639.26	259,204.48	0.00	450,574.52	52,587.54	0.00	397,986.98
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	6,835.80	7,324.71	0.00	20,805.49	4,829.16	0.00	15,976.33
707	SOLID WASTE	32,152.02	34,938.91	29,195.36	0.00	37,895.57	3,085.61	0.00	34,809.96
708	SWIMMING POOL	117,703.80	67,565.00	34,363.56	0.00	150,905.24	6,552.54	0.00	144,352.70
709	WOMEN INFANTS CHILDREN	93,708.15	365,188.22	282,647.45	0.00	176,248.92	49,162.50	0.00	127,086.42
713	SAF RT23 CORRIDOR	25,953.94	29,255.78	26,098.85	0.00	29,110.87	8,515.10	0.00	20,595.77
714	DGHD NEW OFFICE	2,044,992.01	5,666.49	1,241,497.37	0.00	809,161.13	3,927,362.98	0.00	-3,118,201.85
716	ENHANCED OPERATIONS GRANT	73,020.52	282,000.00	171,797.65	0.00	183,222.87	16,505.29	0.00	166,717.58
755	WORKFORCE DEVELOPMENT GRANT	114,646.73	98,874.57	74,912.01	0.00	138,609.29	9,651.75	0.00	128,957.54
756	COVID 19 VACCINATION	0.00	64,333.95	77,521.43	100,000.00	86,812.52	7,131.42	0.00	79,681.10
	<b>TOTALS:</b>	<b>8,893,285.17</b>	<b>6,102,736.06</b>	<b>5,945,454.56</b>	<b>0.00</b>	<b>9,050,566.67</b>	<b>5,607,010.24</b>	<b>0.00</b>	<b>3,443,556.43</b>

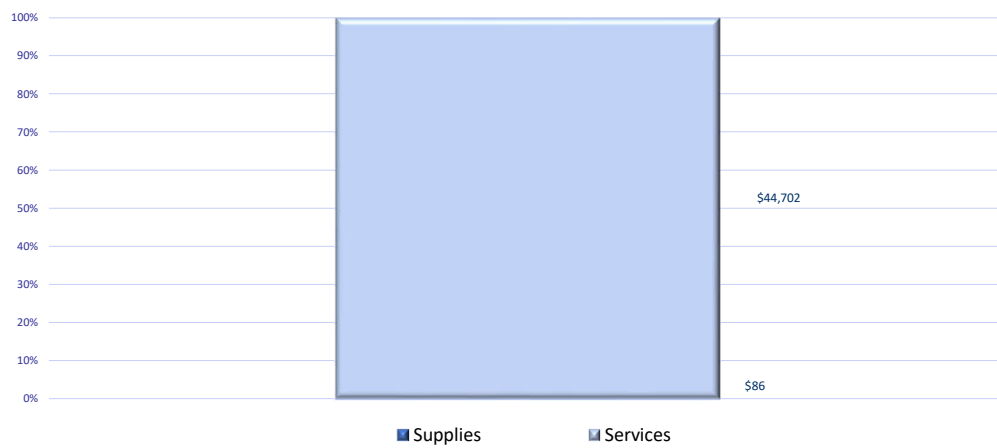
**CASH REPORT**  
01/01/2022 - 07/31/2022

FUND	TITL	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	ADVANCES IN (ADVANCES OUT)	ENDING BALANCE	ENCUMBERED	BUDGET STABILIZATION	UNENCUMBERED BALANCE
221	LITTER GRANT	64,605.44	62,455.20	88,102.74	0.00	38,957.90	14,880.55	0.00	24,077.35
TOTALS:		64,605.44	62,455.20	88,102.74	0.00	38,957.90	14,880.55	0.00	24,077.35

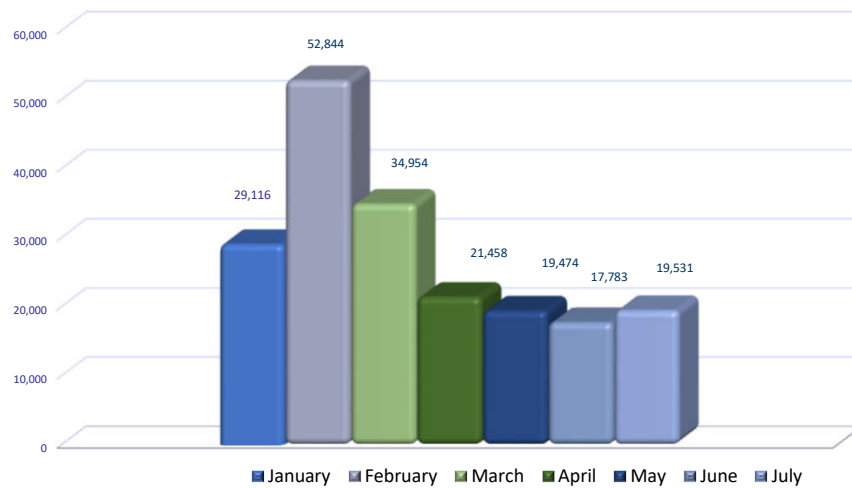
## 2022 COVID EXPENDITURES



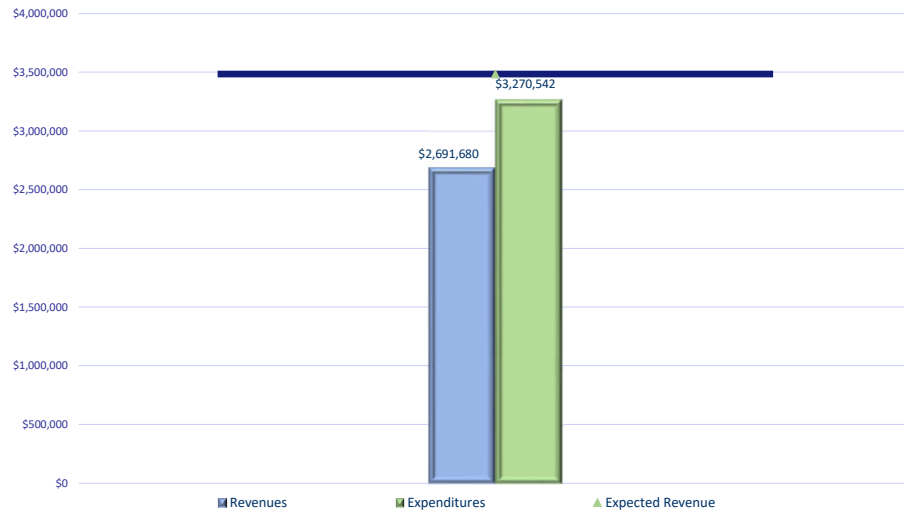
## Nonpayroll COVID Expenditures



## Payroll COVID Expenditures



## COVID Revenue vs Expenditures 2020-2022



Grants	Award	Grant Period	Received	
State	\$10,963	N/A	\$10,963	\$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 21	\$736,626	2/1/21-7/31/22	\$736,626	\$0.00
Enhanced Operations - Grant Year 22	\$600,000	2/1/21-7/31/22	\$0	-\$600,000.00
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	\$64,334	\$192,803.00
	<b>\$3,484,483</b>		<b>\$2,691,680</b>	

