



Date: August 24, 2023

To: Board of Health

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

Re: Board meeting **August 29, 2023 -- 7:00 pm** DOC conference room DPHD HQ  
**470 S. Sandusky St., 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-G</b> <b>6.014 Fees A</b> <b>6.016 Inventory A-C</b> <b>6.017 Advances/Transfers A-D</b> <b>6.018 Funds A-B</b> <b>6.021 Authorization/Employment A-E</b> <b>6.022 Classification/Promotion A- D</b> <b>6.033 Community Health A</b> <b>6.034 Preventative Health A</b> <b>6.054 Legal Issues A</b>	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> <b>A. July 25, 2023 minutes <i>attached</i>.</b>	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> <b>A. July 2023 bills <i>attached</i>. <i>Supporting Documents Pages 126-136</i></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>	
<b>2.02 FINANCE</b> Supporting Documents Pages 1-8			



<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report ( <b>attached</b> ). <b>Action Requested: Accept</b>	<b>2</b>	<b>Accept/ Matt</b>	<b>Agency</b>
<b>B. Health Levy PAC</b> – Dave Knowlton filed the 1 <sup>st</sup> half financial report to the BOE on July 26, 2023. \$11,896.04 balance total in checking/savings.	<b>2</b>	<b>Info/ Matt</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>3.02 BOARD COMMITTEES</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>			

### 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>6.012 APPROPRIATIONS</b> Supporting Documents Pages 9-15			
<b>A. Odd Year WIC Administration</b> – Request Board approval to transfer the current 2023 Odd Year WIC Administration (70951509) expense appropriation in the amount of \$10,000 from Salaries to Materials and Supplies and \$10,000 from Salaries to Services & Charges (\$20,000 total from Salaries). This change is necessary to bring line-item expenses up to date with the latest estimates and	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>



<p>revisions that came from the budget process. <b>Please see attached budget revision form.</b>  <b>(Page 11 of the Supporting Documents)</b>  <b>Action Requested: Consent approval</b></p>			
<p><b>B. Workforce Development Grant</b> – Request Board approval to transfer the current 2023 Workforce Development Grant (75551403) expense appropriation in the amount of \$10,000 from Benefits to Services &amp; Charges. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. <b>Please see attached budget revision form.</b>  <b>(Page 14 of the Supporting Documents)</b>  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>C. Fleet</b> – Request Board approval to increase the current 2023 Fleet (TBD) expense appropriation from \$0 to \$150,000.00. This change is necessary to start appropriation in a new fund as shown in 6.018(A). <b>Please see attached budget revision form. (Page 9 of the Supporting Documents)</b>  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>D. Other EH Fee Based Programs</b> – Request Board approval to increase the current 2023 Other EH Fee Based Programs (TBD) expense appropriation from \$0 to \$73,268.00. This change is necessary to start appropriation in a new fund as shown in 6.018(B). <b>Please see attached budget revision form. (Page 12 of the Supporting Documents)</b>  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>E. Swimming Pool</b> – Request Board approval to increase the current 2023 Swimming Pool (70851508) expense appropriation from \$60,650.09 to \$67,450.00 and update the revenue budget. This change is necessary to bring line-item expenses up to date with the latest estimates and revisions that came from the budget process. <b>Please see attached budget revision form. (Page 13 of the Supporting Documents)</b>  <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>F. Injury Prevention Grant</b> – Request Board approval to increase the current 2023 Injury Prevention Grant (71351521) expense appropriation from \$0 to \$110,000.00. This change is necessary to start appropriation in a new ODH grant. <b>Please see attached budget revision form. (Page 10 of the Supporting Documents)</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>



