



**GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER**

1 - 3 WEST WINTER STREET | PO BOX 570 | DELAWARE, OHIO 43015-0570

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: May 25, 2023

To: Board of Health

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

Re: Board meeting **Tuesday, May 30, 2023, 7:00 pm, Delaware County District Library, Community Room; 84 E. Winter Street, Delaware, OH 43015**

**\*PMT – Performance Management Touchstone**

**1.0 CONVENTION**

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
<b>1.01 CALL TO ORDER AND ATTENDANCE</b>	<b>2</b>	
<b>1.02 CONSENT ITEMS</b> <b>6.012 Appropriations A</b> <b>6.021 Authorization/Employment A-F</b> <b>6.023 Tuition Reimbursement/Staff Development A</b> <b>6.025 Salary Scale/Policies/Benefits A-B</b> <b>6.033 Community Health A</b>	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> <b>A. Minutes of April 25, 2023 meeting are enclosed.</b>	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> <b>A. April 2023 bills are enclosed.</b>	<b>2</b>	<b>Approve</b>

## 2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b>	<b>2</b>	<b>Info/ Garrett</b>	
<p><b>A. New Building Contracts and Costs:</b> Request Board approval to authorize the Health Commissioner to enter into and expend funds for the following services and entities:</p> <p>A. Sophisticated Solutions: Scope of service to include but not be limited to communications infrastructure, equipment and installation.  a. Total Amount Not to Exceed: \$330,000.00</p> <p>B. Provideo (CTI): Scope of service to include but not be limited to audio/visual equipment and installation.  a. Total Amount Not to Exceed: \$230,000.00</p> <p>C. City Wide Solutions: Scope of service to include but not be limited to low voltage wiring, installation of equipment.  a. Total Amount Not to Exceed: \$130,000.00</p> <p><b>All expenses are budgeted.</b></p>	<b>2</b>	<b>Garrett/ Recommended Approve</b>	
<b>2.02 FINANCE</b>			
<p><b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report (<b>attached</b>).  <b>Action Requested: Accept</b></p>	<b>2</b>	<b>Accept/ Dawn</b>	<b>Agency</b>
<b>2.03 COMMUNITY HEALTH</b>		<b>Jen</b>	
<b>2.04 ENVIRONMENTAL HEALTH</b>		<b>Dustin</b>	
<b>2.05 PREVENTATIVE HEALTH</b>		<b>Adam</b>	
<b>2.06 ADMINISTRATION</b>		<b>Amy</b>	

## 3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>3.01 BOARD PRESIDENT</b>	<b>&lt;15</b>	<b>Info</b>	
<b>3.03 BOARD MEMBER COMMENTS</b>	<b>&lt;10</b>	<b>Info</b>	

## 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.04 CITIZEN REQUEST</b>			
<b>6.12 PROPRIATIONS</b>			
<p><b>A. DPHD New Office</b> – Request Board approval to increase the current 2023 DGHD New Office (71451401) expense appropriation from \$1,818,305.00 to \$2,643,184.41. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. Please see <b>attached</b> budget revision form.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<p><b>A. WIC Administrative Assistant II / Ms. Julianne Calhoun</b> – Request Board approval to hire Ms. Julianne Calhoun to fill full-time permanent WIC AA position within the Preventative Health Division vacated by Ms. Dyan Fox. This position is 40 hours a week (100% FTE), \$17.55/hour (pay grade B) effective May 9, 2023. Position is funded 80% through fund 70951509 (Women, Infants, and Children) and 20% through 70225551 (Clinic Services) with an anticipated annual salary and benefits of \$61,978.71. Amount may be adjusted depending upon benefits selected.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<p><b>B. Voluntary Resignation / Mr. David Gueye</b> - Request Board accept resignation of Mr. David Gueye, Epidemiologist, effective May 19, 2023. Mr. Gueye has accepted a fellowship with a law firm where he aspires to be an attorney.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<p><b>C. Voluntary Resignation / Ms. Candice Myers</b> - Request Board accept resignation of Ms. Candice Myers, WIC Health Professional, effective June 2, 2023.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<p><b>D. Voluntary Resignation / Ms. Tracy DeShields</b> - Request Board accept resignation of Ms. Tracy DeShields, Administrative Assistant II, effective May 22, 2023.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency</b>

