

**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: June 22, 2023

To: Board of Health

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

Re: Board meeting **Tuesday, June 27, 2023, 7:00 pm** at Delaware County Library located at **84 E. Winter Street Delaware, OH**

**\*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>	2	
<b>1.02 CONSENT ITEMS</b> 6.012 APPROPRIATIONS A. WIC B. RISE Grant 6.019 FUNDS 6.03 CONTRACTS 6.053 RESOLUTIONS	2	Approve
<b>1.03 APPROVAL OF MINUTES</b> A. May 30, 2023, minutes are enclosed.	2	Approve
<b>1.04 APPROVAL OF BILLS</b> A. May 2023 bills are enclosed ( <b>Pages 1-8 of the Supporting Documents</b> )	2	Approve

**2.0 STAFF REPORTS**

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b>	2	Garrett	
<b>2.02 FINANCE</b> A. <b>Finance Report</b> – Requesting Board review and accept the year-to-date finance report ( <b>Pages 9-17 of the Supporting Documents</b> ). <b>Action Requested: Accept</b>	2	Accept/ Matt	Agency
<b>2.03 COMMUNITY HEALTH</b>		Jen	
<b>2.04 ENVIRONMENTAL HEALTH</b>		Dustin	
<b>2.05 PREVENTATIVE HEALTH</b>		Adam	
<b>2.06 ADMINISTRATION</b>		Amy	

### 3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>3.01 BOARD PRESIDENT</b>	<15	Info	
<b>3.02 BOARD COMMITTEES</b>		Info	
<b>3.03 BOARD MEMBER COMMENTS</b>	<10	Info	

### 4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.01 REGULATION HEARING/ADOPTION</b>			
<b>4.02 SUBDIVISION REVIEW</b>			
<b>4.03 VARIANCE REQUEST</b>			
<b>4.04 CITIZEN REQUEST</b>			
<b>4.05 LICENSE REVOCATION</b>			

### 5.0 OLD BUSINESS

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

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>

### 6.0 NEW BUSINESS

*New items of information or for Board action*

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>6.01 FINANCE</b>			
<b>6.011 BUDGETS</b>			
<b>6.012 APPROPRIATIONS</b>			
<p><b>A. Women Infants Children</b> – Request a transfer of appropriations in the amount of \$5,000 from Salary, and \$5,000 from Benefits, to Services &amp; Charges (total \$10,000) in the Women Infants Children fund (70951509). 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 (<b>Page 18 of the Supporting Documents</b>).</p> <p><b>Action Requested: Consent approval</b></p> <p><b>B. Rise Grant</b> – Request a transfer of appropriations in the amount of \$1,700 from Materials &amp; Supplies, to Services &amp; Charges in the Rise Grant Fund (70225227) of the Public Health Fund. 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 (<b>Page 22 of the Supporting Documents</b>).</p>	0	Consent/ Matt	Agency

<b>Action Requested: Consent approval</b>			
<b>6.013 LEVY</b>			
A. Commissioner Guillozet will provide an update on the 2023 Levy.	<5	Garrett	Agency
<b>6.014 FEES</b>			
<b>6.015 EXPENDITURES</b>			
<b>6.016 INVENTORY</b>			
<b>6.019 FUNDS</b>			
A. <b>Accept Grant Award</b> - Request Board accept the Get Vaccinated Ohio - Public Health Initiative grant award and delegate staff to expend funds as outlined in the award.	0	Consent/ Adam	Agency
<b>Action Requested: Consent approval</b>			
<b>6.02 PERSONNEL</b>			
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<b>6.022 RECLASSIFICATION/PROMOTION</b>			
<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>			
<b>6.024 LEAVE OF ABSENCE</b>			
<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>			
<b>6.03 CONTRACTS</b>			
A. <b>Age Friendly Assessment</b> – Request Board approval to enter into contract with SourcePoint in the amount not to exceed \$15,000.00 upon review and approval of the Delaware County Prosecutor. The contract will fund the completion of the data analysis and final report for the Age Friendly Community Assessment to be conducted by the Community Health Division.	0	Consent/ Jen	Agency
<b>Action Requested: Consent approval</b>			
<b>6.031 HEALTH COMMISSIONER</b>			
<b>6.032 ADMIN/FACILITIES</b>			
<b>6.033 COMMUNITY HEALTH</b>			
<b>6.034 PREVENTATIVE HEALTH</b>			
<b>6.035 ENVIRONMENTAL HEALTH</b>			
<b>6.04 SPECIAL REPORTS</b>			
<b>6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES</b>			
<b>6.051 APPOINTMENTS</b>			
<b>6.052 POLICIES</b>			
<b>6.053 RESOLUTIONS</b>			
A. <b>Update and Amend Resolution 2012-12</b> Requesting Board approve and adopt the updated version of Resolution 2012-12 “Authorizing the Health Commissioner and Environmental Health Staff to Operate Under the Uniform Food Safety Code”. Changes include new code sections, staff listing, and cease-use for Food Service Operations. <b>(Pages 19-21 of the Supporting Documents)</b>	0	Dustin	Agency/ Governance

<b>Action Requested: Approve on Consent</b>			
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<b>6.054 LEGAL ISSUES</b>			
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Sincerely,

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