



GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER

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1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The April 25, 2023, meeting was held at the Delaware Public Health District located at 1 West Winter Street, Delaware, OH and called to order at 7:02 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Mr. Karr, Mr. Hatfield, Mr. Tiberi (entered at 7:40 pm), Ms. Smith, Mr. Holzapfel (entered at 7:20 pm) Dr. Hickman, and Ms. Howerton. Staff members present were Mr. Garrett Guillozet, Health Commissioner, 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, Mr. Matt Clark, Fiscal Officer, Ms. Tracy DeShields, Administrative Assistant 2, and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 Appropriations A-C

6.016 Inventory A-D

6.017 Advances/Transfers A-E

6.018 Donations A-B

6.019 Funds A-B

6.021 Authorization/Employment A-F

6.022 Reclassification/Promotion A

6.023 Tuition Reimbursement/Staff Development A

6.033 Community Health A

6.034 Preventative Health A

Mr. Hatfield moved to approve the consent agenda and agenda as submitted. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the March 21, 2023, minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Smith moved to approve the March 2023 bills. Ms. Howerton seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Mr. Guillozet invited all the Board members to the Spring Educational Conference to be held on May 5, 2023, at the Board of Elections.

In preparation for the move, the office will be closed on Friday, May 12, 2023, and Monday, May 15, 2023. The move date is scheduled for Monday, May 15. The office is closed on Friday to accommodate moving the servers and vaccine refrigerators. All data systems, phones, and internet will be down during this transition. Ms. Whitney is working directly with the movers and floor captains to ensure everything is labeled and ready to move. Staff have done an excellent job packing and purging.

Last month the Board approved an opposition letter to the proposed REHS credentialling language. This language has been removed and reverted back to current law.

Mr. Guillozet introduced new employee Ms. Tracy DeShields, Administrative Assistant 2 within the Community Health Division.

It has been discovered that three direct services contracts/agreements should have been subject to prevailing wage requirements. Mr. Guillozet has been in contact with these vendors to requote services per the prevailing wage requirements. It is estimated the additional cost will be around \$100,000.

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

Dr. Hickman moved to accept the year-to-date finance report. Mr. Karr seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

- The Annual PHAB Report has been submitted.
- Staff met with the Board of Disabilities to discuss an inclusive playground at the new building.

2.04 ENVIRONMENTAL HEALTH

- Annual license renewals for all food operators have been submitted.
- Currently, staff are processing campground and swimming pool license renewals.
- The mosquito grant was awarded.
- ODH will start the swimming pool survey on April 26, 2023.

2.05 PREVENTATIVE HEALTH

- Staff are working on recruiting for the Director of Nursing position. One interview is scheduled for next week. Ms. Susan Nichols has agreed to be the interim Director of Nursing.
- Hired an Administrative Assistant for the WIC Division.
- Continue outreach to Cities and Villages for vaccine and health care services.

2.06 ADMINISTRATION

- Staff are working to dispose of office furniture.
- Open enrollment is forthcoming. The new rates should be received by May 4, 2023.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

Mr. Blayney acknowledged and thanked Mr. Guillozet, Ms. Whitney, Mr. Goodsite and Mr. Stone for their work preparing the new building. Also, thanked all those behind the scenes for efforts in coordinating and setting-up for the move.

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. Mr. Blayney noted that there has not been a meeting in the last month.

