

## 1.0 CONVENTION

### 1.01 CALL TO ORDER

The August 30, 2022, meeting was held at the Delaware Public Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:00 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Hickman (7:35), Mr. Tiberi (7:05), Ms. Smith, Mr. Karr, Dr. Donaldson and Mr. Holzapfel. 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, Ms. Amy Whitney, Human Resources Officer, Ms. Dyan Fox, Ms. Zariza Martinez, Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

### 1.02 CONSENT ITEMS

#### 6.012 Appropriations A-C

#### 6.014 Fees A

#### 6.016 Inventory A

#### 6.017 Advance/Transfer A-C

#### 6.018 New Child Key A

#### 6.021 Authorization/Employment A-G

#### 6.022 Reclassification/Promotion A-C

#### 6.023 Tuition Reimbursement/Staff Development A-E

#### 6.025 Salary Scale/Policies/Benefits B-C

Items 5.0 B and 6.021 H were added to the agenda. Ms. Smith moved to approve the consent agenda and agenda as amended and submitted. Ms. Donaldson seconded the motion. The motion carried unanimously.

### 1.03 APPROVAL OF MINUTES

Mr. Holzapfel moved to approve the July 26, 2022 minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.

### 1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the July 2022 bills. Mr. Holzapfel seconded the motion. The motion carried unanimously.

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

- PHWINS Data: Overview and agency specific slides – presentation was postponed until next month.
- Covid and Monkeypox update – Mr. Howard gave a brief update of COVID and Monkeypox.
- Remaining Board of Health meetings: September 27<sup>th</sup>, October 25<sup>th</sup>, and November/December Combined – Ms. Hiddleson confirmed all the dates of the Board of Health meetings for the remainder of the year with December's meeting being the first Tuesday of December (12/6/22).
- Mr. Howard introduced new employees Ms. Dyan Fox, Administrative Assistant 2 and Ms. Zariza Martinez, Administrative Assistant 2.
- Mr. Karr volunteered to be Dr. Donaldson's mentor.

**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**

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

**3.0 BOARD REPORTS**

**3.01 BOARD PRESIDENT**

**3.02 BOARD COMMITTEES**

The Personnel Committee met on August 23, 2022, to discuss the current pay structure and staff recommendations for employee pay. The Committee members provided recommendations for the Board later on the agenda.

**PMT: Agency**

**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

**4.01 REGULATION HEARING/ADOPTION**

**A. 2023 Environmental Health Fees. (Board of Health Resolution #2022-03.)** A copy of the Fee Schedule was provided to the Board.

Staff requested 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.

**PMT: Agency/Community**

**Mr. Tiberi moved to approve the Environmental Health Fee Schedule for 2023. Ms. Smith seconded the motion. The motion carried unanimously.**

**B. Environmental Health Food Fees Second and Third Readings:** 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 ¾ 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.

**PMT: Agency**

**Mr. Tiberi moved to dispense with the three readings of the Environmental Health Fees. Ms. Smith seconded the motion. Roll vote was taken: Mr. Blayney yes, Mr. Tiberi yes, Ms. Smith yes, Mr. Karr yes, Mr. Holzapfel yes, and Dr. Donaldson yes. The motion carried unanimously.**

**4.04 CITIZEN REQUEST**

**5.0 OLD BUSINESS**

**A. New Facility Update** – Every two weeks Agency representatives meet virtually with the representatives from Knock Corporation, General Contractor, and the Mood Nolan, Architecture and Engineering firm to, discuss the process of the construction of the new facility and address any concerns. A copy of the minutes was provided to the Board. The next scheduled meeting will be held on September 2, 2022. The current schedule shows a completion date of 01/01/2023.

Total Change Orders to date: \$1,311,994.77

(Includes house demolition & fence per our request).

The following change orders are pending:

- Revised Door Openings
- South Wall Framing & Moveable Partition Support \$36,745.22
- East Side Window Elevation Conceal Column \$2,481.75
- Added joist insulation
- Louver Color \$1,354.29

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

**PMT: Agency  
Information only**

**B. Executive Session** – Mrs. Hiddleston requests the Board adjourn to Executive Session pursuant to ORC 505.10 to discuss the sale of the West Winter properties.  
**See end of minutes.**

## **6.0 NEW BUSINESS**

### **6.012 APPROPRIATIONS**

**A. Enhanced Operations 21** – Requested 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.

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

**B. 2022 Enhanced Operations** – Requested 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.

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

**C. Campground Program** – Requested 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.

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

### **6.014 FEES**

**A. Clinic Fee Schedule 2022** – Requested Board approval of updated Clinic Service Fees for 2022 to be effective September 12, 2022. A copy of the Fee schedule was provided to the Board.

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

### **6.016 INVENTORY**

**A. Disposal of Inventory** – Requested 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.

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

### **6.017 ADVANCE/TRANSFER**

**A. Return Outstanding Advance** – Requested 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).

<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>

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

**B. Advance** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**C. Transfer** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.018 NEW CHILD KEY**

**A. Enhanced Operations 22** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Employ Administrative Assistant II / Ms. Dyan Fox** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**B. Employ Registered Environmental Health Sanitarian In Training/Jonathan Bowen** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**C. Employ Epidemiologist I / Mr. David Gueye** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**D. Change in Payer Source** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**E. Employ Administrative Assistant 2/ Ms. Angela Frost** – Requested 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 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.

**PMT: Agency**

**The Board approved item on consent.**

**F. Resignation / Ms. Megan Edwards** – Requested 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. Hiddleson 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.

**PMT: Agency**

**The Board approved item on consent.**

**G. Resignation / Ms. Dawn Hall** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**H. Executive Session** – Ms. Hiddleson requests the Board adjourn to Executive Session pursuant to ORC 121.22(G)(1) to discuss the employment of a public employee.

**See end of minutes.**

#### **6.022 RECLASSIFICATION/PROMOTION**

**A. Promotion With Competition / Mr. Amadou Djigo** – Requested 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).

**PMT: Agency**

**The Board approved item on consent.**

**B. Promotion Without Competition / Mr. James Schwaderer** – Requested 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 competition increase. Annual performance appraisal date will remain the standard evaluation date. Position is funded 100% 4050 (PHEP).

**PMT: Agency**

**The Board approved item on consent.**

**C. Promotion Without Competition / Ms. Josie Bonnette** - Requested 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).

**PMT: Agency**

**The Board approved item on consent.**

## **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference / Ms. Taylor Jagers** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**B. Conference / Ms. Alyssa Sawyer** – Requested 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 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.

**PMT: Agency**

**The Board approved item on consent.**

**C. Conference / Ms. Jen Keagy** – Requested 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.

**PMT: Agency**

**The Board approved item on consent.**

**D. Conference** - Request Board approval to expend up to \$1200 public health funds for Ms. Simran Kaur, Ms. Shannon Self, Ms. Brittany Zoecklein, 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. A copy of the meeting agenda and per diem rates for Sandusky, OH were provide to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**E. EH Retreat** - Requested 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 table or organization plans presented and develop a proposed table of organization for the division.

**The Board approved item on consent.**

## **6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Executive Session:** 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.

**See end of minutes.**

**B. Position Series Control Plan** - Requested Board approval of the updated Position Series Control Plan. A copy of the Position Series Control Plan was provided to the Board. Updates are reflected in yellow highlight.

**The Board approved item on consent.**

**C. On-Call Pay:** 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 recommended an increase to \$2.00/hour for on-call beginning in October. This equates to an annual increase of approximately \$3500.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.04 SPECIAL REPORTS**

**A. Community Health Improvement Plan Update:** The Board of Health has the responsibility of assuring that community assessment and planning occur. Ms. Kuhlman provided 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 was presented. This activity will count towards Board continuing education (7:30 pm to 7:55 pm).

**PMT: Community/Engagement/Quality  
Information only**

#### **Executive Session:**

**Mr. Tiberi moved to enter executive session to discuss the sale of property, employment of a public employee, and compensation of DPHD employees. Ms. Smith seconded the motion. It was requested that Ms. Hiddleson and Ms. Whitney remain. Roll vote was taken: Mr. Blayney yes, Dr. Hickman yes, Mr. Tiberi yes, Ms. Smith yes, Mr. Karr yes, Mr. Holzapfel yes, and Dr. Donaldson yes. The motion carried unanimously. The Board entered executive session at 7:53 pm.**

#### **5.0 Old Business**

**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.**

#### **6.021 AUTHORIZATION/EMPLOYMENT**

**H. Executive Session - Ms. Hiddleson requests the Board adjourn to Executive Session pursuant to ORC 121.22(G)(1) to discuss the employment of a public employee.**

#### **6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Executive Session:** 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. The Board returned to public session at 9:35 PM. Dr. Donaldson made a motion to return to public session, the motion was seconded by Mr. Holzapfel. Ms. Hiddleson conducted a roll call vote: Mr. Karr, yes; Mr. Holzapfel, yes; Dr. Donaldson, yes; Dr. Hickman, yes; Ms. Smith, yes; Mr. Blayney, yes. The motion carried unanimously.

Mr. Karr made a motion to

- Provide all staff with market adjustment raises of 5% with the first full pay of October 2022.
- To sunset the current pay grade system.
- To adopt the Pay Band system with recommended minimum, mid-point, and maximum hourly wage as presented by the Personnel Committee and Senior Leadership with the correction of the Deputy Health Commissioner hourly wage to account for bands R and S; and an update to include the Fiscal Officer and Director of Administration job descriptions/points for placement on the bands.


Ms. Smith seconded the motion. The motion carried unanimously.

Mr. Karr made a motion to accept the retirement of Health Commissioner, Shelia Hiddleson, with a last day of December 31, 2022 and to post for a replacement health commissioner. Dr. Donaldson seconded the motion. The motion carried unanimously.



**ADJOURN**

**There being no further business, the meeting adjourned.**

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

  
\_\_\_\_\_  
Shelia L. Hiddleston, Health Commissioner  
Secretary to the Board of Health              Date 9/27/22