<b>Action Requested: Consent approval</b>			
<p><b>G. Wellness</b> – Request Board approval to increase the current 2023 Wellness Program (71251520) revenue budget from \$0 to \$5,000.00. This change is necessary to accept revenue from wellness workplace initiatives. <b>Please see attached budget revision form. (Page 15 of the Supporting Documents)</b></p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<b>6.014 FEES</b> Supporting Documents Pages 137-138			
<p><b>A. Clinic Fee Schedule</b> - Request Board approval of updated Clinic Service Fees for 2023 to be effective September 23, 2023. A copy of the Fee schedule is <b>attached. (Pages 137-138 of the Supporting Documents)</b></p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.016 INVENTORY</b>			
<p><b>A. Equipment Disposal</b> – Request Board approval of disposal of 2003 Sportsman trailer. Model number #3004BHSS Cost \$4,570. This was sold on GovDeals for \$6,200.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>B. Portable Audiometer</b> - Request Board approval to remove portable audiometer, Beltone Scout – ID #00640, from inventory. This machine no longer passes calibration and is unusable. The Health District has not provided this service for a number of years but does loan out existing equipment to school districts for their use.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<p><b>C. Donation</b> - Request Board accept the donation of breastfeeding bras from Leading Lady. Lactation services within WIC and Clinical Services Unit will give the products to families in need of them until the supply is depleted. Total value estimated at approximately \$1,200.00.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>



<b>6.017 ADVANCES/TRANSFERS</b>			
<p><b>A. Advance</b> – Request Board approval for an advance in the amount of \$200,000.00 from the General/Public Health Fund (70225111) into the Public Health Workforce special revenue fund (75551408) for cash flow purposes due to the new fund being established last month and is a reimbursable grant fund. The advance will be returned to the General/Public Health Fund upon sufficient fund balance requirements.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>B. Advance</b> – Request Board approval to return the FY2021 advance of \$150,000.00 from the Workforce Development Grant special revenue fund (75551403) to the Administration child key of the Public Health Fund (70225111). This fund has sufficient cash balance to return the advance.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>C. Advance</b> – Request Board approval to return the advance of \$50,000.00 from the Public Health Emergency Planning special revenue fund (71751519) to the Administration child key of the Public Health Fund (70225111). This fund has sufficient cash balance to return the advance.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>
<p><b>D. Advance</b> – Request Board approval for an advance in the amount of \$110,000.00 from the General/Public Health Fund (70225111) into the Injury Prevention Grant special revenue fund (71351521) for cash flow purposes due to the award from ODH for this reimbursable grant that begins 10/1/2023. The advance will be returned to the General/Public Health Fund upon sufficient fund balance requirements.</p> <p><b>Action Requested: Consent approval</b></p>			
<b>6.018 FUNDS</b>			
<p><b>A. Fleet</b> – Request Board approval to create a new child key of the Public Health Fund (Fund 702). Currently, DPHD vehicle charges are booked to the Administration child key and various grants/funds where an employee is assigned a DPHD vehicle. DPHD fiscal staff will implement an indirect cost plan commencing in FY2024, and segregating these charges will make cost analysis easier and more</p>	<b>0</b>	<b>Consent/ Matt</b>	<b>Agency</b>



<p>transparent. Also, it allows for employees not to be tied to a specific vehicle, where then costs would be more equally shared DPHD-wide. This was specified in the approved 2024 DPHD Budget. The new name and child key number will be “Fleet” and TBD.</p> <p><b>Action Requested: Consent approval</b></p>			
<p><b>B. Other EH Fee Based Programs</b> – Request Board approval to create a new child key of the Public Health Fund (Fund 702). The Environmental Health Division is requesting a new child key to replace three child keys which are redundant and no longer needed. The three child keys that will remain for run-off in FY2023 but will be closed next year are Emergency Response (70225442), Residential Services (70225445), and Food Protection (70225447). This was specified in the approved 2024 DPHD Budget. The new name and child key number will be “Other EH Fee Based Programs” and TBD.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Matt	Agency
<b>6.021 AUTHORIZATION/EMPLOYMENT</b>			
<p><b>A. Administrative Assistant II/ Ms. Malissa Clark</b> – Request Board approval to hire Mrs. Malissa Clark to full-time Administrative Assistant II position with the Environmental Health Division. This position is 40 hours a week.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Dustin	Agency
<p><b>B. Director of Nursing/Program Manager Ms. Milu Nguyen</b> – Request Board confirm the hire of Ms. Milu Nguyen to fill the full-time permanent Director of Nursing/Program Manager of CSU within the Preventative Health Division effective 08/28/2023. Position is funded 15% from Get Vaccinated (70225558), 10% from CMH (70225556), 5% from CK (70225232), and 70% from Community Health &amp; Clinic Services (70225555).</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>C. Health Professional II / Ms. Jacquelyn Fewings</b> – Request Board confirm the hire of Ms. Jacquelyn Fewings to fill the full-time permanent WIC HP II position within the Preventative Health Division effective 08/21/2023. Position is funded 100% from WIC (70951509).</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>D. Public Health Nurse III / Ms. Jen Kerr</b> – Request Board confirm the hire of Ms. Jen Kerr to fill the full-time permanent PHN III position within the Preventative Health Division effective 08/28/2023. Position is funded 15% from Get Vaccinated</p>	0	Consent/ Adam	Agency

