

**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: December 5, 2022

To: Board of Health

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

Re: Board meeting **Thursday December 8, 2022, 7:00 pm Basement – Training Room**

**NOTE DATE CHANGE TO THURSDAY**

**\*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-L</b> <b>6.014 Fees A</b> <b>6.017 Advances/Transfers A-B</b> <b>6.021 Employment A-C</b> <b>6.022 Reclassification/Promotion A</b> <b>6.023 Tuition Reimbursement/Staff Development</b> <b>6.025 Benefits A-B</b> <b>6.030 Contracts A-C</b> <b>6.032 Administration A-B</b> <b>6.033 Community Health A</b> <b>6.053 Resolutions A-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>	<b>2</b>	<b>Info/ Shelia</b>	

<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>	<b>2</b>	<b>Accept/ Matt Shelia</b>	<b>Agency</b>

#### 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.03 VARIANCE REQUEST</b>			
<p><b>4359 US 42 S Variance to install a portion of a Sewage Treatment System within an Electric Variance.</b></p> <p>OAC 3701-29-06(G)(3)(a) – “An STS shall maintain minimum horizontal isolation distance of: Ten feet from...areas with recorded easement.</p> <p>Electric Easement is 150 feet wide. Approximately 35 feet of a 132 foot mound will be installed within the easement. AEP has given permit approval but withholds final approval based on grading.</p> <p>A Variance subcommittee meeting was held on November 9<sup>th</sup>, 2022 at 4:00pm.</p> <p>The subcommittee recommends approval based on the review of the submitted variance.</p> <p><b>Action Requested:</b> Approve the variance to partially install a STS within the electric easement.</p>	<b>10</b>	<b>Approve/ Dustin</b>	<b>Agency/ Community</b>
<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>
<b>5.032 ADMINISTRATION/FACILITY</b>			
<p><b>A. New Facility</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.</p> <p>A copy of the available minutes is attached. The next scheduled meeting will be held on December 15, 2022. The current schedule shows a completion date of 02/09/2023.</p> <p>In order to assure that Mr. Guillozet has all the correct information moving forward with the facility, Ms. Hiddleston did a complete review of all the revenue and expenditures. A few discrepancies in the recording on</p>	<b>10</b>	<b>Discussion / Mr. Blayney/ Shelia</b>	<b>Agency</b>

<p>the Facility Budget page were identified and these have been corrected on the 11/30/2022 document.</p> <p>Total Change Orders to date: \$1,329,275.00 (Includes house demolition &amp; fence per our request \$237,591.44) The planned contingency was 10% as we started, we are now at 17% primarily because of the escalation due to Covid; the project would be at 13% contingency without the escalation.</p> <p>Outstanding CO: None at present Possible CO: There are a few minor issues outstanding with the Request for Information worksheets being completed; the estimate at this time is &lt;\$5,000.00</p> <p>Draw #3 Submitted: \$880,623.77 Total for loan after payment: \$1,784,043 Amount left to borrow: \$2,215,957 Budget <b>attached</b>.</p> <p><b>Action Requested: Discussion/Information</b></p>			
<p><b>B. Executive Session</b> - Mrs. Hiddleston requests the Board adjourn to Executive Session pursuant to ORC 505.10 to discuss the sale of the West Winter properties.</p> <p><b>Action Requested: Discussion</b></p>	15	Discussion / 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>			
<p><b>A. Food Service</b> - Request an increase in 2022 appropriations in the Food Service special revenue fund (70451504) in the amount of \$78,029.33 to Salaries, Fringe Benefits, and Services and Charges. These appropriations are necessary to account for Food Service related expenditures. Please see <b>attached</b> budget revision form.</p> <p><b>Action Requested: Consent</b></p>	0	Consent/ Matt	Agency
<p><b>B. Water System</b> - Request an increase in 2022 appropriations in the Water System special revenue fund (70651506) in the amount of \$1,237.09 to Salaries and Fringe Benefits. These appropriations are necessary to account for Water System related expenditures. Please see <b>attached</b> budget revision form.</p> <p><b>Action Requested: Consent</b></p>	0	Consent/ Matt	Agency
<p><b>C. Solid Waste</b> - Request an increase in 2022 appropriations in the Solid Waste special revenue fund (70751507) in the amount of \$1,807.58 to Fringe Benefits. These appropriations are necessary to account for Solid Waste related expenditures. Please see <b>attached</b> budget revision form.</p> <p><b>Action Requested: Consent</b></p>	0	Consent/ Matt	Agency

<b>D. Swimming Pool</b> - Request an increase in 2022 appropriations in the Swimming Pool special revenue fund (70751508) in the amount of \$1,717.03 to Fringe Benefits. These appropriations are necessary to account for Swimming Pool related expenditures. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent</b>	0	Consent/ Matt	Agency
<b>E. WIC</b> - Request an increase in 2022 appropriations in the WIC special revenue fund (70951509) in the amount of \$33,777.57 to Fringe Benefits and Services and Charges. These appropriations are necessary to account for WIC related expenditures. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent</b>	0	Consent/ Matt	Agency
<b>F. Safe RT 23 Corridor</b> - Request an increase in 2022 appropriations in the Safe RT23 Corridor special revenue fund (71351515) in the amount of \$9,747.69 to Salaries and Fringe Benefits. These appropriations are necessary to account for Safe RT23 Corridor related expenditures. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent</b>	0	Consent/ Matt	Agency
<b>G. MRC Program</b> – Request Board approval to increase the current 2023 MRC Program (70225226) expense appropriation from \$0 to \$2,925.00. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent approval</b>	0	Consent/ Matt	Agency
<b>H. Rise Grant</b> – Request Board approval to increase the current 2023 Rise Grant (70225227) expense appropriation from \$0 to \$25,000.00. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent approval</b>	0	Consent/ Matt	Agency
<b>I. HEAL Grant</b> – Request Board approval to increase the current 2023 Heal Grant (70225231) expense appropriation from \$0 to \$11,002.67. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent approval</b>	0	Consent/ Matt	Agency
<b>J. Cribs for Kids Grant</b> – Request Board approval to increase the current 2023 Cribs for Kids (70225232) expense appropriation from \$0 to \$16,450.00. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. Please see <b>attached</b> budget revision form. <b>Action Requested: Consent approval</b>	0	Consent/ Matt	Agency

<b>K. Enhanced Operations Grant</b> - Request Board approval to decrease current 2023 Enhanced Operations Grant expense appropriation (71651529) from \$225,000.00 to \$0 to bring current expenditures in line with current spending plans. Please see <b>attached</b> budget revision form for line-item details. This grant has a new account number with the new grant year. <b>Action Requested: Consent approval</b>	0	Consent/ Matt	Agency
<b>L. Enhanced Operations Grant</b> - Request Board approval to increase current 2022 Enhanced Operations Grant expense appropriation (71651530) from \$0 to \$225,000.00 to bring current expenditures in line with current spending plans. Please see <b>attached</b> budget revision form for line-item details. This is the new EO grant with the new account number. <b>Action Requested: Consent approval</b>	0	Consent/ Matt	Agency
<b>6.014 FEES</b>			
<b>A. Vital Statistic Fee</b> - Request Board approval of updated Vital Statistics Fee for 2023 to be effective January 1, 2023. The last increase in fee was \$21.50 to \$24.00 in 2010. After review of vital statistics fees from all Ohio local health departments, the fees range from \$21.50/certificate to \$32.00/certificate and 59 of the 88 counties (67%) have set \$25.00/certificate as their fee. A copy of the Fee schedule is <b>attached</b> . <b>PMT: Agency</b> <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>6.017 ADVANCES/TRANSFERS</b>			
<b>A. Advance</b> – Request Board approval for an advance in the amount of \$25,000 from the General/Public Health Fund (701225111) into 2022 Enhanced Operations special revenue fund (71651530) for cash flow purposes due to the grant operating on a reimbursement basis. The advance will be returned to the General/Public Health Fund upon reimbursement. <b>Action Requested: Consent</b>	0	Consent/ Matt	Agency
<b>B. Transfer</b> – Request Board approval for a transfer in the amount of \$75,000 from the building fund (70225115) into New Facility debt service fund (75451402) for the purpose of paying debt service payments. <b>Action Requested: Consent</b>	0	Consent/ Matt	Agency
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<b>A. Employ Mr. Matthew Clark</b> – Request Board confirm hiring Mr. Matthew Clark to fill the Fiscal Officer position within the Administration Division. This position is 40 hours a week, \$38.46/hour (pay grade P) effective 11/28/22. Position is funded 100% 70225111 (Administration) <b>Action Requested: Consent approval</b>	0	Consent/ Amy	Agency

<b>B. Employ Ms. Sarah Fink:</b> Request Board confirm hiring Ms. Sarah Fink to fill the Program Manager position within the Environmental Health Division. This position is 40 hours a week, \$36.05/hour (pay grade O) effective 12/19/22. Position is funded 60% 70225447 (Food), 20% 70225441 (EH Admin), 10% 70851508 (Pools), 10% 70351503 (Campgrounds) <b>Action Requested: Consent approval</b>	0	Consent/ Dustin	Agency
<b>C. Employ Mr. Elliott Manini:</b> Request Board confirm hiring Mr. Elliott Manini to fill the Registered Environmental Health Specialist 1 position within the Environmental Health Division. This position is 40 hours a week, \$25.55/hour (pay grade H) effective 11/14/22. Position is funded 100% 70451504 (Food) <b>Action Requested: Consent approval</b>	0	Consent/ Dustin	Agency
<b>6.022 RECLASSIFICATION/PROMOTION</b>			
<b>A. Promote with Competition Ms. Shannon Self:</b> Request Board confirm hiring Ms. Shannon Self to fill the Program Manager position within the Environmental Health Division. This position is 40 hours a week, \$39.56/hour (pay grade P) effective 11/26/22. Position is funded 80% 70225441 (EH Admin), 20% 70751507 (Solid Waste) <b>Action Requested: Consent approval</b>	0	Consent/ Dustin	Agency
<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>			
<b>A. Conference -</b> Request Board approval to expend up to \$1200 public health funds for Mr. Mike Rogich, Mr. Matthew Randazzo, Mr. Jonathan Bowen, and Ms. Glynnis Dunfee to attend the Ohio Onsite Waste Water Conference (OOWA) Annual Conference in Newark Ohio on January 10 <sup>th</sup> and 11 <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 (\$295 (two day-Mr Rogich), \$205 (one day – Mr. Randazzo, Mr Bowen, and Mrs. Dunfee); Hotel (\$98.00 per diem rate – Mr. Rogich); meals (\$24.25 per diem rate – Mr Rogich); and parking (\$0). In addition to the conference there is an OOWA board meeting at 6:00pm to 7:00pm. On January 10 <sup>th</sup> , Mr Rogich is currently on the OOWA board of directors. Meeting Agenda and Per Deim rates for Sandusky, OH are included.  Will use Sewage Funds (70225443)  <b>Action: Consent approval</b>	0	Consent/ Dustin	Agency

