

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: September 23, 2022

To: Board of Health

From: Shelia Hiddleson, RN, MS
Health Commissioner

Re: Board meeting **Tuesday, September 27, 2022, 7:00 pm Basement – Training Room. If you are unable to attend, please notify our office. Mr. Tiberi has informed us that he will not be able to attend.**

***PMT – Performance Management Touchstone**

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER	2	
1.02 CONSENT ITEMS 6.012 A-B Appropriations 6.016 A Inventory 6.108 New Child Key 6.021 A, C Authorization/Employment 6.022 A-B Reclassification/Promotion 6.023 A-B Tuition Reimbursement/Staff Development 6.053 A Resolutions	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent.	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER <ul style="list-style-type: none"> • Covid and Monkeypox Update • Eric Penkal, Assistant Prosecutor, resignation • Fiscal Office – temporary assistance update 	2	Info/ Shelia	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report. Ms. Hiddleston will provide report at meeting. Action Requested: Accept	2	Accept/ Shelia	Agency

3.0 BOARD REPORTS

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

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>
5.032 Admin/Facilities			
<p>A. New Facility Update – Every two weeks Agency representatives meet virtually with the representatives from Knoch Corporation, General Contractor, and Moody Nolan, Architecture and Engineering firm, to discuss the process of the construction of the new facility and address any concerns. A copy of the available minutes are attached. The next scheduled meeting will be held on October 7, 2022. The current schedule shows a completion date of 02/09/2023.</p> <p>Total Change Orders to date: \$1,044,063 (Includes house demolition & fence per our request). The following change orders are pending:</p> <ul style="list-style-type: none"> • South Wall Framing & Moveable Partition Support \$35,39.74 • East Side Window Elevation Conceal Column \$2,481.75 • Added joist insulation • Louver Color \$1,354.29 	10	Info/ Mr. Blayney Shelia	Agency

<p>Budget attached. Ms. Hiddleson and Ms. Hall are providing an additional At a Glance document with the budget attached.</p> <p>Mr. Bill Souders from Moody Nolan will be in attendance.</p> <p>Action Requested: Discussion/Information</p>			
<p>B. Executive Session - Mrs. Hiddleson requests the Board adjourn to Executive Session pursuant to ORC 505.10 to discuss the sale of the West Winter properties.</p> <p>Ms. Sara Walsh will be in attendance.</p>	15	Discuss/ 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>
6.012 APPROPRIATIONS			
<p>A. Cribs for Kids - Request board approval of initial appropriations in the Cribs for Kids fund (TBD) in the net amount of \$16,450 to Salaries, Fringe Benefits, and Materials and Supplies, Services and Charges. These appropriations are necessary to account for the grant related expenditures.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
<p>B. COVID 19 Vaccination - Request board approval of transfer of appropriations in the fund (75651404) in the net amount of \$10,000 to Salaries to Materials and Supplies. These appropriations are necessary to account for the grant related expenditures.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
6.016 INVENTORY			
<p>A. Disposal of Inventory – Request Board approval to disposal of inventory item #1269 Printer model K10488, SN BALA06211. The inventory item is no longer supported, print quality had decreased and a replacement has been purchased.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency

6.018 NEW CHILD KEY			
<p>A. Cribs for Kids - Request Board approval to create the Cribs for Kids Child Key in Fund 702. Org. Key (TBD). This child key will be used to account for the \$34,350 grant awarded from ODH.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency
6.021 AUTHORIZATION/EMPLOYMENT			
<p>A. Contact Tracer / Ms. Katherine Bowman – Request Board approval to hire Ms. Katherine Bowman to fill intermittent Contact Tracer position within the Preventative Health Division under the ODH Enhanced Operations grant. This position is up to 30 hours a week (75% FTE), \$17.55/hour (pay band B) effective October 3, 2022. Position is funded 100% through the enhanced operations grant and will be discontinued at the expiration of funding. Anticipated annual salary and benefits of \$34,708.92.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>B. Executive Session - Ms. Donaldson requests the Board adjourn to Executive Session pursuant to ORC 121.22(G)(1) to discuss the employment of a public employee.</p> <p>Action Requested: Discussion</p>	20	Discuss/ Shelia	Agency
<p>C. Voluntary Resignation / Mr. Richard Stewart – Request Board confirm resignation of Mr. Richard Stewart, REHS II. Mr. Stewart has accepted employment with Franklin County Public Health in their Water Quality Unit. Mr. Stewart’s last day with DPHD was September 21, 2022.</p>	0	Consent/ Dustin	Agency
6.022 RECLASSIFICATION/PROMOTION			
<p>A. Promotion Without Competition / Ms. Amy Whitney - Request Board approval to promote without competition Ms. Amy Whitney from HR Officer to Administrative Director. As discussed at the August BOH meeting, a reorganization of the Administrative Division is needed to address some of the previous Director of Operations and Finance concerns with the ability to provide oversight to the Fiscal, Operations, and IT units. Ms. Whitney will assume the oversight of the Fiscal, Operations, and IT units in addition to her current duties as the HR Officer. With this change the new Fiscal Officer will report directly to Ms. Whitney but remain a member of the Senior Leadership Team to fulfill the responsibilities to the HC and the Board. This change will be from a pay band of Q to R as approved by the Board in August. Effective first full pay in October, Ms. Whitney’s new hourly rate will be \$42.14 hour which will include a 3% promotion without competition increase. Annual performance appraisal date will stay on September 1 schedule with all staff performance appraisals for 2023.</p>	0	Consent/ Shelia	Agency

Position is funded 100% out of Public Health. PMT: Agency Action Requested: Consent approval			
B. Promotion With Competition / Ms. Janice Card – Request Board confirm promotion with competition Ms. Janice Card from Contact Tracer (pay band B) to Public Health Nurse II (pay band I) within the Preventative Health Division. Effective September 17, 2022, Ms. Card will be elevated to the base pay rate of a Public Health Nurse, \$22.14/hour, per policy. Annual performance appraisal date will change to one year from the effective date of promotion with competition. Position is funded 100% through the enhanced operations grant and the position will be discontinued at the expiration of funding. Anticipated annual salary and benefits of \$53,722.23 Action Requested: Consent approval	0	Consent/ Adam	Agency
6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT			
A. 2022 Winter Education Conference – Request Board approval to expend up to \$7,000.00 in Workforce Development and Public Health funds for the 2022 Winter Education Conference. Expenses include The Cost of Poverty Experience (\$3,000.00); event space and meals (\$3,500.00 food Public Health fund); and program supplies (\$500.00). The 2022 Winter Education Conference will be held on December 2, 2022 from 8:00am-4:30pm at the Bridgewater Banquet & Conference Center. PMT: Agency Action Requested: Consent Approval	0	Consent/ Jen	Agency
B. Community Health Division Staff Retreat – Request Board approval to expend up to \$1,500.00 in Workforce Development and Public Health funds for the Community Health Division Staff Retreat. Expenses include Strength Finders speaker (\$750.00); meals (\$500.00 Public Health fund); and program supplies (\$250.00). The Community Health Division Staff Retreat will be held on December 16, 2022 from 8:00am-4:30pm at Shale Hollow Park. PMT: Agency Action Requested: Consent Approval	0	Consent/ Jen	Agency
6.032 ADMIN/FACILITIES			
A. Building Repairs – Update on 1 West Winter building and potential repairs.	5	Info/ Amy W.	Agency

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES			
<p>A. Credit Card Log – Per policy the Board is provided a copy of the Credit Card log quarterly (attached). The credit card in the Director of Finance and Operation’s name canceled.</p> <p>Action Requested: Information only</p>	0	Info/ Shelia	Agency
6.053 RESOLUTIONS			
<p>A. Resolution 2022-04 – Request Board approval of Resolution 2022-04. Be it resolved by the board of the Delaware General Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health District fund (70225111) in the amount of \$4,354,760 from levies outside the 10 mill limitation at the County Auditor’s estimated rate of 0.70 mills. A copy of the resolution and “Schedule A” is attached.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Shelia	Agency