<b>E. Probationary Separation / Miss Triniti West</b> - Request Board confirm the probationary separation of Miss. Triniti West, Administrative Assistant II, effective May 18, 2023. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dustin</b>	<b>Agency</b>
<b>F. Voluntary Resignation / Miss Wende Ertz</b> - Request the voluntary resignation of Miss Wende Ertz, Administrative Assistant II, effective May 19, 2023. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Dustin</b>	<b>Agency</b>
<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>			
<b>A. Conference / Ms. Lauren Robinson</b> - Request Board approval for Ms. Lauren Robinson to attend the NACCHO 360 conference in Denver, Colorado July 10-13, 2023. This conference is applicable to the work of maternal, child, and adolescent health. Ms. Robinson is a member of NACCHO's Maternal, Child, and Adolescent Health workgroup and works to improve outcomes in the Health District. These efforts are related to the visible leadership goals of the strategic plan to help ensure the Health District is a leader on issues that affect the public's health by engaging staff in local, state, and national committees where their work aligns with the mission of DPHD. Expenses are to be covered by a NACCHO scholarship which includes lodging, airfare, on ground transportation, registration, and meals. Depending on the nature of the scholarship award, some costs may be incurred and need to be reimbursed to the agency; staff request approval to incur costs that would be reimbursed by NACCHO in the course of accepting the scholarship. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>			
<b>A. Health Insurance and Dental Insurance</b> – Request Board approval to maintain current Board of Health pick up for all policies. Dental rates are remaining the same. Health Insurance rates are increasing by 1.95%. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent</b>	<b>Agency</b>
<b>B. ERC Health</b> – Request Board approval to maintain current ERC employee premium reductions for participating employees. With staff participation a 5% renewal decrease was achieved for the health insurance premiums. The ERC program also removes large claims (over \$75K) from our gross loss ratio, to help our net loss ratio. The ERC program requires the agency to incentivize staff through payroll deductions for employees that meet ERC goals. For the new wellness year (3/1/23-2/28/24), ERC is proposing a change to the structure of this	<b>0</b>	<b>Consent</b>	<b>Agency</b>

employer incentive. The Board will be updated when those changes are proposed. <b>Action Requested: Consent approval</b>			
<b>6.033 COMMUNITY HEALTH</b>			
<b>A.</b> Request board approval to apply for the Ohio Department of Health <i>Injury Prevention – Falls Among Older Adults</i> grant in the amount of up to \$110,000 for the funding period 10/01/2024– 09/30/2028. The goal of the grant is to reduce unintentional fall injuries and injury-related fatalities for Ohioans ages 60 and above. Additional goals are to prevent falls among older adults by convening a local coalition to implement evidence-based strategies to prevent falls including increasing falls risk assessments, building systems for home assessment and modifications, and increasing access to balance and mobility trainings. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. Funding is reimbursable based on completed deliverables. <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency</b>

Sincerely,

Garrett Guillozet Health Commissioner	Dustin Kent Deputy Health Commissioner Environmental Health	Jen Keagy Deputy Health Commissioner Community Health	Adam Howard Deputy Health Commissioner Preventative Health	Amy Whitney Administrative Director	Matthew Clark Fiscal Officer
937/418-7211	419/202-1063	614/315-1337	740/360-4718	740/816-6419	740/973-7346

**2023 DELAWARE PUBLIC HEALTH DISTRICT BUDGET**Program DGHD New OfficeFund 71451401**AMENDED APPROPRIATION REQUEST**

	<b>CURRENT</b>		<b>AMENDED</b>		
<b>ACCOUNT</b>	<b>2023</b>		<b>2023</b>		
	0.00			0.00	
<b>CAPITAL OUTLAYS &amp; EQUIPMENT</b>		<u>1,818,305.00</u>			<u>2,643,184.41</u>
5401 - LAND PURCHASE	0.00		-	0.00	
5403 - IMPROVEMENTS OTHER THAN BUILD	0.00		-	0.00	
5410 - BUILDING AND IMPROVEMENT>\$25,000	1,818,305.00		824,879.41	2,643,184.41	
5450 - EQUIPMENT > \$5000	0.00		-	0.00	
5452 - SOFTWARE>\$100,000	0.00		-	0.00	
<b>TOTAL EXPENSES</b>	<b>1,818,305.00</b>	<b>1,818,305.00</b>	<b>824,879.41</b>	<b>2,643,184.41</b>	<b>2,643,184.41</b>