(70225558), 10% from CMH (70225556), 5% from CK (70225232), and 70% from Community Health & Clinic Services (70225555). <b>Action Requested: Consent approval</b>			
<b>E. Epidemiologist I / Ms. Christine Campbell</b> – Request Board confirm the hire of Ms. Christine Campbell to fill the full-time permanent Epidemiologist I position within the Preventative Health Division effective 08/28/2023. The position is funded 50% from PH Emergency Planning (70225228) and 50% from Public Health Disease Prevention (70225554). <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.022 CLASSIFICATION/PROMOTION</b>			
<b>Supporting Documents Pages 16-17</b> <b>A.</b> Request Board approval to modify Administrative Director position (Pay Grade R) to Chief Operating Officer position (Pay Grade T) and to promote Ms. Amy Whitney to the newly modified position. The Personnel Committee reviewed and supported this proposed change. <b>Action Requested: Discussion</b>	<b>5</b>	<b>Discuss/ Garrett</b>	<b>Agency</b>
<b>B. Promotion Without Competition / Ms. Amanda Hubbard</b> – Request Board approval to promote without competition Ms. Amanda Hubbard from Administrative Assistant I to Administrative Assistant II within the Preventative Health Division effective September 2, 2023. The position is funded 100% from WIC (70951509). <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>C. Promotion Without Competition / Ms. Taylor Jagers</b> – Request Board approval to promote without competition Taylor Jagers from Community Health Specialist 1 (pay grade F) to Community Health Specialist 2 (pay grade H) within the Community Health Division effective September 2, 2023. The position is funded 100% out of the Older Adults Falls Injury Prevention Grant. <b>Action Requested: Consent Approval</b>		<b>Consent/ Jen</b>	<b>Agency</b>
<b>D. Promotion Without Competition / Ms. Alyssa Hillier</b> – Request Board approval to promote without competition Alyssa Hillier from Community Health Specialist 1 (pay grade F) to Community Health Specialist 2 (pay grade H) within the Community Health Division effective September 2, 2023. The position is funded 100% out of Community Health Admin (70225222). <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ Jen</b>	<b>Agency</b>

