



**1.0 CONVENTION**

**1.01 CALL TO ORDER**

The June 7, 2018 special meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:00 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Ms. Smith; Dr. Hickman; Ms. Karr; Ms. Howerton and Mr. Wisener. Staff members present were: Ms. Shelia Hiddleston, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

**5.0 OLD BUSINESS**

**5.032 ADMIN/FACILITIES**

**A. Remodel/Renovation** – Requested Board discussion of the Delaware General Health District renovation presentation and proposal provided at the May 29, 2018 meeting. The Board took a tour of the Delaware General Health District buildings to review current set-up and to review how the renovations would reconfigure the buildings. After the tour, Board discussion included concerns that investing \$4 million dollars or more into the buildings does not address parking issues for clients and staff. It was noted the total renovations costs may be detrimental to return-on-investment and has a high potential to negate selling and/or relocating opportunities for several, several years. As noted at the May 29<sup>th</sup> meeting, approximately \$3.0 million dollars of funds have been identified for the remodel/renovation. For any additional amount, the agency is confident that a loan could be secured either through a lending entity or through the Finance Authority. And, it is recommended to bid the project as a whole versus phases. As a whole, rates and contractors are secured for the duration of the project and more cost effective.

The Board then discussed the renovation options. Two options have an impact on existing tenants. Tenant solicitations have not occurred in order to ascertain openness to the renovation recommendations. The Board requested obtaining the tenants' decisions regarding the renovation options; this will enable the Board to make a more informed decision. Also, it was recommended to include the addition of a second floor to 5 West Winter as it would be cost effective at an additional half-million. The addition of the second floor would also provide an opportunity to structurally secure the building to allow for an opportunity to add a third floor.


In relationship to parking, the Board requested staff ascertain the availability of two or three buildings adjacent to Buns restaurant. It is imperative that all aspects of such an acquisition would allow for destruction of the buildings in order to develop a Delaware General Health District parking lot and the total number of parking spaces the area would accommodate.


To summarize, the Board requested staff have discussions with the existing tenants and research acquisition of buildings adjacent to Buns restaurant.

**PMT: Agency/Quality Information Only**

**ADJOURN**

Mr. Blayney moved to adjourn. Mr. Wisener seconded the motion. The motion carried unanimously. The meeting adjourned at 8:30 pm.

  
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 President

  
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 Secretary



**1.0 CONVENTION**

**1.01 CALL TO ORDER**

The May 29, 2018 meeting was held at the Delaware General Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:03 p.m. by Dr. Threlfall. Board members present included: Dr. Threlfall, President; Mr. Blayney, Vice President; Ms. Smith; Dr. Hickman and Ms. Fleischer. Staff members present were: Ms. Shelia Hiddleson, Health Commissioner; Mr. Steve Burke, Environmental Health Director; Ms. Jen Keagy, Community Health Director; Mr. Dave Knowlton, Operations Director; Mr. Adam Howard, Personal Health Director; Ms. Alyssa Burcher, Administrative Assistant II and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance were as follows: Mr. Zach Price and Ms. Jocelyn Krosky of Triad Architects.

**1.02 CONSENT ITEMS**

**6.012 Appropriations A**

**6.014 Fees A**

**6.021 Authorization/Employment A-B**

**6.023 Tuition Reimbursement/Staff Development A-D**

**6.025 Salary Scale/Policies/Benefits A-G**

**6.053 Resolutions A**

**6.023 Tuition Reimbursement/Staff Development item D was removed from the consent agenda and item E was added to the agenda. Mr. Blayney moved to approve the consent agenda and agenda as amended and submitted. Ms. Fleischer seconded the motion. The motion carried unanimously.**

**1.03 APPROVAL OF MINUTES**

**Ms. Fleischer moved to approve the April 24, 2018 minutes. Mr. Blayney seconded the motion. The motion carried unanimously.**

**1.04 APPROVAL OF BILLS**

**Mr. Blayney moved to approve the April 2018 bills. Ms. Smith seconded the motion. The motion carried unanimously.**

**2.0 STAFF REPORTS**

**2.01 HEALTH COMMISSION**

The agency received a proclamation issued by the General Assembly of The State of Ohio House of Representatives under the sponsorship of Representative Andrew O. Brenner and Representative Rick Carfagna for being ranked the twelfth healthiest county in the United States by *U.S. News & World Report*. The agency also was awarded certificates for 2017 preventing accidents and injuries in the workplace by Ohio Bureau of Workers' Compensation Division of Safety and Hygiene. A copy of the monthly thank you and recognition summary report was provided to the Board, Physician Newsletter and Community Health Assessment Executive Summary.

The Village of Shawnee Hills has reported a public health issue which also includes the area of Concord Township. Based on preliminary discussion and data, it appears this issue may not be a public health issue. However, the agency is attempting to facilitate a meeting with Shawnee Hills and Concord Township in an effort to reach an agreeable resolution by all parties.

Mr. Burke introduced new hire, Ms. Alyssa Burcher, Administrative Assistant II.

**2.02 FINANCE**

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

**PMT: Agency**

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



**5.0 OLD BUSINESS**

**5.051 APPOINTMENTS**

**A. 2018 Board Committees Assignments** – At the April 24, 2018 Board meeting, Dr. Threlfall requested the Board of Health members review the vacancies and confirm assignments at the May 29, 2018 meeting. Current Board Committees are listed below and denoted with current members and vacancies.

Current Board Committees					
Finance (3)	Personnel (4)	Subdivision Variance (3)	Regulation Review (3)	Levy (3)	Nominations (3)
W Threlfall	G Wisener	W Threlfall	W Threlfall	W Threlfall	Vacant
P Blayney	M Fleischer	P Blayney	P Blayney	P Blayney	Vacant
M Hickman	H Karr	D Smith	A Howerton	Vacant	
	D Smith				
D Knowlton	S Hiddleston	S Burke	S Burke	S Hiddleston	S Hiddleston
S Hiddleston	A Whitney	D Kent			

( ) Denotes Quorum

The Board discussed the assignments and in consensus not to fill the Levy and Nominations vacancies. Ms. Smith agreed to fill the Subdivision Variance Committee vacancy.

**PMT: Agency**

**Mr. Blayney moved to approve assigning Ms. Smith to the Subdivision Variance Committee and to maintain all other assignments as listed. Dr. Hickman seconded the motion. The motion carried unanimously.**

**6.0 NEW BUSINESS**

**6.012 APPROPRIATIONS**

**A. Get Vaccinated** - Requested Board approval to request from the Auditor's office a new Public Health Fund and expense appropriation for the old IAP grant which is now called Get Vaccinated. ODH has made this converted grant into a "deliverable" grant. By ODH definition "deliverable" grants do not need a separate fund which allows us to share appropriation and cash with the other public health funds. A copy of the revised budget sheet was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**6.014 FEES**

**A. Clinic Fee Schedule** - Requested Board approval of the updated Clinic Service Fees for 2018 to be effective June 1, 2018. Updates are denoted in red text. A copy of the Fee Schedule was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**6.015 EXPENDITURES**

**A. Microsoft Office Software** - Requested Board approval to expend up to \$8,000.00 Public Health funds to purchase 55 Office 365 Business and 20 Office 365 Pro Plus licenses. These are annual licenses. We are converting from the traditional Office product to Office 365 which will allow staff the flexibility to access office software products using various devices including iOS and Android both onsite and offsite. The programs will be continuously updated which will negate the need to purchase updated software every three years or so. We believe this to be the most economical solution when considering staff access and flexibility. The expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**B. Equip Elevator** - Requested approval of an additional \$1,200.00 for expenses previously approved by the Board of \$8,000 for the purpose of outfitting the elevator with a card reader. This will provide access to the building using ID badges when the building is closed. The additional amount is due to enhancements for floor controls that were not considered in the original proposal.

