

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER

470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: November 28, 2023

To: Board of Health

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

Re: Board meeting **Tuesday, December 5, 2023, 7:00 pm Training Room A/B, 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>
1.01 CALL TO ORDER AND ATTENDANCE	2	
1.02 CONSENT ITEMS 6.011 Budgets A 6.012 Appropriations A-K 6.014 Fees A 6.021 Authorization/Employment A- B 6.017 Advances/Transfers A-D 6.019 Funds A-B 6.021 Authorization/Employment A-C 6.023 Tuition Reimbursement/Staff Development A-B 6.025 Salary Scale/Policies/Benefits D 6.03 Contracts A-D 6.035 Environmental Health A-D 6.053 Resolutions A	2	Approve
1.03 APPROVAL OF MINUTES of the Regular BOH Meeting held on October 24, 2023, and the Special Board of Health Meeting on November 4, 2023.	2	Approve
1.04 APPROVAL OF BILLS A. Enclosed October 2023 bills. (Pages 22-32 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	2	Info/ Garrett	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). (Pages 1-9 of Supporting Documents) Action Requested: Accept	2	Accept/ Amy	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	0	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>
4.01 REGULATION HEARING/ADOPTION			
A. Adoption of the 2024 Environmental Health Fees The Delaware County Board of Health adopts 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	5	Request to Adopt/ Dustin	Agency
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>
6.011 BUDGETS			
A. Permanent Improvement – Although this fund was in the 2024 DPHD Budget, DPHD decided not to move forward with this fund in 2024. Request Board approval to remove all references in the 2024 Budget of its creation and revenue budget/appropriations. Action Requested: Consent approval	0	Consent/ Amy	Agency
6.012 APPROPRIATIONS			
A. Sunbury Satellite – Request Board approval to decrease the current 2024 Sunbury Satellite (70225116) expense appropriation from \$95,082.80 to \$0. This change is necessary for this child key not being used in 2024 after the 2024 budget had passed. Please see attached budget revision form. (Page 15 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
B. Public Hlth Emergency Planning – Request Board approval to increase the current 2024 Public Hlth Emergency Planning (71751519) expense appropriation from \$0 to \$180,236.64 and increase the revenue budget. This change is necessary for this org key not being used in 2024 after the 2024 budget had passed. Please see attached budget revision form. (Page 14 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
C. Even Year WIC Administration – Request Board approval to increase the current 2024 Even Year WIC Administration (70951539) expense appropriation from \$0 to \$180,236.64 and increase the revenue budget. This change is necessary for this org key not being used in 2024 after the 2024 budget had passed. Please see attached budget revision form. (Page 11 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
D. Injury Prevention Grant – Request Board approval to increase the current 2024 Injury Prevention Grant (71251512) expense appropriation from \$0 to \$110,000.00 and increase the revenue budget. This change is necessary for this org key not being used in 2024 after the 2024 budget had passed. Please see attached	0	Amy/ Consent	Agency

budget revision form. (Page xx of the Supporting Documents) Action Requested: Consent approval			
E. Public Health Workforce – Request Board approval to increase the current 2024 Public Health Workforce (75551408) expense appropriation from \$0 to \$550,000.00 and increase the revenue budget. This change is necessary for this org key not being used in 2024 after the 2024 budget had passed. Please see attached budget revision form. (Page 12 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
F. EO23 – Request Board approval to increase the current 2024 EO23 (TBD) expense appropriation from \$0 to \$632,313.32 and increase the revenue budget. This change is necessary for this org key not being used in 2024 after the 2024 budget had passed. Please see attached budget revision form. (Page 10 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
G. SAFE Grant – Request Board approval to amend appropriations in SAFE (71351515). This is necessary to align revenue with expenses. Please see attached budget revision form. (Page 17 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
H. WIC Even Year – Request Board approval to reduce amend appropriations in Fund 70951539 from \$408,067.93 to \$121,500.00. This change is necessary to align anticipated expenses with budget. Please see attached budget revision form. (Page 19 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
I. WIC – Request Board approval to amend appropriations in Fund 70951509 from \$339,462.22 to \$280,093.14. This change is necessary to align revenue and expenses. Please see attached budget revision form. (Page 20 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
J. Water – Request Board approval to amend appropriations in Fund 70651506 from \$6,945.90 to \$12,000.00. Please see attached budget revision form. (Page 18 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency

K. Food- Request Board approval to amend and increase appropriations in Fund 70451504 from \$256,929.23 to \$299,210.56. This increase and change is needed to ensure available funding in various objects. Please see attached budget revision form. (Page 16 of the Supporting Documents) Action Requested: Consent approval	0	Amy/ Consent	Agency
6.014 FEES			
A. Clinic Fee Schedule - Request Board adoption of the updated Fee Schedule to be used for Preventative Health effective December 15, 2023 (attached). (Page 21 of Supporting Documents) Fees adopted for vaccines, assessment, administration, procedures, and supplies related to the clinic will be in accordance with the requirements of the contract with the Local Public Health Service Collaborative. Action Requested: Consent approval	0	Consent/ Adam	Agency
6.015 EXPENDITURES			
A. Enterprise Fleet Management Services and Purchasing: The Board of Health authorizes the Health Commissioner to enter into a contract for service, maintenance, and purchasing with Enterprise Fleet Management utilizing Sourcewell or state contract pricing. The contract will allow DPHD to utilize Enterprise Fleet Management for vehicle acquisition, maintenance, and vehicle disposal.	15	Amy/Garrett	Agency
B. New/Replacement Vehicles: The Board of Health authorizes the Health Commissioner to enter into a contract with Enterprise Fleet Management to lease up to 13 vehicles to meet the needs of the agency to and to replace older fleet vehicles. The cost of the contract shall not exceed \$115,000.00 annually, and \$575,000.00 for the 5-year full-term lease agreement.			
C. Disposal of Fleet Vehicles: The Board of Health authorizes the Health Commissioner to enter into an agreement with Enterprise Fleet Management services to dispose of or sell existing fleet vehicles. Vehicles include: 2 - 2006 Ford Explorer 4X4 SUVs, 4 – 2012 Chevrolet Cruze Sedans, 2 - 2012 Chevrolet Colorado Trucks, and 3 - 2014 Chevrolet 1500 Trucks.			
6.017 ADVANCES/TRANSFERS			
A. Transfer - Request Board approval for a transfer in the amount of \$2,314.00 from Object 5362 (Grant Services) to Object 5215	0	Consent/ Amy	Agency

(Program Supplies) in the Mosquito Control Grant. Action Requested: Consent approval			
B. Transfer - Request Board approval for a transfer in the amount of \$385.00 from Fund 70225443 Sewage to Fund 75851405 Sewage. Action Requested: Consent approval	0	Consent/ Amy	Agency
C. Transfer- Request Board approval for a transfer in the amount of \$26.00 from Fund 71251520 to 70225111 as Other Miscellaneous Revenue (Object 4730). Action Requested: Consent approval	0	Consent/ Garrett	Agency
D. Transfer – Request Board approval for a transfer in the amount of \$110,000.00 from Fund 7135151 to the new Org Key in Fund 712 to for the Injury Prevention Grant. This was a previous advance due to the new Injury Prevention Grant. Action Requested: Consent approval	0	Consent/ Garrett	Agency
6.019 FUNDS			
A. Rescind Fund - Request Board approval 70225443 Sewage. This fund is no longer being used as a new Special Revenue Fund (75851405) is being used for the Sewage Program Action Requested: Consent approval	0	Consent/ Garrett	Agency
B. Fund Reactivation – Request Board approval to reactive Fund 712 – Injury Prevention and to request a new org key be created to facilitate both revenue and expenses of the 2024 Injury Prevention Grant (\$110,000.00) Action Requested: Consent approval	0	Consent/ Garrett	Agency
6.021 AUTHORIZATION/EMPLOYMENT			
A. Registered Environmental Health Specialist In-Training / Mr. Jonathan Bowen - Request Board approval of resignation of Mr. Jonathan Bowen effective November 9, 2023. Action Requested: Consent approval	0	Consent/ Dustin	Agency
B. New Hire / Mr. Kyle Celebuski - Request Board approval to hire Mr. Kyle Celebuski to the full-time Fiscal Officer position (exempt) in the Administration Division with a start date of December 4, 2023. Action Requested: Consent approval	0	Consent/ Amy	Agency