April 2023

Public Health/General Operating Funds								
3/31/2023 - Cash Balance			\$ 9,389,213		\$ 2,051,358		Encumbrances	
Revenues								
	Fund Number	2023 Budgeted Revenue	2023 April Revenue	2022 April Revenue	2023 Year-To-Date Revenue	2022 Year-To-Date Revenue	% Received YTD 33%	
Administration	70225111	\$ 4,648,622	\$ 37,167	\$ 606,608	\$ 2,312,921	\$ 2,146,222	50%	
Vital Statistics	70225112	\$ 251,409	\$ 15,136	\$ 14,850	\$ 81,912	\$ 69,042	33%	
Facility & Expansion	70225113					\$ 22,964		
Data & Communication	70225114		\$ 763		\$ 1,285	\$ 2		
Building	70225115	\$ 284,229	\$ 3,543	\$ 12,052	\$ 1,423,294	\$ 141,241	501%	
Sunbury Satellite	70225116							
OEPA Litter	70225221	\$ 2,441					0%	
CH Administration	70225222	\$ 32,050			\$ 19,362	\$ 25,683	60%	
Communication	70225225							
MRC Program 2022	70225226							
RISE Grant	70225227							
PH Emergency Planning	70225228	\$ 62,381	\$ 24,921	\$ 20,555	\$ 62,381	\$ 24,397	100%	
HEAL Grant	70225231	\$ 22,000	\$ 10,800		\$ 23,600		107%	
Cribs for Kids	70225232		\$ 4,350		\$ 8,400			
EH Administration	70225441	\$ 940		\$ 11	\$ 4	\$ 285	0%	
ER Response & Waste Management	70225442							
Sewage	70225443	\$ 45,500		\$ 36,604	\$ 37,403	\$ 81,044	82%	
Vector	70225444							
Residential Services	70225445							
Plumbing	70225446	\$ 1,285,754	\$ 75,311	\$ 154,002	\$ 347,456	\$ 356,558	27%	
Food Protection & Public Safety	70225447	\$ 7,110	\$ 250		\$ 1,875	\$ 1,688	26%	
PH Administration	70225551		\$ 500	\$ 1,000	\$ 500	\$ 280	0%	
Public Health Disease Prevention	70225554	\$ 7,000						
Community Health & Clinic Services	70225555	\$ 326,314	\$ 12,633	\$ 22,609	\$ 134,914	\$ 117,578	41%	
BCMh	70225556	\$ 13,781			\$ 3,380	\$ 5,470	25%	
Get Vaccinated	70225558	\$ 7,248	\$ 13,819	\$ 4,568	\$ 17,629	\$ 483	243%	
PH Naloxone	70225559	\$ 7,150			\$ 3,450		48%	
No longer receiving these grants	Total	\$ 7,003,929	\$ 199,193	\$ 872,859	\$ 4,479,767	\$ 2,992,935	64%	
Other Financing Sources (Advances/Transfers)								
	70225111	-	-	-			Advance	



