

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER

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Date: July 20, 2023

To: Board of Health

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

Re: Board meeting **Tuesday, July 25, 2023, 7:00 pm at 470 S. Sandusky St., Delaware, OH**

***PMT – Performance Management Touchstone**

1.0 CONVENTION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.01 CALL TO ORDER AND ATTENDANCE	2	
1.02 CONSENT ITEMS 6.012 Appropriations A-I 6.014 Fees A 6.017 Advances/Transfers A-B 6.018 Funds A-G 6.034 Preventative Health A	2	Approve
1.03 APPROVAL OF MINUTES A. Enclosed June 27, 2023.	2	Approve
1.04 APPROVAL OF BILLS A. Enclosed June bills 2023. (Pages 1-10 of the Supporting Documents)	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER	5	Info/ Garrett	

2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). (Pages 11-18 of the Supporting Documents) Action Requested: Accept	2	Accept/ Matt	Agency
2.03 COMMUNITY HEALTH		Jen	
2.04 ENVIRONMENTAL HEALTH		Dustin	
2.05 PREVENTATIVE HEALTH		Adam	
2.06 ADMINISTRATION		Amy	

3.0 BOARD REPORTS

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

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
4.04 CITIZEN REQUEST			

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>
6.012 APPROPRIATIONS (Pages 19-28 of the Supporting Documents)			
A. Health Severance Reserve – Request Board approval to increase the current 2023 Health Severance Reserve (76851409) expense appropriation from \$0 to \$127,361.82 and establish a revenue budget. This change is necessary to start appropriations and a revenue budget in a new fund as shown in 6.018(C). Please see attached budget revision form. Action Requested: Consent approval	0	Consent/ Matt	Agency
B. SAFE – Request Board approval to increase the current 2023 SAFE (71351515) expense appropriation from \$28,658.17 to \$40,242.00. 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 attached budget revision form. Action Requested: Consent approval	0	Consent/ Matt	Agency
C. Public Health Workforce – Request Board approval to increase the current 2023 Public Health Workforce (TBD) expense appropriation from \$0 to	0	Consent/ Matt	Agency

<p>\$550,000.00 and establish a revenue budget. This change is necessary to start appropriations and a revenue budget in a new fund as shown in 6.018(A). Please see attached budget revision form.</p> <p>Action Requested: Consent approval</p>			
<p>D. Even Year WIC Administration – Request Board approval to increase the current 2023 Even Year WIC Administration (70951539) expense appropriation from \$0 to \$633,222.00 and establish a revenue budget. This change is necessary to start appropriations and a revenue budget in a new fund as shown in 6.018(B). Please see attached budget revision form.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>E. Public Health Emergency Planning – Request Board approval to increase the current 2023 Public Health Emergency Planning (71751519) expense appropriation from \$158,784.69 to \$186,749.00 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. Please see attached budget revision form.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>F. Comm Health & Clinic Services – Request Board approval to transfer the current 2023 Comm Health & Clinic Services (70225555) expense appropriation in the amount of \$80,000.00 from Salary and \$21,160.00 in Benefits to Materials & Supplies (\$101,160.00 total). 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 attached budget revision form.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>G. Administration – Request Board approval to decrease the current 2023 Administration (70225111) expense appropriation from \$2,266,597.72 to \$1,997,079.90 and establish a new revenue budget. This change is necessary to start appropriations and a revenue budget in new funds as shown in 6.018(F&G). Please see attached budget revision form.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>H. Health Levy – Request Board approval to establish a new revenue budget in the Health Levy child key (70225772). This change is necessary to start a revenue budget in new funds as shown in 6.018(F). Please see attached budget revision form.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>I. Insurance Benefit Pool – Request Board approval to increase the current 2023 Insurance Benefit Pool (70225771) expense appropriation from \$0 to \$508,601.55 and establish a revenue budget. This change is necessary to start appropriations and a revenue budget in a new fund as shown in 6.018(G). Please see attached budget revision form.</p>	0	Consent/ Matt	Agency