= Completely Expensed



# 2022 NWOEHA Fall Conference

## Conference Agenda

Thursday, October 13th, 2022

8:00 am - 8:30 am	Exhibits Open ( Foyer )	Registration/Continental Breakfast/Coffee Break	
8:30 am - 8:45 am		Opening Comments/ Business Meeting Aloeswood/ Leopardwood	
8:45 am - 9:45 am		Suzanne Hrusch & Kevin Brennan, Reinvest & Reinvent	
9:45 am - 10:00 am		BREAK/Coffee Break	
CONCURRENT SESSIONS ROOMS		ALOESWOOD/LEOPARDWOOD	ROSEWOOD
10:00 am - 10:45 am		Nathan Wright, Geophyta Inc. The Why And How of Soil Evaluation for Septic System Designs	Jason Ahrens, REHS Ohio Farmers Markets and Retail Food Establishment License with the Ohio Department of Agriculture (ODA)
10:45 am - 11:30 am		Seth Layne, Geophyta Inc. Explaining and Applying Septic System Regulations	Jason Ahrens, REHS Ohio Farmers Markets and Retail Food Establishment License with the Ohio Department of Agriculture (ODA)
11:30 am - 12:30 pm		LUNCH/AWARDS/Coffee Break IN SAGEWOOD/ZEBRAWOOD	
12:30 pm - 1:30 pm		Jesse Bliss, Health Equity with NEHA Aloeswood/Leopardwood	
CONCURRENT SESSIONS ROOMS		ALOESWOOD/LEOPARDWOOD	ROSEWOOD
1:30 pm - 2:15 pm		Arielle Hieronimus, MPH, CHES Technical tools for EH Specialist	Mark Adams, What is Public Health
2:15 pm -2:30 pm		BREAK/Coffee Break & snack	
CONCURRENT SESSIONS ROOMS		ALOESWOOD/LEOPARDWOOD	ROSEWOOD
2:30 pm - 3:15 pm		Jon Tran, Retail Food Specialist U.S Drug and Food Administration (FDA)	Dennis Clement, EPA Grants to Health Districts
3:15 pm - 4:15 pm		Sean Mcguigan, Peat Fiber Biofilter Design, Install & Maintain (ORC), ANUA Aloeswood/Leopardwood	

Total CEUs: Up to 6.5

Please Note: Speaker dates and times are subject to change.



# 2022 NWOEHA Fall Conference

## Conference Agenda

Friday, October 14<sup>th</sup>, 2022

8:00 am - 8:30 am	Exhibits Open (Foyer)	Registration/Breakfast/Coffee Break		
8:30 am - 8:45 am		OEHA President's Message Aloeswood/ Leopardwood		
8:45 am - 9:45 am		Laura Morrison, Gina Kramer, Michala Krakowski, Kaylyn Brunskole, ORA Panelists Food & Safety in FSO		
9:45 am - 10:00 am		BREAK/Coffee Break		
CONCURRENT SESSIONS ROOMS		ALOESWOOD/LEOPARDWOOD	ROSEWOOD	
10:00 am - 10:45 am		Darryl Booth, Accela	Marlon Basco, CDC Public Health Associate	
10:45 am - 11:30 am		David Driggs, Plumbing	Thomas Fink/Ashley Ruminski, Pool/Aquatics	
11:30 am - 12:30 pm		LUNCH/Coffee Break IN SAGEWOOD/ZEBRAWOOD		
12:30 pm - 1:15pm		Mahjida Steffin & Anthony Dible, Overdose Prevention and Harm Reduction Rooms: Aloeswood/Leopardwood		
CONCURRENT SESSIONS ROOMS		ALOESWOOD/LEOPARDWOOD	ROSEWOOD	SAGEWOOD/ ZEBRAWOOD
1:15 pm- 2:00 pm		Patrick McCarthy, Piercing Supply Going 100% Disposable & Changes Coming to the Industry	James Skora, 6 County Solid Waste District, HB 592	EH Director's Mtg.
2:00 pm-2:15 pm		BREAK/Coffee Break & snack		
2:15 pm - 3:15 pm		Brandon Mantel, Arsenic in Groundwater and Treatment Aloeswood/Leopardwood		
3:15 pm - 3:30 pm		WRAP UP		

Total CEU's: Up to 5.5

Total CEU's for both days: Up to 12.00

Please Note: Speaker dates and times are subject to change.



# FY 2022 Per Diem Rates for Sandusky, Ohio

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Sandusky	Erie	\$64	\$14	\$16	\$29	\$5	\$48.00



# FY 2022 Per Diem Rates for Sandusky, Ohio

Max lodging by month (excluding taxes.)

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Sandusky	Erie	\$101	\$101	\$101	\$101	\$101	\$119	\$119	\$119	\$119	\$119	\$119	\$101