

1.0 CONVENTION

1.01 CALL TO ORDER & ATTENDANCE

The January 31, 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, Mr. Hatfield, Mr. Tiberi (entered at 7:10 pm), Ms. Smith, 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, Ms. Sarah Fink, Program Manager, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 A-E Appropriations

6.014 A Fees

6.016 A Inventory

6.017 A-B Advances/Transfers

6.018 A New Fund

6.021 A-E Authorization/Employment

6.023 A -E Tuition Reimbursement/Staff Development

6.025 B Salary Scale/Policies/Benefits

6.051 A Appointments

Item number 6.017 C Advances/Transfer was added to the agenda. Mr. Holzapfel moved to approve the consent agenda and agenda as amended and submitted. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

A. Mr. Hatfield moved to approve the December 8, 2022, January 10, 2023 and January 24, 2023 meeting minutes. The motion was seconded by Mr. Holzapfel. The motion carried unanimously.

1.04 APPROVAL OF BILLS (November 2022/December 2022)

A. Mr. Hatfield moved to approve the November and December 2022 bills. The motion was seconded by Mr. Holzapfel. The motion carried unanimously.

2.0 STAFF AND DIVISION REPORTS

2.01 HEALTH COMMISSIONER

Mr. Guillozet reported on the following:

The health district now sits on the EMA executive committee. Mr. Guillozet attended the December meeting. The EMA director has resigned and has accepted a position with the State. The EMA executive committee will be conducting a search to fill the position.

Mr. Guillozet also sits on the hiring committee for the new Delaware City Fire Chief. The search process will begin in a couple of weeks.

Attended a Delaware County Legislative meeting on Friday. Meeting occurs the last Friday of every month. Group consists of all county-wide elected officials including state representatives.

Will begin "Getting to know you meetings" in the next couple of weeks. Anticipated will take a couple of months to complete.

Mr. Guillozet has been working on a lot of new building issues and has been very fortunate to have Mr. Blayney's excellent assistance. Also, Ms. Whitney has been carrying the torch to get staff out of this building.

A letter was sent to Flahive that indicated the Delaware Public Health District will continue the Flahive lease on a month to month basis. The current lease expired at the end of December 2022. As of date, a response has not been received.

Will be meeting with the Board of Elections Director to discuss a levy ballot initiative.

Staff have started getting preliminary quotes to mail the annual report. The quote received was for \$52,00 for sending to 75,000 households. Requested Board think about the pros and cons of mailing the annual report versus cost.

Introduced new employee Ms. Sarah Fink, Program Manager of Solid Waste.

2.02 FINANCE

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

Mr. Holzapfel moved to accept the year-to-date finance report. The motion was seconded by Ms. Smith. The motion carried unanimously.

B. Five-Year Forecast – Requested Board review the updated Five-Year Forecast. A copy of the report was provided to the Board. Mr. Clark presented the Five-Year Forecast highlighting the revenues and expenses. Also, summarized that the report does not include the sale of the West Winter properties. There was a brief discussion related to the levy (putting together a levy committee, when to put on the ballot and a projection of funding should the levy not pass).

Information Only

2.03 COMMUNITY HEALTH

Ms. Keagy reported that staff are applying for a NIA Research Grant. This is nine-million-dollar grant over the course of 10 years.

2.04 ENVIRONMENTAL HEALTH

Mr. Kent reported that all three program manager positions are filled. A new Administrative Assistant started Monday. Advertisement continues for an Environment Health Specialist.

Assisted by Mr. Guillozet, staff worked through a food service issue related to cleanliness and pests. The facility voluntarily closed and did a quick turn-around on cleaning and pesticide application.

Ms. Self developed a tabletop exercise related to a simulated foodborne outbreak.

Last Friday, staff submitted the vector control grant. It is hoped to purchase some equipment and provide support for two Interns.

Staff have been reviewing records and purging per the Record Retention Policy. Staff also have been converting paper records to an electronic version.

