

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The December 5, 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, Ms. Smith, Ms. Howerton (entered at 7:20 pm), Dr. Donaldson, Mr. Tiberi, Mr. Holzapfel (entered at 7:10 pm) and Dr. Hickman. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Whitney, Chief Operating Officer, Mr. Howard, Deputy Health Commissioner of Preventative Health, and Ms. Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

2.01 Health Commissioner A

6.011 Budgets A

6.012 Appropriations A-L

6.014 Fees A

6.021 Authorization/Employment A

6.017 Advances/Transfers A-C

6.019 Funds A-C

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

Items 6.012 Appropriations L, 6.017 Advances/Transfers A-C, 6.019 Funds C, 6.03 Contracts E were added to the consent agenda and item 2.01 Health Commissioner A was added to the agenda. Ms. Donaldson moved to approve the consent agenda and agenda as amended and submitted. Mr. Karr seconded the motion. The motion carried unanimously.

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.

Mr. Tiberi moved to approve the October 24, 2023 and November 4, 2023 minutes. Dr. Hickman seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

A. Dr. Hickman moved to approve the October 2023 bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

A. **Fiscal Contract** - The Board of Health authorizes the Health Commissioner to enter into a contract for Fiscal Services with Ms. Christin Downs for the period of December 6, 2023 to March 31, 2024. The contract shall not exceed \$15,000.00 and is limited to 10 hours per week at a rate of \$60.00/hour.

Mr. Tiberi moved to approve the Health Commissioner to enter into contract for Fiscal Services. Mr. Karr seconded the motion. The motion carried unanimously.

Mr. Guillozet thanked the Board for all their support to successfully pass the levy.

The Winter Educational Conference was held Friday, December 1, 2023 at the Delco Wolfe Education Center.

Staff continue to work on the Strategic Plan which includes preparing objectives for the priorities.

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

2.03 COMMUNITY HEALTH – no report

2.04 ENVIRONMENTAL HEALTH – no report

2.05 PREVENTATIVE HEALTH

Staff are awaiting the Enhanced Operation grant of approximately \$600,000. As a reminder a big ticket item to be purchased with the grant funds is a mobile clinic unit. EPI staff are beginning to review pockets of need for this unit. Staff are reviewing providing water bottle stations through the community for public use. Marketing efforts include a marketing campaign of approximately \$12,000 and approximately \$10,000 to \$11,000 for a mascot.

Staff are awaiting notification if the agency receives the MRC Strong grant. This is a 15-county regional competitive grant. If received, the agency would be the leader of the MRC 15 county region. Also, the receipt of this grant would require hiring a Community Health Specialist and Intern.

2.06 ADMINISTRATION

Recruiting efforts continue to fill open positions. Positions include Fiscal Officer, Public Health Nurse, Environment Health Specialist and Program Manager. The applicant selected to fill the Fiscal Officer position declined the position due to personal reasons.

3.01 BOARD PRESIDENT - Expressed gratitude for the wonderful job the staff completed this past year.

3.02 BOARD COMMITTEES – Staff expect to have a variance committee meeting next month.

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

December 5, 2023: Third and Final Reading, