

1.0 CONVENTION

1.01 CALL TO ORDER

The September 27, 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, Tommy Hatfield, Dr. Hickman, Mr. Tiberi, Ms. Smith (7:05), 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, Mr. David Guyeye, Epidemiologist 1, Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were Mr. Bill. Souders and Ms. Sara Walsh.

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

Item 6.012 Appropriations C was added to the agenda. Mr. Hatfield moved to approve the consent agenda and agenda as amended and submitted. Mr. Holzapfel seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the August 30, 2022 and September 10, 2022 minutes. Dr. Hickman seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

- **Covid and Monkeypox Update** – The Covid 19 cases are on a steady decline and the county does not have any MPX cases.
- **Eric Penkal, Assistant Prosecutor, resignation**– Mr. Penkal is leaving the Prosecutor's office at the end of this week to work with the court system in a new role.
- **Fiscal Office – temporary assistance update, see motion below**
- **Annual Audit** – Ms. Hiddleson shared that the annual audit for 2021 will be complete this week. Verbal reports indicate that there will not be any findings nor a management letter. Ms. Hiddleson will send the draft copies to the Board when they are available. The Board determined to waive the exit interview.
- **First Commonwealth** – Ms. Hiddleson provided an update to the lease and the loan with First Commonwealth Bank.

Ms. Whitney introduced new employee David Gueye, Epidemiologist 1

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. Ms. Hiddleson reviewed the current report.

PMT: Agency

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

5.0 OLD BUSINESS

5.032 Admin/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 October 7, 2022. The current schedule shows a completion date of 02/09/2023.

Total Change Orders to date: \$1,044,063

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

- 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

Mr. Bill Souders from Moody Nolan was in attendance. Mr. Souders provided a summary of delays that has impacted the project (COVID, permitting process, manpower, steel). Mr. Blayney also provided an update.

PMT: Agency

Information Only

B. Executive Session - Mrs. Hiddleson requested the Board adjourn to Executive Session pursuant to ORC 505.10 to discuss the sale of the West Winter properties. It was requested that Ms. Hiddleson and Ms. Sara Walsh remain.

Mr. Hatfield moved to enter Executive Session. Mr. Holzapfel seconded the motion. Role vote was taken: Mr. Blayney yes, Ms. Smith yes, Mr. Hatfield yes, Dr. Hickman yes, Mr. Tiberi yes, Mr. Karr yes, Mr. Holzapfel yes, Dr. Donaldson yes. The motion carried unanimously. The Board entered Executive Session at 7:16 pm.

Mr. Tiberi moved to exit Executive Session. Ms. Smith seconded the motion. Role vote was taken: Dr. Donaldson yes, Mr. Holzapfel yes, Mr. Karr yes, Dr. Hickman yes; Mr. Blayney yes, Ms. Smith yes; Mr. Hatfield yes, Mr. Tiberi yes. The motion carried unanimously. The Board exited Executive Session at 8:15 pm.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Cribs for Kids - Requested 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.

PMT: Agency

The Board approved item on consent.

B. COVID 19 Vaccination - Requested 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.

PMT: Agency

The Board approved item on consent.

C. Swimming Pools - Request board approval of change in appropriations to match revenue from \$37,599.72 to \$47,599.72 Salaries and from \$10,083.82 to \$15,790.13 for Fringe Benefits. These appropriations are necessary to account for the salary and benefit expenditures.

Ms. Smith moved to approval Swimming Pools appropriations changes. Dr. Donaldson seconded the motion. The motion carried unanimously.

6.016 INVENTORY

A. Disposal of Inventory – Requested 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.

PMT: Agency

The Board approved item on consent.

6.018 NEW CHILD KEY

A. Cribs for Kids - Requested 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.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Contact Tracer / Ms. Katherine Bowman – Requested 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.

PMT: Agency

The Board approved item on consent.

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.

Action Requested: Discussion

Mr. Karr moved to enter Executive Session. Dr. Donaldson seconded the motion. Role vote was taken: Mr. Blayney, yes; Ms. Smith, yes; Mr. Hatfield, yes; Dr. Hickman, yes; Mr. Tiberi, yes; Mr. Karr, yes; Mr. Holzapfel, yes; Dr. Donaldson, yes. The motion carried unanimously. The Board entered Executive Session at 8:50 pm.

Mr. Holzapfel moved to return to public session. Mr. Hatfield seconded the motion. Role vote was taken: Mr. Tiberi, yes; Dr. Hickman, yes; Mr. Hatfield, yes; Ms. Smith, yes; Mr. Blayney, yes; Dr. Donaldson, yes; Mr. Holzapfel, yes; Mr. Karr, yes. The motion carried unanimously. The Board returned to public session at 9:24 PM.

C. Voluntary Resignation / Mr. Richard Stewart – Requested 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.

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion Without Competition / Ms. Amy Whitney - Requested 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. Position is funded 100% out of Public Health.

PMT: Agency

The Board approved item on consent.

B. Promotion With Competition / Ms. Janice Card – Requested 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

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. 2022 Winter Education Conference – Requested 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

The Board approved item on consent.

B. Community Health Division Staff Retreat – Requested 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

The Board approved item on consent.

6.032 ADMIN/FACILITIES

A. Building Repairs – Staff determined that there was some apparent erosion in the 1 West Winter basement. A structural engineer has made an assessment and will provide the written report for repairs this week; staff will seek a vendor for the repair. Mr. Warner, City Engineer, responded quickly to the 1 West Winter location upon request of Ms. Hiddleson when the apparent erosion was noticed to provide an evaluation of the need to evacuate the building; no imminent issues were found.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Credit Card Log – Per policy, the Board is provided a copy of the Credit Card log quarterly. A copy of the Credit Card Log was provided to the Board. The credit card in the Director of Finance and Operation's name canceled.

PMT: Agency Information Only

B. Fiscal/Accounting Contract – The Board requested that Ms. Hiddleson negotiate and execute a contract with a Fiscal/Accounting firm for fiscal assistance through March 2023 in an amount not to exceed \$100,000.

Mr. Holzapfel made the motion. Mr. Hatfield seconded the motion. **The motion carried unanimously.**

6.053 RESOLUTIONS

A. Resolution 2022-04 – Requested 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” was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

Being no further business, the meeting adjourned at 9:30 pm.

	
Patrick Blayney, President	Shelia L. Hiddleston, Health Commissioner
or Amy Howerton, Vice President	Secretary to the Board of Health
Date	Date
10/25/2022	10/25/2022