2.05 PREVENTATIVE HEALTH

In 2022, Medical Reserve Corps (MRC) volunteers helped staff at four separate offsite clinics, donating a total of 64 hours valued at \$4,702.69. The Delaware County MRC currently has 772 volunteers enrolled in the Ohio Responds volunteer registry.

Staff are working to boost awareness and utilization of the BCMH program.

Throughout the measles response there were 67 total contact cases of which 8 were unvaccinated, 14 single dose and 45 double dose. The last exposure date in Delaware County was December 9, 2022 with an age range of 0-20. Staff were able to vaccinate two that had been exposed. Staff focused heavily on communication.

2.06 ADMINISTRATION

HR – Staff are currently recruiting to fill four open positions (Dietician, Public Health Nurse, Environmental Health Specialist and Emergency Preparedness Coordinator). Interviews have begun to fill the Public Health Nurse position. Staff are having trouble filling the Dietician position. The Affordable Care Act reporting has been completed.

IT – IT staff have been very helpful with the new building. Brandy and IT meet every Tuesday.

Operations – Staff recently received an estimate to move out of the West Winter buildings. Depending on what furniture and other items the buyers keep, there is a chance to cut \$30,000 from the estimate. An electronic recycling day and shredding day is planned to take place in the near future. Ms. Whitney and Mr. Guillozet have met with Enterprise regarding the agency’s fleet of vehicles. Two of the agency’s pick up trucks were hit at the Eagles parking lot during the recent snow storm. Police are reviewing the video footage to ascertain the actual cause. The buyers have asked for several different documents and Ms. Whitney has been able to supply those documents.

3.0 BOARD REPORTS

3.03 BOARD MEMBER COMMENTS

Dr. Donaldson reported that she received a very nice compliment about Mr. Adam Howard from a student.

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 February 9, 2023. The current schedule shows a completion date of March 15, 2023.

Change Orders:

Facility Budget Breakdown by category:

Owner Requested:	\$338,277
Unforeseen Site Conditions:	\$307,352
Pre-Engineered Metal Building Revisions:	\$151,430
Miscellaneous:	<u>\$537,498</u>
Total:	<u>\$1,334,556</u>

Outstanding CO: None at present

Draws Submitted/Received: #3 \$880,623.77
#4 \$672,561.58

Total for loan after payment: \$2,435,892

Amount left to borrow: \$1,564,108

Budget attached.

Information Only

B. Executive Session - Mr. Guillozet requested the Board adjourn to Executive Session pursuant to ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and for Mr. Guillozet and Ms. Whitney to remain.

Motion By: Mr. Tiberi
Second: Mr. Holzapfel

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

MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION at 8:15 pm to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)).

Motion to exit Executive Session and to return to General Session at 8:35 pm.

Motion By: Mr. Hatfield
Second: Mr. Tiberi

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

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

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. DPHD New Office – Requested Board approval to increase the current 2023 DGHD New Office (71451401) expense appropriation from \$277,717.69 to \$1,818,305.00. 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 form was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Sewage Program – Requested Board approval to increase the current 2023 Sewage Program (75851405) expense appropriation from \$0 to \$346,837.36 and establish a revenue budget of \$359,123.10. This change is necessary to due to new fund establishment in item 6.018(A). A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Sewage – Requested Board approval to decrease the current 2023 Sewage (70225443) expense appropriation from \$244,943.41 to \$61,000.00. This change is necessary to allow for run off of current expenditures and prior year/current year encumbrances before child key discontinuance. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. New Facility Debt Service – Requested Board approval to decrease the current 2023 New Facility Debt Service (75451402) expense appropriation from \$266,800.00 to \$145,015.00. 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 form was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Heal Grant – Requested Board approval to increase the current 2023 Heal Grant (70225231) expense appropriation from \$11,002.67 to \$40,726.82. 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 form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. Clinic Fee Schedule: Requested Board approval of updated Clinic Service Fees for 2023 to be effective February 1, 2023. A copy of the Fee schedule was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Equipment Disposal – Requested Board approval of disposal of obsolete, broken and duplicate equipment including a 1996 Tapcon 50B Laser transit and receiver, a 1998 Spectra Precision L130 Laser transit and receiver, a 2000 Spectra Precision 1004 Laser transit and receiver, a 1997 Spectra Precision L130 Laser transit and receiver, an unknown Dave White surveyor's sight, a 90's era YSI Dissolved Meter, miscellaneous laser tri-pods, miscellaneous story poles, miscellaneous tile probes, playground safety kits & BAC mascot costume.

