

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The July 25, 2023, meeting was held at the Delaware Public Health District located at 470 S. Sandusky Street Delaware, OH and called to order at 7:00 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Mr. Karr, Mr. Hatfield, Mr. Holzapfel, Ms. Smith, Ms. Howerton, and Dr. Donaldson. Staff members present were Mr. Garrett Guillozet, Health Commissioner, Ms. Amy Whitney, Director of Administrative Services, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Mr. Adam Howard, Deputy Health Commissioner of Preventive Health, Mr. Matt Clark, Fiscal Officer and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner.

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

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 June 27, 2023, minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Staff are slowly being merged into the new building. It is hoped to have all staff returned by August 14, 2023. It is planned to have the building open to the public on August 28, 2023.

Work on the punch list continues.

- The general contractor will be on site tomorrow.
- Painters are scheduled to come on Monday.
- Glasswork is scheduled to be completed by the end of this week.
- Awaiting balance of one of the bathrooms exhaust fans. Once balanced, a final inspection can be completed.
- Lighting programmer is coming next Monday.
- Furniture from King is scheduled for delivery tomorrow. Also, patio furniture will be delivered tomorrow.

The Personnel Committee met prior to the Board meeting. Recommendations will be presented to the Board at the August meeting. Highlights of discussion included a one-time raise across the board for annual performance and updated personnel policies.

Mosquito spraying is to take place in the City of Powell tonight. Some complaints have been received.

A request came in last week for the Health Commissioner to approve a pot belly pig within the City of Delaware.

Mr. Guillozet provided a brief update on the levy.

- Outreach materials have been completed. There will be a push to get these materials out after the special election.
- The levy committee will convene. Those interested in serving on the levy committee advise Mr. Guillozet.
- An endorsement letter has been prepared. Mr. Guillozet will be in contact with the three county commissioners.

The Board had a discussion regarding a situation in Shawnee Hills. Essentially, the frontage from the reservoir to the owner's property line was maintained by the City of Columbus. When the City of Columbus stopped this service, the homeowners began mowing the area. The City of Columbus does not want the homeowners mowing this area. The Health District has no jurisdiction in this matter. The Health District is willing to facilitate a meeting of the partners.

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.

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

2.03 COMMUNITY HEALTH

Staff are scheduled to set-up work stations on August 2nd and return to the new building on August 14, 2023.

Recruiting continues for an Administrative Assistant. Four viable candidates have applied.

The agency received a \$10,000 workforce development grant to provide training to staff related to health equity.

2.04 ENVIRONMENTAL HEALTH

Due to positive mosquito sampling, mosquito spraying has or will occur in Genoa Township, City of Powell and the Village of Shawnee Hills.

Environmental Health managers moved into the new building this week.

2.05 PREVENTATIVE HEALTH

In the Board report it was noted that four Cyclosporiasis cases have been reported. That number is now seven cases.

An applicant has accepted an offer to fill the Director of Nursing position and will begin employment on August 28, 2023.

2.06 ADMINISTRATION

Staff are working on annual performance reviews.

Recruiting continues to fill open positions. It is hoped the Dietician position is filled and the Environmental Health Administrative Assistant position has been filled.

3.02 BOARD COMMITTEES – The Personnel Committee met prior to the Board meeting. Recommendations of the committee will be presented at the August Board meeting.

3.03 BOARD MEMBER COMMENTS

Ms. Howerton formally thanked Ms. Whitney and Mr. Guillozet for their contribution and hard work related to the building.

Dr. Donaldson received a request from the Delaware County Township Association to conduct their meeting at the Delaware Public Health District. Meeting to occur some time around the end of this year or the beginning of next year. It was noted that the request can be accommodated.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Health Severance Reserve – Requested 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). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

B. SAFE – Requested 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. A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

C. Public Health Workforce – Requested Board approval to increase the current 2023 Public Health Workforce (TBD) expense appropriation from \$0 to \$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). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

D. Even Year WIC Administration – Requested 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). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

E. Public Health Emergency Planning – Requested 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. A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

F. Comm Health & Clinic Services – Requested 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. A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

G. Administration – Requested 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). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

H. Health Levy – Requested 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). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

I. Insurance Benefit Pool – Requested 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). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

J. Debt Service – Requested 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.

The Board approved item on consent.

K. Sewage Program – Requested 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. A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

6.014 FEES

A. 2023 Clinic Fee Schedule - Requested Board approval of updated Clinic Service Fees for 2023 to be effective August 17, 2023. A copy of the Fee schedule was provided to the Board.

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. Advance – Requested 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.

The Board approved item on consent.

B. Transfer – Requested 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.

The Board approved item on consent.

6.018 FUNDS

A. Workforce Development Grant – Requested 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.

The Board approved item on consent.

B. Women Infants Children – Requested 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.

The Board approved item on consent.

C. Health Severance Reserve – Requested 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.

The Board approved item on consent.

D. Saf RT23 Corridor – Requested Board approval to change the name of the Saf RT23 Corridor fund (71351515) to "SAFE". This was specified in the approved 2024 DPHD Budget.

The Board approved item on consent.

E. Facility & Expansion – Requested 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.

The Board approved item on consent.

F. Health Levy – Requested 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.

The Board approved item on consent.

G. Insurance Benefit Pool – Requested 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.

The Board approved item on consent.

6.032 ADMIN/FACILITIES

A. Official Address Change – Due to ODH requirements, requested Board approval to change the official physical address of the Delaware Public Health District to 470 S. Sandusky St. Delaware OH 43015 effective immediately.

Mr. Karr moved to approve official address change to 470 S. Sandusky Street Delaware, OH 43015. Ms. Howerton seconded the motion. The motion carried unanimously.

6.034 PREVENTATIVE HEALTH

A. Reapply for Cribs for Kids and Safe Sleep grant – Requested 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

The goal of this grant is to “*decrease Ohio’s infant mortality rate by ensuring infants have a safe sleep environment and families are educated about safe sleep practices.*” If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.

The Board approved item on consent.


6.035 ENVIRONMENTAL HEALTH

A. Entered a contract with an individual to conduct inspections in the Food Service Operation and Retail Establishment Programs.

Information Only

ADJOURN

The meeting adjourned at 7:50 pm.



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

 2/29/2023

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