Expenditures									
	Fund Number	2022 Carryover	2023 Budgeted Expenditures	2023 April Expenditures	2022 April Expenditures	2023 Year-To- Date Expenditures	2022 Year-To- Date Expenditure	% Expended YTD 33%	
Administration	70225111	\$ 560	\$ 2,266,598	\$ 73,373	\$ 142,855	\$ 868,809	\$ 574,241	38%	
Vital Statistics	70225112	\$ 22,097	\$ 247,630	\$ 31,761	\$ 44,870	\$ 70,516	\$ 53,506	26%	
Facility & Expansion	70225113		\$ 132,408	\$ 14,503	\$ 10,993	\$ 67,253	\$ 33,619	51%	
Data & Communication	70225114	\$ 1,329	\$ 596,830	\$ 18,237	\$ 20,337	\$ 134,088	\$ 169,806	22%	
Building	70225115	\$ 1,656	\$ 445,268	\$ 37,338	\$ 4,674	\$ 64,307	\$ 46,633	14%	
Sunbury Satellite	70225116		\$ 132,563	\$ 7,895	\$ 7,740	\$ 37,951	\$ 27,228	29%	
OEPA Litter	70225221		\$ 2,271						
CH Administration	70225222	\$ 2,329	\$ 892,295	\$ 63,303	\$ 54,731	\$ 288,799	\$ 165,441	32%	
Communication	70225225		\$ 258,356	\$ 18,471	\$ 12,518	\$ 52,106	\$ 53,680	20%	
MRC Program 2022	70225226	\$ 217	\$ 2,925			\$ 265		8%	
Rise Grant	70225227	\$ 2,293	\$ 25,000			\$ 706		3%	
PH Emergency Planning	70225228	\$ 3,193	\$ 56,687	\$ 15,106	\$ 7,669	\$ 55,697	\$ 24,538	93%	
Heal Grant	70225231		\$ 40,727	\$ 1,277		\$ 10,106		25%	
Cribs for Kids	70225232		\$ 16,450						
EH Administration	70225441		\$ 166,954	\$ 18,474	\$ 11,045	\$ 81,844	\$ 28,163	49%	
ER Response & Waste Management	70225442		\$ 18,923		\$ 322		\$ 7,612	0%	
Sewage	70225443		\$ 61,000		\$ 25,230	\$ 34,801	\$ 45,873	57%	
Vector	70225444		\$ 67,823	\$ 4,735	\$ 6,010	\$ 19,429	\$ 11,444	29%	
Residential Services	70225445		\$ 93,966	\$ 4,557	\$ 7,675	\$ 15,132	\$ 19,830	16%	
Plumbing	70225446	\$ 7,694	\$ 726,100	\$ 44,960	\$ 54,835	\$ 168,190	\$ 114,153	23%	
Food Protection & Public Safety	70225447		\$ 320,570	\$ 6,143	\$ 10,512	\$ 25,652	\$ 61,287	8%	
PH Administration	70225551	\$ 41	\$ 243,202	\$ 16,116	\$ 6,395	\$ 78,268	\$ 36,144	32%	
Public Health Disease Prevention	70225554		\$ 258,256	\$ 13,608	\$ 16,461	\$ 64,089	\$ 52,043	25%	
Community Health & Clinic Services	70225555	\$ 320	\$ 855,270	\$ 36,112	\$ 40,555	\$ 160,778	\$ 127,857	19%	
BCMH	70225556		\$ 43,636	\$ 2,101	\$ 3,164	\$ 17,952	\$ 9,418	41%	
Get Vaccinated	70225558		\$ 85,737	\$ 4,570	\$ 5,767	\$ 19,068	\$ 15,919	22%	
PH Naloxone	70225559		\$ 6,606						
No longer receiving these grants	Total	41,729	8,064,051	432,638	494,360	2,335,807	1,678,435	29%	
Other Financing Uses (Advances/Transfers)									
	70225111					85,000	100,000	Advance	
	70225115		-	-	-			Transfer	
	70551505		-	-		-		Advance	
	71651530		-	-				Advance	
	71851528		-	-	-			Transfer	
	75451402							Transfer	
	75551403		-	-	-			Advance	
			-	-	-	85,000	100,000		
Public Health Fund Cash Balance 4/30/2023			\$ 9,155,768	change from prev month		\$ (233,445.05)	\$ 2,019,757	Encumbrances	



