Date: March 17, 2023

To: Board of Health

From: Garrett Guillozet, MPA, RS/REHS, AEMT
Health Commissioner

Re: Board meeting Tuesday, March 21, 2023, 7:00 pm Basement – Training Room

*PMT – Performance Management Touchstone

### 1.0 CONVENTION

<table>
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<tr>
<th>Agenda Item</th>
<th>Time</th>
<th>Action/ Contact</th>
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<tbody>
<tr>
<td><strong>1.01 CALL TO ORDER</strong></td>
<td>5</td>
<td>Appoint</td>
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<tr>
<td>This is the annual re-organization meeting of the Board.</td>
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<tr>
<td><strong>A. Election of Officers</strong> - For this portion of the meeting, the Secretary of the Board presides.</td>
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<td><strong>B. Nominations</strong> - Nominations will be made from those present at the March 21, 2023, meeting.</td>
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<tr>
<td>1. Nominations and election for President</td>
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<td>2. Nominations and election for Vice President</td>
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| **1.02 CONSENT ITEMS**                   | 2    | Approve         |
| 6.015 A Expenditures                     |      |                 |
| 6.016 A Inventory                        |      |                 |
| 6.017 A Donations                        |      |                 |
| 6.021 A-C Authorization/Employment       |      |                 |
| 6.024 A Leave of Absence                 |      |                 |
| 6.03 A Contracts                         |      |                 |
| 6.034 A Preventative Health              |      |                 |
| 6.054 A Legal Issues                     |      |                 |
1.03 APPROVAL OF MINUTES
A. February 28, 2023 minutes are enclosed.

2.0 STAFF REPORTS

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>TIME</th>
<th>Action/Contact</th>
<th>PMT</th>
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</thead>
<tbody>
<tr>
<td>2.01 HEALTH COMMISSIONER</td>
<td>2</td>
<td>Info/Sheila</td>
<td></td>
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<tr>
<td>2.02 FINANCE</td>
<td></td>
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<tr>
<td>A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). Action Requested: Accept</td>
<td>2</td>
<td>Accept/Matt</td>
<td>Agency</td>
</tr>
<tr>
<td>2.03 COMMUNITY HEALTH</td>
<td></td>
<td>Jen</td>
<td></td>
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<tr>
<td>2.04 ENVIRONMENTAL HEALTH</td>
<td></td>
<td>Dustin</td>
<td></td>
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<tr>
<td>2.05 PREVENTATIVE HEALTH</td>
<td></td>
<td>Adam</td>
<td></td>
</tr>
<tr>
<td>2.06 ADMINISTRATION</td>
<td></td>
<td>Amy</td>
<td></td>
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3.0 BOARD REPORTS

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time</th>
<th>Action/Contact</th>
<th>PMT</th>
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<tbody>
<tr>
<td>3.01 BOARD PRESIDENT</td>
<td>&lt;15</td>
<td>Info</td>
<td></td>
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<tr>
<td>3.03 BOARD MEMBER COMMENTS</td>
<td>&lt;10</td>
<td>Info</td>
<td></td>
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</tbody>
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4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

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<tr>
<th>Agenda Item</th>
<th>Time</th>
<th>Action/Contact</th>
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<tbody>
<tr>
<td>4.04 CITIZEN REQUEST</td>
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## 5.0 OLD BUSINESS

*Items pending from the last meeting or information on prior actions and reports.*

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time</th>
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<tbody>
<tr>
<td><strong>5.032 ADMINISTRATION/FACILITY</strong></td>
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<tr>
<td><strong>A. New Facility</strong> - 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.</td>
<td>15</td>
<td>Discussion/ Mr. Blayney Garrett</td>
<td>Agency</td>
</tr>
<tr>
<td>A copy of the available minutes is attached. The next scheduled meeting will be held on March 9, 2023. The current schedule shows a completion date of March 15, 2023.</td>
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<tr>
<td><strong>Change Orders:</strong> Facility Budget Breakdown by category:</td>
<td></td>
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<td></td>
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<tr>
<td>Owner requested changes</td>
<td>$395,760.26</td>
<td></td>
<td></td>
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<tr>
<td>Unforeseen site conditions</td>
<td>307,351.64</td>
<td></td>
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<tr>
<td>Changes associated with P.E.M.B.</td>
<td>148,192.22</td>
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<tr>
<td>Subtotal</td>
<td>$851,304.12</td>
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<tr>
<td>All other change orders</td>
<td>$594,451.13</td>
<td></td>
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<tr>
<td>Change orders to date.</td>
<td>$1,445,755.27</td>
<td></td>
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<tr>
<td>Original contract</td>
<td>$6,405,996.00</td>
<td></td>
<td></td>
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<tr>
<td>Total to date</td>
<td>$7,851,751.27</td>
<td></td>
<td></td>
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<tr>
<td>Construction Estimator's estimate</td>
<td>$8,500,000.00</td>
<td></td>
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<tr>
<td><strong>Action Requested:</strong> Discussion/Information</td>
<td></td>
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<tr>
<td><strong>B. Executive Session</strong> - Mr. Guillozet requested the Board adjourn to Executive Session pursuant to ORC 121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code and for Mr. Guillozet and Ms. Whitney to remain.</td>
<td>15</td>
<td>Approve</td>
<td>Agency</td>
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## 6.0 NEW BUSINESS

*New items of information or for Board action*

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<th>Agenda Item</th>
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<tr>
<td><strong>6.011 BUDGETS</strong></td>
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<tr>
<td><strong>A. 2024 Budget</strong> - Request Board to approve the 2024 Budget Book as the approved budget and appropriation levels for the agency for 2024.</td>
<td>5</td>
<td>Approve/ Matt</td>
<td>Agency</td>
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<tr>
<td><strong>Action Requested:</strong> Approve</td>
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### 6.013 LEVY

A. 2024 Levy Update

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<tr>
<th>Action</th>
<th>Consent/ Jen</th>
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<tr>
<td>&lt;5</td>
<td>Garrett/ Discussion</td>
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<tr>
<td>Agency</td>
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### 6.015 EXPENDITURES

A. 2023 Spring Education Conference – Request Board approval to expend up to $5,500.00 in Workforce Development and Public Health funds for the 2023 Spring Education Conference. Expenses include Innovation Training ($3,000.00); meals ($2,000.00); and program supplies ($500.00). The 2023 Spring Education Conference will be held on May 5, 2023 from 8:00am-4:30pm at the Delaware County Board of Elections.

**Action Requested:** Consent Approval

### 6.016 INVENTORY

A. Equipment Disposal – Request Board approval of disposal of back-up Caterpillar generator for Delaware Public Health District offices. Model number #D100P1 Serial Number #NPS01529 Cost $24,000. Since this purchase was grant funded in 2004, we have sought and received approval from ODH to remove this from their inventory. The generator will remain with the West Winter buildings.

**Action Requested:** Consent approval

### 6.017 DONATIONS

A. Accept Donation – Request Board approval of a small donation from an anonymous source in the Community Health & Clinic Services child key (70225555) for $0.60.

**Action Requested:** Consent approval

### 6.021 AUTHORIZATION/EMPLOYMENT

A. WIC Health Professional / Ms. Susan Rode – Request Board approval to hire Ms. Susan Rode to fill full-time permanent WIC HP position within the Preventative Health Division vacated by Ms. Carolyn Nye. This position is 40 hours a week (100% FTE), $27.50/hour (pay grade H) effective March 20, 2023. Position is funded 100% through fund 70951509 (Women, Infants, and Children) with an anticipated annual salary and benefits of $97,040.55. Amount may be adjusted depending upon benefits selected.

**Action Requested:** Consent approval

B. Voluntary Resignation / Ms. Katherine Fox - Request Board accept resignation of Ms. Katherine Fox, Public Health Nurse II, effective February 28, 2023. Ms. Fox has taken employment with OhioHealth.

**Action Requested:** Consent approval

C. Voluntary Resignation (Retirement) / Ms. Jody Lenko - Request Board accept resignation of Ms. Jody Lenko, Public Health Nurse II, effective March 30, 2023. After over 26 years with the Health District, Ms. Lenko is retiring.

**Action Requested:** Consent approval
### 6.024 LEAVE OF ABSENCE

**A. Unpaid Leave / Ms. Erin Kelley** - Request Board approval for Ms. Erin Kelley to go on Unpaid Leave between the dates of 3/13/23 and 4/3/23. Ms. Kelley will be expected to reimburse the employee and family portion of health and dental insurances ($253.88) for Pay #7 by 3/31/23.

**Action Requested:** Consent approval

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<th>Consent/ Adam</th>
<th>Agency</th>
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### 6.03 CONTRACTS

**A. Compilation of DPHD Financial Statements**: Request Board approval to approve a 5-year contract with Millhuff-Stang CPA, Inc. of Chillicothe, Ohio to compile our financial statements in accordance with accounting principles generally accepted in the United States (US GAAP), and to provide any other accounting and financial reporting expertise. Contract not-to-exceed $10,000 for FY2023 for the compilation and any additional services requested by DPHD and will be paid from the Administration Public Health Fund (70225111). The engagement letter is attached.

**Action Requested:** Consent approval

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<th>Consent/ Matt</th>
<th>Agency</th>
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### 6.034 PREVENTATIVE HEALTH

**A. Reapply for Collectif: Local Community Partnership Collaborative** – Request Board confirm application for the Collectif grant, provided by Collectif and selected by ODH - WIC. This is a continuation of a grant that would be effective March 2023 – October 2023. DPHD would receive technical assistance to develop and implement initiatives to strengthen partnerships and deepen the community understanding of WIC and would be eligible to receive up to $5,000.

The goal of this grant is to “increase access to care for the maternal and child health population, through the initiation of a sustainable collaborative activity to improve referral processes between hospitals and the local WIC agency.” If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.

**Action Requested:** Consent approval

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<tr>
<th></th>
<th>Consent/ Adam</th>
<th>Engagement</th>
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### 6.04 SPECIAL REPORTS

**A. Delaware Public Health District Performance Management** – The 2022 performance measures annual progress report is attached.

**Action Requested:** Discussion

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<th>Discussion/ Jen</th>
<th>All</th>
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### B. 2019-2022 Community Health Improvement Plan (CHIP) Final Progress Report

The CHIP was drafted by agencies, service providers, community leaders, and residents within Delaware County that make up The Partnership for a Health Delaware County (The Partnership). The Partnership reviewed many sources of information concerning the health and social challenges that Delaware County residents were facing. They addressed specific priority issues to help improve outcomes, determine gaps in programming and policies, and examine best practices and solutions. Here is a recap of the action steps and success stories that took place during the 2019-2022 CHIP cycle – [https://youtu.be/a1KPG1hsGMM](https://youtu.be/a1KPG1hsGMM). A comparison of health outcomes from 2018 to 2022 is attached.

**Action Requested:** Discussion

### C. 2022 Creating Healthy Communities (CHC) Mini Grant Success Stories Presentation

Ms. Josie Bonnette, Community Health Specialist 3, will describe the CHC mini grant program and highlight success stories from the grantees.

**Action Requested:** Discussion

### 6.054 LEGAL ISSUES

#### A. Recalcitrants

The board of health authorizes the Health Commissioner to refer recalcitrant food service and retail food establishments to the Prosecutor’s Office for failure to renew their food service or retail food establishment license.