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

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6.025 SALARY SCALE/POLICIES/BENEFITS			
<p><b>A. Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION</b> to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)).</p> <p><b>Action Requested: Discussion and Roll Call Vote</b></p> <p><b>Time Entered into Executive Session: _____p.m.</b></p>	<b>10</b>	<p><b>Motion By:</b>  <b>Second:</b></p> <p><b>Mr. Blayney:</b>  <b>Dr. Donaldson:</b>  <b>Mrs. Smith:</b>  <b>Mrs. Howerton:</b>  <b>Mr. Karr:</b>  <b>Mr. Hatfield:</b>  <b>Mr. Tiberi</b>  <b>Mr. Holzapfel</b></p>	
<p><b>B. Employee Compensation:</b> Mr. Guillozet requests that the Board of Health provide a one-time across-the-board raise, in the amount of ____% to all eligible employees as outlined in the Personnel Policy. The raise will be effective on September 2, 2023. The proposed compensation increase was discussed and reviewed at the July 25, 2023 Personnel Committee Meeting.</p> <p><b>Action Requested: Discussion</b></p>	<b>5</b>	<p><b>Discuss/</b>  <b>Garrett</b></p>	<p><b>Agency</b></p>
<p><b>Supporting Document Pages 18--21</b></p> <p><b>C. Position Series Control Plan:</b> Mr. Guillozet request the Board approve a revised Classification Plan for the Delaware County General Health District for the Purposes of Efficiency:</p> <p><b>WHEREAS,</b> the Board of Health has the power to set the level of compensation for its employees pursuant to R.C. 3709.16.</p> <p><b>WHEREAS,</b> this power exempts the Board of Health from the ODAS county classification plan pursuant to R.C. 124.14(B).</p> <p><b>NOW, THEREFORE,</b> BE IT RESOLVED BY THE BOARD OF HEALTH OF THE DELAWARE COUNTY GENERAL HEALTH DISTRICT THAT:</p> <p>The Classification/Position Listing and Classification Specifications attached hereto as “Exhibit A” shall constitute the Classification Plan for the Delaware County General Health District. Individual positions occupied by employees of the Delaware County General Health District shall be part of the identified classification, and classification series if applicable, in accordance with this plan.</p> <p><b>Action Requested: Discussion and Approval</b></p>	<b>5</b>	<p><b>Garrett/</b>  <b>Amy</b></p>	<p><b>Agency</b></p>





<p><b>Supporting Documents Page 117</b></p> <p><b>D. Table of Organization-</b> Request Board approval of the update Table of Organization. The update table of organization better aligns programs across the district and has been reviewed by the Personnel Committee.</p> <p><b>Action Requested: Discussion and Approval</b></p>	5	Approve/ Garrett	Agency
<p><b>6.033 COMMUNITY HEALTH</b></p>			
<p><b>A, Capacity Building for Healthy Eating and Active Living (HEAL) Grant</b> – Request board approval to apply for the Ohio Department of Health <i>Capacity Building for Healthy Eating and Active Living (HEAL)</i> grant in the amount of up to \$25,000 for the funding period 10/01/2023–09/29/2024. The goal of the grant is to provide funding for community assessment and engagement with local community residents while working toward sustainability and expansion of these efforts within the county/jurisdiction. 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.</p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent Jen	Agency
<p><b>6.034 PREVENTATIVE HEALTH</b></p>			
<p><b>A. Apply for COVID-19 Enhanced Operations grant</b> – Request Board confirm application for the application of the COVID-19 enhanced operations grant provided by Ohio Department of Health. This funding runs through August 31, 2024, and allows for activities designed to provide infection prevention and control in the community which may include mobile medical units, IT equipment and systems, laboratory supplies and other items. If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency

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<b>6.052 POLICIES</b> <b>Supporting Documents Pages 22-116</b>			
<p><b>A. Personnel Policies:</b> Mr. Guillozet requests the Board to adopt revisions to the Personnel Policy. The Personnel Committee met on July 25, 2023, and reviewed the purposed changes. The proposed changes were also sent to the Board of Health for review prior to the meeting. Upon adoption, the Personnel Policy will be effective immediately with the exception of the Personal Leave Accrual which shall be effective on January 1, 2024. All previous versions of the Personnel Policy will be rescinded upon adoption.</p> <p><b>Action Requested: Discussion/Request Approval</b></p>	<b>5</b>	<b>Approve Garrett/ Amy</b>	<b>Agency</b>
<b>6.054 LEGAL ISSUES</b> <b>Supporting Documents Pages 119-125</b>			
<p><b>A. Solid Waste Nuisance</b> – Request Board Approval to forward solid waste complaint for 214 High St, Ashley, OH to the Delaware County Prosecutor for further action and abatement.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Dustin</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

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