<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>			
<b>A. Employee Provided Vehicle</b> - Mr. Garrett Guillozet, Health Commissioner 1/1/2023, will be driving an agency vehicle in the performance of his duties. Per policy, agency vehicles may not be “housed” outside of the district limits. For efficiencies, Ms. Hiddleston requests that Mr. Guillozet be permitted to “house” his assigned vehicle at his residence. Mr. Guillozet will be responsible for the cost of any personal mileage per policy and will submit those miles each pay period. <b>Action Requested: Consent</b>	<b>0</b>	<b>Consent/ Shelia</b>	<b>Agency/ Engagement</b>
<b>B. Dental</b> – Request Board approval to allow dependents to remain on dental insurance until age 26 regardless of student status. This was a change with Delta, now allowing this on the plan to keep consistent with health insurance. No increase to plan premiums. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Amy</b>	<b>Agency</b>
<b>6.030 CONTRACTS</b>			
<b>A. Ms. Nicole Carroll</b> - Request Board approval to automatically renew the contract with Ms. Nicole Carroll for car seat technician services, not to exceed \$5,000.00 for services during 2023. Ms. Carroll’s hourly rate was increased from \$25.00 to \$30.00 to be in line with other DPHD contractors. The last increase she received was in 2016. This contract will be paid out of Public Health funds. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency/ Community</b>
<b>B. 30 Lines</b> - Request Board approval to automatically renew the contract with 30 Lines for services during 2023. Website hosting and maintenance increased from \$220.00/month to \$225.00/month and the annual fee for the Accessibility Tool increased from \$970.00/year to \$1,100.00/year. This contract will be paid out of Public Health funds. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency</b>
<b>C. Mr. JT Hillier</b> - Request Board approval to enter in contract with Mr. JT Hillier in the amount not to exceed \$3,000.00 in Public Health funds upon review and approval of the Delaware County Prosecutor. Since not filling the Multimedia Specialist position that was vacated, there is a need for a more elaborate skill set to create new material for the DPHD website and social media channels. The contract will provide videography and photography services to assist the Public Information Officer in creating new content. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency</b>
<b>6.032 ADMIN/FACILITIES</b>			
<b>A. Realtor Contract</b> - Ms. Walsh contract is set to expire at the end of this year unless we have an accepted offer at that time. Request Board to discuss future plans for the sale of the West Winter Buildings. <b>Action Requested: Discussion</b>	<b>10</b>	<b>Discussion/ Shelia</b>	<b>Agency</b>

<b>B. Delaware City Partnership</b> - In conversations with Mr. Homan and based on what Mr. Hughes shared last month, Ms. Hiddleson recommends that the role of the Finance Committee be expanded to include working with the city in partnership to sell the West Winter Buildings. Alternatively, a short-term committee just for this purpose could be formed. <b>Action Requested: Discussion</b>	5	Discussion/ Shelia	Agency
<b>6.033 COMMUNITY HEALTH</b>			
<b>A.</b> Request board approval to apply for the National Institutes of Health (NIH) <i>Community Partnerships to Advance Science for Society (ComPASS) Program: Community-Led, Health Equity Structural Intervention Initiative (OT2)</i> research opportunity. The purpose of this research opportunity is to develop, implement, assess, and disseminate co-created community-led, health equity structural interventions, in partnership with research organization, that intervene upon structural factors that produce and perpetuate health disparities. The planned budget for the ComPASS Program is approximately \$153 million over a 5-year period; NIH anticipates making 20-25 awards. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. <b>PMT: Agency/Community</b> <b>Action Requested: Consent Approval</b>	0	Consent/ Jen	Agency/ Community
<b>6.035 ENVIRONMENTAL HEALTH</b>			
<b>A. Household Sewage Treatment System</b> - Mr. Kent will provide a continuing education offering related to Household Sewage Treatment Systems. <b>Action Requested: Education and Discussion</b>	15	Education/ Dustin	Agency
<b>6.053 RESOLUTIONS</b>			
<b>A. Resolution 2010-02 Delaware General Health District Identity Theft Program</b> - Request Board approval of Annual Update of Resolution 2010-02. Rules of the Identity Theft Compliance Program call for the annual approval of the program. Requesting Board approval for continuance of program in 2020. A copy of the resolution is <b>attached</b> . <b>Action Requested: Consent</b>	0	Consent/ Shelia	Agency
<b>B. Maternity Licensure Application:</b> The Ohio Department of Health has notified the DPHD that Grady Memorial Hospital is requesting a renewal of its Maternity Unit Licenses. Pursuit to ORC 3701-7-03 "the Board of Health shall approve the application, unless the maternity unit, newborn care nursery, or maternity home is in noncompliance with any applicable local health regulation" The DPHD does not have any outstanding issues related to local/state regulation with Grady Memorial Hospital, therefore, Ms. Hiddleson recommends approval of the license application. <b>Action Requested: Roll Call Vote</b>	1	Approve/ Shelia	Community



<b>C. 2023 Meeting Dates</b> – The following dates are submitted to establish the 2023 Board meeting schedule. Historically the November and December meeting dates have been combined to accommodate holiday schedules.			<b>0</b>	<b>Consent/ Shelia</b>	<b>Agency</b>
January 31, 2023	May 30, 2023	September 26, 2023			
February 28, 2023	June 27, 2023	Nov./Dec. 5, 2023			
March 28, 2023	July 25, 2023				
April 25, 2023	August 29, 2023				
<b>Action Requested: Consent approval</b>					

Sincerely,

Shelia Hiddleston  
Health  
Commissioner

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

Matthew Clark  
Fiscal Officer

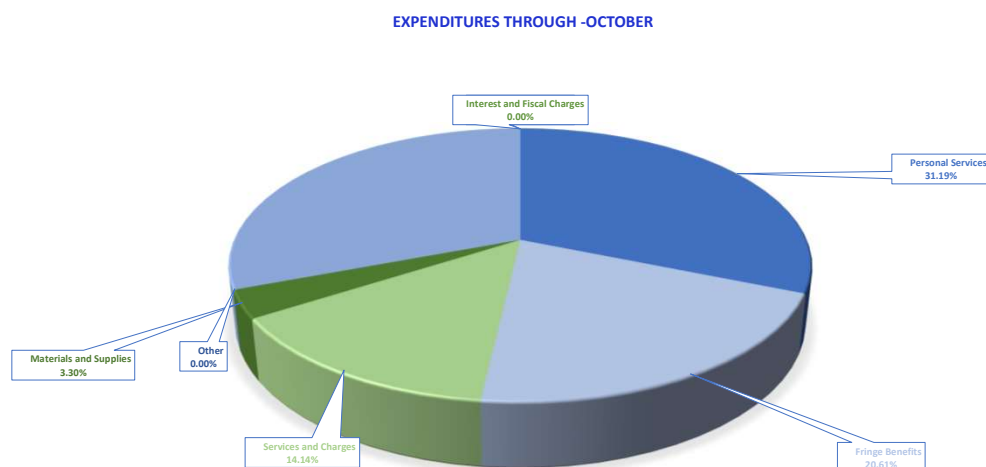
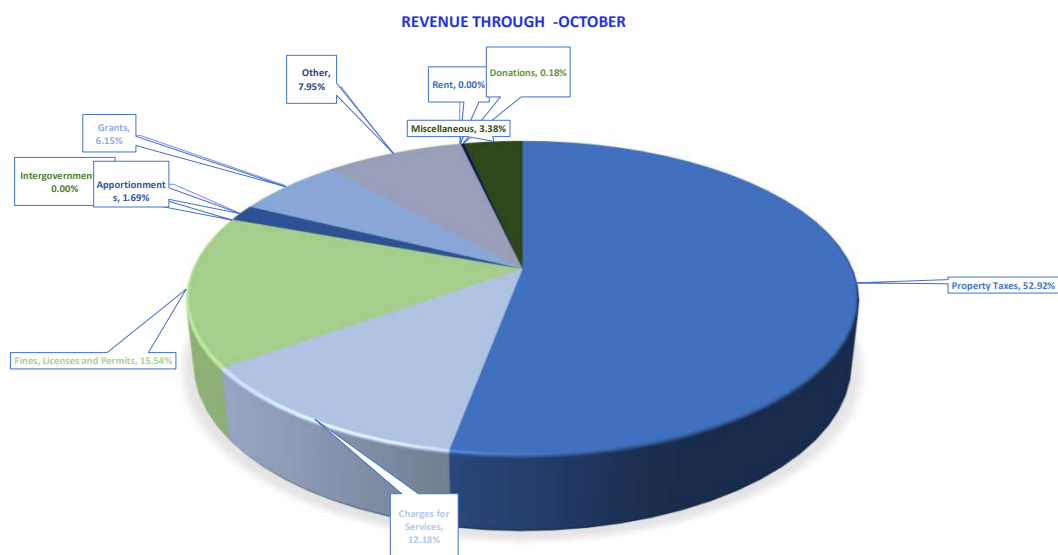
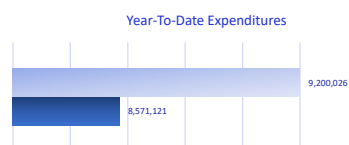
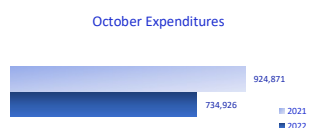
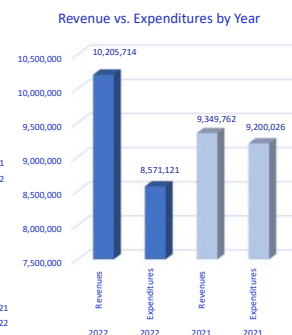
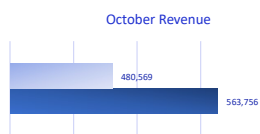
740/973-7346

October 2022

Public Health/General Operating Funds							
09/31/22 - Cash Balance		8,567,691					
Revenues							
Fund Number	2022 Budgeted Revenue	2022 October Revenue	2021 October Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Administration 70225111	4,422,941	17,005	16,133	5,074,733	4,536,043	114.74%	75.00%
Vital Statistics 70225112	181,346	12,214	22,239	171,281	205,146	94.45%	75.00%
Facility & Expansion 70225113	-	-	-	22,964	-	-	-
Data & Communication 70225114	-	-	327	127	4,790	-	-
Building 70225115	2,291,863	4,284	4,284	315,313	312,541	13.76%	75.00%
Sunbury Satellite 70225116	-	-	-	-	-	-	-
OEPA Litter 70225221	2,000	-	-	992	2,441	49.62%	75.00%
CH Administration 70225222	100	8,750	15,934	83,779	164,594	-	75.00%
Communication 70225225	-	-	-	-	-	-	-
MRC Program 2022 70225226	-	-	-	10,000	-	-	-
RISE Grant 70225227	-	-	-	-	-	-	-
PH Emergency Planning 70225228	147,945	31,230	40,342	162,544	184,945	109.87%	75.00%
Tobacco Prevention & Cessation 70225230	-	-	-	-	5,650	-	-
HEAL Grant 70225231	22,000	-	-	-	-	-	-
EH Administration 70225441	780	2	10	589	466	75.51%	75.00%
ER Response & Waste Management 70225442	-	-	-	-	-	-	-
Sewage 70225443	329,058	25,480	37,654	283,661	311,690	86.20%	75.00%
Vector 70225444	-	-	-	12,690	-	-	-
Residential Services 70225445	-	-	-	-	-	-	-
Plumbing 70225446	1,125,586	128,997	121,869	1,214,982	1,013,434	107.94%	75.00%
Food Protection & Public Safety 70225447	5,000	250	-	2,438	2,700	48.76%	75.00%
PH Administration 70225551	-	-	1	4,282	58	-	75.00%
Public Health Disease Prevention 70225554	7,000	-	-	7,000	11,000	100.00%	75.00%
Community Health & Clinic Services 70225555	236,572	24,483	51,408	260,470	564,916	110.10%	75.00%
BCMH 70225556	13,645	-	-	8,230	360	60.32%	75.00%
Get Vaccinated 70225558	27,823	5,251	5,348	13,288	6,903	47.76%	75.00%
PH Naloxone 70225559	4,784	-	7,150	-	7,150	-	-
Total	8,818,443	257,946	322,699	7,649,363	7,334,827		
No longer receiving these grants							
Other Financing Sources (Advances/Transfers)							
70225111	-	-	-	149,000	577,582	Advance	
70225111	-	-	-	-	-		
	-	-	-	149,000	577,582		
Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 October Expenditures	2021 October Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditure	% Expended Year-To-Date	% Expected Year-To-Date
Administration 70225111	2,568,176	44,960	139,439	1,448,419	1,423,117	56.40%	75.00%
Vital Statistics 70225112	209,018	31,297	39,605	186,330	200,964	89.15%	75.00%
Facility & Expansion 70225113	124,119	9,833	14,233	109,670	136,035	88.36%	75.00%
Data & Communication 70225114	567,948	31,562	27,879	364,351	356,183	64.15%	75.00%
Building 70225115	376,681	15,351	5,304	109,783	183,283	29.14%	75.00%
Sunbury Satellite 70225116	118,445	8,933	11,042	102,795	97,883	86.79%	75.00%
OEPA Litter 70225221	2,174	-	259	884	1,939	40.66%	75.00%
CH Administration 70225222	846,781	64,454	42,217	605,778	518,947	71.54%	75.00%
Communication 70225225	248,319	6,300	8,074	143,174	111,827	57.66%	75.00%
MRC Program 2022 70225226	10,000	455	-	2,694	-	26.94%	75.00%
Rise Grant 70225227	25,000	-	-	-	-	-	-
PH Emergency Planning 70225228	162,411	14,516	6,634	106,726	55,508	65.71%	75.00%
Tobacco Prevention & Cessation 70225230	-	-	-	-	651	-	75.00%
Heal Grant 70225231	22,000	1,166	-	3,173	-	-	75.00%
EH Administration 70225441	194,832	11,623	15,986	196,868	121,286	101.05%	75.00%
ER Response & Waste Management 70225442	59,749	509	4,107	23,034	83,287	38.55%	75.00%
Sewage 70225443	265,260	22,131	16,249	227,276	169,976	85.68%	75.00%
Vector 70225444	109,356	14,714	3,336	77,156	66,237	70.55%	75.00%
Residential Services 70225445	173,042	6,726	9,225	61,997	76,335	35.83%	75.00%
Plumbing 70225446	689,235	46,863	44,399	464,334	455,583	67.37%	75.00%
Food Protection & Public Safety 70225447	205,095	7,978	14,144	118,022	191,055	57.55%	75.00%
PH Administration 70225551	164,184	(20,450)	10,081	92,213	143,054	56.16%	75.00%
Public Health Disease Prevention 70225554	232,405	16,056	16,188	167,940	180,532	72.26%	75.00%
Community Health & Clinic Services 70225555	757,125	140,421	85,543	602,165	620,156	79.53%	75.00%
BCMH 70225556	100,323	5,581	3,015	44,870	30,994	44.73%	75.00%
Get Vaccinated 70225558	63,166	4,778	5,276	56,581	44,241	89.58%	75.00%
PH Naloxone 70225559	13,449	-	273	813	3,882	6.05%	75.00%
Total	8,308,293	485,757	522,508	5,317,046	5,272,955		
No longer receiving these grants							
Other Financing Uses (Advances/Transfers)							
70225111	-	-	-	-	-		
70225111	-	-	-	150,000	-	Advance	
70225115	-	-	-	50,000	-	Transfer	
70551505	-	-	100,000	-	250,803	Advance	
71651529	-	-	-	-	300,000	Advance	
71851528	-	-	-	-	5,372	Transfer	
75551403	-	-	-	-	150,000	Advance	
	-	-	100,000	200,000	706,175		
10/31/22 - Public Health/General Operating Funds Cash Balance							
		8,339,880					

