

1.0 CONVENTION

1.01 CALL TO ORDER

The October 25, 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 (left meeting at 8:25 PM), Ms. Smith, Mr. Karr, Dr. Donaldson and Mr. Holzapfel. Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Ms. Amy Whitney, Human Resources Officer, Angela Frost, Administrative Assistant 2, Jonathan Bowen, REHSIT, Katherine Bowman, Contract Tracer, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were Sean Hughes and Garrett Guillozet.

1.02 CONSENT ITEMS

6.012 Appropriations

6.014 Fees

6.018 Fund Creation

6.021 Employment

6.025 Benefits

6.08 Contracts

Item 6.03 Contracts, Letter D and 6.032 Admin/Facilities, Letter B were added to the agenda. Dr. Hickman moved to approve the consent agenda and agenda as amended and submitted. Mr. Hatfield second the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Karr moved to approve the September 27, 2022 and October 10, 2022 minutes. Mr. Holzapfel seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the September bills. Dr. Donaldson seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Fiscal Officer Interviews – three candidates have been scheduled for interviews.

Press Release – Ms. Hiddleson asked the Board to think about when to have a press release to announce the new health commissioner.

Realtor Contract – Ms. Walsh's contract expires end of December and is on the December agenda for discussion.

First Commonwealth Lease – opting to exercise five-year lease option.

Operating Expenses West Winter Buildings – Mr. Hiddleson presented a spreadsheet that outlined the operating expenses.

New employees were introduced as follows: Ms. Angela Frost, Administrative Assistant 2, Ms. Katherine Bowman, Contract Tracer and Mr. Jonathan Bowman, REHSIT.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. A copy of the year-to-date finance report was provided to the Board. Upon completion of the report this month, Ms. Hiddleston identified some carryover formatting/formula issues in the August report. All issues have been rectified and the September report contains all corrections.

PMT: Agency

Dr. Hickman moved to accept the year-to-date finance report. Mr. Hatfield seconded the motion. The motion carried unanimously.

5.0 OLD BUSINESS

5.032 ADMINISTRATION/FACILITY

A. New Facility: 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 minutes was provided to the Board. The next scheduled meeting will be held on November 4, 2022. The current schedule shows a completion date of 02/09/2023.

Total Change Orders to date: \$1,329,275.00

(Includes house demolition & fence per our request \$237,591.44)

A copy of the budget was provided to the Board.

The Board had a brief discussion about the need for fill dirt with an estimated cost of \$30,000.

Ms. Smith moved to allow the Health Commissioner and Mr. Blayney to negotiate and execute appropriation of soil not to exceed \$30,000. Dr. Donaldson seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Appropriation Increases: Upon review of the Budget to Actual expenses for the DPHD, Ms. Hiddleston noted several areas where the line-item budgets must be adjusted to align with the remainder of 2022 spending plans. A copy of the budget revisions was provided to the Board. Ms. Hiddleston requested Board approval to execute these increases.

Vital Statistics 70225112 Building 70225115

Plumbing 70225446

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Clinic Service Fees for 2022 - Requested Board approval of updated Clinic Service Fees for 2022 to be effective November 3, 2022. A copy of the Fee schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.018 FUND/CHILD KEY CREATION/DELETION

A. Cribs for Kids Grant - Requested Board approval to create the Cribs for Kids child key in fund 702 - 70225232 . This child key will be used to account for the \$16,450.00 grant award from the ODH.

PMT: Community

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Contact Tracer / Ms. Virginia Kowalsky – Requested Board confirm hiring of Ms. Virginia Kowalsky 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 17, 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. Retirement / Ms. Susan Sutherland - Requested Board accept retirement of Ms. Susan Sutherland, Community Health Specialist 3 effective December 30, 2022. The Community Health Specialist position (100% FTE) will be evaluated once the new Health Commissioner is on board at the beginning of January 2023.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Flexible Spending Account (FSA) – Requested Board approval to keep the allowable maximum amount for employees to request to be deducted from their paychecks annually for Health FSA at \$2,850 for plan year 2023.

PMT: Agency

The Board approved item on consent.

B. Preventive Health Measure/FSA – Requested Board approval to maintain current \$300 agency contribution for employee's FSA accounts or Preventive Health Measure Reimbursement for 2023.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Executive Session: The Board will adjourn to Executive Session pursuant to ORC 121.22(G)(1) to discuss the employment of a public employee.

PMT: All

Mr. Tiberi moved to enter executive session with Ms. Whitney to remain. Dr. Donaldson second the motion. Role vote was taken: Mr. Blayney, yes; Dr. Hickman, yes; Ms. Smith, yes; Mr. Hatfield, yes; Mr. Tiberi, yes; Mr. Holzapfel, yes; Mr. Karr, yes; and Dr. Donaldson, yes. The Board entered executive session at 8:15 am.

