

## 1.0 CONVENTION

### 1.01 CALL TO ORDER

The July 26, 2022, meeting was held at the Delaware Public Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:01 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Ms. Howerton, Ms. Donaldson, Ms. Smith, Mr. Hatfield, Mr. Karr and Mr. Holzapfel. Board members attending virtually: Dr. Donaldson. Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Aly Sawyer, Community Health Specialist 1 and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

### 1.02 CONSENT ITEMS

#### 6.012 Appropriations A-C

#### 6.021 Authorization/Employment A-C

Items 6.021 Authorization/Employment D, E, and F were added to the agenda. Mr. Karr moved to approve the consent agenda and agenda as submitted and amended. Ms. Howerton seconded the motion. The motion carried unanimously.

### 1.03 APPROVAL OF MINUTES

Ms. Howerton moved to approve the June 28, 2022, minutes. Ms. Smith seconded the motion. The motion carried unanimously.

### 1.04 APPROVAL OF BILLS

Ms. Howerton moved to approve the June 2022 bills. Ms. Smith seconded the motion. The motion carried unanimously.

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

- **Building Timeline** – Ms. Hiddleson presented a building timeline covering 2017 to present. A copy of the timeline was provided to the Board.
- **Strategic Plan Revision** – Ms. Hiddleson suggested the Board may want to meet sometime in the future to review and/or review the Strategic Plan

Ms. Keagy introduced new employee Ms. Aly Sawyer, Community Health Specialist 1.

### 2.02 FINANCE

**A. Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the year-to-date finance report was provided to the Board.

**PMT: Agency**

Ms. Smith moved to accept the year-to-date finance report. Mr. Karr seconded the motion. The motion carried unanimously.

## 5.0 OLD BUSINESS

### 5.032 ADMINISTRATION/FACILITIES

**A. New Facility Update** – Every two weeks Agency representatives meet virtually with the representatives from Knoch Corporation, General Contractor, and Moody Nolan, Architecture and Engineering firm, to discuss the process of the construction of the new facility and address

any concerns. A copy of the available minutes was provided to the Board. The next scheduled meeting will be held on August 5, 2022. The current schedule shows a completion date of 11/28/2022.

Total Change Orders to date: \$1,310,333.16

(Includes house demolition & fence per our request).  
The following change orders are pending:

- Revised Door Openings
- Rubbish and garbage removal in pond ~\$23,292.69
- Additional Downspout ~\$5,005.25
- Curtain Wall Attachment & Roof Framing Updated Facility
- South Wall Bump Out and Steel Construction
- East Side Window Elevation Conceal Column
- Joist Insulation

A copy of the budget was provided to the Board. Ms. Hiddleston and Ms. Hall provided an additional At a Glance document with the budget.

**PMT: Agency  
Information Only**

## **6.0 NEW BUSINESS**

### **6.012 APPROPRIATIONS**

**A. HEAL Grant** - Requested initial appropriations in the amount of \$22,000 in Salaries, Fringe Benefits, Materials and Supplies, and Services and Charges. These appropriations are necessary to account for the grant related expenditures.

**PMT: Agency**

**The Board approved item on consent.**

**B. WIC** - Requested a transfer of appropriations in the amount of \$20,000 from Salary and Fringe Benefits to Materials and Supplies. This transfer is necessary to purchase necessary supplies needed for WIC operations.

**PMT: Agency**

**The Board approved item on consent.**

**C. Swimming Pool** - Requested a transfer of appropriations in the amount of \$1,000 from Salary to Materials and Supplies. This transfer is necessary to purchase necessary supplies needed for Swimming Pool operations.

**PMT: Agency**

**The Board approved item on consent.**

### **6.018 NEW CHILD KEY**

**A. HEAL Grant** - Requested Board approval to create the HEAL Grant Child Key Fund 702. Org. Key (70225231). This child key will be used to account for the \$44,000 grant awarded from ODH.

**PMT: Agency**

**The Board approved item on consent.**

### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Administrative Assistant II / Ms. Zariza Martinez** – Requested Board confirmation to hire Ms. Zariza Martinez to fill full-time permanent Administrative Assistant II position within the Preventative Health Division vacated by Ms. Kris Mendenhall. This position is 40 hours a week (100% FTE), \$ 15.17/hour (pay grade A4) effective July 25, 2022. Position is funded 85% 3200 (Clinic Services) and 15% 8185 (Get Vaccinated) with an anticipated annual salary and benefits of \$64,538.77. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**B. Public Health Nurse II / Mr. Stuart Patterson** – Requested Board approval to hire Mr. Stuart Patterson to fill full-time permanent Public Health Nurse II position within the Preventative Health Division vacated by Ms. Erin Kelly's promotion. This position is 40 hours a week (100%

FTE), \$ 23.50/hour (pay grade C8) effective July 25, 2022. Position is funded 75% 3200 (Clinic Services) and 25% 8185 (Get Vaccinated) with an anticipated annual salary and benefits of \$86,504.61. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**C. Voluntary Resignation (Retirement) / Ms. Cheryl Forson** - Requested Board accept resignation of Ms. Cheryl Forson, Administrative Assistant II effective September 9, 2022.

**PMT: Agency**

**The Board approved item on consent.**

**D. Voluntary Resignation Ms. Stephanie DeGenaro** – Requested the Board accept the resignation of Ms. Stephanie DeGenaro, Program Manager Environmental Health with a last day of work to be determined. Ms. DeGenaro has accepted a job with Mt. Carmel.

**PMT: Agency**

**Mr. Holzapfel moved to approve Ms. DeGenaro’s resignation. Ms. Howerton second the motion. The motion carried unanimously.**

**E. Retirement of Mr. Doug Sams** – Requested the Board accept the retirement of Mr. Doug Sams, Program Manager Environmental Health, with an effective date of August 1, 2022.

**PMT: Agency**

**Ms. Howerton moved to approve Mr. Sams’ retirement. Mr. Holzapfel seconded the motion. The motion carried unanimously.**

**F. Administrative Assistant II/ Ms. Angela Frost** - Requested Board confirmation to hire Ms. Angela Frost to fill full-time permanent Administrative Assistant II position within the Environmental Health Division vacated by Ms. S. Kearny. This position is 40 hours a week (100% FTE), \$ 15.79/hour (pay grade A4) effective July 25, 2022. Position is funded 100% with Environmental Health program funds with an anticipated annual salary of \$32,843.20. Benefit amount will be dependent upon benefits selected.

**PMT: Agency**

**Mr. Holzapfel moved to approve hiring Ms. Angela Frost. Ms. Howerton seconded the motion. The motion carried unanimously.**

**6.04 SPECIAL REPORTS**

**A. 2020-2024 Delaware General Health District Agency Strategic Plan** – Ms. Hiddleston presented the 2022 biannual progress report.

**PMT: Quality**

**Information Only**


**B. Delaware Public Health District Performance Management Dashboard** – Ms. Keagy presented the 2022 biannual progress report and dashboard.

**PMT: Quality**

**Information Only**

**ADJOURN**

There being no further business, the meeting adjourned at 8:30 PM.

 8/30/2022  
Patrick Blayney, President Date  
or Amy Howerton, Vice President Date

 8/30/2022  
Shelia L. Hiddleston, Health Commissioner Date  
Secretary to the Board of Health Date