October 2022

Special Revenue, Capital Project Funds & Debt Service							
09/30/2022 - Cash Balance		2,131,355					
Revenues							
Fund Number	2022 Budgeted Revenue	2022 October Revenue	2021 October Revenue	2022 Year-To-Date Revenue	2021 Year-To-Date Revenue	% Received Year-To-Date	% Expected Year-To-Date
Campground Program 70351503	8,400	-	-	9,677	7,287	115.20%	75.00%
Food Service 70451504	428,093	4,533	5,093	420,723	408,107	98.28%	75.00%
Covid 19 Response 70551505	-	-	5,650	-	266,865	-	75.00%
Water System 70651506	13,167	900	976	10,895	15,185	82.74%	75.00%
Solid Waste 70751507	41,250	200	-	43,974	44,083	106.60%	75.00%
Swimming Pool 70851508	57,197	-	-	68,705	66,898	120.12%	75.00%
Women Infants & Children 70951509	550,000	152,417	146,151	517,605	504,850	94.11%	75.00%
Safe Rt23 Corridor 71351515	35,000	-	-	32,635	11,710	93.24%	75.00%
DGHD New Office 71451401	4,000,000	49,918	-	909,086	150	22.73%	1821.16%
Enhanced Operations Grant 71651529	282,768	-	-	282,000	454,626	99.73%	75.00%
2022 Enhanced Operations Grant 71651530	600,000	-	-	-	-	0.00%	-
Contact Tracing/CO20 71851528	-	-	-	-	235,174	0.00%	-
New Facility Debt Service 75451402	250,000	-	-	-	-	0.00%	-
Workforce Development Grant 75551403	300,000	44,600	-	143,475	-	47.83%	75.00%
Covid 19 Vaccination 75651404	257,137	53,242	-	117,576	-	45.73%	75.00%
Total	6,823,012	305,810	157,870	2,556,351	2,014,935		
Reimbursable Grants							
Build vs. Received, not budget							
No longer receiving these grants							
Other Financing Sources (Advances/Transfers)							
70551505	-	-	100,000	-	250,803	Advance	
75651404	-	-	-	100,000	-	Advance	
71651529	-	-	-	-	300,000	Advance	
71651530	-	-	-	50,000	-	Advance	
71851528	-	-	-	-	5,372	Advance	
75451402	-	-	-	50,000	-	Advance	
75551403	-	-	-	-	150,000	Advance	
Total	-	-	100,000	200,000	706,175		
Expenditures							
Fund Number	2022 Budgeted Expenditures	2022 October Expenditures	2021 October Expenditures	2022 Year-To-Date Expenditures	2021 Year-To-Date Expenditures	% Expended Year-To-Date	% Expected Year-To-Date
Campground Program 70351503	13,258	-	-	7,564	6,075	57.05%	75.00%
Food Service 70451504	428,607	31,122	22,223	360,327	255,764	84.07%	75.00%
Covid 19 Response 70551505	-	-	64,621	-	302,783	-	75.00%
Water System 70651506	17,223	968	1,006	11,417	11,188	66.29%	75.00%
Solid Waste 70751507	48,197	1,144	4,589	37,167	49,147	77.11%	75.00%
Swimming Pool 70851508	81,342	5,021	638	51,455	16,216	63.26%	75.00%
Women Infants & Children 70951509	591,449	39,471	38,555	416,032	395,510	70.34%	75.00%
Safe Rt23 Corridor 71351515	59,500	5,014	3,091	43,006	24,805	72.28%	75.00%
DGHD New Office 71451401	5,608,868	70,157	263,613	1,843,343	2,303,703	32.86%	75.00%
Enhanced Operations Grant 71651529	204,521	34,223	-	206,021	454,626	100.73%	75.00%
2022 Enhanced Operations Grant 71651530	291,209	30,745	-	36,592	-	12.57%	-
Contact Tracing/CT20 71851528	-	-	-	-	103,227	-	-
New Facility Debt Service Fund 75451402	250,000	4,222	-	4,222	-	1.69%	75.00%
Workforce Development Grant 75551403	264,647	11,289	4,027	111,942	4,027	42.30%	75.00%
Covid 19 Vaccination 75651404	257,137	15,793	-	124,987	-	48.61%	75.00%
Total	8,115,958	249,169	402,363	3,254,075	3,927,071		
Reimbursable Grants							
No longer receiving these grants							
Other Financing Uses (Advances/Transfers)							
70551505	-	-	-	-	42,408	Advance	
71851528	-	-	-	-	235,174	Advance	
71651529	-	-	-	149,000	300,000	Advance	
Total	-	-	-	149,000	577,582		
Total 2022 Year-To-Date Revenues				10,205,714	9,349,762	Total 2021 Year-To-Date Revenues	
Total 2022 Year-To-Date Expenditures				8,571,121	9,200,026	Total 2021 Year-To-Date Expenditures	
10/31/2022-Special Revenue, Capital Project and Debt Service Funds Cash Balance 2,187,996							
Total Cash Balance		10,527,876					
Overall: Revenues: Revenues are up 8.71% compared with 2021							





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

### ***Meeting Minutes***

October 21, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleston, Patrick Blayney, Bill Souders, Lisa Ringer, Brandy Schaffer, Doug Elliot, Eric Olson

#### **I. Attendance**

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

##### **➤ Bulletins**

- 19 Bulletins issued to date.

##### **➤ Change Orders-Log Issued**

- 35 Change Orders Issued
- 0 proposal pending formal approval/rejection (AOR/Owner Level).
- 0 proposal pending submission

##### **➤ Payment Applications**

- September Request (Pay Request #22) Approved, payment pending.
- October (Pay Request #23) to be forthcoming.

#### **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

- 62 Formal RFI's submitted; 62 answered.

### ➤ RFI's to be Submitted

- N/A

## VI. Schedule

### ➤ Current Schedule is dated 10/7/22

## VII. Old Business/Open Issues

### ➤ Old Issues

- N/A

## VIII. New Business

### ➤ Progress & Proposed Work

- ◆ Roofing is wrapping up there has been massive delay this week due to wind and rain. Next week detailing/trim work will begin.
- ◆ Interior stud work is in progress, 20% complete.
- ◆ Concrete has been removed and partially replaced.
- ◆ HVAC drops and main trunkline is complete, spiral duct installation continues, duct is approximately 50% complete.
- ◆ Electrician has installed temp lighting and are expected to commence with the panels and homeruns late next week.
- ◆ Knoch will infill window openings next week. Window installation is expected mid-November.
- ◆ Site Contractor is completing the fine grade and topsoil placement.
- ◆ Parking lot fine grading, prime and base course of paving slated for next week with the top course to follow.

### ➤ New Issues/Business

- Review "boney" soil on site. Site meeting slated for 10/24/22.



## IX. Reminders/Tasks

### ➤ Specific Tasks

### ➤ Meetings

- The next Progress Meeting will be **Friday 11/4/22 @ 8:00 am**



Project: 01 20 5004 Delaware Public Health District HQ Building  
Subject: Progress Meeting #47  
Time: 8:00 AM  
Date: 11/04/22  
Location: Zoom Platform  
Invitees: Shelia Hiddleson, Patrick Blayney, Garrett Guillozet, Amy Whitney, Lisa Ringer, Bill Souders, Brandy Schaffer,

## 1. Introductions

## 2. Administrative

- **Bulletins**
  - 19 Bulletins issued to date
- **Change Orders**
  - (35) Change Orders issued
  - (0) Proposals pending formal approval/rejection
  - (0) Proposals pending submission
- **Payment Applications/Payment.**
  - October (#23) Approved, Payment Forthcoming.

## 3. Permits/Applications

- Building Permit and Civil Permits are secured.
- Demo Permit/Existing House is secured.
- Plumbing Permit is secured
- Sign Permit has been approved
- Sprinkler Permit has been approved.

## 4. Submittals

- **Submittals are current**

## 5. RFI's

- **Review RFI's**
  - 65 Formal RFI's submitted to date:63 answered.
- **New RFI's for Submission?**



## 6. Schedule

- Current schedule is dated 9/23/22

## 7. Old Business/Open Issues

- Old Issues/Business
  - Boney soil reviewed with Pat on site. Site Contractor to provide not to exceed cost breakdown of 5k to grade and contour the old driveway area and east lawn while Pat searches additional options.

## 8. New Business

- Progress & Proposed Work
  - General Work:
    - ◆ Skylight installation in progress.
    - ◆ Interior stud work is in progress, 75% complete.
    - ◆ HVAC drops and main trunkline is complete, spiral duct installation continues, duct is approximately 85% complete.
    - ◆ Electrician has reviewed the project this week and is starting wall rough-in next week.
    - ◆ Site Contractor has placed most of the topsoil; 3 small piles remain to place after asphalt is complete.
    - ◆ Patio replacement is scheduled for late next week, weather dependent.
    - ◆ Asphalt will commence through early next week with striping scheduled for mid-week; weather dependent.
    - ◆ Knoch continues to close in the building openings in preparation for drywall installation.
- New Issues/Business
  - ?

## 9. Reminders/Tasks

- Next Meeting
  - ***Next meeting will be 11/4/22 @ 8:00***



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

### ***Meeting Minutes***

November 4, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleston, Patrick Blayney, Bill Souders, Lisa Ringer, Brandy Schaffer, Doug Elliot, Eric Olson

#### **I. Attendance**

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

- **Bulletins**
  - 19 Bulletins issued to date.
- **Change Orders-Log Issued**
  - 35 Change Orders Issued
  - 0 proposal pending formal approval/rejection (AOR/Owner Level).
  - 0 proposal pending submission
- **Payment Applications**
  - October (Pay Request #23) to be forthcoming.