April 2023

Special Revenue, Capital Project Funds & Debt Service								
		3/31/2023	Cash Balance	\$	2,785,001	\$	747,363	Encumbrances
Revenues								
Fund Number		3/31/2023 Beg Bal	2023 Budgeted Revenue	2023 April Revenue	2022 April Revenue	2023 Year-To-Date Revenue	2022 Year-To-Date Revenue	% Received YTD 33%
Campground Program	70351503	\$ 6,422	\$ 7,287	\$ 6,452	\$ 6,456	\$ 6,452	\$ 831	89%
Food Service	70451504	\$ 465,337	\$ 499,375	\$ 8,219	\$ 77,854	\$ 334,966	\$ 317,946	67%
Water System	70651506	\$ 19,092	\$ 16,930	\$ 1,224	\$ 686	\$ 4,330	\$ 2,806	26%
Solid Waste	70751507	\$ 43,857	\$ 41,606	\$ 10,563	\$ 10,918	\$ 23,154	\$ 13,102	56%
Swimming Pool	70851508	\$ 112,962	\$ 58,341	\$ 55,190	\$ 49,065	\$ 55,190	\$ 725	95%
Women Infants & Children	70951509	\$ 109,047	\$ 576,366		\$ 120,608	\$ 127,385	\$ 124,776	22%
Safe Rt23 Corridor	71351515	\$ 15,464	\$ 35,000		\$ 2,253	\$ 20,126	\$ 8,685	58%
DGHD New Office	71451401	\$ 1,575,158	\$ 1,564,108			\$ 1,303,140	\$ 135	83%
2022 Enhanced Operations Grant	71651530	\$ 85,250	\$ 574,425		\$ 14,565	\$ 101,350	\$ 134,435	18%
New Facility Debt Service	75451402	\$ 91,202	\$ 250,000					0%
Workforce Development Grant	75551403	\$ 116,484	\$ 540,000	\$ 43,340	\$ 33,000	\$ 102,298	\$ 35,353	19%
Covid 19 Vaccination	75651404	\$ 100,231	\$ 43,900		\$ 11,151	\$ 43,900		100%
Sewage Program	75851405	\$ 44,496	\$ 359,123	\$ 15,545		\$ 91,709		26%
Total		\$ 2,785,001	\$ 4,566,461	\$ 140,534	\$ 326,558	\$ 2,213,998	\$ 638,794	48%

Reimbursable Grants

Build vs. Received, not budget

No longer receiving these grants

Other Financing Sources (Advances/Transfers)							
70551505	-	-	-	-	-	-	Advance
75651404	-	-	-	-	-	-	Advance
71351515	-	-	-	-	-	10,000	Advance
71651530	-	-	-	-	-	25,000	Advance
71851528	-	-	-	-	-	-	Advance
75451402	-	-	-	-	-	-	Advance
75851405	-	-	-	-	-	50,000	Transfer
	-	-	-	-	-	85,000	Advance

Expenditures									
	Fund Number	2022 Carryover	2023 Budgeted Expenditures	2023 April Expenditures	2022 April Expenditures	2023 Year-To-Date Expenditures	2022 Year-To-Date Expenditures	% Expended YTD 33%	4/30/2023 End Bal
Campground Program	70351503		\$ 8,724	\$ 837	\$ 110	\$ 3,309			\$ 12,036
Food Service	70451504	\$ 3,951	\$ 513,222	\$ 30,620	\$ 44,032	\$ 153,784	\$ 84,953	38%	\$ 442,935
Water System	70651506		\$ 17,026	\$ 923	\$ 1,549	\$ 4,302	\$ 1,761	25%	\$ 19,393
Solid Waste	70751507		\$ 51,769	\$ 3,005	\$ 5,232	\$ 11,453	\$ 15,511	22%	\$ 51,415
Swimming Pool	70851508		\$ 60,650	\$ 4,276	\$ 4,068	\$ 11,722	\$ 2,406	19%	\$ 163,876
Women Infants & Children	70951509	\$ 91	\$ 576,366	\$ 37,368	\$ 35,467	\$ 146,805	\$ 107,765	25%	\$ 71,679
Safe Rt23 Corridor	71351515		\$ 28,658	\$ 3,713	\$ 3,793	\$ 16,836	\$ 8,626	59%	\$ 11,751
DGHD New Office	71451401	\$ 704,400	\$ 1,818,305	\$ 531,998	\$ 49,705	\$ 1,944,600	\$ 460,710	77%	\$ 1,043,160
2022 Enhanced Operations Grant	71651530	\$ 664	\$ 225,000	\$ 2,981	\$ 25,734	\$ 32,731	\$ 69,836	15%	\$ 82,269
New Facility Debt Service Fund	75451402		\$ 145,015			\$ 22,935	\$ 27,967	16%	\$ 91,202
Workforce Development Grant	75551403		\$ 150,000	\$ 10,390	\$ 10,539	\$ 44,555		30%	\$ 149,435
Covid 19 Vaccination	75651404				\$ 14,960				\$ 100,231
Sewage Program	75851405		\$ 346,837	\$ 22,990		\$ 54,658	\$ 9,637	16%	\$ 37,051
	<b>Total</b>	<b>\$709,106</b>	<b>\$3,941,572 #</b>	<b>\$649,101</b>	<b>\$195,189</b>	<b>\$2,447,689</b>	<b>\$789,172</b>	<b>62%</b>	<b>\$2,276,434</b>
Reimburseable Grants									
No longer receiving these grants									
Other Financing Uses (Advances/Transfers)									
	70551505		-	-	-	-	-		
	71851528		-	-	-	-	-		
	71651529		-	-	-	-	-		
			-	-	-	-	-		