C. Retirement – Request Board approval to accept the retirement of Susan Nichols, Public Health Nurse 3, effective December 29, 2023.	0	Consent/ Adam	Agency
6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT			
A. Conference - Request Board approval to expend up to \$1,400 Workforce Development Grant funds for Water Quality Staff (attendance to be determined) to attend the Ohio Onsite Wastewater Association Annual Conference in Newark, Ohio January 9-10, 2024. This conference is applicable to the work of the District and is directly related to workforce Strategic Plan priority. Expenses include conference/registration. Action Requested: Consent approval	0	Consent/ Dustin	Agency
B. Conference - Request Board approval to expend up to \$3,020.64 Workforce Development Grant funds for Ms. Lori Kannally and Mr. James McQuone to attend the Preparedness Summit in Cleveland, Ohio March 25-28. This national conference is applicable to the work of the District and is directly related to the workforce Strategic Plan priority. Early-bird registration ends January 31, 2024. Expenses include conference/registration, hotel, parking, and meals. Action Requested: Consent approval	0	Consent/ Adam	Agency
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)). Action Requested: Discussion and Roll Call Vote Time Entered into Executive Session: _____p.m. Motion to exit Executive Session: _____ Second: Time Exited from Executive Session: _____p.m.	15	Motion By: Second: Mr. Blayney: Dr. Donaldson: Mrs. Smith: Mrs. Howerton: Mr. Karr: Mr. Hatfield: Mr. Tiberi: Mr. Holzapfel: Return to General Session Mr. Blayney: Dr. Donaldson: Mrs. Smith: Mrs. Howerton: Mr. Karr:	

		Mr. Hatfield: Mr. Tiberi Mr. Holzapfel	
B. Employee Compensation Annual Raise: 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 December 9, 2023. The proposed compensation increase was discussed and reviewed at the July 25, 2023, Personnel Committee Meeting. Action Requested: Discussion	5	Discuss/ Garrett	Agency
C. Employee Compensation: Mr. Guillozet requests that the Board of Health provide a one-time lump sum bonus, in the amount of \$____.00 to all eligible employees as outlined in the Personnel Policy. The one-time lump sum bonus will be paid on December 29, 2023 (Pay 26). Action Requested: Discussion	5	Discuss/ Garrett	Agency
D. Cell Phone, Internet and other allowance requests: Request the Board approve the updated (attached) (Pages 33-34 of Supporting Documents) Cell Phone, Internet and other allowance requests Policy and to set the 2024 Cell Phone Reimbursement rate to \$50.00/month for eligible employees. The changes are highlighted in the attachment. Action Requested: Consent Approval	0	Consent/ Garrett	Agency
6.03 CONTRACTS			
A. Ms. Nicole Carroll Contract – Request the Board of Health to authorize the Health Commissioner to renew the contract with Ms. Nicole Carroll for car seat technician and CarFit services, not to exceed \$5,000.00 (\$30/hour) for services during 2024. This contract will be paid out of Public Health funds. Action Requested: Consent Approval	0	Consent/ Jen	Agency
B. Ms. Joette Moore – Request the Board of Health to authorize the Health Commissioner to contract with Ms. Morre to provide Retail Food Establishment/Food Service Operation inspections according to Ohio Revised Code 3717, Ohio Administrative Code 3717-01, 901:3-4, and 3701-21. The contract shall commence January 1, 2024, and extend until April 30, 2024. The total amount shall not exceed \$11,000.00 (\$35.00/hour). Action Requested: Consent Approval	0	Consent/ Dustin	Agency