#### **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

- 65 Formal RFI's submitted; 63 answered.

### ➤ RFI's to be Submitted

- N/A

## VI. Schedule

### ➤ Current Schedule is dated 10/7/22

## VII. Old Business/Open Issues

### ➤ Old Issues

- Boney soil reviewed with Pat on site. Site Contractor to provide not to exceed cost breakdown of 5k to grade and contour the old driveway area and east lawn while Pat searches additional options

## VIII. New Business

### ➤ Progress & Proposed Work

- ◆ Skylight installation in progress.
- ◆ Interior stud work is in progress, 75% complete.
- ◆ HVAC drops and main trunkline is complete, spiral duct installation continues, duct is approximately 85% complete.
- ◆ Electrician has reviewed the project this week and is starting wall rough-in next week.
- ◆ Site Contractor has placed most of the topsoil; 3 small piles remain to place after asphalt is complete.
- ◆ Patio replacement is scheduled for late next week, weather dependent.
- ◆ Asphalt will commence through early next week with striping scheduled for mid-week; weather dependent.
- ◆ Knoch continues to close in the building openings in preparation for drywall installation.
- ◆ Parking lot fine grading, prime and base course of paving slated for next week with the top course to follow.

### ➤ New Issues/Business



## **IX. Reminders/Tasks**

### **➤ Specific Tasks**

### **➤ Meetings**

- The next Progress Meeting will be **Friday 11/18/22 @ 8:00 am**



Project: 01 20 5004 Delaware Public Health District HQ Building  
Subject: Progress Meeting #48  
Time: 8:00 AM  
Date: 11/18/22  
Location: Zoom Platform  
Invitees: Shelia Hiddleson, Patrick Blayney, Garrett Guillozet, Amy Whitney, Lisa Ringer, Bill Souders, Brandy Schaffer,

## 1. Introductions

## 2. Administrative

### ➤ Bulletins

- 19 Bulletins issued to date

### ➤ Change Orders

- (35) Change Orders issued
- (0) Proposals pending formal approval/rejection
- (0) Proposals pending submission

### ➤ Payment Applications/Payment.

- October (#23) Approved, Payment Received

## 3. Permits/Applications

- Building Permit and Civil Permits are secured.
- Demo Permit/Existing House is secured.
- Plumbing Permit is secured
- Sign Permit has been approved
- Sprinkler Permit has been approved.

## 4. Submittals

- Submittals are current

## 5. RFI's

### ➤ Review RFI's

- 65 Formal RFI's submitted to date:65 answered.

### ➤ New RFI's for Submission?

- Spandrel Curtain Wall Insulation Thickness

- Blocking Details @ Awnings
- Interior Paint Color @ Exposed Structure

## 6. Schedule

- **Current schedule is dated 9/23/22**
  - Construction is approximately 2 weeks behind current schedule.

## 7. Old Business/Open Issues

- **Old Issues/Business**
  - Boney soil reviewed with Pat on site. Site Contractor to provide not to exceed cost breakdown of 5k to grade and contour the old driveway area and east lawn while Pat searches additional options.
  - **MN has provided grading plan for East side of the project. TKC has requested pricing. DPHD/Pat has located topsoil for placement. Sub pricing pending.**

## 8. New Business

- **Progress & Proposed Work**
  - **General Work:**
    - ◆ Skylight installation complete. North clerestory siding and trim in progress.
    - ◆ Interior stud work is in progress, 95% complete. Blocking and drywall to begin.
    - ◆ HVAC drops and main trunkline is complete, spiral duct installation continues, duct is approximately 90% complete. RTU's are installed.
    - ◆ Electrician was delayed however is slated to start next week with a 15-man second shift crew to catch up.
    - ◆ A new plumbing Sub has been contracted and will begin work next week.
    - ◆ Site Contractor has placed most of the topsoil; 3 small piles remain to place after asphalt is complete.
    - ◆ Patio replacement is rescheduled for early next week due to weather conditions.
    - ◆ Asphalt and striping are complete.
    - ◆ Temp heaters are active for continued construction operations.
- **New Issues/Business**
  - ?

## 9. Reminders/Tasks

- Next Meeting
  - ***Next meeting will be 12/2/22 @ 8:00***



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

### ***Meeting Minutes***

November 18, 2022

8:00 AM

Type of Meeting: Delaware Public Health District Construction Progress Meeting

Meeting Facilitator: Knoch Construction

Attendees: Sheila Hiddleson, Patrick Blayney, Garrett Guillozet, Amy Whitney, Bill Souders, Brandy Schaffer

#### **I. Attendance**

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

##### ➤ **Bulletins**

- 19 Bulletins issued to date.

##### ➤ **Change Orders-Log Issued**

- 35 Change Orders Issued
- 0 proposal pending formal approval/rejection (AOR/Owner Level).
- 0 proposal pending submission

##### ➤ **Payment Applications**

- October (Pay Request #23) payment made.

#### **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**

- 65 Formal RFI's submitted; 65 answered.

### ➤ **RFI's to be Submitted**

- Spandrel Curtain Wall Insulation Thickness
- Blocking Detail @ Awnings
- Interior Paint Color @ Exposed Structure.
- Tube Post Flashing @ Screenwall
- North Canopy Roof Detail

## VI. Schedule

### ➤ **Current Schedule is dated 10/7/22**

- Construction is currently approximately 2 weeks behind schedule.

## VII. Old Business/Open Issues

### ➤ **Old Issues**

- Boney soil reviewed with Pat on site. Site Contractor to provide not to exceed cost breakdown of 5k to grade and contour the old driveway area and east lawn while Pat searches additional options
- **MN has provided grading plan for East side of the project. TKC has requested pricing. DPHD/Pat has located topsoil for placement. Sub pricing pending**

## VIII. New Business

### ➤ **Progress & Proposed Work**

- ◆ Skylight installation complete. North clerestory siding and trim in progress.
- ◆ Interior stud work is in progress, 95% complete. Blocking and drywall to begin.
- ◆ HVAC drops and main trunkline is complete, spiral duct installation continues, duct is approximately 90% complete. RTU's are installed.
- ◆ Electrician was delayed however is slated to start next week with a 15-man second shift crew to catch up.





- ◆ A new plumbing Sub has been contracted and will begin work next week.
- ◆ Site Contractor has placed most of the topsoil; 3 small piles remain to place after asphalt is complete.
- ◆ Patio replacement is rescheduled for early next week due to weather conditions.
- ◆ Asphalt and striping are complete.
- ◆ Temp heaters are active for continued construction operations.

➤ **New Issues/Business**

**IX. Reminders/Tasks**

➤ **Specific Tasks**

➤ **Meetings**

- The next Progress Meeting will be **Friday 12/1/22 @ 8:00 am**

Delaware Public Health District  
GC: The Knoch Corporation  
Architect: Moody Nolan