		Total 2023 Year-To-Date Revenues	6,693,765	3,631,728	Total 2022 Year-To-Date Revenues
		Total 2023 Year-To-Date Expenditures	4,783,496	2,467,608	Total 2022 Year-To-Date Expenditures
4/30/2023-Special Revenue, Capital Project					
and Debt Service Funds Cash Balance	Encumbrances	\$2,276,434	\$	412,443	
Total Cash Balance		\$11,432,202	\$	2,432,200	
Overall:					
Revenues:					
Revenues are 184% of 2022 level					
Expenditures:					
Expenses are 194% of 2022 level					

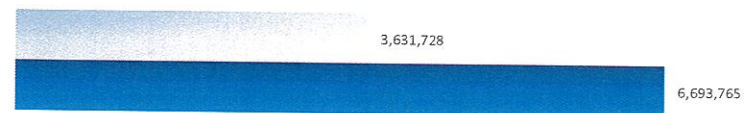
April Revenue



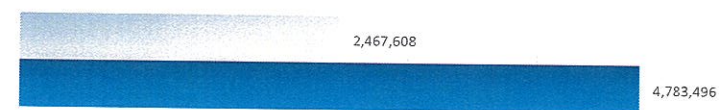
Expenditures



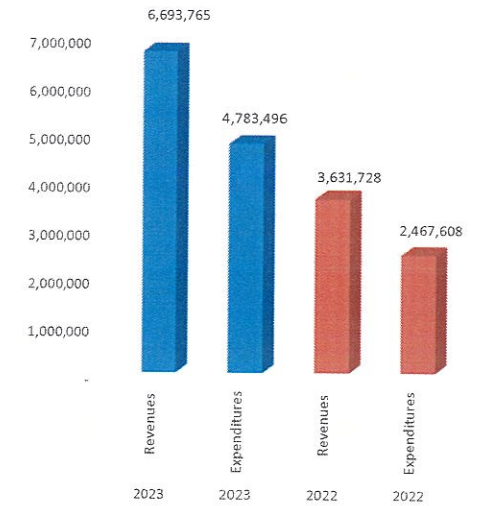
Year-To-Date Revenue



