

1.0 CONVENTION

1.01 CALL TO ORDER

The December 8, 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, Mr. Tiberi, Ms. Smith, Dr. Donaldson, and Mr. Holzapfel (entered at 7:25 pm). Staff members present were Ms. Shelia Hiddleson, Health Commissioner, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Ms. Amy Whitney, Human Resources Officer, Mr. Matt Randazzo, Registered Environmental Health Specialist in Training, Mr. Elliott Manini, Registered Environmental Health Specialist 1, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance was Garrett Guillozet.

1.02 CONSENT ITEMS

6.012 Appropriations A-L

6.014 Fees A

6.017 Advances/Transfers A-B

6.021 Employment A-C

6.022 Reclassification/Promotion A

6.023 Tuition Reimbursement/Staff Development

6.025 Benefits A-B

6.030 Contracts A-C

6.032 Administration A-B

6.033 Community Health A

6.053 Resolutions A-C

Item 6.012 L and 6.017 A were amended. Item 6.012 M was added to the agenda. Mr. Hatfield moved to approve the amended and submitted consent agenda and agenda. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Smith moved to approve the October 25, 2023, meeting minutes. Mr. Tiberi seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Tiberi moved to approve the October 2023 bills. Mr. Hatfield seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Ms. Hiddleson introduced Mr. Garrett Guillozet, Health Commissioner and Mr. Matthew Clack, Fiscal Officer.

Mr. Dustin Kent introduced new employees Mr. Matt Randazzo, Registered Environmental Health Specialist in Training and Mr. Elliott Manini, Registered Environmental Health Specialist 1.

Mr. Adam Howard gave a brief updated regarding measles.

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

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.03 VARIANCE REQUEST

4359 US 42 S Variance to install a portion of a Sewage Treatment System within an Electric Variance.

OAC 3701-29-06(G)(3)(a) – “An STS shall maintain minimum horizontal isolation distance of: Ten feet from...areas with recorded easement.

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.

A Variance subcommittee meeting was held on November 9th, 2022, at 4:00pm.

The subcommittee recommends approval based on the review of the submitted variance.

PMT: Agency/Community

Mr. Hatfield moved to approve the variance to partially install an STS within the electric easement. Dr. Donaldson 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 available minutes was provided to the Board. The next scheduled meeting will be held on December 15, 2022. The current schedule shows a completion date of 02/09/2023.

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 the Facility Budget page were identified and these have been corrected on the 11/30/2022 document.

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

(Includes house demolition & 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.

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 <\$5,000.00

Draw #3 Submitted: \$880,623.77

Total for loan after payment: \$1,784,043

Amount left to borrow: \$2,215,957

A copy of the budget was provided to the Board.

PMT: Agency

Information Only

B. Executive Session - Mrs. Hiddleston requests the Board adjourn to Executive Session pursuant to ORC 505.10 to discuss the sale of the West Winter properties.

Mr. Hatfield moved to enter Executive Session to discuss the sale of the West Winter properties with Mr. Guillozet and Ms. Hiddleston to remain. Mr. Holzapfel seconded the motion. Roll vote was taken Mr. Blayney yes, Mr. Hatfield yes, Mr. Tiberi yes, Ms. Smith yes, Mr. Holzapfel yes, and Dr. Donaldson yes. The motion carried unanimously. The Board entered Executive Session at 7:40 pm.

The Board returned to public session at 7:55 PM. Mr. Holzapfel moved to return to public session. Mr. Tiberi seconded the motion. Ms. Hiddleston conducted a roll call vote: Mr. Holzapfel, yes; Dr. Donaldson, yes; Ms. Smith, yes; Mr. Tiberi, yes; Mr. Hatfield, yes; Mr. Blayney, yes. The motion carried unanimously.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Food Service - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Water System - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Solid Waste - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Swimming Pool - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. WIC - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

F. Safe RT 23 Corridor - Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

G. MRC Program – Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

H. Rise Grant – Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

I. HEAL Grant – Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

J. Cribs for Kids Grant – Requested 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. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

K. Enhanced Operations Grant - Requested 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. A copy of the budget revision was provided to the Board. This grant has a new account number with the new grant year.

PMT: Agency

The Board approved item on consent.

L. Enhanced Operations Grant - Requested Board approval to increase current 2023 Enhanced Operations Grant expense appropriation (71651530) from \$0 to \$225,000.00 to bring current expenditures in line with current spending plans. A copy of the budget revision was provided to the Board. This is the new EO grant with the new account number.

PMT: Agency

Mr. Hatfield moved to approve the Enhanced Operation Grant appropriation change. Mr. Tiberi seconded the motion. The motion carried unanimously.

M. Enhanced Operations Grant - Requested Board approval to increase current 2022 Enhanced Operations Grant expense appropriation (71651530) from \$291,209.23 to \$306,209.23 to Capital Outlays & Equipment. These appropriations are necessary to account for 2022 Enhanced Operations Grant related expenditures. A copy of the budget revision was provided to the Board.