Complete  
Pending

RFI #	Scope	Discipline	Title/Brief Description	Submitted	Returned	Associated CO #	RFI Link
1	Site work / Sanitary	Civil / Site	Sanitary Location and elevation confirmation	12/9/20	1/8/21	N/A	<a href="#">RFI 1\Response</a>
2	Site work / Abandoned Pool	Civil / Site	Discovery of abandoned pool during detention pond excavation	12/16/20	12/18/20	2	<a href="#">RFI 2\Response</a>
3	Site work / Abandoned Pool	Civil / Site	Abandoned pool extends further than expected	1/14/21	1/20/21	2	<a href="#">RFI 3\Response</a>
4	Site work / Pond	Civil / Site	Well casing discovered on east side of the pond	1/22/21	2/1/21	4	<a href="#">RFI 4\Response</a>
5	Site work / Building Undercut	Civil / Site	Buried debris @ Building Pad (NW Corner)	1/29/21	1/29/21	6	<a href="#">RFI 5\Response</a>
6	Site work / Waterline	Civil / Site	Size verification of existing water main in South Sandusky St.	1/29/21	4/15/21	N/A	<a href="#">RFI 6\Response\RFI 6-JDL.pdf</a>
7	Site work/Storm service	Civil/Site	Existing Storm Line Damage	2/7/21	2/11/21	8	<a href="#">RFI 7\RFI 7-JDL.docx</a>
8	Site-Work/Sanitary	Civil/Site	Sanitary Obstruction (Old House/Pool)	2/10/21	2/11/21	9	<a href="#">RFI 8\RFI 8-JDL.docx</a>
9	Sliding Glass/Millwork	Architectural	Transaction top glass location	2/12/21	2/22/21	N/A	<a href="#">RFI 9\Response</a>
10	Site Work/FDC Check Valve	Civil/Site	Fire, domestic and FDC building riser locations	2/15/21	4/14/21	N/A	<a href="#">RFI 10\Response</a>
11	Site Work/Water Main Location	Civil/Site	Actual watermain location differs from plans	2/19/21	4/15/21	14	<a href="#">RFI 11\Response\RFI #11-JDL.pdf</a>
12	Site Work / Grading	Civil/Site	Additional grading information required prior to finalization of staking	3/31/21	4/14/21	N/A	<a href="#">RFI 12\Response</a>
13	Fire Protection Service Line	Civil/Site	Clarification needed on whether to Install a 6" or 8" line	4/12/21	4/15/21	N/A	<a href="#">RFI 13\Response\RFI 13-JDL.pdf</a>
14	Sitework/Unforeseen	Civil/Site	Well Casing Along North Drive	5/14/21	5/14/21	N/A	<a href="#">RFI 14\RFI 14-JDL.pdf</a>
15	Sitework/Poor Soils	Civil/Site	Poor Soils Encountered in Parking Lot	5/14/21	5/14/21	19	<a href="#">RFI 15\RFI 15-JDL.pdf</a>
16	Sitework/Waterlines	Civil/Site	Fire and domestic waterlines split steel column on NW end of building	5/24/21	5/24/21	N/A	<a href="#">RFI 16\Response\RFI 16 Response.pdf</a>
17	Building/Foundations	Structural	Anchor Bolt Lengths @ PEMB Foundations	6/9/21	6/10/21	N/A	<a href="#">RFI 17\RFI 17 PJF.pdf</a>
18	Sitework/Utilities-FDC & Water	Civil/Site	FDC and Domestic Fire RFI #16 Clarification	6/9/21	6/10/21	14	<a href="#">RFI 18\RFI 18-Bulletin 09.pdf</a>
19	Sitework/Asphalt	Civil / Site	Asphalt Prime Coat	6/10/21	6/10/21	N/A	<a href="#">RFI 19\RFI 19.pdf</a>
20	Sitework/Demo	Civil/Site	South Entrance Demo/Final Plan	6/24/21	7/26/21	Pending	<a href="#">RFI 20\RFI# 20-v2.0 JDL.pdf</a>
21	Sitework/Grading	Civil/Site	Rear Entrance-Existing Trees Impeding Drive	7/2/21	7/9/21	N/A	<a href="#">RFI 21\RFI 21.pdf</a>
22	Building/Foundations	Architectural/Site	Foundation Drain Outlet / Tie-In	7/13/21	7/13/21	N/A	<a href="#">RFI 22\RFI 22.pdf</a>
23	Building Foundations	Architectural/Stru	Foundation Elevations	7/26/21	7/28/21	N/A	<a href="#">RFI 23\Knoch RFI 23 (Caldo 1) PJF.pdf</a>
24	Sitework/Grading	Civil/Site	Accessible Drive Grading	8/3/21	8/5/21	N/A	<a href="#">RFI 24\RFI 24-JDL.pdf</a>
25	Electrical Underground	AOR/Electrical	Floor Box Location/Coordination	8/26/21	8/30/21	N/A	<a href="#">RFI 25\Response</a>
26	Plumbing	Plumbing	Sure Seal vs. Trap Seal Primers Spec'd	8/26/21	8/30/21	N/A	<a href="#">RFI 26\RFI 26-PEA Response.pdf</a>
27	Electrical	Electrical	MC in Lieu of EMT	9/7/21	9/7/21	N/A	<a href="#">RFI 27\RFI 27.pdf</a>
28	Site Utilities	Civil/Site	Thrust Blocks @ Water Mains	9/21/21	10/1/21	N/A	<a href="#">RFI 28\RFI# 28-JDL.pdf</a>
29	Electrical	Electrical	Floor Box Locations	9/29/21	9/29/21	N/A	<a href="#">RFI 29\RFI 29.pdf</a>
30	Site Electrical	Electrical	Light Pole Bases	10/1/21	10/6/21	N/A	<a href="#">RFI 30\RFI 30.pdf</a>
31	Site Bollards	Steel/Concrete	Bollards @ Dumpster Enclosure	10/1/21	10/1/21	N/A	<a href="#">RFI 31\RFI 31.pdf</a>
32	Framing	Architectural	North Wall Location @ Coffee Stop 0160.1	10/5/21	10/5/21	N/A	<a href="#">RFI 32\RFI 32.pdf</a>
33	Framing	Architectural	Restrooms 0137 and 0138 Common Wall Location	10/5/21	10/8/21	N/A	<a href="#">RFI 33\RFI 33.pdf</a>
34	Framing	Architectural	Rooms 0104 and 0105 Wall Locations	10/6/21	10/8/21	N/A	<a href="#">RFI 34\RFI 34.pdf</a>
35	Concrete Column Pads	Structural	Anchor Bolt Misplacement C2, C3, C4	10/13/21	10/14/21	N/A	<a href="#">RFI 35\RFI 35 PJF.pdf</a>
36	Column Pads/Framing	Structural/AOR	Structural/Architectural Building Dimension Coordination	10/15/21	10/18/21	N/A	<a href="#">RFI 36\RFI 36 Response</a>
37	Concrete Column Pads	Architectural	Concrete Slope Review @ South Concrete Patio	10/15/21	10/18/21	N/A	<a href="#">RFI 37\RFI 37.pdf</a>
38	Site Bollards	Concrete	Bollards @ OH Door & North Canopy	1/4/22	1/13/22	N/A	<a href="#">RFI 38\RFI 38.pdf</a>
39	Framing/Siding	AOR	Siding Attachment-Detail 5/A522	3/9/22	3/9/22	N/A	<a href="#">RFI 39\RFI 39.pdf</a>
40	Drawings	AOR	Detail Clarification of Call-Out	3/9/22	3/10/22	N/A	<a href="#">RFI 40\RFI 40.pdf</a>
41	Framing/Siding	AOR	Siding Elevation per 9/S401 (Siding sits on Slab)	3/9/22	3/11/22	26	<a href="#">RFI 41\RFI 41-REVISED.pdf</a>
42	Concrete	AOR/Structural	2/S401 Door Details @ Foundation	3/9/22	3/14/22	27	<a href="#">RFI 42\RFI 42 (002).pdf</a>
43	Siding	AOR/Structural	2/S401 Siding Elevation @A1-A1.9	3/9/22	3/11/22		<a href="#">RFI 43\RFI 43.pdf</a>
44	Steel Framing	AOR/Structural/P	Door Sizes/Openings	3/9/22	3/11/22	N/A	<a href="#">RFI 44\RFI 44.pdf</a>
45	Framing/Storefronts	Architectural / Str	Need details on how to attach the top of the curtain wall into the structure	4/11/2022	5/26/2022	35	<a href="#">RFI 45\RFI 45 PJF 05-26-2022.pdf</a>
46	Electrical	Electrical	Replacement fixture suggestion from KEP for W2 fixture for approval	3/22/2022	3/30/2022	30	<a href="#">RFI 46\RFI 46 Answered 3-30-2022.pdf</a>
47	Steel Framing	Architectural / Str	Attachment and spacing of uprights on East/West runs of Screen Wall-Reference Metallic RFI #7	4/11/2022	4/21/2022	N/A	<a href="#">RFI 47\RFI 47.pdf</a>
48	Fence	Architectural / Civi	Old gas line in the way of the fence line at the NE corner of the property	4/12/2022	5/13/2022	N/A	<a href="#">RFI 48\RFI #48.pdf</a>
49	Fence	Architectural / Civi	Home Owners fence on the property line for the last 20' of the south fence run. How to address.	4/15/2022	5/18/2022	N/A	<a href="#">RFI 49\RFI #49.pdf</a>
50	Utilities Roof Drains	Architectural / Civi	Clarification/Coordination of Differing Architectural Drawings and Civil Drawings	5/4/2022	5/11/2022	34	<a href="#">RFI 50\RFI #50-JDL.pdf</a>
51	Framing/Drywall	Architectural	Review Wall Detail per 1/A-522 Stone Veneer Attachment	5/11/2022	5/12/2022	33	<a href="#">RFI 51\RFI #51.pdf</a>
52	Framing/Drywall	Architectural	Review Wall Framing (Metal Stud Framing/Furring of Exterior Walls)	5/24/2022	5/25/2022		<a href="#">RFI 52\RFI #52.pdf</a>
53	Concrete	Architectural	Monument Sign Foundation	5/25/2022	5/26/2022	N/A	<a href="#">RFI 53\RFI #53.pdf</a>
54	Structural Framing-Moveable Partition	Architectural/Stru	Moveable Partition Framing	6/20/2022	6/27/2022	35	<a href="#">RFI 54\RFI #54.pdf</a>
55	Steel Framing	Architectural/Stru	Mechanical Screenwall Location	6/22/2022	6/22/2022	N/A	<a href="#">RFI 55\RFI #55 (002).pdf</a>
56	Insulation	Architectural/Stru	Insulation System Review	6/20/2022	7/15/2022	38	<a href="#">RFI 56\RFI #56-revised2.pdf</a>
57	Window Installation	Architectural/Stru	PEMB Columns Impede Window Openings(Face of the Wall)	6/22/2022	7/15/2022	37	<a href="#">RFI 57\RFI #57.pdf</a>
58	Screenwall Attachment	Architectural/Stru	Screenwall Attachment to the PEMB Column @ Column Line C	7/12/2022	7/14/2022	36	<a href="#">RFI 58\RFI #58 PJF.docx</a>
59	Concrete	Architectural/Civi	Concrete Curbs @ East Entrance	9/13/2022	9/16/2022	N/A	<a href="#">RFI 59\RFI #59 -JDL.pdf</a>
60	Concrete	Architectural/Civi	Concrete Curbs and Walk @ East Entrance-Lay-out	9/23/2022	9/28/2022	N/A	<a href="#">RFI 60\RFI #60.pdf</a>
61	OH Door Blocking/Rail Attachment	Architectural	OH Door Blocking @ Rail Attachment	9/30/2022	10/3/2022	Pending	<a href="#">RFI 61\Response\RFI #61.pdf</a>
62	Doors	Architectural	Door 176B Material	10/20/2022	10/20/2022	N/A	<a href="#">RFI 62\RFI #62.docx</a>
63	Carpentry	Architectural	Ceiling Height @ Areas of Refuge	10/31/2022	11/4/2022		<a href="#">RFI 63\RFI #63.pdf</a>
64	Carpentry	Architectural	Column framing at Column Line 2	10/31/2022	11/2/2022		<a href="#">RFI 64\RFI #64.pdf</a>
65	Carpentry	Architectural	Smoke Wall Framing Detail @ Purlin	11/3/2022	11/4/2022		<a href="#">RFI 65\RFI #65.pdf</a>

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	10,778,463	7,682,032	3,096,431
<b>Planned Expenses</b>		8,611,318	10,464,649	7,709,913	2,754,735
<b>Revenue</b>					
Total Funds Available	Includes Encumbrances	6,182,295	6,778,463	6,778,613	0
Estimated Current Building Sale	Appraisal \$2,700,000	0	0	0	0
FCW Loan		4,000,000	4,000,000	903,419	0
<b>Total</b>		<b>10,182,295</b>	<b>10,778,463</b>	<b>7,682,032</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	4,235,995	2,170,001
Planning/City Fees	City of Delaware	2,690	2,690	11,156	(8,466)
Moody-Nolan (Change Order 10/22 BOH approval \$20,000)	Includes increased cost for additional design required for metal building	430,000	467,650	451,462	16,188
Moody-Nolan	Travel, Printing & Courier Service	0	5,000	2,725	2,275
<b>Site Work</b>					0
Contingency		640,600	1,091,684	1,091,684	0
Civil Revisions/Civil Engineer (10)	10,845				
Pool Removal (7)	88,114				
Extended Project Duration (3)	63,630				
Discovery of abandoned well (4)	2,188				
Pool Fill (7)	14,285				
Obstruction in Existing Sanitary Line (9)	8,252				
Debris Field & Stone Import (6)	60,905				
Revision to Building Foundation (13)	58,797				
Tree Roots and Debris (8)	18,126				
Unsuitable Spoils (19)	92,189				
Waterline Revisions (14)	30,755				
Escalation Prices (17)	240,799				
Coffee Stops (21)	2,805				
Screen Wall Panels & Color Upgrade (20)	104,173				
Revised Signage/Letter Revisions (16)	2,798				
Low Voltage Revisions (11)	24,652				
Structural Dimensions & Electrical (18)	39,144				
Grading, Millwork & Electrical (22)	24,745				
Bulletin 1	(9,416)				
Server Room Power (24)	479				
Casework, Paint, Electrical (23)	9,329				
Area of Refuge (25)	97,888				
Light Fixture Replacement (30)	333				
Frost Stoop (27)	11,871				
Revised Grading (29)	5,625				
Cement Board (33)	1,466				
Flashing (26)	967				
Clearing Fence Area (31)	15,408				
Rubbish Removed from Pond (32)	23,293				
Additional Drain Leaders to Storm (34)	5,005				
Screenwall Attachment (36)	4,373				
South Wall/Moveable Partition (35)	35,380				
East Side Window Elevation Conceal Column (37)	2,482				
Total Change Orders	1,091,684				
Additional Fence (5)	72,169	25,000	72,169	72,169	(0)
House Demolition (12)	165,422	0	165,422	165,422	0
Total Change Orders Requested	237,591				
Total Change Orders	1,329,275				
Inspection & Attorney Fees	First Commonwealth	0	2,600	400	2,200
Inspection Fees	City of Delaware	0	9,311	15,045	(5,734)
Permits (see G22)	City of Delaware	8,198	5,102	0	5,102
Capacity Fees	City of Delaware	16,000	16,000	0	0
Inspection Fees (CO 11/22 \$5,000 PB approved)	CTL Engineering, Inc.	40,000	55,000	52,139	2,861
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	0
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	0
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>8,449,814</b>	<b>6,193,137</b>	<b>2,185,330</b>
<b>Total</b>		<b>8,611,318</b>	<b>9,386,398</b>	<b>7,129,721</b>	<b>2,185,330</b>

May 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		513,600	504,529	9,071
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
<b>Total</b>			<b>1,078,251</b>	<b>580,192</b>	<b>498,059</b>

### Owner Change Order Log

#### 822-20 Delaware Public Health

KNOCH CO #	Owner CO #	Description	Pending CO Amount	Date Submitted	Submitted Value	Approval Date	Total Approved
1	1	Bulletin 1	\$0.00	12/07/21	-\$9,416.43	12/17/21	-\$9,416.43
2	2	RFI 2 & 3; Bulletin #2 Pool Removal (T&M)	\$0.00	01/25/21	\$88,114.06	02/24/21	\$88,114.06
3	3	General Conditions/Extended Project Duration (Civil Permit)	\$0.00	02/04/21	\$63,630.00	03/17/21	\$63,630.00
4	4	RFI #4 Well Abandonment	\$0.00	02/04/21	\$2,188.29	02/24/21	\$2,188.29
5	5	Fence Revisions/Phase 2	\$0.00	03/10/21	\$72,169.24	03/17/21	\$72,169.24
6	6	RFI 5 Building Pad Remediation/Debris (T&M)	\$0.00	04/26/21	\$60,904.96	04/28/21	\$60,904.96
7	7	Pool Demo-Part 2 (Fill)	\$0.00	02/27/21	\$14,284.71	03/17/21	\$14,284.71
8	8	Sanitary Line Corrections (RFI #7) (T&M)	\$0.00	07/23/21	\$18,126.09	08/30/21	\$18,126.09
9	9	Sanitary Obstruction (T&M) (RFI #8)	\$0.00	03/11/21	\$8,251.95	03/18/21	\$8,251.95
10	10	Bulletin #3 Civil Revisions	\$0.00	03/12/21	\$10,844.39	03/18/21	\$10,844.39
11	11	Bulletin #4 Low Voltage Revisions	\$0.00	09/29/21	\$24,651.57	11/08/21	\$24,651.57
12	12	Bulletin #6 House Demolition	\$0.00	06/06/21	\$165,422.20	06/14/21	\$165,422.20
13	13	Bulletin #5 Foundation Revisions	\$0.00	05/10/21	\$58,796.71	06/02/21	\$58,796.71
14	14	Waterline Revisions & Details- Bulletin 9 R1	\$0.00	07/19/21	\$30,754.71	09/22/21	\$30,754.71
15	15	Bulletin #7 Hardware Revisions-Reviewed & Noted; No Cost Impact	\$0.00	12/07/21	\$0.00	12/16/21	\$0.00
16	16	Revised Signage/Letter Revisions per Submittal	\$0.00	09/29/21	\$2,798.13	10/01/21	\$2,798.13
17	17	Material Cost Escalations- Final	\$0.00	12/09/21	\$240,798.80	01/19/22	\$240,798.80
18	18	Bulletin #8 Structural Dimensions and Electrical	\$0.00	12/09/21	\$39,144.38	01/19/22	\$39,144.38
19	19	RFI #15 Unsuitable Spoils in the Parking Lot	\$0.00	07/26/21	\$92,188.95	09/03/21	\$92,188.95
20	20	Screen Wall Panels & Color Upgrade	\$0.00	09/30/21	\$104,173.26	10/04/21	\$104,173.26
21	21	Bulletin 10 Coffee Stations	\$0.00	09/13/21	\$2,804.99	09/20/21	\$2,804.99
22	22	Bulletin 11-Grading Revisions, Millwork Revisions/Electrical Floor Box Revision	\$0.00	11/02/21	\$24,745.21	12/08/21	\$24,745.21
23	23	Bulletin 12-Casework, Paint & Electrical Revisions- Electrical Clarifications Pending	\$0.00	01/02/22	\$9,329.09	03/21/22	\$9,329.09
24	24	Bulletin 13 Server Room Power	\$0.00	02/28/22	\$479.35	03/11/22	\$479.35
25	25	Bulletin 14 Areas of Refuge	\$0.00	04/14/22	\$97,887.76	04/26/22	\$97,887.76
26	26	RFI #41 Bottom of Wall Flashing for Siding	\$0.00	05/26/22	\$967.29	06/14/22	\$967.29
27	27	RFI #42 Frost Stoops	\$0.00	04/27/22	\$11,870.91	05/16/22	\$11,870.91
28	Void	RFI #44 Door Conflict-Approved PEMB Drawings & AOR Door Schedule	\$0.00	-	\$0.00	08/02/22	\$0.00
29	29	Bulletin 15 Revised Grading @ North Side of Drive	\$0.00	05/17/22	\$5,624.79	05/26/22	\$5,624.79
30	30	RFI #46 W2 Light Fixture Replacement	\$0.00	04/15/22	\$332.75	04/26/22	\$332.75
31	31	Additional Clearing Grubbing & Grading T&M Work-Fence Installation	\$0.00	05/26/22	\$15,408.29	06/14/22	\$15,408.29
32	32	Rubbish and Garbage Removal Found During Final Pond Excavation T&M	\$0.00	06/21/22	\$23,292.69	07/18/22	\$23,292.69
33	33	RFI #51 Cement Board in Lieu of Exterior Gyp.	\$0.00	05/17/22	\$1,466.13	05/19/22	\$1,466.13
34	34	RFI #50 Additional Downspout Drain Leaders to Storm	\$0.00	06/13/22	\$5,005.25	06/25/22	\$5,005.25
35	35	Bulletin #45 Bulletin #17 South Wall Framing & Moveable Partition Support	\$0.00	08/02/22	\$35,379.74	09/27/22	\$35,379.74
36	36	RFI # 58 Screenwall Attachment-Building (Additional Post Incorporated)	\$0.00	08/02/22	\$4,373.04	08/12/22	\$4,373.04
37	37	Bulletin 18 RFI #57 East Side Window Elevation Conceal Column	\$0.00	08/02/22	\$2,481.75	10/19/22	\$2,481.75
38	Void	RFI -56 Added Joist Insulation -Revised to No Work.	\$0.00				
39	Void	Custom Louver Color	\$0.00	08/02/22	\$0.00	-	\$0.00
40							

Total Pending Change Orders	\$0.00
Total Approved Change Orders	\$1,329,275.00
<b>Total</b>	<b>\$1,329,275.00</b>

**2022 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**

Program Food Service  
Fund 70451504

**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT 2022	CHANGE	AMENDED 2022
<b>SALARIES</b>			
5001 - SALARIES	250,649.40	32,536.21	283,185.61
5004 - OVERTIME	7,016.97	-	7,016.97
	<u>257,666.37</u>		<u>290,202.58</u>
<b>BENEFITS</b>			
5101 - HEALTH INSURANCE	42,994.95	21,497.48	64,492.43
5102 - WORKERS COMP	2,576.66	644.17	3,220.83
5103 - DENTAL/OTHER INS + LTD	2,252.22	563.06	2,815.28
5120 - AGENCY SHARE/OPERS	61,839.86	15,459.97	77,299.83
5121 - SOCIAL SECURITY	3,736.16	934.04	4,670.20
	<u>113,399.85</u>		<u>152,498.55</u>
<b>MATERIALS &amp; SUPPLIES</b>			
5201 - GENERAL SUPPLIES	1,016.46	-	1,016.46
5215 - PROGRAM SUPPLIES	2,507.15	-	2,507.15
5217 - BOOK & PERIODICALS	7,573.62	-	7,573.62
5228 - VEHICLE MAINT&REPAIR SUP	3,079.31	-	3,079.31
	<u>14,176.54</u>		<u>14,176.54</u>
<b>SERVICES &amp; CHARGES</b>			
5301 - CONTRACTED PROF SERVICE	2,354.07	-	2,354.07
5305 - TRAINING & STAFF DEVELOP	487.50	-	487.50
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	57.20	-	57.20
5310 - TRAVEL - NON TAXABLE	175.97	-	175.97
5312 - ADVERT&LEGAL NOTICE	343.69	-	343.69
5313 - PRINTED&RELATED SERVICES	263.25	-	263.25
5319 - REIMBURSEMENT/REFUNDS	1,613.63	-	1,613.63
5325 - MAINT CONTRACT & AGREEMENTS	0.00	6,394.42	6,394.42
5328 - MAINT & REPAIR SERVICES	2,719.35	-	2,719.35
5330 - COMMUNICATION SERVICES	1,816.24	-	1,816.24
5332 - CELL/INTERNET ALLOWANCE	1,711.76	-	1,711.76
5365 - GRANT RELATED	26,296.40	-	26,296.40
5370 - INS PREMIUMS & CLAIMS	5,525.00	-	5,525.00
	<u>43,364.06</u>		<u>49,758.48</u>
<b>TOTAL EXPENSES</b>	<b>428,606.82</b>	<b>78,029.33</b>	<b>506,636.15</b>
	<b>428,606.82</b>		<b>506,636.15</b>

**2022 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Safe RT23 CorridorFund 71351515

AMENDED APPROPRIATION REQUEST		CURRENT		AMENDED	
ACCOUNT		2022		2022	
<b>SALARIES</b>			35,500.00		
5001 - SALARIES		35,500.00		2,493.83	37,993.83
5004 - OVERTIME		0.00		-	0.00
<b>BENEFITS</b>			21,500.00		
5101 - HEALTH INSURANCE		11,511.03		5,755.52	17,266.55
5102 - WORKERS COMP		364.99		54.75	419.74
5103 - DENTAL/OTHER INS + LTD		334.70		50.21	384.91
5120 - AGENCY SHARE/OPERS		8,760.02		1,314.00	10,074.02
5131 - AGENCY SHARE/MCARE		529.26		79.39	608.65
<b>MATERIALS &amp; SUPPLIES</b>			500.00		
5215 - PROGRAM SUPPLIES		500.00		-	500.00
<b>SERVICES &amp; CHARGES</b>			2,000.00		
5309 - TRAVEL - MILEAGE REIM ONLY		1,000.00		-	1,000.00
5313 - PRINTED&RELATED SERVICES		1,000.00		-	1,000.00
<b>TOTAL EXPENSES</b>		<b>59,500.00</b>	<b>59,500.00</b>	<b>9,747.69</b>	<b>69,247.69</b>

**2022 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Solid WasteFund 70751507**AMENDED APPROPRIATION REQUEST**

	CURRENT			AMENDED	
ACCOUNT	2022			2022	
<b>SALARIES</b>		<u>30,591.29</u>			<u>30,591.29</u>
5001 - SALARIES	30,591.29		-	30,591.29	
5004 - OVERTIME	0.00		-	0.00	
<b>BENEFITS</b>		<u>13,059.87</u>			<u>14,867.45</u>
5101 - HEALTH INSURANCE	5,000.00		1,807.58	6,807.58	
5102 - WORKERS COMP	262.21		-	262.21	
5103 - DENTAL/OTHER INS + LTD	75.54		-	75.54	
5120 - AGENCY SHARE/OPERS	7,341.91		-	7,341.91	
5131 - AGENCY SHARE/MCARE	380.21		-	380.21	
<b>MATERIALS &amp; SUPPLIES</b>		<u>835.67</u>			<u>835.67</u>
5201 - GENERAL SUPPLIES	150.00		-	150.00	
5225 - PERSONAL PROT EQUIPMENT	150.00		-	150.00	
5228 - VEHICLE MAINT&REPAIR SUP	535.67		-	535.67	
<b>SERVICES &amp; CHARGES</b>		<u>3,710.00</u>			<u>3,710.00</u>
5305 - TRAINING & STAFF DEVELOP	200.00		-	200.00	
5308 - MEMBERSHIP, SUBSCRIPTION, DUES	200.00		-	200.00	
5309 - TRAVEL - MILEAGE REIM ONLY	500.00		-	500.00	
5328 - MAINT & REPAIR SERVICES	500.00		-	500.00	
5332 - CELL/INTERNET ALLOWANCE	360.00		-	360.00	
5370 - INS PREMIUMS & CLAIMS	1,950.00		-	1,950.00	
<b>TOTAL EXPENSES</b>	<b>48,196.83</b>	<b>48,196.83</b>	<b>1,807.58</b>	<b>50,004.41</b>	<b>50,004.41</b>



**2022 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Swimming PoolFund 70851508**AMENDED APPROPRIATION REQUEST**

	<b>CURRENT</b>			<b>AMENDED</b>	
<b>ACCOUNT</b>	<b>2022</b>			<b>2022</b>	
<b>SALARIES</b>		<u>46,924.10</u>			<u>46,924.10</u>
5001 - SALARIES	46,248.48		-	46,248.48	
5004 - OVERTIME	675.62		-	675.62	
<b>BENEFITS</b>		<u>15,790.13</u>			<u>17,507.16</u>
5101 - HEALTH INSURANCE	3,200.00		1,717.03	4,917.03	
5102 - WORKERS COMP	476.00		-	476.00	
5120 - AGENCY SHARE/OPERS	11,423.93		-	11,423.93	
5131 - AGENCY SHARE/MCARE	690.20		-	690.20	
<b>MATERIALS &amp; SUPPLIES</b>		<u>1,520.11</u>			<u>1,520.11</u>
5201 - GENERAL SUPPLIES	200.00		-	200.00	
5215 - PROGRAM SUPPLIES	1,320.11		-	1,320.11	
<b>SERVICES &amp; CHARGES</b>		<u>17,106.50</u>			<u>17,106.50</u>
5305 - TRAINING & STAFF DEVELOP	586.99		-	586.99	
5319 - REIMBURSEMENT/REFUNDS	5,535.00		-	5,535.00	
5332 - CELL/INTERNET ALLOWANCE	204.51		-	204.51	
5365 - GRANT RELATED	10,780.00		-	10,780.00	
<b>TOTAL EXPENSES</b>	<b>81,340.84</b>	<b>81,340.84</b>	<b>1,717.03</b>	<b>83,057.87</b>	<b>83,057.87</b>