Year-To-Date Expenditures

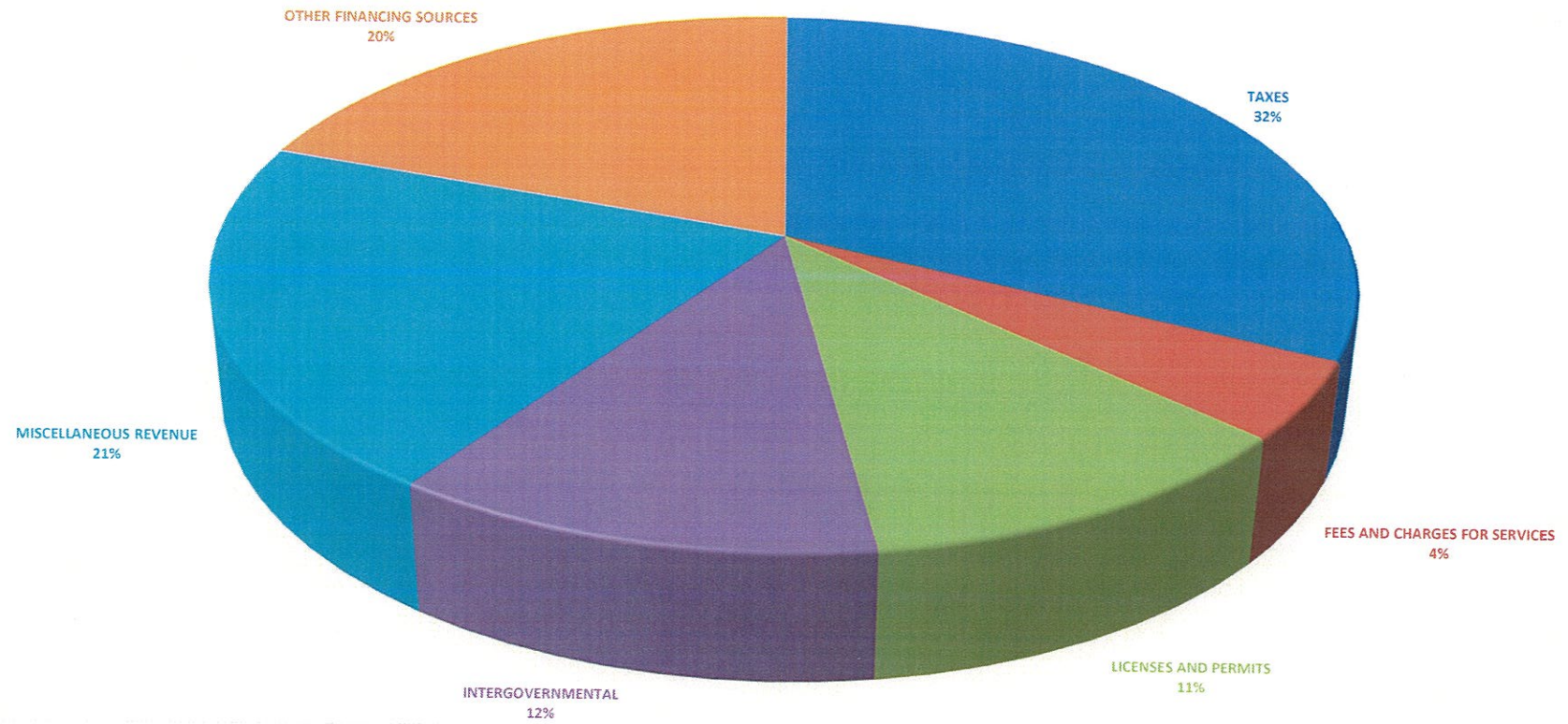


Revenue vs. Expenditures by Year

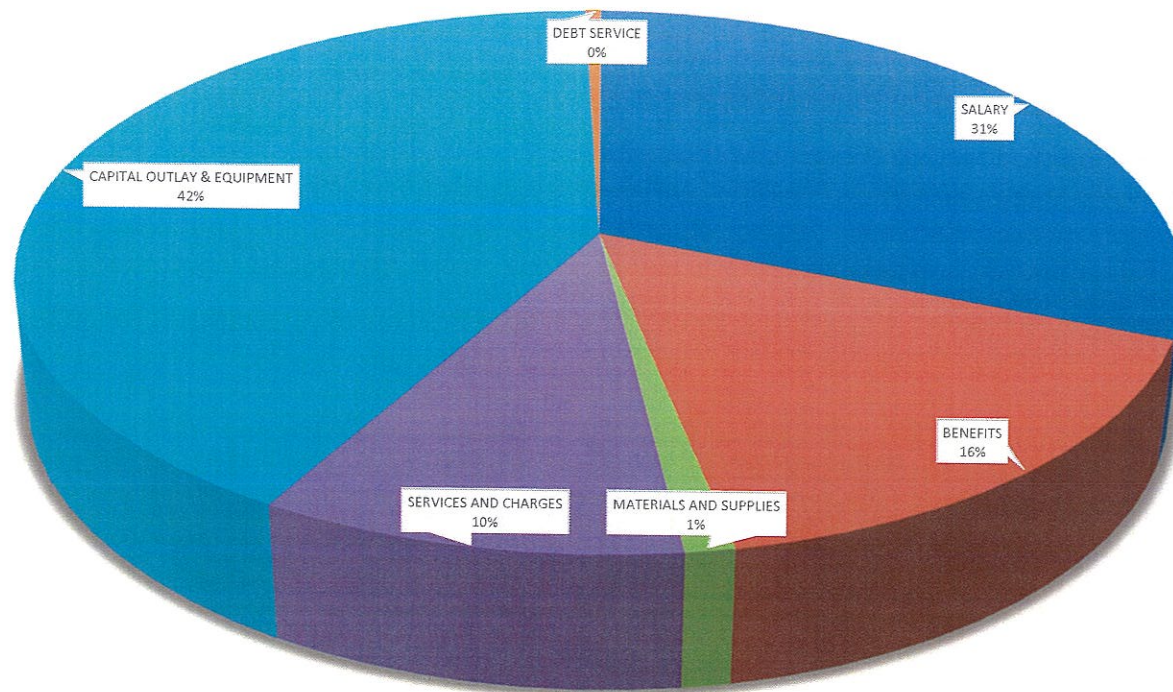




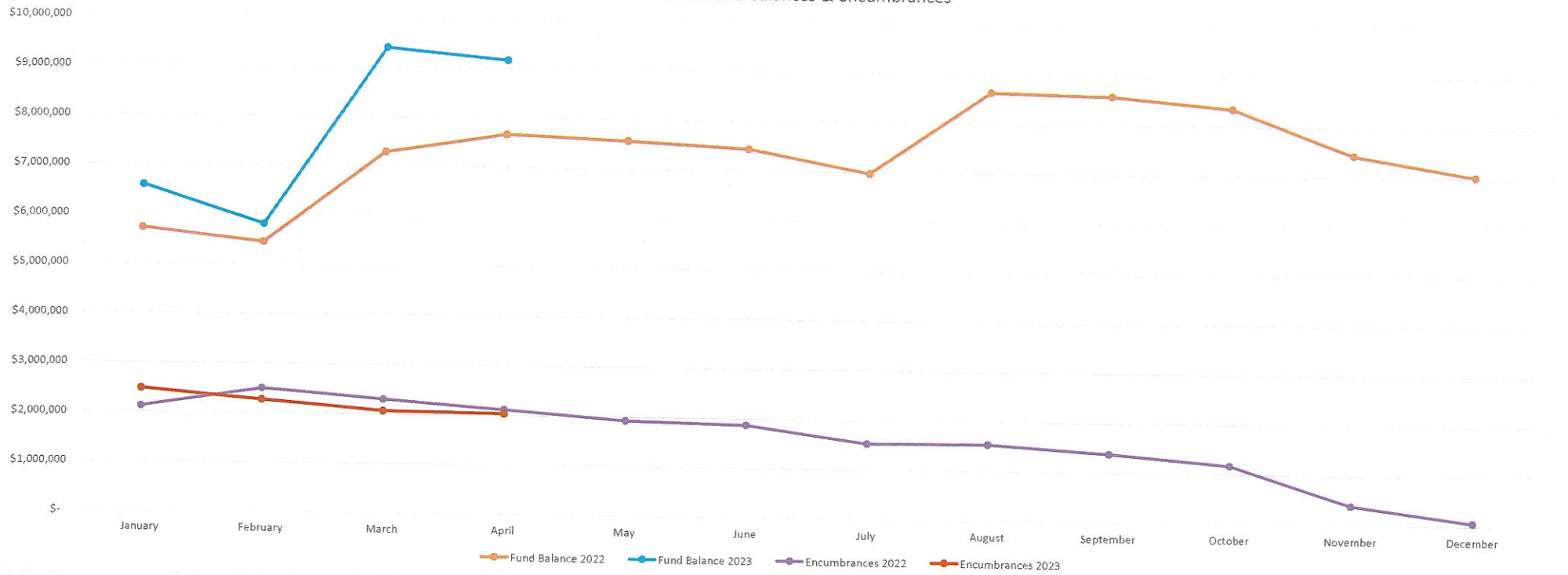
## REVENUE THROUGH APRIL



# EXPENDITURES THROUGH APRIL



Public Health Fund balances & encumbrances





### Other Funds balances & encumbrances