Information Only

B. Soil and Grading Services: Requested Board of Health approval to expend funds relating to topsoil hauling, turf/seeding, and grading work that will occur at the new building location. Total amount not to exceed \$61,125.00.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Mosquito Grant – Requested Board approval to increase the current 2023 Mosquito Grant (TBD) expense appropriation from \$0 to \$24,130.00 and establish a revenue budget of \$24,130.00. This change is necessary due to new fund establishment in item 6.019(B). A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Public Health Emergency Planning – Requested Board approval to increase the current 2023 Public Health Emergency Planning (71751519) expense appropriation from \$0 to \$158,784.69 and establish a revenue budget of \$160,000.00. This change is necessary due to fund reestablishment in item 6.019(A). A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. PH Emergency Planning – Requested Board approval to decrease the current 2023 Public Health Emergency Planning (70225228) expense appropriation from \$213,205.42 to \$56,686.75 and establish a revenue budget of \$62,381.00. This change is necessary due to fund reestablishment in item 6.019(A). A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Solid Waste – Requested Board approval to increase the current 2023 Solid Waste (70751507) expense appropriation from \$51,768.63 to \$56,768.63 and change the revenue budget from \$41,605.60 to \$50,616.10. This change is necessary to reflect higher supplies & materials costs and updated guidance on revenue projections. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Sewage Program – Requested Board approval to increase the current 2023 Solid Waste (75851405) expense appropriation from \$346,837.36 to \$356,837.36. This change is necessary to reflect higher supplies & materials costs. A copy of the budget revision form was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.013 LEVY

A. 2024 Levy Update

Mr. Guillozet provided a handout with three different levy proposals. The Board tasked Mr. Guillozet with preparing a ten-year growth projection report and preparing a levy proposal.

PMT: Agency

Information Only

6.016 INVENTORY

A. Equipment Disposal – Requested Board approval to dispose of various IT equipment listed below. This equipment was upgraded and no longer needed:

- Barracuda Gateway Appl 410 BARYF1361795 Serial Number - Replaced with new Sonicwall Upgrade 3700
- Sonicwall NSA 3650 Appliance 2CB8ED87F600 - Replaced with Sonicwall 3700
- Sonicwall NSA 3650 High Availability 2CB8ED30F180 - Replaced with Sonicwall 3700 High Availability

This equipment was upgraded over the years and whatever remains will go with the W. Winter St Buildings. Since the buildings are sold, it can be removed from inventory:

- Update to Phone System

PMT: Agency

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Transfer – Requested Board approval for a transfer in the amount of \$125,000 from the Building child key (70225115) into New Facility debt service fund (75451402) for the purpose of paying debt service payments.

PMT: Agency

The Board approved item on consent.

B. Advance – Requested Board approval for an advance in the amount of \$24,130 from the Administration child key (70225111) into Mosquito Grant special revenue fund (TBD) for cash flow purposes due to the new fund being established in 6.019(B) below. The advance will be returned to the General/Public Health Fund upon grant funding from Ohio EPA.

PMT: Agency

The Board approved item on consent.

C. Advance – Requested Board approval to return the advance of \$100,000 from the COVID 19 Vaccination special revenue fund (75651404) to the Administration child key (70225111). This grant will be wrapping up shortly.

PMT: Agency

The Board approved item on consent.

D. Advance – Requested Board approval to return the advance of \$25,000 from the 2022 Enhanced Operations special revenue fund (71651530) to the Administration child key (70225111). This fund has sufficient cash balance to return the advance. \$90,000 is still owed from a 2022 advance.

PMT: Agency

The Board approved item on consent.

E. Advance – Requested Board approval for an advance in the amount of \$50,000 from the Administration child key (70225111) into Public Health Emergency Planning special revenue fund (71751519) for cash flow purposes due to the fund reestablishment in 6.019(A) below. The advance will be returned to the General /Public Health Fund upon sufficient balance requirements.

PMT: Agency

The Board approved item on consent.

6.018 DONATIONS

A. Accept Donation – Requested Board approval of a donation of services at the new building from Chas Kaiser, President of CDK Structures, Inc. The dozer services are valued at \$1,000. A copy of the quote was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Accept Donation – Requested Board approval of an anonymous donation of \$3.50 in the EH Admin fund (70225441).

PMT: Agency

The Board approved item on consent.

C. Enfamil - Requested Board accept the donation of 30 cans (12.04 oz) of Enfamil infant/toddler formula. Discussion with the company revealed the product was sent by mistake and DPHD was advised by the company to “give them away...so they don’t go to waste.” The Clinical Services Unit will give the product to families in need of it until it is depleted. Total value estimated at approximately \$900.00.

PMT: Community

The Board approved item on consent.