**PMT: Agency**

**The Board approved item on consent.**

**6.02 PERSONNEL**

**6.021 AUTHORIZATION/EMPLOYMENT**

**A. Change in Payer Source** – Requested Board approval to change payer source of Ms. Rachel Aller within the Personal Health Division. Position is currently funded with 5% of funds coming from the Immunization Action Plan grant. This grant has moved from base funding to deliverable funding. As a result funds earned through grant deliverables will be placed in the public health fund. Other employees will be moved similarly, but none are funded as high as 5%.

**PMT: Agency**

**The Board approved item on consent.**



**B. Employ Ms. Alyssa Burcher / Administrative Assistant II** – Requested Board approval to hire Ms. Alyssa Burcher to fill fulltime permanent Administrative Assistant II position within the Environmental Health Division vacated by Ms. Lisa Spangler who was promoted to the Environmental Health Technician position effective May 7, 2018. This position is 40 hours a week (100% FTE), \$14.45/hour (pay grade A4) effective May 7, 2018. Position is funded 100% from fund #70225446 (plumbing) with an anticipated annual salary and benefits not to exceed \$60,515.64. Amount may be adjusted depending upon benefits selected.

**PMT: Agency**

**The Board approved item on consent.**

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Training / Dr. Heather Lane** – Requested Board approval to expend up to \$780 for Dr. Heather Lane to attend two (2) courses with the OSU Center for Public Health Practice's Summer Series in Population Health: "Epidemiology of Suicidal Behavior" designed to teach *surveillance, use of national databases to inform policy and practice, psychological risk factors, neurocognitive vulnerability, and state-of-the-art community approaches to reduce suicide* and "Analysis of Health Survey Data" designed to teach *navigating survey methodology reports, properly accounting for survey weights and sample design, handling missing data, calculating descriptive statistics, and performing regression modeling*. The courses will be held in Columbus, Ohio from June 18, 2018 – June 22, 2018. The original cost of these two courses was set to be \$1,560, but Dr. Lane applied for and received a stipend from the Ohio State University to reduce the cost to \$780.

**PMT: Agency**

**The Board approved item on consent.**

**B. Conference / Ms. Wes Stone** - Requested Board approval to expend up to \$2420.70 public health funds for Wes Stone to attend the Laserfiche conference in Long Beach California on February 5-8, 2019. This conference is applicable to the goals of the employee and directly related to Strategic Plan goal to "Improve technological effectiveness and efficiency of the agency". Expenses include conference/registration \$795; airfare \$450.00; hotel \$848.74; meals \$246.96; and parking/taxi \$40.00. A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

**PMT: Agency**

**The Board approved item on consent.**

**C. Conference / Mr. Todd Goodsite** - Requested Board approval to expend up to \$1531.96 public health funds for Todd Goodsite to attend the Laserfiche conference in Long Beach California on February 5-8, 2019. This conference is applicable to the goals of the employee and directly related to Strategic Plan goal to "Improve technological effectiveness and efficiency of the agency". Expenses include conference/registration \$795; airfare \$450.00; meals \$246.96; and parking/taxi \$40.00. Todd will be sharing a hotel room with Wes. A copy of the Out of Health District and/or State Approval form was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**D. Conference / Ms. Susan Nichols** - Item was removed from the consent agenda as the air fare cost increased after original submission. Updated data denoted in red text. Requested Board approval to expend up to ~~\$776.62~~ **\$956.62** public health funds for Susan Nichols to attend the *Improving Adult Immunization Rates: Beyond the Provider and Health Delivery System* conference in Chicago, IL June 10-11, 2018. This conference is aims to teach participants *how hepatitis A & B, influenza, and human papilloma virus (HPV) impact adults in our region, share best practices, and plan effective strategies to improve adult immunization rates with particular attention to each state's vulnerable populations*. Expenses include airfare (~~\$270~~ **\$450**) hotel (274.45); meals (\$114.63); and parking/taxi (\$117.54). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

**PMT: Agency**

**Ms. Smith moved to approve the conference expenditure as submitted and amended. Dr. Hickman seconded the motion. The motion carried unanimously.**

**E. Conference / Ms. Heather Lane** – Item was added to the agenda. Requested Board approval to expend up to \$1,833.34 public health funds for Heather Lane to attend the *ESRI Health & Human Services GIS* conference in Redlands, California October 22-26, 2018. This conference aims to teach participants *how intelligent maps and analysis can help you eliminate disparities, drive more informed decision-making, and transform the health of your community*. Expenses include conference registration (\$399) airfare (\$850) hotel (\$311.36); meals (\$186.98); and parking/taxi (\$86). A copy of the Out of Health District and/or State Approval form was provided to the Board and expenditure is budgeted.

**PMT: Agency**

**Mr. Blayney moved to approve conference request for Dr. Heather Lane. Dr. Hickman seconded the motion. The motion carried unanimously.**



**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Personnel Policy Section 600 Workforce Development and Performance Appraisal:** In 2017 the Performance Appraisal process was updated and all employee appraisals were moved to August with a September 1st effective merit raise date. This process worked very well and allows for better consistency. New employees or employees in a new position are slated to receive his/her first appraisal on the one year anniversary; however, for those employees whose one year anniversary falls July-September would receive two appraisals in a relatively short period of time. Therefore, the below changes to the existing policy are requested as identified by red text.

- 2) Annually, in August, all employees will receive an appraisal except for employees employed for less than one (1) year or in a new position for less than one (1) year. The effective date of merit raises will be September 1.
  - a) New employees or employees that are on probation will receive his/her first appraisal on the anniversary date of the employee's date of hire or that of applicable reclassification, transfer, or promotion and then in August annually thereafter.
    - i. One (1) year anniversaries for new employees or employees in a new position that fall between July 1 and September 30 will receive an annual appraisal in August with all other employees. Merit raise will be prorated to the actual anniversary date.
  - b) Annual appraisal date may be changed when an employee has consecutively utilized leave for twenty five percent (25%) of annual full-time equivalent (FTE). As an example of a full-time employee, two-thousand eighty (2,080) annual hours times twenty-five percent (25%) equals five hundred twenty (520) hours as consecutive leave.

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

**B. Table of Organization –** A copy of the updated Table of Organization was provided to the Board. Updates included promotions of Ms. Lisa Spangler and new hire Ms. Alyssa Burcher.

**PMT: Agency**  
Information only

**C. Position Series Control Plan –** Requested Board approval of the updated Position Series Control Plan. Updates are noted in yellow highlight. A copy of the Position Series Control Plan was provided to the Board.

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

**D. Classification Point Factors –** Requested Board approval of the updated Classification Point Factors. Updates are noted in red text. A copy of the updated Classification Point Factors was provided to the Board.

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

**E. Health Insurance and Dental Insurance -** Requested Board approval to maintain current Board of Health pick up for both policies. Health insurance rates are decreasing 3.28% due to ERC participation. Dental rates are remaining the same.

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

**F. ERHealth –** Requested Board approval to increase ERC participating employee premium reductions as outlined below. The health insurance premiums decreased 3.28% due to staff participation in achieving ERC goals. The agency is required to share some of the savings with staff that met the ERC Incentives.

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

**ERC Incentives to Staff that Participate:**

Requirement	Current (per pay)	Recommend (per pay)
Physical & Health Coach	\$3.00	\$4.50
3 of 5 Metrics Met	\$3.00	\$4.50
Spouse Physical	\$1.50	\$2.25
Spouse 3 of 5 Metrics	\$3.00	\$4.50



**G. Long Term Disability** – Requested Board approval to maintain current Board of Health pick up for Long Term Disability. The rates may be increasing 20% (\$168.19 increase per month for the agency). Ms. Amy Whitney, Human Resources Officer, is negotiating with company to reduce the amount of the increase.

**PMT: Agency**

The Board approved item on consent.

#### **6.031 HEALTH COMMISSIONER**

**A. Executive Session** – Requested to enter into Executive Session to discuss the Health Commissioner's annual appraisal.