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
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2022 BUDGET

Program **COVID 19 Vaccination**

Fund **75651404**

AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
SALARIES		<u>115,302.47</u>		<u>105,302.47</u>
5001 - SALARIES	115,302.47		(10,000.00)	105,302.47
5004 - OVERTIME	0.00		-	0.00
BENEFITS		<u>94,338.38</u>		<u>94,338.38</u>
5101 - HEALTH INSURANCE	60,282.23		-	60,282.23
5102 - WORKERS COMP	943.38		-	943.38
5103 - DENTAL/OTHER INS + LTD	9,433.84		-	9,433.84
5120 - AGENCY SHARE/OPERS	22,641.21		-	22,641.21
5131 - AGENCY SHARE/MCARE	1,037.72		-	1,037.72
MATERIALS & SUPPLIES		<u>11,700.00</u>		<u>21,700.00</u>
5201 - GENERAL SUPPLIES	1,500.00		-	1,500.00
5215 - PROGRAM SUPPLIES	5,200.00		10,000.00	15,200.00
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	5,000.00		-	5,000.00
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
SERVICES & CHARGES		<u>23,446.15</u>		<u>23,446.15</u>
5301 - CONTRACTED PROF SERVICE	0.00		-	0.00
5305 - TRAINING & STAFF DEVELOP	1,500.00		-	1,500.00
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	0.00		-	0.00
5309 - TRAVEL - MILEAGE REIM ONLY	1,146.15		-	1,146.15
5310 - TRAVEL - NON TAXABLE	0.00		-	0.00
5311 - TAXABLE TRAVEL REIMBURSEMENT	0.00		-	0.00
5312 - ADVERT&LEGAL NOTICE	10,800.00		-	10,800.00
5313 - PRINTED&RELATED SERVICES	3,500.00		-	3,500.00
5315 - SATTELITE, CABLE, INTERNET	0.00		-	0.00
5316 - APPLICATION & LICENSE FEES	0.00		-	0.00
5317 - PUBLIC RELATIONS & PROMOTION	5,000.00		-	5,000.00
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	1,500.00		-	1,500.00
5330 - COMMUNICATION SERVICES	0.00		-	0.00
5331 - POSTAL & FREIGHT SERVICE	0.00		-	0.00
CAPITAL OUTLAYS & EQUIPMENT		<u>12,350.00</u>		<u>12,350.00</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	12,350.00		-	12,350.00
5452 - SOFTWARE>\$100,000	0.00		-	0.00
GRANTS IN-AID	0.00		-	0.00
TOTAL GRANTS IN AID	0.00		-	0.00
DEBT SERVICE				
5710 - INTEREST PAYMENTS	0.00		-	0.00
5715 - PRINCIPAL PAYMENTS	0.00		-	0.00
TOTAL DEBT SERVICE	0.00		-	0.00
CASH TRANSFERS		<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
TOTAL ADVANCES	0.00		-	0.00
TOTAL EXPENSES	257,137.00	257,137.00	0.00	257,137.00