**Action Requested:** Consent approval

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Sincerely,

Garrett Guillozet
Health Commissioner

Dustin Kent
Deputy Health Commissioner

Jen Keagy
Deputy Health Commissioner

Adam Howard
Deputy Health Commissioner

Amy Whitney
Administrative Director

Matthew Clark
Fiscal Officer

1.0 CONVENTION
1.01 CALL TO ORDER
The February 28, 2023, 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, Dr. Hickman, Mr. Hatfield, Mr. Tiberi, Dr. Donaldson, Mr. Karr and Mr. Holzapfel. Staff members present were Mr. Garrett Guillozet, 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, Director of Administrative Services, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS
6.016 A Inventory
6.017 A Advances
6.021 A-C Authorization/Employment
6.023 A-C Tuition Reimbursement/Staff Development
6.032 A Admin/Facilities
6.034 A-C Preventative Health
6.052 A Policies
6.053 A Resolutions
Item 5.032 B Executive Session was added to the agenda. Mr. Hatfield moved to approve the consent agenda and agenda as amended and submitted. Dr. Donaldson second the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES
Mr. Hatfield moved to approve the January 31, 2023 minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS
Dr. Hickman moved to approve the January 2023 bills. Mr. Hatfield seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS
2.01 HEALTH COMMISSIONER
Mr. Guillozet attended the February 27, 2023 Berlin Township meeting.

The annual District Advisory Council (DAC) meeting is March 23, 2023 and all Board members are invited to attend. The DAC meeting begins at 7:00 pm with refreshments at 6:45. Mr. Guillozet has received
confirmation from the DAC chair to post the Board opening. Dr. Donaldson’s term is expiring. Dr. Donaldson would like to serve another term and Board applications are being solicited.

Mr. Guillozet has completed 28 of the one-on-one meetings and has been utilizing a pre-set list of questions. Staff have been engaged. Thus far, representation has been from all divisions which has highlighted what has been working well and what has not worked well.

Mr. Guillozet reported that there have been three Administrative Assistant resignations this month. Conversations and consultation have taken place with Senior Leadership and it has been determined that not all positions will be reposted. Staff are taking the time to evaluate duties and become two deep for cross training purposes. Then, a revaluation will take place to determine if position needs filled or if dollars can be transitioned to understaffed positions.

Due to several absences due to Spring Break, the March Board of Health meeting has been moved from March 28, 2023 to March 21, 2023

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

A. Preliminary 2024 Budget – Mr. Matt Clark circulated a draft copy of the 2024 budget. Mr. Clark summarized the funds as well as the expenditures and revenues.

PMT: Agency
Information only

2.03 COMMUNITY HEALTH
The Community Health division had two Administrative Assistants resign. Manager of Vital Statistics is currently cross training for Vital Statistic coverage. One of the two positions will be filled. The position that is to be filled will primarily be for Vital Statistics but will also provide coverage for other portions of Community Health.

The agency has been utilizing Syntero for the last six months providing thirty-minute counseling sessions to staff on a monthly basis. The program is completely funded through Mental Health Board and is funded through June.

Staff have a partnership meeting Thursday, March 2, 2023. All Board members are welcome to attend.

Mr. Guillozet met with the Board of Development Disabilities to discuss funding and other funding sources to build an accessible playground at the Delaware Public Health District new building. Other ideas discussed was some type of garden or library.

PMT: Agency

2.04 ENVIRONMENTAL HEALTH
Food license renewals are due March 1, 2023. Currently, 80% of food facilities has submitted renewal fee. Reminders have been sent.
Staff are doing a lot of record retention and destroying documents as per the record retention schedule. Some records are being transferred to a digital format.

PMT: Agency

2.05 PREVENTATIVE HEALTH
Staff are working switching electronic medical records provider. The new provider is cheaper and will combine some of the medical billing process.

Our teaching program with Ohio State University physicians is going well. The Ohio State University inquired if the Delaware Public Health District would accept some nursing students. The program has received really good reviews. Professors are attending with students and providing positive comments about the program.

A full-time dietician will start on March 20, 2023.

PMT: Agency

2.06 ADMINISTRATION
Ms. Whitney did a walkthrough of the current buildings with the potential owners and Mr. Jerry Warner on February 20, 2023.

The potential new owners are utilizing Triad to complete a building inspection. A portion of the inspection was completed February 27, 2023 (no issues found). The inspection will be finalized March 1, 2023.

PMT: Agency

4.0 HEARINGS/REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION
4.01 PUBLIC HEALTH NUISANCE HEARING
A. 13122 Hatch Rd, Westerville, Ohio 43082, Harlem Township, Parcel #316-430-03-033-000
Background Information: The Deputy Health Commissioner of Environmental Health and Investigating Environmental Health Specialist have reviewed the solid waste complaint on the property owned by Mervin & Charlotte Sewell 13122 Hatch Rd, Westerville, Ohio 43082, Harlem Township, Parcel #316-430-03-033-000. The conditions that exist are in violation of Ohio Revised Code 3734.03 which states: “No person shall dispose of solid waste by open burning or open dumping.”

Also, the conditions that exist are in violation of Ohio Administrative Code 3745-500-01(B) which states:

“No person shall conduct, permit, or allow open dumping. In the event that open dumping is occurring or has occurred at a property, the person responsible for the open dumping, the owner of the property, or the person who allows or allowed open dumping to occur, shall promptly remove and dispose or otherwise manage the solid waste in accordance with Chapter 3734 of the Revised Code, and shall submit verification that the solid waste has been properly managed.”

A copy of the supporting documentation was provided to the Board.

PMT: Community
Mr. Holzapfel moved to approve THE DELAWARE PUBLIC HEALTH DISTRICT BOARD OF HEALTH, based upon the evidence given, has determined that a violation of the codes listed above exists and hereby issues a public health order to abate the nuisance by March 28, 2023. If the order is not complied within the time given, it will be forwarded to the Delaware County Prosecutor’s office for further action. Mr. Karr seconded the motion. The motion carried unanimously.
B. 109 Ross St, Delaware, Ohio 43015, City of Delaware, Parcel #519-433-22-002-000.
Background Information: The Deputy Health Commissioner of Environmental Health and Investigating Environmental Health Specialist have reviewed the solid waste complaint on the property owned by Cherie Hardman 109 Ross St, Delaware, Ohio 43015, City of Delaware, Parcel #519-433-22-002-000. The conditions that exist are in violation of Ohio Revised Code 3734.03 which states: “No person shall dispose of solid waste by open burning or open dumping.”

Also, the conditions that exist are in violation of Ohio Administrative Code 3745-500-01(B) which states:

“No person shall conduct, permit, or allow open dumping. In the event that open dumping is occurring or has occurred at a property, the person responsible for the open dumping, the owner of the property, or the person who allows or allowed open dumping to occur, shall promptly remove and dispose or otherwise manage the solid waste in accordance with Chapter 3734 of the Revised Code, and shall submit verification that the solid waste has been properly managed.”

A copy of the supporting documentation was provided to the Board.

PMT: Community
Mr. Holzapfel moved to approve THE DELAWARE PUBLIC HEALTH DISTRICT BOARD OF HEALTH, based upon the evidence given, has determined that a violation of the codes listed above exists and hereby issues a public health order to abate the nuisance by March 28, 2023. If the order is not complied with within the time given, it will be forwarded to the Delaware County Prosecutor’s office for further action. Mr. Karr 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 March 9, 2023. The current schedule shows a completion date of April 30, 2023.

Change Orders:
Facility Budget Breakdown by category:
Owner Requested: $389,405.24
Unforeseen Site Conditions: $307,351.64
Pre-Engineered Metal Building Revisions: $148,192.22
Miscellaneous: $587,771.38
Total: $1,433,726.48

PMT: Agency
Action Requested: Discussion/Information

B. Executive Session - Mr. Guillozet requested the Board adjourn to Executive Session pursuant to ORC 121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code and for Mr. Guillozet and Ms. Whitney to remain.

Motion By: Mr. Tiberi
Second: Mr. Holzapfel
Mr. Blayney: yes
Dr. Hickman: yes
Ms. Howerton: absent
Mr. Karr: yes
MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION
at 8:25 pm to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code (Ohio Revised Code 121.22 (G)(2)).

Motion to exit Executive Session and to return to General Session at 8:25 pm.

No action was taken as a result of the Executive Session.

6.0 NEW BUSINESS

6.016 INVENTORY
A. Equipment Disposal – Requested Board approval of disposal of obsolete, broken and duplicate equipment including a Epi9.0 Superwinch. The power supply cables and controls are missing. DPHD contracts towing service and no longer use this equipment.
PMT: Agency
The Board approved item on consent.

6.017 ADVANCES/TRANSFERS
A. Advance – Requested Board approval for an advance in the amount of $10,000 from the General/Public Health Fund (70225111) into Safe Route 23 Corridor special revenue fund (71351515) 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
The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT
A. Voluntary Resignation / Ms. Rachel Aller: Requested Board confirm the voluntary resignation of Ms. Rachel Aller, Administrative Assistant III – Clinical Services Unit, effective February 22, 2023.
PMT: Agency
The Board approved item on consent.

B. Voluntary Resignation / Ms. Dyan Fox - Requested Board accept resignation of Ms. Dyan Fox, Administrative Assistant II – WIC Unit, effective March 17, 2023.
PMT: Agency
The Board approved item on consent.

C. Voluntary Resignation / Ms. Wilmaries Padilla-Ortiz: Requested Board confirm the voluntary resignation of Ms. Wilmaries Padilla-Ortiz, Administrative Assistant III – Community Health, effective March 3, 2023.
The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT
A. Conference / Ms. Melissa Adams – Requested Board approval to expend up to $430 solid waste funds (70751507) for Ms. Mel Adams to attend the Ohio Compost Operator Education Course in Wooster, OH April 4-5. This course taught through OSU Extension is related to the Strategic Plan goal of Workforce Development and is an opportunity to earn continuing education credits. It will also help Ms. Adams conduct more thorough inspections of composting facilities in the health district. Expenses include registration fee, lodging and meals. A copy of the agenda was provided to the Board.

PMT: Quality
The Board approved item on consent.

B. Conference / Mrs. Sarah Fink and Ms. Melissa Adams – Requested Board approval to expend up to $175 Eh admin (702553) health funds for Mrs. Sarah Fink, & Ms. Melissa Adams to attend the Ohio Environmental Health Association’s Annual Education Conference in Dublin, OH, April 13 & 14. They were missed in last month’s request. This conference is directly related to Strategic Plan goal of Workforce Development and is an opportunity to earn continuing education credits. Expenses include registration fee ($175 Conference). A copy of the agenda was provided to the Board. Mrs. Fink is presenting, and Ms. Adams is OEHA Historian.

PMT: Quality
The Board approved item on consent.

C. Conference / Mr. Matt Randazzo and Mr. Jonathan Bowen – Requested Board approval to expend up to $320 EH Admin (702553) health funds for Mr. Matt Randazzo, & Mr. Jonathan Bowen to attend the Ohio Department of Health’s Principles Workshop Columbus, OH, March 27th & 28th. Other staff will attend Ohio Department of Health’s Midwest Workshop covering a mixture of environmental health topics. Staff attendance will be determined soon. This conference is directly related to Strategic Plan goal of Workforce Development and is an opportunity to earn continuing education credits. Expenses include registration fee ($20/day). A copy of the agenda was provided to the Board.

