



**1.0 CONVENTION**

**1.01 CALL TO ORDER AND ATTENDANCE**

The May 30, 2023, meeting was held at the Delaware County Library located at 84 E. Winter Street Delaware, OH and called to order at 7:00 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Donaldson, Mr. Hatfield, Mr. Tiberi, Ms. Smith, Mr. Holzapfel (entered at 7:15 pm) Dr. Hickman, and Ms. Howerton. Staff members present were Mr. Garrett Gullozet, Health Commissioner, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Ms. Amy Whitney, Director of Administrative Services, Mr. Matt Clark, Fiscal Officer, Ms. Julienne Calhoun, Administrative Assistant 2, Ms. Susan Rode, Health Professional and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

**1.02 CONSENT ITEMS**

- 6.012 Appropriations A
- 6.021 Authorization/Employment A-F
- 6.023 Tuition Reimbursement/Staff Development A
- 6.025 Salary Scale/Policies/Benefits A-B
- 6.033 Community Health A

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

**1.03 APPROVAL OF MINUTES**

Mr. Hatfield moved to approve the April 25, 2023, minutes. Ms. Smith seconded the motion. The motion carried unanimously.

**1.04 APPROVAL OF BILLS**

Mr. Hatfield moved to approve the April 2023 bills. Dr. Hickman seconded the motion. The motion carried unanimously.

**2.0 STAFF REPORTS**

**2.01 HEALTH COMMISSIONER**

**A. New Building Contracts and Costs:** Requested Board approval to authorize the Health Commissioner to enter into contracts and expend funds for the following services and entities:

- 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
- B. Provided (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
- 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

All expenses are budgeted.

Ms. Smith moved to approve item as outlined in item 2.01 A. Mr. Tiberi seconded the motion. The motion carried unanimously.

Mr. Gullozet gave an update on the new building.

- Progress is moving slowly. There has been a shortage of crew and the foreman has changed twice.
- Temporary occupancy inspection is scheduled for Friday, June 2, 2023.

- The fire alarm panel is 95% complete. Requires two full days of testing.
- HAVC has not been turned on yet. A crew is coming on Thursday to turn on everything.
- A cleaning crew will be coming in at the end of the week.
- Flooring is being finished tomorrow.

**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.  
Ms. Smith moved to accept the year-to-date finance report. Ms. Howerton seconded the motion. The motion carried unanimously.

**2.03 COMMUNITY HEALTH**

- Awaiting final word on the NIH grant. We believe that the Delaware Public Health District was the only public health district that made it to the final stage of the application submittal process.

**2.04 ENVIRONMENTAL HEALTH**

- All pool license renewals have been paid.
- Staff are ready to set mosquito traps next week.

**2.05 PREVENTATIVE HEALTH**

- The agency is now a provider of the yellow fever vaccine.
- Introduced two new employees. Ms. Julienne Calhoun, Administrative Assistant II for the WIC division and Ms. Susan Rode, Health Professional of the WIC division.

**2.06 ADMINISTRATION**

- Most of Fiscal is working out of the Sunbury location and IT is working assisting at the new facility.
- Health insurance rates increased 1.95%. Dental and vision stay the same.

**3.0 BOARD REPORTS**

**3.03 BOARD MEMBER COMMENTS**

- It was requested by the Board to change the October 31, 2023, meeting to October 24, 2023. The board scheduled will be updated to reflect the new October 2023 meeting date.

**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

**4.04 CITIZEN REQUEST**

Mr. Guillotet shared that a public records request was submitted requesting home inspection information and the health commissioner's contract as well as any contracts for the deputy health commissioners. The request was filled today with a portion of the request denied as it was deemed too ambiguous (centered around home inspections). For the other portion, a copy of the health commissioner's contract was provided but not the deputy health commissioners as they serve at the pleasure of the Board.

**6.12 APPROPRIATIONS**

**A. DPHD New Office** – Requested Board approval to increase the current 2023 DGH 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. A copy of the budget revision was provided to the Board.  
The Board approved item on consent.

**6.021 AUTHORIZATION/EMPLOYMENT**

**A. WIC Administrative Assistant II / Ms. Julienne Calhoun** – Requested Board approval to hire Ms. Julienne 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.  
The Board approved item on consent.

**B. Voluntary Resignation / Mr. David Gueye - Requested 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.**  
The Board approved item on consent.

**C. Voluntary Resignation / Ms. Candice Myers, WIC Health Professional, effective June 2, 2023.**  
Candice Myers, WIC Health Professional, effective June 2, 2023.  
The Board approved item on consent.

**D. Voluntary Resignation / Ms. Tracy Deshields, Administrative Assistant II, effective May 22, 2023.**  
Tracy Deshields, Administrative Assistant II, effective May 22, 2023.  
The Board approved item on consent.

**E. Probationary Separation / Miss Triniti West - Requested Board confirm the probationary separation of Miss. Triniti West, Administrative Assistant II, effective May 18, 2023.**  
The Board approved item on consent.

**F. Voluntary Resignation / Miss Wendie Ertz - Requested the voluntary resignation of Miss Wendie Ertz, Administrative Assistant II, effective May 19, 2023.**  
The Board approved item on consent.

#### **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Conference / Ms. Lauren Robinson - Requested 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 NACCHOs 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.**  
The Board approved item on consent.

#### **6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Health Insurance and Dental Insurance - Requested 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%.**  
The Board approved item on consent.

**B. ERC Health - Requested 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 employer incentive. The Board will be updated when those changes are proposed.**  
The Board approved item on consent.

**6.033 COMMUNITY HEALTH**

A. Requested board approval to apply for the Ohio Department of Health *Injury Prevention – Falls Among Older Adults* 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.

The Board approved item on consent.

**6.053 RESOLUTIONS**

A. Requested Board approval of Resolution #2023-02 A resolution requesting the Delaware County Commissioners to adopt the necessary resolutions for submitting to the electors the question of levying a renewal tax for the Delaware General Health District.

Mr. Tiberi moved to approve Resolution 2023-02. Ms. Smith seconded the motion. Roll vote was taken: Mr. Blayney, yes; Ms. Howerton, yes; Dr. Donaldson, yes; Mr. Hatfield, yes; Mr. Tiberi, yes; Dr. Hickman, yes; Ms. Smith, yes; and Mr. Holzapfel, yes. The motion carried unanimously.

**ADJOURN**

Mr. Holzapfel moved to adjourn. Mr. Hatfield seconded the motion. The motion carried unanimously. The meeting adjourned at 8:00 pm.

Patrick Blayney, President  
Date

or Dr. Briana Donaldson, Vice President

Garrett Guillouzet, Health Commissioner  
Date

Secretary to the Board of Health

Garrett Guillouzet 6.27.2023