

1.0 CONVENTION**1.01 CALL TO ORDER AND ATTENDANCE**

The October 24, 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, Ms. Howerton, Mr. Hatfield, Dr. Donaldson, Mr. Tiberi, Mr. Holzapfel and Dr. Hickman. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Whitney, Chief Operating Officer, Mr. Kent, Deputy Health Commissioner of Environmental Health, Mr. Howard, Deputy Health Commissioner of Preventative Health, Ms. Keagy, Deputy Health Commissioner of Community Health and Ms. Brown, Administrative Assistant to the Health Commissioner. Public in attendance: Michele Richards, Jim Ballinger and Rita Selle-Grider.

1.02 CONSENT ITEMS**6.012 Appropriations B-E****6.015 Expenditures A-B****6.017 Advances/Transfers A-D****6.018 New Funds A-B****6.021 Authorization/Employment A-C****6.022 Reclassification/Promotion A****6.023 Tuition Reimbursement/Staff Development A****6.025 Salary Scale/Policies/Benefits A-B****6.034 Preventative Health A-C**

Items 6.012 Appropriations C-E, 6.017 Advances/Transfers B-D and 6.018 New Funds A-B were added to the consent agenda. Item 6.018 New Funds A was tabled. Mr. Hatfield moved to approve the consent agenda and agenda as amended and submitted. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Dr. Donaldson moved to approve the September 26, 2023 minutes. Mr. Hatfield seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Ms. Howerton moved to approve the September 2023 Bills. Mr. Hatfield seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS**2.01 HEALTH COMMISSIONER****Board Retreat-**

Mr. Guillozet reminded the Board that the Strategic Planning Board Retreat is November 4, 2023.

Levy –

Advertisements continue.

Billboards are good.

Staff are preparing an FAQ regarding the difference between a renewal and replacement levy.

Building –

The glass in the lobby has been removed. There were some manufacturer issues and defects. The glass will be replaced some time after the first of the year.

The final pay app is being finalized.

The lightening should all be finalized on Monday.

Resignation –

Mr. Matt Clark turned in his resignation. Ms. Whitney and Mr. Guillozet have been meeting with fiscal staff to work out year end and new fiscal year details. Recruiting has begun with interviews to begin next week.

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.

Dr. Donaldson moved to accept the year-to-date finance report. Ms. Smith seconded the motion. The motion carried unanimously.

B. The Board was provided a copy of the five-year forecast updated to 10/12/2023. No action necessary.
Info only

2.03 COMMUNITY HEALTH – Ms. Jen Keagy

The new Administrative Assistant in Vital Statistics is excelling in the position.

IRB approval was received for the Age Friendly Assessment.

Overdose and suicide fatality review meetings have begun.

Fitness equipment has been installed and staff are utilizing.

2.04 ENVIRONMENTAL HEALTH – Mr. Dustin Kent

The Environmental Health Division is almost at full staffing. A Sanitarian in Training will begin on November 13, 2023. Ms. Sarah Fink has given her resignation effective November 8, 2023. Recruiting has begun to fill the position.

2.05 PREVENTATIVE HEALTH – Mr. Adam Howard

A couple of WIC issues have made it difficult for the frontline staff to do their job and serve the public.

1) The State has indicated that no one above the WIC Director on an agency structure is allowed to assist in WIC and all temporary staff need ODH approval.

2) The State has established a three-person help desk for those clients that want to change the fruit and vegetable allotment. Wait times are extensive, ranging from fifteen minutes to two hours.

There is a high demand for COVID 19 vaccines. The DPHD partnered with 13 different county entities to prepare an educational handout and glasses for the solar eclipse on April 8, 2024.

2.06 ADMINISTRATION – Ms. Amy Whitney

Recruiting continues for a Fiscal Officer and Program Manager.

Due to an aging vehicle fleet, the DPHD is researching a leasing vendor (Enterprise).

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

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

Mr. Guillozet called the public hearing meeting to order at 7:02 for the adoption of the 2024 Environmental Health Fees. Inquiry as to why the food license fee increased 50% was received from public comment. Mr. Guillozet explained that the 2024 fees are based on the last full fiscal year which is 2022. The year 2022 operated at a deficit of \$179,000. The 2023-2024 proposed fees were increased to recoup the \$179,000 deficit.

December 5, 2023: Third and Final Reading, Adoption

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. (Correction to September 2023 agenda, no change was needed) ~~I-ER Response & Waste Management – Request Board approval to decrease the current 2023 ER Response & Waste Management (70225442) expense appropriation from \$18,923.97 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.~~

The Board approved item on consent.

B. CN22 – Requested Board approval to increase the current 2023 CN22 (75651404) expense appropriation from \$0 to \$230.95. This change is necessary to refund ODH the excess money left in this grant fund. See item 6.017A. 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 (70225448) expense appropriation from \$150,000.00 to \$175,000.00. 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.

D. Sewage – Requested Board approval to increase the current 2023 Sewage (70225443) expense appropriation from \$61,000.00 to \$667,317.35. This change is necessary to account for the transfer in 6.017(B). A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

E. EO23 – Requested Board approval to increase the current 2023 EO23 (TBD) expense appropriation from \$0 to \$632,313.32. This change is necessary to account for the new fund establishment in 6.018(B) and grant award. A copy of the budget revision form was provided to the Board.

The Board approved item on consent.