Action Requested: Consent approval			
<p>J. Debt Service – Request Board approval to increase the current 2023 Debt Service (75451402) expense appropriation from \$145,015.00 to \$250,000.00. This change is necessary due to mortgage principal payments to First Commonwealth Bank beginning this month.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>K. Sewage Program – Request Board approval to transfer the current 2023 Sewage Program (75851405) expense appropriation in the amount of \$20,000 from Benefits to Services & 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. Please see attached budget revision form.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
6.014 FEES			
<p>A. 2023 Clinic Fee Schedule - Request Board approval of updated Clinic Service Fees for 2023 to be effective August 17, 2023. A copy of the Fee schedule is attached. (Pages 29-30 of the Supporting Documents)</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
6.017 ADVANCES/TRANSFERS			
<p>A. Advance – Request Board approval to return the advance of \$24,130 from the Mosquito Grant special revenue fund (75951407) to the Administration child key of the Public Health Fund (70225111). This fund has sufficient cash balance to return the advance.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>B. Transfer – Request Board approval to transfer \$127,361.82 from the Administration child key of the Public Health Fund (70251111) to the new Health Severance Reserve (76851409 as specified in 6.018(C). This represents an average of the last three years of paid accrued benefits and will be reconciled each January moving forward of amounts paid out during the preceding year.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
6.018 FUNDS			
<p>A. Workforce Development Grant – Request Board approval to create a new organizational key of the Workforce Development Grant (Fund 755) and accept the Notice of Award. DPHD was awarded and the BOH accepted a subsequent Workforce Development Grant for the 7/1/2023 to 11/30/2027 period. Since the original Workforce Development Grant was extended to 12/31/2023, DPHD Fiscal staff wish to keep separate appropriations to make grant tracking and auditing efficient and easier. The name and organizational key number will be Public Health Workforce and 75551408.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency

<p>B. Women Infants Children – Request Board approval to create a new organizational key of the Women Infants Children fund (Fund 709) and change the name of the existing Women Infants Children fund (70951509). DPHD routinely receives this grant every year, however this grant follows the Federal fiscal year cycle (October to September). Since DPHD’s fiscal year is on a calendar year, it makes appropriation and spending tracking/auditing difficult between the grant years. DPHD Fiscal staff wish to keep separate appropriations and spending for the grant years to make administration efficient and easier. The new name and organizational key number will be Even Year WIC Administration and 70951539. The name change for the existing Women Infants Children fund (70951509) will be Odd Year WIC Administration.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>C. Health Severance Reserve – Request Board approval to create a new Health Severance Reserve fund. The Ohio Department of Health OGAPP Manual does not allow for expenses accrued in the past to be paid from the current year. However, it allows for DPHD to budget for leave and other benefits accrued during the grant period and placed in a separate account. Since termination and severance payments could not be paid from current grant funds, DPHD is forced to cover those payments for a terminating employee from the Public Health Fund and distorting the actual costs from the grant/program. This new fund fulfills the requirement under OGAPP (B2.4) and was specified in the approved 2024 DPHD Budget (with a different name specified by the Auditor’s office). The new name and fund number will be Health Severance Reserve and 76851409.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>D. Saf RT23 Corridor – Request Board approval to change the name of the Saf RT23 Corridor fund (71351515) to “SAFE”. This was specified in the approved 2024 DPHD Budget.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>E. Facility & Expansion – Request Board approval to change the name of the Facility & Expansion child key of the Public Health Fund (70225113) to “DPHD HQ”. This was specified in the approved 2024 DPHD Budget.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
<p>F. Health Levy – Request Board approval to create a new child key of the Public Health Fund (Fund 702). Currently, levy proceeds are deposited into the Administration child key (Fund 70225111), which is a cost center. DPHD fiscal staff desire more visibility on where the levy dollars go and make Board-reporting more transparent. This was specified in the approved 2024 DPHD Budget. The new name and child key number will be “Health Levy” and TBD.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency

<p>G. Insurance Benefit Pool – Request Board approval to create a new child key of the Public Health Fund (Fund 702). Currently, employee insurance deductions from payroll are deposited into the Administration child key (Fund 70225111), which is a cost center. The entire DPHD employee insurance benefits are paid from the Administration child key as well. DPHD fiscal staff desire more visibility from the net cost of insurance benefits and make billing of insurance costs to the various grants and programs of DPHD easier. This was specified in the approved 2024 DPHD Budget. The new name and child key number will be Insurance Benefit Pool and 70225771.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Matt	Agency
6.032 ADMIN/FACILITIES			
<p>A. Official Address Change – Due to ODH requirements, request Board approval to change the official physical address of the Delaware Public Health District to 470 S. Sandusky St. Delaware OH 43015 effective immediately.</p> <p>Action Requested: Approval</p>	5	Approval/ Matt	Agency
6.034 PREVENTATIVE HEALTH			
<p>A. Reapply for Cribs for Kids and Safe Sleep grant – Request Board confirm application for the Cribs for Kids and Safe Sleep grant provided by Ohio Department of Health. This is a continuation grant and will be operational October 1, 2023 – September 30, 2024</p> <p>The goal of this grant is to “<i>decrease Ohio’s infant mortality rate by ensuring infants have a safe sleep environment and families are educated about safe sleep practices.</i>” If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
6.035 ENVIRONMENTAL HEALTH			
<p>A. Entered a contract with an individual to conduct inspections in the Food Service Operation and Retail Establishment Programs.</p>	0	Info/ Dustin	Agency

Sincerely,

Garrett Guillozet	Dustin Kent	Jen Keagy	Adam Howard	Amy Whitney	Matthew 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