

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER AND ATTENDANCE**

The August 29, 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, Ms. Smith, Mr. Tiberi, Mr. Karr, Ms. Howerton, Mr. Holzapfel, Mr. Hatfield, Dr. Donaldson and Dr. Hickman. 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. Dustin Kent, Deputy Health Commissioner of Environmental 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. Public in attendance: Mr. Glen Needham, Public Health Entomologist.

### **1.02 CONSENT ITEMS**

#### **6.012 Appropriations A-G**

#### **6.014 Fees A**

#### **6.016 Inventory A-C**

#### **6.017 Advances/Transfers A-D**

#### **6.018 Funds A-B**

#### **6.021 Authorization/Employment A-E**

#### **6.022 Classification/Promotion A- D**

#### **6.033 Community Health A**

#### **6.034 Preventative Health A**

#### **6.054 Legal Issues A**

**Mr. Hatfield moved to approve the consent agenda and agenda as submitted. Ms. Howerton seconded the motion. The motion carried unanimously.**

### **1.03 APPROVAL OF MINUTES**

**Mr. Karr moved to approve the July 25, 2023 minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.**

### **1.04 APPROVAL OF BILLS**

**Ms. Howerton moved to approve the July 2023 bills. Mr. Hatfield seconded the motion. The motion carried unanimously.**

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

Levy:

Yard signs have been completed and available for Board members to take.

Staff are reviewing precinct levels and identifying areas that performed very well and areas that present some challenges.

The first round of social media advertisements has been posted to Facebook. Post has received good feedback from the community.

Mr. Guillozet met with Commissioner Merrill today and had a good discussion about gaining support with the electives and community members at large.

Staff are working to get a placement on the various political subdivision agendas and will provide a levy presentation at the Community Partnership meeting on September 7, 2023.

The agency has a 3 foot by 10 foot banner that will be displayed at the Delaware County Fair.

After the fair, the banner will be displayed at different locations throughout Delaware County. Also, two billboards will be utilized in the month of October.

Building:

Waiting on the lighting programmer to come back.

All the electrical work has been finished.

Painting was completed today.

King Business Interiors to come back and fix a couple furniture problems.

Flooring has been completed.

Kane Proposal:

Mr. Guillozet presented a proposal from Kane Learning to facilitate strategic planning. The expenditure of funds is grant funded by the Workforce Development Grant and \$25,000 has been budgeted.

**Mr. Tiberi moved to approve the Kane Learning proposal. Dr. Hickman seconded the motion. The motion carried unanimously.**

## **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. Mr. Tiberi seconded the motion. The motion carried unanimously.**

**B. Health Levy PAC** – 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.

**Information Only**

## **2.03 COMMUNITY HEALTH**

Ms. Keagy notified the Board that we were funded for the ODH Older Adult Injury Prevention Grant that will start 10/1/23. It is a 5-year grant for \$110,000 each year. She provided a handout outlining events throughout the month of September for Overdose Awareness Month. She provided an update on interviews for the vacant Administrative Assistant / Deputy Vital Statistics Registrar position.

## **2.04 ENVIRONMENTAL HEALTH**

No report

## **2.05 PREVENTATIVE HEALTH**

Preventative Health Update: The WIC Unit recently won a Breastfeeding Excellence Gold Award from USDA. DPHD was one of four Ohio programs recognized as providing exemplary breastfeeding promotion and support activities. A case of Leprosy has been identified in the Health District. While this disease has long standing notoriety, it is easily treatable with today's medications. The patient is undergoing treatment and there is currently no reason for concern. A suspect outbreak of E. Coli was identified at an area camp. The camp and campers were very cooperative and through inspection, stool sampling, and case and control interviews the Health District believes that the disease was likely brought into the camp from an ill person and spread by shared activities during camp, not through any action taken by the camp.

## **2.06 ADMINISTRATION**

Ms. Whitney reiterated the building updates and advised the camper has been sold. Ms. Whitney also reported the first fire drill was completed and provided an update on HR recruiting.

**4.04 CITIZEN REQUEST** – Mr. Glen Needham was in attendance to observe the meeting.

## **6.0 NEW BUSINESS**

### **6.012 APPROPRIATIONS**

**A. Odd Year WIC Administration** – Requested 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 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.**

**B. Workforce Development Grant** – Requested Board approval to transfer the current 2023 Workforce Development Grant (75551403) expense appropriation in the amount of \$10,000 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.**

**C. Fleet** – Requested 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). A copy of the budget revision form was provided to the Board.

**The Board approved item on consent.**

**D. Other EH Fee Based Programs** – Requested 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). A copy of the budget revision form was provided to the Board.

**The Board approved item on consent.**

**E. Swimming Pool** – Requested 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. A copy of the budget revision form was provided to the Board.

**The Board approved item on consent.**

**F. Injury Prevention Grant** – Requested 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. A copy of the budget revision form was provided to the Board.

**The Board approved item on consent.**

**G. Wellness** – Requested 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. A copy of the budget revision form was provided to the Board.

**The Board approved item on consent.**

#### **6.014 FEES**

**A. Clinic Fee Schedule** - Requested Board approval of updated Clinic Service Fees for 2023 to be effective September 23, 2023. A copy of the Fee schedule was provided to the Board.

**The Board approved item on consent.**

#### **6.016 INVENTORY**

**A. Equipment Disposal** – Requested Board approval of disposal of 2003 Sportsman trailer. Model number #3004BHSS Cost \$4,570. This was sold on GovDeals for \$6,200.

**The Board approved item on consent.**

**B. Portable Audiometer** - Requested 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.

**The Board approved item on consent.**

**C. Donation** - Requested 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.

**The Board approved item on consent.**

#### **6.017 ADVANCES/TRANSFERS**

**A. Advance** – Requested 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.

**The Board approved item on consent.**

**B. Advance** – Requested 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.

**The Board approved item on consent.**

**C. Advance** – Requested 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.

**The Board approved item on consent.**

**D. Advance** – Requested 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.

**The Board approved item on consent.**

## **6.018 FUNDS**

**A. Fleet** – Requested 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 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.

**The Board approved item on consent.**

**B. Other EH Fee Based Programs** – Requested 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.

**The Board approved item on consent.**

## **6.021 AUTHORIZATION/EMPLOYMENT**

**A. Administrative Assistant II/ Ms. Malissa Clark** – Requested 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.

**The Board approved item on consent.**

**B. Director of Nursing/Program Manager Ms. Milu Nguyen** – Requested 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 & Clinic Services (70225555).

**The Board approved item on consent.**

**C. Health Professional II / Ms. Jacquelyn Fewings** – Requested 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).

**The Board approved item on consent.**

**D. Public Health Nurse III / Ms. Jen Kerr** – Requested 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 (70225558), 10% from CMH (70225556), 5% from CK (70225232), and 70% from Community Health & Clinic Services (70225555).

**The Board approved item on consent.**

**E. Epidemiologist I / Ms. Christine Campbell** – Requested 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).

**The Board approved item on consent.**

**6.022 CLASSIFICATION/PROMOTION**

**A.** Requested 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.

**Mr. Tiberi moved to approve Classification/Promotion of Ms. Amy Whitney. Mr. Karr seconded the motion. The motion carried unanimously.**

**B. Promotion Without Competition / Ms. Amanda Hubbard** – Requested 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).

**The Board approved item on consent.**

**C. Promotion Without Competition / Ms. Taylor Jagers** – Requested 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.

**The Board approved item on consent.**

**D. Promotion Without Competition / Ms. Alyssa Hillier** – Requested 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).

**The Board approved item on consent.**

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)).

**Motion By: Mr. Tiberi  
Second: Mr. Hatfield**

**Mr. Blayney: yes  
Dr. Donaldson: yes  
Mrs. Smith: yes  
Mrs. Howerton: yes  
Mr. Karr: yes  
Mr. Hatfield: yes  
Mr. Tiberi: yes  
Mr. Holzapfel: yes  
Dr. Hickman: yes**

**Time Entered into Executive Session: 7:15 p.m.**

**Motion to exit Executive Session and to return to General Session at 8:18 p.m.**

**Motion By: Mr. Tiberi  
Second: Dr. Hickman**

**Mr. Blayney: yes  
Dr. Donaldson: yes  
Mrs. Smith: yes  
Mrs. Howerton: yes  
Mr. Karr: yes  
Mr. Hatfield: yes  
Mr. Tiberi: yes  
Mr. Holzapfel: yes  
Dr. Hickman: yes**

**B. Employee Compensation:** Mr. Guillozet requested 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.

**Dr. Donaldson moved to table the item. The motion was seconded by Ms. Smith. The motion carried unanimously.**

**C. Position Series Control Plan:** Mr. Guillozet request the Board approve a revised Classification Plan for the Delaware Public Health District for the Purposes of Efficiency:

**WHEREAS,** the Board of Health has the power to set the level of compensation for its employees pursuant to R.C. 3709.16.

**WHEREAS**, this power exempts the Board of Health from the ODAS county classification plan pursuant to R.C. 124.14(B).

**NOW, THEREFORE**, BE IT RESOLVED BY THE BOARD OF HEALTH OF THE DELAWARE COUNTY GENERAL HEALTH DISTRICT THAT:

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.

**Ms. Smith moved to approve the Classification Plan. Mr. Tiberi seconded the motion. The motion carried unanimously.**

**D. Table of Organization-** Requested 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.

**Ms. Smith moved to approve the Table of Organization. Ms. Howerton seconded the motion. The motion carried unanimously.**

### **6.033 COMMUNITY HEALTH**

**A. Capacity Building for Healthy Eating and Active Living (HEAL) Grant** – Requested board approval to apply for the Ohio Department of Health *Capacity Building for Healthy Eating and Active Living (HEAL)* 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.

**The Board approved item on consent.**

### **6.034 PREVENTATIVE HEALTH**

**A. Apply for COVID-19 Enhanced Operations grant** – Requested 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.

**The Board approved item on consent.**

### **6.052 POLICIES**

**A. Personnel Policies:** Mr. Guillozet requested 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.

**Ms. Howerton moved to approve the Personnel Policies. Ms. Smith seconded the motion. The motion carried unanimously.**


### **6.054 LEGAL ISSUES**

**A. Solid Waste Nuisance** – Requested Board Approval to forward solid waste complaint for 214 High St, Ashley, OH to the Delaware County Prosecutor for further action and abatement.

**The Board approved item on consent.**

### **ADJOURN**

The meeting adjourned at 8:34 p.m.

  
\_\_\_\_\_  
Patrick Blayney, President  
or Dr. Briana Donaldson, Vice President

9/26/23  
Date

  
\_\_\_\_\_  
Garrett Guillozet, Health Commissioner  
Secretary to the Board of Health

9/26/23  
Date