

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 reevaluation 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."

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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:	<u>\$587,771.38</u>
Total:	<u>\$1,433,726.48</u>

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
Ms. Smith: absent
Mr. Tiberi: yes
Mr. Hatfield: yes
Mr. Holzapfel: yes
Dr. Donaldson: yes

MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION at 8:25 pm to consider 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.

Motion By: Dr. Donaldson
Second: Mr. Holzapfel

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

Mr. Blayney: yes
Dr. Hickman: yes
Ms. Howerton: absent
Mr. Karr: yes
Ms. Smith: absent
Mr. Tiberi: yes
Mr. Hatfield: yes
Mr. Holzapfel: yes
Dr. Donaldson: yes

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.

PMT: Agency

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.