6.019 FUNDS

A. Reactivate Fund and Accept Award – Requested Board approval to reactivate the Public Health Emergency Planning special revenue fund (71751519) and accept the 2024 grant award. DPHD will discontinue use of the Public Health Emergency Planning child key in the Public Health Fund (70225228) in Fiscal Year 2024 to allow for run off

6.021 AUTHORIZATION/EMPLOYMENT

A. Administrative Assistant 2 / Ms. Tracy DeShields – Requested Board approval to hire Ms. Tracy DeShields to fill the full-time Administrative Assistant 2 / Deputy Vital Statistics Registrar position within the Community Health Division vacated by Ms. Jessica Nutter. This position is 40 hours a week (1 FTE), \$17.55/hour (pay band B) effective April 5, 2023. Position is funded 100% through fund 70225112 (Vital Statistics) with an anticipated annual salary and benefits of \$51,105.60. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

B. Voluntary Resignation / Ms. Emily Baugher - Requested Board accept resignation of Ms. Emily Baugher, Director of Nursing, effective April 27, 2023. Ms. Baugher has taken employment with Ohio State University.

PMT: Agency

The Board approved item on consent.

C. Appoint Interim Director of Nursing / Ms. Susan Nichols - Requested Board approval to temporarily appoint current Public Health Nurse 3, Ms. Susan Nichols, as the Director of Nursing effective April 28, 2023 and to continue until a new Director of Nursing has been hired. Ms. Nichols will receive a temporary pay increase of 3% while serving as the Interim Director of Nursing. The temporary appointment is necessitated by the Ohio Administrative Code 3701-36-03.

PMT: Agency

The Board approved item on consent.

D. Probationary Separation / Mr. Elliott Manini - Requested Board confirm the probationary separation of Mr. Elliott Manini, Registered Environmental Health Specialist I, effective March 28, 2023.

PMT: Agency

The Board approved item on consent.

E. Intern / Mr. Andrew Schroff – Requested Board approval to hire Mr. Andrew Schroff to full-time intermittent EH Intern position with the Environmental Health Division. This position is 40 hours a week, \$16.55/hour (pay grade A).

The Board approved item on consent.

F. Intern / Miss Jamie Ridolfo – Requested Board approval to hire Miss Jamie Ridolfo to full-time intermittent EH Intern position with the Environmental Health Division. This position is 40 hours a week, \$16.55/hour (pay grade A).

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion With Competition / Mr. James McQuone – Requested Board approval to promote with competition Mr. James McQuone from Disease Investigator to Community Health Specialist I within the Preventative Health Division. Effective April 1, 2023. Mr. McQuone's new hourly rate will be \$22.55/hour. Annual performance appraisal date will change per policy. Position is funded 100% through fund 70225228 (PHEP) with an anticipated annual salary and benefits of \$75,163.48. Amount may be adjusted depending upon benefits selected.

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

B. Conference / Ms. Sarah Fink – The Board originally approved conference at the January 31, 2023 meeting. Since then, it was discovered the registration fee needs to be corrected. Requested Board approval of the corrected registration fee (increased \$50 from \$485 to \$535) and expend amount. Corrections are noted in red. Expend up to \$1450 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

6.033 COMMUNITY HEALTH

A. 2023 Creating Healthy Communities Mini Grant Proposals – Requested Board approval to allocate an additional \$5,000 of CH Admin funds (70225222) to fund all four grant proposals that were submitted. These funds are currently available in the CH Admin budget.

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Apply for an Accept Delaware County Board of Developmental Disabilities Accessibility and Inclusion Grant – Requested Board confirm application and acceptance of the Accessibility and Inclusion grant, provided by the Delaware County Board of Developmental Disabilities. This is a new grant that would provide \$5,000 of funding towards the purchase of an adult changing station in the new building.


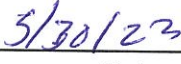
The goal of this grant is to *"advance the accessibility of the community and the inclusion of all people."* If funded the Preventative Health Division requested Board approval to expend grant funds according to the Notice of Award.

PMT: Agency

The Board approved item on consent.

ADJOURN

Ms. Howerton moved to adjourn. Dr. Hickman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:05 pm.

	
Patrick Blayney, President	Date
or Dr. Briana Donaldson, Vice President	

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