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Advances -- In order to maintain adequate fund balances with reimbursable grants, the 2021 advance made to fund 75551403 (\$150,000), and 2022 advances made to funds 75651404 (\$100,000), and 71651530 (\$90,000), will carryover through 2023. The advances will be returned to General/Public Health Fund when the grants expire.

PMT: Agency

The Board approved item on consent.

B. Advance – Requested Board approval for an advance in the amount of \$50,000 from the General/Public Health Fund (70225111) into the Sewage Program special revenue fund (75851405) for cash flow purposes due to the new fund being established in 6.018(A) below. The advance will be returned to the General/Public Health Fund upon sufficient fund balance requirements in the Sewage Program special revenue fund.

PMT: Agency

The Board approved item on consent.

C. Advance – Requested Board approval for an advance in the amount of \$25,000 from the General/Public Health Fund (70225111) into the 2022 Enhanced Operations Grant 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. Hatfield moved to approve advance as outlined in item 6.017 C. The motion was seconded by Mr. Tiberi. The motion carried unanimously.

6.018 NEW FUND

A. Sewage Program – Requested Board approval to create the Sewage Program special revenue fund (75851405) to ensure compliance with ORC 3718.06. DPHD will discontinue use of the Sewage child key in the Public Health Fund (70225443) in Fiscal Year 2024 to allow for run off of current revenue, expenditures, and encumbrances.

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Probationary Separation / Mr. Stuart Patterson: Requested Board confirm the probationary separation of Mr. Stuart Patterson, Public Health Nurse II, effective January 4, 2023.

PMT: Agency

The Board approved item on consent.

B. Probationary Separation / Ms. Angela Frost: Requested Board confirm probationary separation of Ms. Angela Frost, Administrative Assistant, effective January 11, 2023.

PMT: Agency

The Board approved item on consent.

C. Voluntary Resignation / Ms. Carolyn Nye: Requested Board confirm the voluntary resignation of Ms. Carolyn Nye, WIC Health Professional, effective January 11, 2023.

PMT: Agency

The Board approved item on consent.

D. Voluntary Resignation / James Schwaderer: Requested Board confirm the voluntary resignation of Mr. James Schwaderer, Community Health Specialist II, effective January 25, 2023.

PMT: Agency

The Board approved item on consent.

E. Voluntary Resignation / Jessica Nutter: Requested Board confirm the voluntary resignation of Ms. Jessica Nutter, Administrative Assistant, effective February 10, 2023.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference / Ms. Lori Kannally - Requested Board approval to expend up to \$2,325.00 PHEP and Public Health funds for Ms. Lori Kannally to attend the 2023 Preparedness Summit in Atlanta, Georgia April 24-27, 2023. This conference is applicable to the work of the District and is directly related to Strategic Plan goal of Quality. The knowledge and insights gained at the Preparedness Summit will benefit the emergency preparations of the Delaware Public Health District, provide tools for strengthening relationships with community partners, and help to ensure the Delaware Public Health District is prepared for future challenges. Expenses include conference/registration (\$660.00); hotel (\$780.00); meals (\$330.00); airfare (\$450.00) and parking/Taxi (\$105.00). Ms. Kannally received supplemental funding (\$378.85) from additional ODH PHEP grant funding to attend this conference.

PMT: Agency

The Board approved item on consent.