**2022 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Water SystemFund 70651506**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT		AMENDED	
	2022		2022	
<b>SALARIES</b>		<u>7,705.53</u>		<u>7,831.06</u>
5001 - SALARIES	7,705.53		125.53	7,831.06
<b>BENEFITS</b>		<u>3,678.64</u>		<u>4,790.20</u>
5101 - HEALTH INSURANCE	1,599.31		799.66	2,398.97
5102 - WORKERS COMP	77.06		11.56	88.62
5103 - DENTAL/OTHER INS + LTD	41.21		6.18	47.39
5120 - AGENCY SHARE/OPERS	1,849.33		277.40	2,126.73
5131 - AGENCY SHARE/MCARE	111.73		16.76	128.49
<b>MATERIALS &amp; SUPPLIES</b>		<u>500.00</u>		<u>500.00</u>
5215 - PROGRAM SUPPLIES	500.00		-	500.00
<b>SERVICES &amp; CHARGES</b>		<u>5,339.20</u>		<u>5,339.20</u>
5301 - CONTRACTED PROF SERVICE	1,747.60		-	1,747.60
5319 - REIMBURSEMENT/REFUNDS	96.33		-	96.33
5332 - CELL/INTERNET ALLOWANCE	56.77		-	56.77
5365 - GRANT RELATED	3,438.50		-	3,438.50
<b>TOTAL EXPENSES</b>	<b>17,223.37</b>	<b>17,223.37</b>	<b>1,237.09</b>	<b>18,460.46</b>

**2022 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**

Program WIC  
Fund 70951509

**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT			AMENDED	
	2022			2022	
<b>SALARIES</b>		<u>371,097.10</u>			<u>371,097.10</u>
5001 - SALARIES	364,602.07		-	364,602.07	
5004 - OVERTIME	6,495.03		-	6,495.03	
<b>BENEFITS</b>		<u>171,541.33</u>			<u>203,622.69</u>
5101 - HEALTH INSURANCE	71,291.92		32,081.36	103,373.28	
5102 - WORKERS COMP	3,710.97		-	3,710.97	
5103 - DENTAL/OTHER INS + LTD	2,094.22		-	2,094.22	
5120 - AGENCY SHARE/OPERS	89,063.31		-	89,063.31	
5131 - AGENCY SHARE/MCARE	5,380.91		-	5,380.91	
<b>MATERIALS &amp; SUPPLIES</b>		<u>29,282.14</u>			<u>29,282.14</u>
5201 - GENERAL SUPPLIES	29,183.45		-	29,183.45	
5215 - PROGRAM SUPPLIES	98.69		-	98.69	
<b>SERVICES &amp; CHARGES</b>		<u>19,528.80</u>			<u>21,225.01</u>
5309 - TRAVEL - MILEAGE REIM ONLY	1,386.24		-	1,386.24	
5310 - TRAVEL - NON TAXABLE	109.20		-	109.20	
5313 - PRINTED&RELATED SERVICES	270.31		-	270.31	
5315 - SATTELITE, CABLE, INTERNET	2,136.59		-	2,136.59	
5320 - SOFTWARE & COMPUTER SERVICES	0.00		1,696.21	1,696.21	
5330 - COMMUNICATION SERVICES	1,795.25		-	1,795.25	
5331 - POSTAL & FREIGHT SERVICE	4,069.80		-	4,069.80	
5332 - CELL/INTERNET ALLOWANCE	401.41		-	401.41	
5335 - RENTAL SERVICE	9,360.00		-	9,360.00	
<b>TOTAL EXPENSES</b>	<b>591,449.37</b>	<b>591,449.37</b>	<b>33,777.57</b>	<b>625,226.94</b>	<b>625,226.94</b>

**2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Cribs for Kids GrantFund 70225232**AMENDED APPROPRIATION REQUEST**

<b>ACCOUNT</b>	<b>CURRENT</b>		<b>AMENDED</b>		
	<b>2023</b>		<b>2023</b>		
<b>SALARIES</b>		<u>0.00</u>			<u>5,000.00</u>
5001 - SALARIES	0.00		5,000.00	5,000.00	
<b>BENEFITS</b>		<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	
<b>MATERIALS &amp; SUPPLIES</b>		<u>0.00</u>			<u>7,000.00</u>
5215 - PROGRAM SUPPLIES	0.00		7,000.00	7,000.00	
<b>SERVICES &amp; CHARGES</b>		<u>0.00</u>			<u>1,000.00</u>
5301 - CONTRACTED PROF SERVICE	0.00		1,000.00	1,000.00	
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>16,450.00</b>	<b>16,450.00</b>	<b>16,450.00</b>

**2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Enhanced Operations GrantFund 71651529**AMENDED APPROPRIATION REQUEST**

ACCOUNT	CURRENT		AMENDED	
	2023		2023	
<b>SALARIES</b>		152,809.80		0.00
5001 - SALARIES	152,809.80		(152,809.80)	0.00
<b>BENEFITS</b>		62,075.72		0.00
5101 - HEALTH INSURANCE	18,432.53		(18,432.53)	0.00
5102 - WORKERS COMP	1,528.10		(1,528.10)	0.00
5103 - DENTAL/OTHER INS + LTD	3,225.00		(3,225.00)	0.00
5120 - AGENCY SHARE/OPERS	36,674.35		(36,674.35)	0.00
5131 - AGENCY SHARE/MCARE	2,215.74		(2,215.74)	0.00
<b>SERVICES &amp; CHARGES</b>		10,114.48		0.00
5301 - CONTRACTED PROF SERVICE	5,428.08		(5,428.08)	0.00
5332 - CELL/INTERNET ALLOWANCE	714.45		(714.45)	0.00
5366 - COVID 19 SERVICES	3,971.95		(3,971.95)	0.00
<b>TOTAL EXPENSES</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>-225,000.00</b>	<b>0.00</b>

**2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program 2022 Enhanced Operations GrantFund 71651530

AMENDED APPROPRIATION REQUEST					
ACCOUNT	CURRENT		AMENDED		
	2023		2023		
<b>SALARIES</b>		0.00			152,809.80
5001 - SALARIES	0.00		152,809.80	152,809.80	
<b>BENEFITS</b>		0.00			62,075.72
5101 - HEALTH INSURANCE	0.00		18,432.53	18,432.53	
5102 - WORKERS COMP	0.00		1,528.10	1,528.10	
5103 - DENTAL/OTHER INS + LTD	0.00		3,225.00	3,225.00	
5120 - AGENCY SHARE/OPERS	0.00		36,674.35	36,674.35	
5131 - AGENCY SHARE/MCARE	0.00		2,215.74	2,215.74	
<b>SERVICES &amp; CHARGES</b>		0.00			10,114.48
5301 - CONTRACTED PROF SERVICE	0.00		5,428.08	5,428.08	
5332 - CELL/INTERNET ALLOWANCE	0.00		714.45	714.45	
5366 - COVID 19 SERVICES	0.00		3,971.95	3,971.95	
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>225,000.00</b>	<b>225,000.00</b>

**2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program Heal GrantFund 70225231**AMENDED APPROPRIATION REQUEST**

<b>ACCOUNT</b>	<b>CURRENT</b>		<b>AMENDED</b>	
	<b>2023</b>		<b>2023</b>	
<b>SALARIES</b>		<u>0.00</u>		<u>504.80</u>
5001 - SALARIES	0.00		504.80	504.80
<b>BENEFITS</b>		<u>0.00</u>		<u>1,162.87</u>
5101 - HEALTH INSURANCE	0.00		997.58	997.58
5102 - WORKERS COMP	0.00		11.33	11.33
5103 - DENTAL/OTHER INS + LTD	0.00		60.14	60.14
5120 - AGENCY SHARE/OPERS	0.00		92.81	92.81
5131 - AGENCY SHARE/MCARE	0.00		1.01	1.01
<b>MATERIALS &amp; SUPPLIES</b>		<u>0.00</u>		<u>1,775.00</u>
5215 - PROGRAM SUPPLIES	0.00		1,775.00	1,775.00
<b>SERVICES &amp; CHARGES</b>		<u>0.00</u>		<u>7,560.00</u>
5301 - CONTRACTED PROF SERVICE	0.00		7,000.00	7,000.00
5312 - ADVERT&LEGAL NOTICE	0.00		275.00	275.00
5313 - PRINTED&RELATED SERVICES	0.00		285.00	285.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>11,002.67</b>	<b>11,002.67</b>

**2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program MRC Program 2022Fund 70225226**AMENDED APPROPRIATION REQUEST**

<b>ACCOUNT</b>	<b>CURRENT</b>		<b>AMENDED</b>		
	<b>2023</b>		<b>2023</b>		
<b>MATERIALS &amp; SUPPLIES</b>		0.00			2,525.00
5215 - PROGRAM SUPPLIES	0.00		2,525.00	2,525.00	
<b>SERVICES &amp; CHARGES</b>		0.00			400.00
5312 - ADVERT&LEGAL NOTICE	0.00		400.00	400.00	
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,925.00</b>	<b>2,925.00</b>	<b>2,925.00</b>



2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET

Program Rise Grant

Fund 70225227

AMENDED APPROPRIATION REQUEST					
ACCOUNT	CURRENT		AMENDED		
	<u>2023</u>		<u>2023</u>		
MATERIALS & SUPPLIES		0.00			25,000.00
5215 - PROGRAM SUPPLIES	0.00		10,000.00	10,000.00	
5260 - INV TOOL, EQUIP, FURN \$1000<\$4999	0.00		15,000.00	15,000.00	
TOTAL EXPENSES	0.00	0.00	25,000.00	25,000.00	25,000.00



# Delaware Public Health District

## Vital Statistics

### Records Request Instructions

**Notice to All  
Vital Statistics  
Customers:**

Pursuant to Ohio Revised Code 3705.29, it is unlawful to purposely obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another for the purpose of deception any certificate, record, or certified copy of it that relates to the birth of another person, whether living or dead.

#### **Who Can Order A Record?**

Vital records (records of births, deaths, and fetal deaths) are public records in Ohio. This means that anyone who can submit the basic facts of a record may request a copy.

**Please complete one application form for each record or search requested.**

#### **Birth Certificates:**

Please complete the "Record Information" portion of the application with the information as you believe it to be listed on the original birth record. If there have been any changes to the name of the person on the record then provide the new name. Please identify the parents on the record as "mother," "father," or "parent," and provide their names prior to their first marriage (also known as maiden name). Birth records will be issued as certified abstracts unless you indicate that you are requesting the certified copy for the specific purposes of obtaining dual citizenship, international marriage or legal name change or genealogy.

#### **Death Certificates and Social Security Numbers:**

As of October 15, 2015, for the *first five years after the date of death* the social security number of the deceased will not be included on the death certificate unless the requestor is:

- The deceased's spouse or lineal descendant
- The deceased's executor, attorney, or legal agent
- A representative of an investigative government agency
- A private investigator
- A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased's family
- A veteran's service officer
- An accredited member of the media

**Individuals requesting a death certificate with the social security number included must indicate on their application that they are requesting the SSN be included and may be asked to submit a valid state issued ID or valid driver's license.**

#### **Fees:**

In accordance with section 3705.24 of the Ohio Revised Code we are required by law to charge a fee for each certified copy of a vital record issued. The fee at this office for each certified copy of a birth, death, or fetal death record is **\$25.00** per certified copy.

# Delaware Public Health District

## APPLICATION FOR CERTIFIED COPIES

### PURCHASER'S INFORMATION: *(Information about the person requesting the record)*

Please print clearly as this will be used for your receipt, mailing address, and/or for future contact to complete your record request.

