

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The September 26, 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. Karr, Ms. Howerton, Mr. Hatfield, Dr. Donaldson and Dr. Hickman. Staff members present were Mr. Garrett Guillozet, Health Commissioner, Ms. Amy Whitney, Chief Operating Officer, Mr. Dustin Kent, Deputy Health Commissioner of Environmental Health, Mr. Adam Howard, Deputy Health Commissioner of Preventative Health, Ms. Lori Kannally, Disease Control & Response Program Manager and Ms. Lisa Brown, Administrative Assistant to the Health Commissioner. Public in attendance: Deeptnisri Parumue, Jaiharshitha Pushparia, Divgasree Pancchuri, and Greeja Kommeva.

1.02 CONSENT ITEMS

6.012 Appropriations A-M

6.017 Advances/Transfers A-D

6.021 Authorization/Employment A-D

6.023 Tuition Reimbursement/Staff Development

6.034 Preventative Health A

6.050 Board Actions/Policies/Legal Issues A

6.053 Resolutions 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

Dr. Donaldson moved to approve the August 29, 2023 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Ms. Howerton moved to approve the August 2023 bills. Dr. Donaldson seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Staff spent a week at the Delaware County Fair. The visible presence made a difference to the community. The health district sponsored senior day (those 55 and older received free admission). Several services were offered such as flu shots, cholesterol and glucose screenings, car seats and cribs.

The agency received unanimous endorsements from Delaware County Chamber of Commerce and the Delaware County Democratic Party. Mr. Guillozet will be attending several events over the next month which includes Genoa Township Business Association, Delaware, Village of Ashley, and Big Walnut Chamber of Commerce. Staff continue to run social media ads, yard signs, and two billboards.

At last month's meeting the Board approved the strategic planning contract. The consultant has developed a survey for staff which will be launched soon and close on October 6, 2023. This will give the consultant about a month to analyze the results and prepare a framework to guide discussion at the November 4, 2023 board retreat.

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. Dr. Hickman seconded the motion. The motion carried unanimously.

B. Five Year Forecast – The five-year forecast was updated and provided to the Board.

2.03 COMMUNITY HEALTH

Tonight is the last movie at the Strand which is sponsored by the Project Dawn for National Overdose Awareness month. There has been a good turnout with 20-30 people attending each movie night. Each movie night has a sponsored speaker talking about their own lived experience.

2.04 ENVIRONMENTAL HEALTH

Today is the last night of spraying in the City of Powell and Genoa Township.

2.05 PREVENTATIVE HEALTH

The nursing and WIC clinics reopened this month at the new campus. Staff have prepared the Physician Newsletter. On October 20, 2023 the agency will have a drive through clinic as part of a full scale exercise.

2.06 ADMINISTRATION

Staff received a quote from Hoffmans to do landscaping and removal of dead trees. Request Board approval to expend up to \$5,515.00 for landscaping.

Dr. Hickman moved to approve expenditure up to \$5,515.00 for landscaping. Dr. Donaldson seconded the motion. The motion carried unanimously.

Currently, the agency utilizes two Delaware County fuel stations. At no cost, the agency will transition to a fuel management company called Wex. Each vehicle will be assigned a credit card and employees will be provided with a PIN. Employees will be able to obtain fuel from any gas station. Wex will bill the agency monthly for the fuel purchased and will automatically deduct taxes.

4.01 REGULATION HEARING/ADOPTION

A. Adoption of the 2024 Environmental Health Fees

The Delaware County Board of Health agrees to adopt the updated Fee Schedule to be used for the Division of Environmental Health. These fees will take effect on January 1, 2024, after a two-week period of advertising in the community and three board readings.

September 26, 2023: First Reading, No Action

October 24, 2023: Second Reading, Public Hearing

December 5, 2023: Third and Final Reading, Adoption

A copy of the proposed fee schedule was provided to the Board.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Administration – Requested Board approval to increase the current 2023 Administration (70225111) expense appropriation from \$1,997,079.90 to \$2,467,690.40. 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.

B. Vital Statistics – Requested Board approval to increase the current 2023 Vital Statistics (70225112) expense appropriation from \$247,630.46 to \$293,889.89. 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.

C. DPHD HQ – Requested Board approval to increase the current 2023 DPHD HQ (70225113) expense appropriation from \$132,408.00 to \$404,311.89. 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.

D. Data & Communication – Requested Board approval to decrease the current 2023 Data & Communication (70225114) expense appropriation from \$596,830.13 to \$405,132.84. 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.

E. Building – Requested Board approval to decrease the current 2023 Building (70225115) expense appropriation from \$445,268.31 to \$244,769.25 and increase 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 was provided to the Board.

The Board approved item on consent.

F. Sunbury Satellite – Requested Board approval to decrease the current 2023 Sunbury Satellite (70225116) expense appropriation from \$132,562.74 to \$91,205.85. 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.

G. Communications – Requested Board approval to decrease the current 2023 Communications (70225225) expense appropriation from \$258,355.52 to \$145,373.17. 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.

H. PH Emergency Planning – Requested Board approval to increase the current 2023 PH Emergency Planning (70225228) expense appropriation from \$56,686.75 to \$94,971.55. 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.

I. ER Response & Waste Management – Requested Board approval to decrease the current 2023 ER Response & Waste Management (70225442) expense appropriation from \$18,923.27 to \$4,300.00. 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 was provided to the Board.

The Board approved item on consent.

J. Residential Services – Requested Board approval to decrease the current 2023 Vital Statistics (70225445) expense appropriation from \$93,966.02 to \$31,186.35. 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.

K. Food Protection & Public Safety – Requested Board approval to decrease the current 2023 Food Protection & Public Safety (70225447) expense appropriation from \$320,570.49 to \$58,276.36. 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.

L. Health Levy – Requested Board approval to increase the current 2023 Health Levy (70225772) expense appropriation from \$0 to \$156,253.86 and increase 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 was provided to the Board.
The Board approved item on consent.

M. 2022 Enhanced Operations Grant – Requested Board approval to decrease the current 2023 2022 Enhanced Operations Grant (71651530) expense appropriation from \$225,000.00 to \$46,077.12 and decrease the revenue budget. This change is necessary due to the grant ending 7/31/2023. A copy of the budget revision 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 \$10,000.00 from the SAFE special revenue fund (71351515) 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 \$125,000.00 from the Health Levy child key of the Public Health Fund (70225772) to the New Facility Debt Service fund (75451402). This is a planned transfer to pay for principal & interest on the First Commonwealth Bank mortgage.
The Board approved item on consent.

C. Advance – Requested Board approval to return the 2022 advance of \$90,000.00 from the 2022 Enhanced Operations Grant special revenue fund (71651530) 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. Transfer – Requested Board approval to transfer \$230.95 from the COVID 19 Vaccination special revenue fund (75651404) to the Administration child key of the Public Health Fund (70225111). This grant is complete as of 6/30/2023, all reporting has been reconciled, and only a trivial amount remains to be transferred.
The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Administrative Assistant II/ Ms. Jessica Ayala – Requested Board confirm the hire of Ms. Jessica Ayala to full-time Administrative Assistant II position with the Community Health Division. This position is funded 100% from Vital Statistics (70225112).
The Board approved item on consent.

B. Public Health Nurse III / Ms. Paula Mieseler – Requested Board confirm the hire of Ms. Paula Mieseler to fill the full-time permanent Public Health Nurse III position within the Preventative Health Division effective 09/19/2023.
The Board approved item on consent.

C. Public Health Nurse II / Ms. Allison Comstock – Requested Board confirm the hire of Ms. Allison Comstock to fill the full-time permanent Public Health Nurse II position within the Preventative Health Division effective 09/05/2023.
The Board approved item on consent.

D. Administrative Assistant II/ Mrs. Maria Redding – Requested Board approval to hire Mrs. Maria Redding to full-time Administrative Assistant II position with the Environmental Health Division. This position is 40 hours a week and effective 9/18/2023.
The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference - Requested Board approval to expend up to \$2,108 Workforce Development Grant funds for Cori Spring, Jennifer Kerr, Milu Nguyen, and Adam Howard to attend the OPHA PHN Conference in Findlay, Ohio November 2-3, 2023. This conference is applicable to the work of the District and is directly related to the workforce Strategic Plan priority. Expenses include conference/registration, hotel, parking, and meals.

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Apply for Breastfeeding in the Workplace grant – Requested Board confirm application for the Breastfeeding in the Workplace grant provided by ODH. This grant and will be operational October 1, 2023 – September 29, 2024

The goal of this grant is to *“provide funding to local agencies to educate businesses on the importance of workplace lactation support and to assist them with adopting new or updated lactation supports.”* 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. Requested Board approval of the Delaware County Transfer and Recycling Center Transfer Station License. The Delaware County Transfer and Recycling Center Transfer Station submitted a completed application and that the facility located at 892 US HWY 42 N, Delaware Ohio, complies with the rules adopted under Chapter 3734 of the Ohio Revised Code.

Ms. Howerton moved to approve the Delaware County Transfer and Recycling Center Transfer Station License. Ms. Smith seconded the motion. The motion carried unanimously.

B. Placed on Ohio Department of Agriculture approved list for Retail Food Establishment Program.

Info Only

C. Placed on Ohio Department of Health provisional list for Public Swimming Pool Program. Action Plan is being written to be submitted to the ODH.

Info Only

6.04 SPECIAL REPORTS

A. 2023-2028 Community Health Improvement Plan (CHIP) – A copy of the 2023 biennial progress report was provided to the Board.

B. 2020-2024 Delaware Public Health District Agency Strategic Plan – A copy of the 2023 biannual progress report was provided to the Board.

C. Delaware Public Health District Performance Management Dashboard – A copy of the 2023 biannual progress report was provided to the Board. The dashboard can be accessed at <https://embed.clearimpact.com/Scorecard/Embed/78048>.

D. HOSA Presentation - Health Occupation Students of America (a global student led organization) worked with the Health District in 2023. The team consists of students from Olentangy interested in a career in the medical field. This year they worked on CPR, stop the bleed, first aid training, shadowed in a clinic, shadowed at Grace clinic, and more. The team gave a presentation of an overview of their work.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Public Health Ethics – Requested Board approval of the updated Public Health Ethics. A copy of the updates Public Health Ethics was provided to the Board.

The Board approved item on consent.

6.053 RESOLUTIONS

A. Resolution 2023-04 – Requested Board approval of Resolution 2023-04. Be it resolved by the board of the Delaware County Health Department (now known as Delaware Public Health District) that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health Levy fund (70225772) in the amount of \$4,498,535 from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. A copy of the resolution and "Schedule A" was provided to the Board. **The Board approved item on consent.**

Adjourn

The meeting adjourned at 8:05 pm.



Patrick Blayney, President Date
or Dr. Briana Donaldson, Vice President 10/24/23



Garret Guillozet, Health Commissioner Date
Secretary to the Board of Health 10/24/23