Mr. Blayney moved to enter into Executive session with Board members present and Mrs. Hiddleson to discuss the Health Commissioner's annual appraisal. Ms. Fleischer seconded the motion. Roll vote was taken: Dr. Threlfall, yes; Mr. Blayney, yes; Ms. Fleischer, yes; Ms. Smith, yes; Dr. Hickman, yes. The motion carried unanimously. The Board entered Executive Session at 8:24 pm.

Mr. Blayney moved to exit Executive Session. Dr. Threlfall seconded the motion. The motion carried unanimously. The Board exited Executive Session at 8:50 pm.

**PMT: Agency**

#### **6.032 ADMIN/FACILITIES**

**A. Remodel/Renovation** - The Discovery and Feasibility Study has been completed by Triad Architects. Staff and Triad presented the results of the study which include three options for remodel/renovation of the [1-3 West Winter](#) facility. The goals of the study have been met with the three options provided:

1. The agency needs a professional look.
2. Create a Headquarters for the agency.
3. Create a Customer Experience and "Front Door" for Visitors.
4. Increase Efficiencies between departments and staff.
5. Increase Meeting Space for staff and guests.
6. Create Office and Workstation Standards.
7. Define Public vs Private Departments

Staff requested consideration of the presentation and proposal for discussion at the June Board of Health meeting. Mr. Knowlton and Mrs. Hiddleson have identified approximately \$3.0 million dollars of funds that may be used for the remodel/renovation; details to be provided at the June meeting and appropriations set if warranted.

With \$3.0 million dollars identified to expend on renovations, the Board discussed the availability of financing options as the cost, depending on option selected, ranges from a little under 4 million to 4.8 million. It was noted each of the options includes allocation of funds to correct current building issues such as the reoccurring water leaks. Mr. Knowlton reported that financing is available if needed and the current agency's mortgage will be paid off in 2021. Mrs. Hiddleson noted that depending on how renovation phases are completed (anticipated a two year period for completion), financing may not be necessary. The Board further discussed the impact on staff and customers during construction. Mrs. Hiddleson noted that options have been discussed that included, but not limited to, a WIC mobile unit or utilizing vacant locations within the surrounding area of the Delaware General Health District.

**PMT: Agency/Quality Information Only**

**B. Sunbury Satellite** - Mr. Knowlton and Mrs. Hiddleson reported that the lease is currently being reviewed by the Prosecutor. If all goes accordingly, opening may occur on October 31, 2018. It is anticipated to provide Environmental Health and Vital Statistics services upon opening. Then, the service provided will build to include clinical services. It is already known that WIC services will not be available until the program becomes web-based.

**PMT: Community Information Only**

#### **6.04 SPECIAL REPORTS**

**A. 2015-2019 Delaware General Health District Agency Strategic Plan** – A copy of the 2018 first quarter agency strategic plan progress report that includes actions steps that are behind schedule, barriers, and plan for improvement was provided to the Board. Overall the progress of the strategies/action steps are good with 36% completed, 61% on target and 3% behind scheduled. The item behind scheduled is Workforce Development as related to work/life balance. Plan for improvement has been identified which included developing a staff survey which will gather data of what the employee values such as incentives, challenges, insurance premiums, etc. The survey was launched today.

**PMT: Quality Information only**



**B. 2014-2018 Community Health Improvement Plan (CHIP)** – A copy of the 2018 first quarter CHIP progress report was provided to the Board. Over all progress is good with 86% completed. It was noted that the Community Health Assessment has been completed and the Board was provided a copy of the Executive Summary.

**PMT: Quality Information only**

**6.053 RESOLUTIONS**

**A. Resolution 2018-02 Authorizing Pre-Tax Deductions for Medical, Dental, Vision and Flexible Spending Account (FSA)** - Requested Board approval of Resolution 2018-02 authorizing pre-tax deductions for medical, dental, vision and FSA withholdings for 2018. A copy of the Resolution was provided to the Board.

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

**ADJOURN**  
The meeting adjourned at 8:53 pm.



President



Secretary