C. DKMM Solid Waste District – Request the Board of Health authorize the Health Commissioner to into a contract for Solid Waste Enforcement and Monitoring Services with the Delaware, Knox, Marion, Morrow Solid Waste District for 2024 (revenue of \$42,242.00). Action Requested: Consent approval	0	Consent/ Dustin	Agency
D. Delaware County Board of Commissioners – Request the Board of Health authorize the Health Commissioner to enter into a contract for Recycling Education Services for 2024 with the Delaware County Board of Commissioners (revenue \$86,789.00). Action Requested: Consent approval	0	Consent/ Dustin	Agency
6.035 ENVIRONMENTAL HEALTH			
A. Approval of Solid Waste Transfer Facility License/ Delaware County Transfer and Recycling Center, 892 US Highway 42N, Delaware, OH 43015. Facility # 610267. Applicant - Delaware County Board of Commissioners. Facility Manager – Rumpke Waste and Recycling. Action Requested: Consent approval	0	Consent/ Dustin	Agency
B. Approval of Class 2 Compost Facility/ Price Farms Organics, Ltd., 4838 Warrensburg Rd., Delaware, OH 43015. Facility # 133782. Applicant - Price Farms Organics, Ltd. Manager – Tom Price. Action Requested: Consent approval	0	Consent/ Dustin	Agency
C. Apply for Ohio Environmental Protection Agency Recycle Ohio Grant – Request Board confirm application for the Recycle Ohio Grant provided by the Ohio Environmental Protection Agency. This grant will be operational January 1, 2024 – December 31, 2024 and would potentially increase the recycling capacity at preservation park facilities from three to five and a half tons a year by purchasing 16 animal proof combination recycling and trash containment units. The goal of this grant is to divert recyclable materials from landfills. If funded the Environmental Health Division requests Board approval to expend grant funds according to the Notice of Award. Action Requested: Consent approval	0	Consent/ Dustin	Agency
D. Apply for Ohio Environmental Protection Agency Mosquito Control Grant – Request Board confirm application for the Mosquito Control Grant provided by the Ohio Environmental	0	Consent/ Dustin	Agency

<p>Protection Agency. This grant will be operational March 2024 – April 30, 2025 and would potentially increase the capacity of DPHD’s mosquito control program through purchasing equipment and supplies including providing funding for one intern position.</p> <p>The goal of this grant is to support and enhance DPHD’s vector control program. If funded the Environmental Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p>Action Requested: Consent approval</p>															
6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES															
<p>A. Credit Card Log – Per policy the Board is provided a copy of the Credit Card log quarterly (attached). (Page 35 of Supporting Documents)</p> <p>Action Requested: Information only</p>	0	Info/ Garrett	Agency												
6.053 RESOLUTIONS															
<p>A. 2024 Meeting Dates – The following dates are submitted to establish the 2024 Board meeting schedule. Historically the November and December meeting dates have been combined to accommodate holiday schedules.</p> <table border="1"><tr><td>January 30, 2024</td><td>May 28, 2024</td><td>September 24, 2024</td></tr><tr><td>February 27, 2024</td><td>June 25, 2024</td><td>October 29, 2024</td></tr><tr><td>March 26, 2024</td><td>July 30, 2024</td><td>Nov./Dec. 3, 2024</td></tr><tr><td>April 30, 2024</td><td>August 27, 2024</td><td></td></tr></table> <p>Action Requested: Consent approval</p>	January 30, 2024	May 28, 2024	September 24, 2024	February 27, 2024	June 25, 2024	October 29, 2024	March 26, 2024	July 30, 2024	Nov./Dec. 3, 2024	April 30, 2024	August 27, 2024		0	Consent/ Garrett	Agency
January 30, 2024	May 28, 2024	September 24, 2024													
February 27, 2024	June 25, 2024	October 29, 2024													
March 26, 2024	July 30, 2024	Nov./Dec. 3, 2024													
April 30, 2024	August 27, 2024														

Sincerely,

Garrett Guillozet	Dustin Kent	Jen Keagy	Adam Howard	Amy Whitney	Vacant
Health Commissioner	Deputy Health Commissioner Environmental Health	Deputy Health Commissioner Community Health	Deputy Health Commissioner Preventative Health	Chief Operating Officer	Fiscal Officer
937/418-7211	419/202-1063	614/315-1337	740/360-4718	740/816-6419	