B. Conference / Ms. Sarah Fink – Requested Board approval to expend up to \$1400 vector funds (70225444) for Ms. Sarah Fink to attend the American Mosquito Control Association Annual Meeting in Reno, NV February 27- March 3. Ms. Fink had submitted a successful abstract to present at this conference while still employed with Franklin County Public Health. She received a competitive \$1000 Industry Supported Young Professional Travel award for this event. Ms. Fink will also attend the free Young Professional Pre-Conference Workshop on Monday 2/27 as part of her travel award. This conference is directly related to Strategic Plan goal of Workforce Development and Visible Leadership as this conference will also assist Ms. Fink in her leadership of the Ohio Mosquito and Vector Control Association. Ms. Fink will be presenting one session at the conference. Expenses include registration fee (\$485), lodging (\$114/night for 5 nights), airfare (\$847) and per diem (estimated not to exceed \$299 with meals provided by conference). A copy of the agenda, GSA rates for Reno and travel award letter was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Conference / Plumbing Inspectors – Requested Board approval to expend up to \$1,100 Plumbing funds (70225446) funds for Mr. Dwight Brill, Mr. Darrin Dawson, Mr. Kris Olszewski & Mr. Gabe Smith to attend the Ohio Association of Plumbing Inspectors Annual Meeting in Lewis Center, OH, March 5th & 6th. 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 and membership (\$250). A copy of the agenda was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Conference – Requested Board approval to expend up to \$1,400 Eh admin (702553) health funds for Mr. Dustin Kent, Mrs. Shannon Self, Mrs. Jen Wilson, Miss Karie Sanders, Miss Brittany Zoecklein, Miss Simran Kaur, Mr. Matt Randazzo & Mr. Jon Bowen to attend the Ohio Environmental Health Association's Annual Education Conference in Dublin, OH, April 13 & 14. 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, \$215 EHSIT Test Course). A copy of the agenda was provided to the Board. Miss Zoecklein is managing the EHSIT Test Prep class. Mr. Kent and Mrs. Self will both be teaching sections of the course.

PMT: Agency

The Board approved item on consent.

E. Conference Mr. Dustin Kent & Ms. Lisa Spangler – Requested Board approval to expend up to \$200 Vector (70225444) health funds for Mr. Dustin Kent, & Ms. Lisa Spangler to attend the Ohio Commercial Pesticide Recertification Conference in Columbus, OH February 21st. 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 (\$90.00). A copy of the agenda was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Table of Organization – Attached is a copy of the updated Table of Organization.
Information Only

B. Employee Provided Vehicle – Ms. Lauren Robinson, Program Manager WIC, is driving an agency vehicle in the performance of her duties. Per policy, agency vehicles may not be “housed” outside of the district limits. For efficiencies, Mr. Guillozet requested that Ms. Robinson be permitted to “house” her assigned vehicle at her residence. Ms. Robinson 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.

6.032 ADMIN/FACILITIES

A. Realtor Contract - Ms. Walsh's contract is set to expire at the end of this month. Mr. Guillozet recommended extending the contract for services to March 31, 2023.

Mr. Tiberi moved to approve extend Ms. Walsh's contract through the end of March. The motion was seconded by Ms. Smith. The motion carried unanimously.

6.04 SPECIAL REPORTS

A. Strategic Plan Update: The Strategic Plan progress report for December 2022 is complete. The summary report was provided to the Board. Mr. Guillozet noted that timelines have been adjusted. Also, that staff are looking to hold a Strategic Plan Retreat in the Fall.

PMT: Agency, Quality, Engagement, Community

Information Only

6.051 APPOINTMENTS

A. BOH Reimbursement - Mr. Tiberi selected not to be reimbursed for his BOH participation in 2021 when he was appointed to the BOH; the BOH approved this request. Mr. Tiberi has requested to begin receiving reimbursement in 2023.

The Board approved item on consent.

ADJOURN

Mr. Holzapfel moved to adjourn. The motion was seconded by Mr. Tiberi. The motion carried unanimously. The meeting adjourned at 8:38 pm.



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



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