PMT: Quality
The Board approved item on consent.

6.032 ADMIN/FACILITIES
A. Auxiliary Bank Account
Requested Board approval to authorize the Delaware County Board of Commissioners, and the Delaware County Treasurer (our fiscal agent) to open an auxiliary bank account through JP Morgan Chase Bank in Delaware Public Health District’s name to receive various electronic payments from payors including, but not limited to, Medicare, Medicaid, TransactRX, and private health insurance.

Incoming ACH payments will be reconciled, then deposited via check to the normal Delaware County Treasury promptly to ease in identifying the numerous ACH payments received by the Health District. The signors on this account will be Garrett Guillozet, Health Commissioner, and Amy Whitney, Director of Administrative Services.

PMT: Agency
The Board approved item on consent.
6.034 PREVENTATIVE HEALTH

A. Reapply for Public Health Emergency Preparedness (PHEP) grant - Requested Board confirmation to reapply for the PHEP grant, provided by the Ohio Department of Health. This is a continuation of the PHEP grant that will be effective July 1, 2023 – June 30, 2024. DPHD is eligible for $186,749. Reimbursement is deliverable based; therefore, reimbursement may vary.

The goal of the grant is to support the readiness of Ohio’s local health departments responding to emergencies and providing epidemiological support. If funded the Preventative Health Division requested Board approval to expend grant funds according to the Notice of Award.

PMT: Agency
The Board approved item on consent.

B. Reapply for Get Vaccinated Ohio (GV) grant – Requested Board approval to apply for the GV grant, provided by the Ohio Department of Health. This is a continuation of the GV grant that will be effective July 1, 2023 – June 30, 2024. DPHD is eligible for $59,596. Reimbursement is deliverable based; therefore, reimbursement may vary.

The goal of the grant is to improve and sustain vaccination coverage among children and adolescents, and to reduce vaccination coverage disparities in Ohio. If funded the Preventative Health Division requested Board approval to expend grant funds according to the Notice of Award.

PMT: Agency
The Board approved item on consent.

C. Apply for the Certified in Infection Control Scholarship – Requested Board confirmation to apply for the certified in infection control (CIC) and Associate-Infection Prevention and Control (a-IPC) scholarship, provided by the National Association of County and City Health Officials. This scholarship will provide up to $2,500.

The goal of this scholarship is to provide local health districts funding for study material and examination fees for staff to sit for the CIC/a-IPC examination. The Health District believes this certification will aid epidemiologists and disease investigation staff in detecting and mitigating outbreaks. If funded the Preventative Health Division requested Board approval to expend grant funds according to the Notice of Award.

PMT: Agency
The Board approved item on consent.

6.04 SPECIAL REPORTS

Item was moved to the March Board meeting. A. Performance Management Update: The Performance Measures have been set for 2023; the 2022 overview will be provided.

PMT: All

6.052 POLICIES

A. Approving the updated Personnel Policies - Requested Board approval of the updated Personnel Policies. Updates are indicated by red text. A copy of the updated Personnel Policies was proved to the Board.

PMT: Agency
The Board approved item on consent.
6.053 RESOLUTIONS

A. Resolution 2015-04 Funding Policies – Requested Board approval of the updated Funding Policies. Updates are indicated by blue and green text. A copy of the updated Funding Policies was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

Mr. Tiberi moved to adjourn. Dr. Hickman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:27 pm.

__________________________________________  ____________________________
Patrick Blayney, President                          Date                     Garrett Guillozet, Health Commissioner
or Amy Howerton, Vice President                    Date                     Secretary to the Board of Health

Date
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Delaware Public Health District
List of Bills 02/01/2023 through 02/28/2023
Delaware Public Health District
List of Bills 02/01/2023 through 02/28/2023

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**Delaware Public Health District**  
List of Bills 02/01/2023 through 02/28/2023

**SAFE TOTAL**  
$5,190.06

**470 S. SANDUSKY**  
$560,825.48

**ENHANCED 2/10/2023 EMPLOYEES**  
SALARY  
$7,767.86

**OPERACTIONS**  
TOTAL 5001  
$7,767.86

**2/10/2023 EMPLOYEES**  
WORKERS COMP  
$69.94

**TOTAL 5102**  
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**2/10/2023 EMPLOYEES**  
PERS  
$1,864.31

**TOTAL 5120**  
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**2/10/2023 EMPLOYEES**  
MEDICARE  
$120.66

**TOTAL 5131**  
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**2/10/2023 EMPLOYEES**  
CELL PHONE ALLOWANCE  
$22.16

**TOTAL 5332**  
$22.16

**2/2/2023 ACLOCHE LLC**  
COVID 19 SERVICE  
$481.66

**TOTAL 5366**  
$481.66

**ENHANCED OPERATIONS TOTAL**  
$10,326.39

**DEBT SERVICE 2/2/2023 FIRST COMMONWEALTH BANK**  
INTEREST  
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**2/27/2023 FIRST COMMONWEALTH BANK**  
INTEREST  
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**TOTAL 5710**  
$14,832.78

**DEBT SERVICE TOTAL**  
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**WORKFORCE DEVELOPMENT 2/10/2023 EMPLOYEES**  
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**TOTAL 5001**  
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**2/10/2023 EMPLOYEES**  
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**2/10/2023 EMPLOYEES**  
PERS  
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**TOTAL 5120**  
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**2/10/2023 EMPLOYEES**  
MEDICARE  
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**TOTAL 5131**  
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**2/9/2023 SOX, CRAIG**  
CONF REGISTRATION FEE  
$90.00