The Board returned to public session at 8:40 PM. Mr. Karr made a motion to resume public session, Mr. Holzapfel seconded the motion. Role vote was taken: Mr. Hatfield, yes; Ms. Smith, yes; Dr. Hickman, yes; Mr. Blayney, yes; Mr. Holzapfel, yes; Mr. Karr, yes; Dr. Donaldson, yes.

B. Health Commissioner: Mr. Holzapfel made a motion that the Board of Health is entering into a contract with Garrett Guillozet to fulfill the Health Commissioner position beginning January 1, 2023. The starting salary will be \$130,000.00. All benefits, include sick-leave carryover and insurances will be per the DPHD Personnel Policy; except an additional seven days of Administrative Leave will be granted upon hire to account for November/December orientation dates with Ms. Hiddleson. If the Board determines to terminate Mr. Guillozet employment for no cause, the Board will provide sixty-days severance pay. The contract period will be January 1, 2023, to December 31, 2025. Mr. Karr seconded the motion. The motion carried unanimously.

PMT: All

C. Moody-Nolan: The contract with Moody-Nolan for the Architectural work with the new facility expired in April 2021; Mr. Souders and his associates have continued to provide support to the DPHD. The costs of the continued support and the remaining support through March 2023 has been determined to be \$72,000; this does not include any rate increases experienced by MN in the convening years nor any consultation fees. Mr. Souders collaborated with the company President, Jonathan Moody, and they believe this is a "burden for Delaware to carry on top of construction escalation". Therefore, they are proposing \$20,000.00 for the remainder of the project. This is a very generous offer; Mr. Blayney and Ms. Hiddleson recommended approval.

PMT: Agency

The Board approved item on consent.

D. First Commonwealth Bank (FCW) – Ms. Hiddleson is updating the FCW credit card account; the spending limit is not changing and is set at \$20,000. Ms. Hiddleson requested Board confirm the following changes:

- Delete Ms. Dawn Hall
- Add Ms. Amy Whitney
- Add TBD Fiscal Officer
- Delete Ms. Shelia Hiddleson (effective 12/30/2022)

- Add Mr. Garrett Guillozet (effective 01/01/2023)

PMT: Agency

Mr. Hatfield moved to approve credit card changes as outlined in 6.03 D. Also, to find a replacement credit card carrier by the end of the year. Ms. Smith seconded the motion. The motion carried unanimously.

6.032 ADMIN/FACILITIES

A. Delaware City Planning: Mr. Sean Hughes, Economic Development Director, and Business Concierge, was in attendance to discuss the sale of the West Winter buildings and potential collaboration with the city. Mr. Hughes shared some updates related to parking and shared there are potential partnerships and proposals that could be developed with the DPHD. Ms. Hiddleson was asked to reach out to Ms. Walsh for another discussion with Mr. Hughes about a potential buyer.

PMT: Agency/Community

Action Requested: Discussion

B. Loan Agreement: When the loan documents with First Commonwealth (FCW) Bank were signed for the \$4,000,000 loan an amendment was added that included a Memorandum of Understanding (MOU) between the district, the Treasurer, and the bank designating how the health district funds would be managed during the loan. These documents were signed and agreed to in September 2020. Upon the completion of the first draw request, the bank staff noted that the current County Treasurer had removed the county funds from FCW bank and requested the honoring of the MOU. After discussion, the current Treasurer and FCW, Mr. Adam Hansberry, have further clarified the intent of the MOU. The Prosecutor's office had to recuse themselves from the discussion due to a conflict in representing the Treasurer's office and the health district. Upon recommendation by Mr. Eric Penkal, Ms. Hiddleson reached out to Mr. Bruce Bailey, Metz, Bailey, and McLoughlin, for assistance. Ms. Hiddleson requested approval to negotiate the execution of the MOU upon approval from Mr. Bruce Bailey.

PMT: Agency

Mr. Tiberi moved to approve the Health Commissioner to negotiate the execution of the MOU upon approval of Mr. Bruce Bailey. Ms. Smith seconded the motion. The motion carried unanimously.



6.04 SPECIAL REPORTS

A. Household Sewage Treatment System: Mr. Kent provided a continuing education offering related to Household Sewage Treatment Systems. This activity will count towards Board continuing education (7:50 pm to 8:15 pm).

PMT: Agency

ADJOURN

There being no further business, the meeting adjourned at 8:45 PM.

	
Patrick Blayney, President	Shelia L. Hiddleson, Health Commissioner
or Amy Howerton, Vice President	Secretary to the Board of Health
Date	Date
12/18/22	12/18/2022