PMT: Agency

Mr. Tiberi moved to approve the Enhanced Operation Grant appropriation change. Mr. Hatfield seconded the motion. The motion carried unanimously.

6.014 FEES

A. Vital Statistic Fee - Requested 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 was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Advance – Requested Board approval for an advance in the amount of \$40,000 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.

PMT: Agency

Mr. Tiberi moved to approve the advance. Mr. Hatfield seconded the motion. The motion carried unanimously.

B. Transfer – Requested 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.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Employ Mr. Matthew Clark – Requested 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)

PMT: Agency

The Board approved item on consent.

B. Employ Ms. Sarah Fink: Requested 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)

PMT: Agency

The Board approved item on consent.

C. Employ Mr. Elliott Manini: Requested 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)

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promote with Competition Ms. Shannon Self: Requested 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)

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference - Requested 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 Wastewater Conference (OOWA) Annual Conference in Newark Ohio on January 10th and 11th. This conference is applicable to the performance goals of all 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 10th, Mr. Rogich is currently on the OOWA board of directors. Meeting Agenda and Per Diem rates for Sandusky, OH are included. Will use Sewage Funds (70225443)

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Employee Provided Vehicle - 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. Hiddleson requested 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.

PMT: Agency/Engagement

The Board approved item on consent.

B. Dental – Requested 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.

PMT: Agency

The Board approved item on consent.

6.030 CONTRACTS

A. Ms. Nicole Carroll - Requested 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.

PMT: Agency/Community

The Board approved item on consent.

B. 30 Lines - Requested 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.

PMT: Agency

The Board approved item on consent.

C. Mr. JT Hillier - Requested 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.

PMT: Agency

The Board approved item on consent.

6.032 ADMIN/FACILITIES

A. Realtor Contract - 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 plans for the sale of the West Winter Buildings. Ms. Hiddleson reported that Ms. Walsh provided an update that Mr. Patel was still interested, she had another potential buyer that may be providing an offer as early as next week, and that an auction was still a possibility if the Board would be interested in pursuing. The Board discussed the contract and determined to extend the contract until January 31, 2023, with further discussion at the January board meeting.

The Board requested Ms. Hiddleson to notify Ms. Walsh that the Board would be happy to receive a revised offer for the buildings from Mr. Patel, but they would not counter at this time. Additionally, if any other offer is received prior to the next Board meeting the Board will convene a special meeting if needed.

PMT: Agency

Mr. Hatfield moved to extend Ms. Walsh's contract through January 31, 2023. Mr. Tiberi seconded the motion. The motion carried unanimously.

B. Delaware City Partnership - In conversations with Mr. Homan and based on what Mr. Hughes shared last month, Ms. Hiddleson recommended 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. The Board requested Ms. Hiddleson to follow-up with Mr. Hughes that they are extending Ms. Walsh's contract through January 31, 2023 and will discuss the city partnership at the January board meeting.

**PMT: Agency
Information Only**

6.033 COMMUNITY HEALTH

A. Requested board approval to apply for the National Institutes of Health (NIH) *Community Partnerships to Advance Science for Society (ComPASS) Program: Community-Led, Health Equity Structural Intervention Initiative (OT2)* 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.

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

6.035 ENVIRONMENTAL HEALTH

A. Household Sewage Treatment System - Mr. Kent will provided a continuing education offering related to Household Sewage Treatment Systems. Mr. Kent presented 7:25 to 7:35 pm.

**PMT: Agency
Information Only**

6.053 RESOLUTIONS

A. Resolution 2010-02 Delaware General Health District Identity Theft Program - Requested 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 was provided to the Board.

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

B. Maternity Licensure Application: 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 recommended approval of the license application.

**PMT: Community
Mr. Tiberi moved to approve the Grady Memorial Hospital maternity licenses. Mr. Hatfield seconded the motion. Roll vote was taken Mr. Blayney yes, Mr. Hatfield yes, Mr. Tiberi yes, Ms. Smith yes, Mr. Holzapfel yes, Dr. Donaldson yes. The motion carried unanimously.**

C. 2023 Meeting Dates – 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.

January 31, 2023	May 30, 2023	September 26, 2023
February 28, 2023	June 27, 2023	October 31, 2023
March 28, 2023	July 25, 2023	Nov./Dec. 5, 2023
April 25, 2023	August 29, 2023	

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

Mr. Blayney moved that the Board thanked Ms. Hiddleson for her leadership, dedication, and integrity over the past ten years and wished her well in her future endeavors. Mr. Hatfield seconded the motion. The motion carried unanimously. Ms. Hiddleson shared that it had been a pleasure working with the Board and Delaware County, and how much she appreciated the support of the Board of Health. Additionally, she shared that Mr. Guillozet would serve the district well especially with the support of the excellent leadership team. The Board provided Ms. Hiddleson a thank-you plaque.

There being no further business, the meeting was adjourned at 8:00 PM



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



Garrett Guillozet, Health Commissioner Date
Secretary to the Board of Health Date