**TOTAL 5305**  
$90.00

**2/2/2023 OHIO GFOA**  
MEMBERSHIP  
$60.00

**TOTAL 5308**  
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**WORKFORCE DEVELOPMENT TOTAL**  
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**SEWAGE 2023 2/24/2023 EMPLOYEES**  
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**2/24/2023 EMPLOYEES**  
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**TOTAL 5102**  
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PERS  
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**TOTAL 5120**  
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MEDICARE  
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**TOTAL 5131**  
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CELL PHONE ALLOWANCE  
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**SEWAGE 2023 TOTAL**  
$10,363.70

**GRAND TOTAL**  
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**List of Bills 02/01/2023 through 02/28/2023**

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### Other Financing Sources (Advances/Transfers)

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>2022 Year-To-Date Expenditure</th>
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<th>% Expended YTD 17%</th>
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### February 2023

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<th>Cash Balance</th>
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<th>Encumbrances</th>
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<tr>
<td>Year-To-Date Revenue</td>
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<td>$2,286,628</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
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<tr>
<td>Total 2023 Year-To-Date Expenditures</td>
<td>$1,677,405</td>
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<td>Overall:</td>
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<td>Revenues:</td>
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<tr>
<td>Expenses:</td>
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</table>

#### Special Revenue, Capital Project Funds & Debt Service

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>2023 Budgeted End Bal</th>
<th>2023 February Revenue</th>
<th>2022 February Revenue</th>
<th>2023 Year-To-Date Revenue</th>
<th>2022 Year-To-Date Revenue</th>
<th>% Received YTD 17%</th>
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<tbody>
<tr>
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<td>71351515</td>
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<td>574,425</td>
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<tr>
<td>75851405</td>
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#### Other Financing Sources (Advances/Transfers)

<table>
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<th>Fund Number</th>
<th>2022 Carver</th>
<th>2023 Budgeted Expenditures</th>
<th>2023 February Expenditures</th>
<th>2022 February Expenditures</th>
<th>2023 Year-To-Date Expenditures</th>
<th>2022 Year-To-Date Expenditures</th>
<th>% Expended YTD 17%</th>
</tr>
</thead>
<tbody>
<tr>
<td>70551505</td>
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<tr>
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<td>Advance</td>
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<td>Advance</td>
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</tr>
<tr>
<td>Total</td>
<td>$790,106</td>
<td>$3,941,572</td>
<td>$667,990</td>
<td>$268,724</td>
<td>$1,301,786</td>
<td>$551,456</td>
<td>33%</td>
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#### Reimbursable Grants

- No longer receiving these grants

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>2023 Carver</th>
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<th>2023 February Expenditures</th>
<th>2022 February Expenditures</th>
<th>2023 Year-To-Date Expenditures</th>
<th>2022 Year-To-Date Expenditures</th>
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<tr>
<td>Total</td>
<td>$790,106</td>
<td>$3,941,572</td>
<td>$667,990</td>
<td>$268,724</td>
<td>$1,301,786</td>
<td>$551,456</td>
<td>33%</td>
</tr>
</tbody>
</table>

### Overall

- Revenues: $2,286,628
- Expenses: $1,301,786
- Total Cash Balance: $8,092,362

### Notes

- Expenses are 153% of 2022 level
- Revenues:
  - Overall: $2,510,124
  - Debt Service Funds: $1,112,892
- Total Cash Balance: $8,092,362
- Encumbrances:
  - Overall: $520,528
## COMMUNITY HEALTH IMPROVEMENT PLAN

### DELAWARE COUNTY | 2019–2022

COMPARING THE YEARS

### MENTAL HEALTH OUTCOMES

<table>
<thead>
<tr>
<th>2018</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce adult depression</td>
<td>8% of adults felt sad/hopeless almost every day for two weeks or more in a row in past year</td>
</tr>
<tr>
<td>Reduce youth depression</td>
<td>20% of youth felt sad/hopeless almost every day for two weeks or more in a row in past year</td>
</tr>
<tr>
<td>Reduce suicide deaths</td>
<td>9.48 deaths/100,000 people</td>
</tr>
<tr>
<td>Reduce youth electronic (cyber) bullying</td>
<td>13% of youth were cyber–bullied in past year</td>
</tr>
<tr>
<td>Reduce youth bullying on school property</td>
<td>25% of youth were bullied on school property in past year</td>
</tr>
<tr>
<td>Reduce youth intimate partner violence</td>
<td>6% of high school youth had a boyfriend/girlfriend physically abused them in past year</td>
</tr>
<tr>
<td>Reduce youth reporting sexual coercion</td>
<td>8% of high school youth experienced sexual coercion</td>
</tr>
</tbody>
</table>

### ADDICTION OUTCOMES

<table>
<thead>
<tr>
<th>2018</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce adult binge drinking</td>
<td>22% of adults have had at least (5 for men/4 for women) drinks on an occasion in past month</td>
</tr>
<tr>
<td>Reduce adult recreational marijuana use</td>
<td>4% of adults used recreational marijuana in last 6 months</td>
</tr>
<tr>
<td>Reduce adult non-prescribed prescription drug misuse</td>
<td>7% of adults misused prescription drugs in past 6 months</td>
</tr>
<tr>
<td>Reduce adult current smokers</td>
<td>10% of Delaware County adults are smokers</td>
</tr>
<tr>
<td>Reduce unintentional drug overdose deaths</td>
<td>13.47 deaths/100,000 people</td>
</tr>
<tr>
<td>Reduce youth binge drinking**</td>
<td>12% of high school youth engaged in binge drinking on one occasion in past month</td>
</tr>
<tr>
<td>Reduce youth non-prescribed prescription drug misuse</td>
<td>3% of youth misused prescription drugs not prescribed to them in past 30 days</td>
</tr>
<tr>
<td>Reduce youth e-cigarette use</td>
<td>10% of Delaware County youth used an electronic vapor product in past 30 days</td>
</tr>
<tr>
<td>Reduce youth recreational marijuana use</td>
<td>5% of youth used marijuana at least once in last 30 days</td>
</tr>
</tbody>
</table>
### Chronic Disease Outcomes