6.015 EXPENDITURES

A. Requested Board approval to expend up to \$19,000 public health funds to migrate medical billing contracts and EMR to the Local Public Health Collaborative. Initial cost includes set up and onboarding fees. It is anticipated the ongoing contract will cost approximately \$10,000 per year moving forward. This is a significant savings to the agency (the existing EMR is ~\$35,000/year and medical billing collects an additional 8.5% of all clinic fees).

The Board approved item on consent.

B. Requested Board approval to expend up to \$300,000.00 COVID-19 Enhanced Operations 2023 grant funds to purchase a mobile medical unit. The entirety of the purchase will be grant funded provided by ODH.

The Board approved item on consent.

6.017 ADVANCES/TRANSFERS

A. **[Correction to September 2023 agenda, ODH wants the money refunded]** ~~**D. Transfer** – Request 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.

B. Transfer – Requested Board approval to transfer \$606,317.35 from the Sewage child key of the Public Health Fund (70225443) to the Sewage Program Special Revenue Fund (75851405). To prevent restatement of past DPHD financials, the Delaware County Auditor's office is suggesting this transfer to account for all Sewage Program activities in the past 22 years. The new Special Revenue Sewage Fund was previously created as required by ORC 3718.06

The Board approved item on consent.

C. Advance – Requested Board approval to advance \$100,000.00 from the Administration child key of the Public Health Fund (70225111) to the EO23 Special Revenue Fund (TBD). This advance is necessary to provide beginning cash availability before any grant award from ODH.

The Board approved item on consent.

D. Advance -- To maintain adequate fund balances with reimbursable grants, due grants, and new funds, the 2023 advances will carryover into 2024. The advances will be returned to General/Public Health Fund when sufficient cash exists in those funds needing advances.

The Board approved item on consent.

6.018 NEW FUNDS

A. Wellness Program – Request Board approval to reactivate the Wellness Program special revenue fund (71251520) to ensure compliance with ORC 5705.12. DPHD used this fund previously when we had employee wellness grants, and since this fund will receive employee donations, a greater level of segregation is necessary, and the use of the fund is consistent with employee wellness initiatives done with past use of this

fund. BOH approval is necessary for the request to the Auditor of State.
Item was tabled.

B. EO23 – Requested Board approval to create and accept a child key of the 716 Enhanced Operations special revenue fund (TBD) to account for the grant award for 2023 in this fund. DPHD used this fund previously for 2021 and 2022 grant years of this fund.
The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Environmental Health Specialist in Training/ Ms. Alizabeth Elliott - Requested Board approval to hire Mrs. Alizabeth Elliott to full-time Environmental Health Specialist in Training position with the Environmental Health Division.
The Board approved item on consent.

B. Program Manager/ Ms. Sarah Fink - Requested Board accept the resignation of Mrs. Sarah Fink effective November 8, 2023.
The Board approved item on consent.

C. Fiscal Officer / Matt Clark - Requested Board approval of resignation of Matt Clark effective November 2, 2023.
The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion Without Competition / Ms. Cori Spring – Requested Board approval to promote without competition Ms. Cori Spring from Public Health Nurse II (pay grade I) to Public Health Nurse III (pay grade L) effective 10/28/23 within the Preventative Health Division.
The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference - Requested Board approval to expend up to \$1,054 Workforce Development Grant funds for Ms. Paula Mieseler and Ms. Erin Kelley 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 Workforce Strategic Plan priority. Expenses include conference/registration, hotel, parking, and meals.
The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Flexible Spending Account (FSA) – Requested Board approval to not renew with Ameriflex. Employee Flexible Spending Accounts would remain active until 12/31/2024 to allow employees to utilize rollover funds. Our goal is to find a new FSA provider for 2025.
The Board approved item on consent.

B. Preventive Health Measure/FSA – Requested Board approval to replace agency FSA contributions with a \$300 Wellness Stipend. This change is requested due to the nonrenewal of Ameriflex (6.025A). The Wellness Stipend would be divided between two pay periods (\$150.00 per pay) and provided to employees on the pay corresponding to January 1, 2024 and July 1, 2024. (pro-rated for part-time employees).
The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Apply for MRC STTRONG Grant – Requested Board confirm application for the MRC STTRONG grant provided by the Ohio Department of Health. This grant will be operational January 1, 2024 – May 31, 2025, and would serve the Central Region (Wyandot, Crawford, Hardin, Marion, Morrow, Logan, Union, Delaware, Knox, Madison, Franklin, Licking, Fayette, Pickaway, and Fairfield Counties).

The goal of this grant is to improve local emergency response capabilities, reduce vulnerabilities, and build community preparedness and resilience through the use of medical and non-medical volunteers. 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.

B. Accept WIC grant – Requested Board accept the WIC administration grant from the Ohio Department of

Health and to expend funds according to the notice of award.
The Board approved item on consent.

C. Accept Cribs for Kids and Safe Sleep grant – Requested Board accept the Cribs for Kids and Safe Sleep grant from the Ohio Department of Health and to expend funds according to the notice of award.
The Board approved item on consent.

ADJOURN

The meeting was adjourned at 7:45 pm.

  12/15/23

Patrick Blaney, President Date
or Dr. Briana Donaldson, Vice President

Garrett Guillozet 12/5/23
Garrett Guillozet, Health Commissioner Date
Secretary to the Board of Health