Purchaser's Name:		Today's Date:	
Street Address:		Phone Number:	
City, State, & Zip:		Purchaser's Signature:	

### RECORD INFORMATION: *(Information about the person you are requesting the record for)*

Full name on Birth <b>or</b> Death certificate:					
First		Middle		Last Name/Maiden Name	
Date of Birth: <b>and/or</b>			Date of Death:		
City and County where Birth occurred:					
<input type="checkbox"/> Mother or <input type="checkbox"/> Parent	First	Middle	Maiden Name	<input type="checkbox"/> Father or <input type="checkbox"/> Parent	First
					Middle
					Last
Charges: Fee is \$25.00 per certificate cash or check. Debit / Credit incurs a minimum \$2.00 fee. Please make Checks payable to DPHD					
Birth	Reason for Certificate (Please check appropriate box below)				Number of copies requested:  _____ x \$25.00=\$_____
	<div><input type="checkbox"/> Legal Name Change <input type="checkbox"/> Adoption <input type="checkbox"/> Court <input type="checkbox"/> Apostille/Foreign Authentication</div> <div><input type="checkbox"/> Driver's License/State ID <input type="checkbox"/> Passport/Travel <input type="checkbox"/> School Registration <input type="checkbox"/> Social Security/Retirement <input type="checkbox"/> Insurance Verification <input type="checkbox"/> Employment <input type="checkbox"/> New Birth <input type="checkbox"/> Lost Copy/Personal Records <input type="checkbox"/> Benefits/Housing</div>				
Death	<p>All death certificates will be issued without a social security number unless identification is provided confirming you are one of the below listed authorized requestors:</p> <div><input type="checkbox"/> The deceased's spouse or descendent <input type="checkbox"/> The deceased's executor, attorney, or legal agent <input type="checkbox"/> A representative of investigative government agency <input type="checkbox"/> A private investigator <input type="checkbox"/> A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased's family <input type="checkbox"/> A veteran's service officer <input type="checkbox"/> An accredited member of the media</div> <p>You must attach a copy of your identification showing you are an authorized requestor along with a copy of a valid driver's license.</p>				Number of copies requested:  _____ x \$25.00 = \$_____  Burial Permit (Funeral Home Only)  \$3.00
Total Amount Due:					

### MAILING ADDRESS

Send completed application with required fee to:

**DPHD**

**P.O. Box 570**

**Delaware, Ohio 43015**

### FOR OFFICE USE ONLY:

Date Issued:	Audit #:
Receipt Number:	Date Received:



## Resolution 2010-02 Delaware Public Health District Identity Theft Prevention Program

**WHEREAS**, it is the policy of Delaware Public Health District (DPHD) to require compliance with the laws and regulations relating to the privacy and confidentiality of patient health and medical information and to assure that our functions are pursued in a manner consistent with the letter and the spirit of the laws.

**NOW, THEREFORE, BE IT RESOLVED**, that DPHD is committed to compliance with such laws and regulations and intends to assure that its operations, as carried out by its employees and other staff and contractors, are conducted in compliance with such laws and regulations;

**BE IT FURTHER RESOLVED**, that the written Identity Theft Prevention Program attached hereto is hereby approved and adopted.

**BE IT FURTHER RESOLVED**, that DPHD requires that all members of the workforce, including employees, volunteers, trainees, and other persons whose performance of work is under the direct control of DPHD adhere to and comply with the policies and requirements of the Identity Theft Prevention Program.

**Superseding all previous editions, Resolution 2010-02 is hereby amended and approved by the Delaware Public Health District Board of Health this 8<sup>th</sup> day of December 8, 2022.**

---

Patrick Blayney, President or  
Amy Howerton, Vice President

---

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

Delaware Public Health District  
Identity Theft Compliance Program  
Original Effective Date: 11/01/2009  
New Effective Date 01/01/2023

It is the policy of Delaware Public Health District (DPHD) to follow all Federal and state laws and reporting requirements regarding identity theft. The original effective date of this program was 11/01/2009 while having been confirmed by the Board of Health 12/8/2022 for new effective date of 1/1/2023.

**Background**

Companies that extend credit must have a written program to prevent identity theft, as well as to detect and respond to warning signs ("red flags") of such thefts, as set forth in the Fair and Accurate Credit Transactions Act of 2003. Medical Service Providers bill patients and insurance companies and are thus considered creditors by the Federal Trade Commission. Therefore, we must comply with this Act.

Our policies and procedures for identity theft prevention and detection are set forth in this program. "Red Flags" are warning signs that suggest possible identity theft; a red flag may be a pattern of suspicious behavior or a specific instance. This program sets forth how DPHD will (1) **identify** red flags, (2) **detect** red flags, and (3) **respond** to probable or actual identity theft.

Please be advised: the majority of identity thefts are 'inside jobs' that can be attributed to the actions of an employee or business associate. Any employee who participates in anyway with an "identity theft" may be subject to disciplinary action which may include termination and prosecution to the full extent of the law. Failure to follow the rules of this program may subject an employee to disciplinary procedures. We will terminate our relationship with any business associate that violates this program and assist law enforcement in prosecuting the business associate to the full extent of the law. DPHD is fully committed to preventing the identity theft of its patients and its employees.

**Identifying Red Flags**

There are several warning signs that suggest the possibility of identity theft:

- Complaints or inquiries from a patient based upon the patient's receipt of:
  - A statement for another patient;
  - A statement for services the patient denies receiving;
- Patient records showing medical treatment that is inconsistent with the presenting patient's medical history
- Suspicious documents, such as a forged or suspicious driver's license or health insurance card
- A patient who has an insurance number but never produces a card or documentation
- A relative or caregiver who states they have power of attorney or custody for a patient but who cannot provide supporting documentation
- A patient or insurance company report that coverage is denied because insurance benefits have been depleted or an annual or lifetime cap has been reached
- A patient who looks noticeably different from their photo ID
- Notification from patients, victims of identity theft, law enforcement authorities or others about possible identity theft associated with our patients/patient accounts

Should an employee observe any of these warning signs, they should report the suspicious activity to their Manager immediately.

**Detecting Red Flags**

DPHD will follow several procedures to verify the identities of our patients.

1. At check-in, we will ask clients for their photo ID, insurance card or other form of identification. Established clients who are known by name to the front office will not be required to produce such identification. We will monitor for red flags of concern by taking the following steps:
  - a. When new clients are seen for the first time, we will attempt to verify that the patient/guarantor is the person shown in the patient/guarantor's photo ID
  - b. We will study drivers licenses and insurance cards for signs of potential tampering or falsification
  - c. We will be alert for other information on the photo ID or insurance card that is not consistent with information provided by the patient or responsible party (such as a different date of birth or social security number)
  - d. If a client does not have ID, medical care will still be provided. The client will be encouraged to bring appropriate ID to the next appointment. Additional lapses in providing ID may result in denial of services.
2. Returned patient mail and statements will be monitored for discrepancies, including but not limited to, the following:
  - a. Indication of a bogus address, such as a mail drop, business address, or prison
3. Our nursing/billing staff will be on special alert for financial red flags, including but not limited to the following:
  - a. Insurance denials associated with the patient maxing out annual or lifetime benefit caps.
  - b. Information that is not consistent with readily accessible information on file, such as a signature or a recent check.

Origination: 11/01/09 with Board of Health Approval 01/05/10 and re-adopted annually since inception.

- c. Personal identifying information provided is inconsistent when compared against external information sources, such as the insurance company. For example:
    - i. The address does not match any address on record.
    - ii. Personal identifying information provided by the patient or guarantor is not consistent with other personal identifying information provided by the customer.
  - d. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources. For example:
    - i. The address on an account is the same as the address previously provided on a fraudulent account.
    - ii. The phone number on an account is the same as the number previously provided on a fraudulent account.
  - e. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources. For example:
    - i. The street address on an application is fictitious, a mail drop, or prison.
    - ii. The SSN provided is identical to that of another patient or is invalid.
    - iii. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other patients/guarantors.
    - iv. The patient or guarantor fails to provide all required personal identifying information on an account or fails to respond to numerous notifications regarding incomplete information.
- 4. Staff will be on alert for discrepancies that occur during the course of patient care,
  - a. Patient's account of basic information (e.g., date of birth, allergies, medications, family medical history) is inconsistent with previously documented care.
  - b. Patient's current medical issue conflicts in an illogical way with what is already documented for the patient's history.
- 5. Administration's responsibility includes, but is not limited to the following:
  - a. Training the staff to detect and report red flags.
  - b. Annual updates to the program.
  - c. Ensuring that applicable Business Associate contracts are updated to reflect their compliance with the Red Flag Rules.
  - d. Ensuring that our business associates protect the identities of our patients and our staff.
- 6. All staff with access to confidential medical or fiscal records are responsible for the following:
  - a. Logging out of protected programs when leaving their work area for extended periods of time. Notifying a supervisor immediately if you see someone transferring information from our system to a storage device, such as a "thumb drive".
  - b. Notifying a supervisor immediately of any suspicious behavior on the part of a patient, business associate, or employee.

#### **Responding to Red Flags**

- 1. Staff members are required to immediately notify a supervisor and complete the 'Notification of Suspected Identity Theft' form (please see attached form)
- 2. Supervisors are responsible for investigating further to determine the extent of concern about the red flag and documenting the event and their finding in the patient's record.
- 3. Action taken may include the following:
  - a. Interviewing the patient or guarantor further to substantiate or rule out the concern and asking them to complete the 'ID Theft Affidavit' form (please see attached) and the 'Fraudulent Account Statement' form (please see attached). Instructions for completing these forms and a cover letter to be sent to patients/guarantors are attached.
  - b. Flagging the patient/account for further monitoring.
  - c. Determining that no response is warranted at that time.
- 4. When it is clear or reasonably certain that the practice has encountered a legitimate red flag, then the Operations Director is responsible for contacting the police and the patient(s) involved.

This program shall be reviewed and updated annually to remain current with the practice's operations and applicable environmental developments.

This program is hereby approved

---

Signatory  
Delaware Public Health District

Ohio Department of Health

## **MATERNITY LICENSURE**

Board of Health

Certificate of Approval

### **General Information and Instructions**

Ohio Administrative Code (OAC) 3701-7-03 states that the Ohio Department of Health is to forward a copy of a completed application to the board of health of the health district in which the maternity unit and newborn care nursery, newborn care nursery, or maternity home is located. The board of health of the health district shall approve the application, unless the maternity unit, newborn care nursery, or maternity home is in noncompliance with any applicable local health regulation; and notify the director of its determination within 30 days of receipt of the application.

You may fax the Certificate of Approval to (614) 564-2426 or mail to the address below.

Ohio Department of Health  
Office of Health Assurance and Licensing, Maternity/Newborn  
246 N. High Street  
Columbus, OH 43215

Should you have any questions regarding the actual survey or the requirements, you may e-mail the survey bureau at [community@odh.ohio.gov](mailto:community@odh.ohio.gov) or call (614) 387-0801. Should you have any questions regarding the form, please e-mail us at [liccert@odh.ohio.gov](mailto:liccert@odh.ohio.gov) or call the Office of Health Assurance and Licensing at (614) 466-7713.

# MATERNITY LICENSURE

## Board of Health Certificate of Approval

Hospital/Home Name Grady Memorial Hospital	ID # <u>0018</u> MAT
Address <u>561 West Central Avenue</u>	
City <u>Delaware</u>	Zip <u>43015</u>

Delaware Public Health District, Board of Health, being in session on December 8, 2022, adopted and approved the above maternity licensure application.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll call, each member voted as follows:

Pat Blayney	Mark Hickman, MD	
Pat Tiberi	Dolores Smity	
Tommy Hatfield	David Karr	
Amy Howerton		
Zach Holzapfel		
Briana Donaldson, DO		

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Commissioner's Name Shelia L. Hiddleson, MS, RN

Signature \_\_\_\_\_

Date 12/8/2022

Return to: Ohio Department of Health

Office of Health Assurance and Licensure,  
Maternity/Newborn  
246 N. High Street  
Columbus, OH 43215  
(614) 564-2426 (Fax)





## Thank You and Recognition Summary Board of Health Meeting – November and December 2022



**DPHD, Susan Sutherland, Emily Baugher** - Elm Valley Joint Fire District thanked the organization for participating in the touch-a-truck event. Susan and Emily were acknowledged for providing public education. "You truly have some wonderful and friendly ladies working for your department."

**Shelia Hiddleson** – Kingston Township thanked Shelia for her years of service and praised her leadership skills.

**Kelli Kincaid** – Kingston Township thanked Kelli for her presentations and participation with the monthly trustee meetings.

**James McQuone** – James was thanked by Powell Police & Recreation for his handwashing presentation.