<table>
<thead>
<tr>
<th>2018</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce adult obesity</td>
<td>65% of adults classified as overweight or obese (based on BMI)***</td>
</tr>
<tr>
<td>Reduce adult diabetes</td>
<td>7% of adults have been diagnosed with diabetes</td>
</tr>
<tr>
<td>Reduce adult prediabetes</td>
<td>6% of adults have been diagnosed with prediabetes</td>
</tr>
<tr>
<td>Reduce coronary heart disease</td>
<td>2% of adults reported being diagnosed with coronary heart disease</td>
</tr>
<tr>
<td>Reduce adult chronic pain</td>
<td>22% of adults experienced chronic pain</td>
</tr>
<tr>
<td>Reduce youth obesity</td>
<td>9% of youth classified as obese</td>
</tr>
<tr>
<td>Reduce child obesity</td>
<td>13% of children classified as obese (based on BMI)***</td>
</tr>
</tbody>
</table>

### Cross-Cutting Factors Outcomes

<table>
<thead>
<tr>
<th>2018</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce % of county residents with high housing costs</td>
<td>9% of households have monthly housing costs which exceed 50% monthly income</td>
</tr>
<tr>
<td>Reduce severe housing problems</td>
<td>11% of households experience at least 1 of 4 housing problems: (overcrowding, high housing costs, lack of kitchen or plumbing facilities)</td>
</tr>
<tr>
<td>Reduce suicide ideation in adults</td>
<td>3% of adults seriously considered attempting suicide in past 12 months</td>
</tr>
<tr>
<td>Reduce suicide ideation in youth</td>
<td>11% of youth seriously considered attempting suicide in past 12 months</td>
</tr>
<tr>
<td>Reduce food insecurity</td>
<td>7% of parents experienced at least one food insecurity issue in the past year</td>
</tr>
<tr>
<td>Increase adult fruit/vegetable consumption</td>
<td>22% of adults consumed whole fruit 3 or more times daily; 33% of adults consumed vegetables 3 or more times daily*</td>
</tr>
<tr>
<td>Increase youth fruit/vegetable consumption</td>
<td>34% of youth consumed whole fruit 3 or more times daily; 28% of youth consumed vegetables 3 or more times daily</td>
</tr>
<tr>
<td>Increase child fruit/vegetable consumption</td>
<td>41% of children consumed whole fruit 3 or more times daily; 25% of children consumed vegetables 3 or more times daily*</td>
</tr>
</tbody>
</table>

* Due to question discrepancies between 2018 CHA and 2022 CHA, data outcomes cannot be compared.

** Drank 5 or more drinks within a couple of hours for males or 4 or more drinks for females on at least one day during the past month.

*** BMI was calculated using self-reported weight and height measurements from respondents.
## 2022 PM Report

<table>
<thead>
<tr>
<th>Primary</th>
<th>Baseline</th>
<th>2022 YTD results</th>
<th>Target</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public records requests are fulfilled within 3 business days</td>
<td>New</td>
<td>91.83%</td>
<td>95%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>Decrease the amount of staff clicking on phishing email links to 5%</td>
<td>5%</td>
<td>6.7%</td>
<td>5%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td><strong>Community Health</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase number of child passenger safety inspections at the B.S.T.G. Fire Department.</td>
<td>33</td>
<td>34</td>
<td>70</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>Staff attendance at Subdivision Partnership meetings</td>
<td>0%</td>
<td>66.35%</td>
<td>100%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>20% of Ashley Villa residents will participate in the quarterly “Wellness Wednesdays at the Villa.”</td>
<td>0%</td>
<td>34.63%</td>
<td>20%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td><strong>Environmental Health</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90% of Food Service Operation Inspection and Retail Food Establishment Inspection reports are sent to the operator the following business day.</td>
<td>No longer being tracked per D. Kent</td>
<td>Incomplete</td>
<td>90%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>95% of permits for PWS and STS installations are complete based on the ODH completion tool.</td>
<td>No longer being tracked as of 6/10/22 per D. Kent</td>
<td>Incomplete</td>
<td>95%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>90% of the plumbing reports generated by the Plumbing Inspector III’s will have no more than one grammar and professional formatting error.</td>
<td>No longer being tracked per D. Kent</td>
<td>Incomplete</td>
<td>90%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td><strong>Personal Health</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve WIC Farmers Market coupon redemption rates in Delaware.</td>
<td>46.35% (2020)</td>
<td>69.4%</td>
<td>51%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>Improve WIC Farmers Market coupon redemption rates in Union</td>
<td>51.3% (2020)</td>
<td>70.80%</td>
<td>56.4%</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>Improve Sunbury and Ashley WIC clinic participation</td>
<td>62 clients per year</td>
<td>80</td>
<td>68 clients per year</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>Increase WIC integration in outside programming</td>
<td>0 per year</td>
<td>9</td>
<td>4 per year</td>
<td><img src="#" alt="Status" /></td>
</tr>
<tr>
<td>Primary</td>
<td>Baseline</td>
<td>2022 YTD results</td>
<td>Target</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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<td>------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Increase reminder/recall success rate for ages 0-18 years old</td>
<td>New</td>
<td>69%</td>
<td>95.0%</td>
<td></td>
</tr>
<tr>
<td>Increase DPHD clients who receive DTaP, polio, MMR, Hib, hepatitis B, varicella, and pneumococcal conjugate vaccine (4313314)</td>
<td>56%</td>
<td>100%</td>
<td>80.0%</td>
<td></td>
</tr>
<tr>
<td>Unless medically contraindicated, ensure DPHD staff receive annual vaccination against influenza</td>
<td>93%</td>
<td></td>
<td>90.0%</td>
<td></td>
</tr>
<tr>
<td>Ensure at least one outreach is offered per non-covid outbreak investigation to prevent future illness</td>
<td>New</td>
<td></td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Offer handwashing programs and childhood communicable disease education for staff of pre-school and school-aged children at childcare centers. Target: All day cares and pre-schools</td>
<td>New</td>
<td>0</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Provide handwashing programs and education for staff of pre-school and school aged children at childcare centers</td>
<td>New</td>
<td>1</td>
<td>75.0%</td>
<td></td>
</tr>
<tr>
<td>Respond to Dial My Calls emergency drill with a clear yes or no answer to question &quot;are you available to report to DPHD within 60 minutes?&quot; The goal is to have a 75% response rate within 4 hours of the message being sent</td>
<td>New</td>
<td>84.68%</td>
<td>75.0%</td>
<td></td>
</tr>
<tr>
<td>Track responses of &quot;yes&quot; to the quarterly Dial My Calls staff survey to determine the amount of DPHD staffing available within 60 minutes; also limited to 4-hour window for responses to the communication</td>
<td>New</td>
<td>100%</td>
<td>100.0%</td>
<td></td>
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</tbody>
</table>