2022 BUDGET

Program Cribs for Kids

Fund TBD

AMENDED APPROPRIATION REQUEST

ACCOUNT	CURRENT		AMENDED		
	2022		2022		
SALARIES		<u>0.00</u>		<u>5,000.00</u>	
5001 - SALARIES	0.00		5,000.00	5,000.00	
5004 - OVERTIME	0.00		-	0.00	
BENEFITS		<u>0.00</u>		<u>3,450.00</u>	
5101 - HEALTH INSURANCE	0.00		1,000.00	1,000.00	
5102 - WORKERS COMP	0.00		100.00	100.00	
5103 - DENTAL/OTHER INS + LTD	0.00		100.00	100.00	
5120 - AGENCY SHARE/OPERS	0.00		2,000.00	2,000.00	
5131 - AGENCY SHARE/MCARE	0.00		250.00	250.00	
MATERIALS & SUPPLIES		<u>0.00</u>		<u>7,000.00</u>	
5201 - GENERAL SUPPLIES	0.00		-	0.00	
5215 - PROGRAM SUPPLIES	0.00		7,000.00	7,000.00	
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	
SERVICES & CHARGES		<u>0.00</u>		<u>1,000.00</u>	
5301 - CONTRACTED PROF SERVICE	0.00		1,000.00	1,000.00	
5305 - TRAINING & STAFF DEVELOP	0.00		-	0.00	
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	0.00		-	0.00	
5309 - TRAVEL - MILEAGE REIM ONLY	0.00		-	0.00	
5310 - TRAVEL - NON TAXABLE	0.00		-	0.00	
5311 - TAXABLE TRAVEL REIMBURSEMENT	0.00		-	0.00	
5312 - ADVERT&LEGAL NOTICE	0.00		-	0.00	
5313 - PRINTED&RELATED SERVICES	0.00		-	0.00	
5315 - SATTELITE, 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	
CAPITAL OUTLAYS & EQUIPMENT		<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	
GRANTS IN-AID	0.00		-	0.00	
TOTAL GRANTS IN AID	0.00		-	0.00	
DEBT SERVICE					
5710 - INTEREST PAYMENTS	0.00		-	0.00	
5715 - PRINCIPAL PAYMENTS	0.00		-	0.00	
TOTAL DEBT SERVICE	0.00		-	0.00	
CASH TRANSFERS		<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	
TOTAL ADVANCES	0.00		-	0.00	
TOTAL EXPENSES	0.00	0.00	16,450.00	16,450.00	16,450.00

Resolution 2022-01

RESOLUTION TO CERTIFY TAX LEVY

Be it resolved, by the board of the Delaware Public Health District that the amounts and rates as determined by the Budget Commission in its certification, be and the same as herby accepted; and be it future resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied within the ten mill limitation as follows: Health District fund in the amount of \$4,354,760 from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. Please see attached copy "Schedule A".

Adopted by the Board of Health, Delaware General Health District, September 27, 2022.

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

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

DELAWARE COUNTY HEALTH DEPT TAX YEAR 2022 FUND	Amount Approved by Budget Commission Inside 10 M. Limitation	Amount to Be Derived from levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
Current Expense		4,354,760		0.70
TOTAL	0	4,354,760	0.00	0.70



Delaware Public Health District New Headquarters Building

Meeting Minutes

September 2, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleson, Patrick Blayney, Bill Souders, Lisa Ringer, Jamie Leesburg, Brandy Schaffer, Doug Elliot, 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)
- 1 proposal pending submission
 - ◆ TKC #28 RFI #44 Door Conflict

➤ **Payment Applications**

- August (Pay Request #21) 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 8/23/22**

VII. Old Business/Open Issues

- **Old Issues**
 - Topsoil Shortage/Discussion continued for procurement of the topsoil. DPHD may be able to procure topsoil from other county projects. Knoch Corp. advised we have until late summer.
 - 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**
 - Roof work has begun with the installation of the banding and joist straps.
 - Studs at the exterior walls are in progress.



- **New Issues/Business**

IX. Reminders/Tasks

- **Specific Tasks**
 - TKC to revise and resubmit open COs for review
 - AOR to review seeding/landscape spec with the Owner.

- **Meetings**
 - The next Progress Meeting will be **Friday 9/16/22 @ 8:00 am**



Thank You and Recognition Summary Board of Health Meeting – September 2022



Brittany Zoecklein and Shannon Self – Brittany and Shannon were thanked by Schultz elementary school for their handwashing and swimming pool safety presentations.