**CHIP**

<table>
<thead>
<tr>
<th>CHIP</th>
<th>Baseline</th>
<th>2022 YTD results</th>
<th>Target</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add 14 members to The Partnership by the end of 2022</td>
<td>0</td>
<td>30</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Increase participation in The Partnership from the faith based sector by 5 members</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Increase participation in The Partnership from the business sector by 5 members</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Increase participation in The Partnership from community residents by 5 members</td>
<td>4</td>
<td>12</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>100% of new Partnership members will complete an onboarding orientation</td>
<td>New</td>
<td>80%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Primary</td>
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</tr>
</tbody>
</table>
Engagement Letter: Compilation

March 15, 2023

Mr. Matt Clark, Fiscal Officer
Delaware Public Health District
1 West Winter Street
Delaware, Ohio 43015

Dear Mr. Clark:

You have requested that we prepare the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information as of and for the year ended December 31, 2022, and for the subsequent four years, and the related notes to the financial statements, and perform a compilation engagement with respect to those financial statements. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter. In addition, the document we submit to you will include required supplementary information, including management’s discussion and analysis, schedules of net pension and OPEB liabilities (assets), and schedules of employer contributions, required by the Governmental Accounting Standards Board (GASB). We will compile the required supplementary information, but we will not audit or review such information, nor express an opinion, a conclusion, or provide any assurance on it.

Our Responsibilities

The objective of our engagement is to:

a. Prepare financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) based on information provided by you;
b. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting U.S. GAAP;

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA’s Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.
Delaware Public Health District
Engagement Letter: Compilation

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with U.S. GAAP and assist you in the presentation of the financial statements in accordance with U.S. GAAP. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARSs:

a. The selection of U.S. GAAP as the financial reporting framework to be applied in the preparation of the financial statements.
b. The preparation and fair presentation of financial statements in accordance with U.S. GAAP and the inclusion of all informative disclosures that are appropriate for U.S. GAAP.
c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
d. The prevention and detection of fraud.
e. To ensure that the entity complies with the laws and regulations applicable to its activities.
f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
g. To provide us with:
   i. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
   ii. Additional information that we may request from you for the purpose of the compilation engagement.
   iii. Unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content.

You agree to include our accountant’s compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

Other Relevant Information

If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Robyn Roush, CPA, is the engagement partner for the services specified in this letter. Her responsibilities include supervising Millhuff-Stang, CPA, Inc.’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the accountant’s report.
Delaware Public Health District
Engagement Letter: Compilation

Our fee for these services will be fixed based on the scope of the compilation expected as of the date of this letter. In accordance with our recent discussion, we believe that the engagement fee will not exceed the following amounts.

<table>
<thead>
<tr>
<th>Financial Statements</th>
<th>2022</th>
<th>$7,500</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2023</td>
<td>7,725</td>
</tr>
<tr>
<td></td>
<td>2024</td>
<td>7,850</td>
</tr>
<tr>
<td></td>
<td>2025</td>
<td>7,975</td>
</tr>
<tr>
<td></td>
<td>2026</td>
<td>8,100</td>
</tr>
</tbody>
</table>

However, if we encounter unexpected circumstances that require us to devote more staff time to the engagement than anticipated, we will discuss the matter with you. Additionally, if an increase in scope is required, such as new accounting pronouncements or other changes to the Health District’s financial reporting requirements, hours required to complete the increased scope of work will be charged as an hourly rate based on level of staff used to complete the additional work. That hourly rate will range from $85 to $150. Further, we are available to assist with matters of a routine nature throughout the course of the year. If significant time will be devoted to such matters, that time will also be billed based on the number of hours used at the hourly rate range noted above.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney’s fees, resulting from management’s knowing misrepresentations to us. (*Note: Regulators may restrict or prohibit such liability limitation arrangements.*)

We look forward to a continued relationship with your organization, and we are available to discuss the contents of this letter or other professional services you may desire.

Please sign and return a copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Respectfully,

Millhuff-Stang CPA, Inc.
Chillicothe, Ohio

********************************************************************************************************

RESPONSE:

This letter correctly sets forth our understanding. Acknowledged and agreed on behalf of Delaware Public Health District by:

Signature:

Title:

Date: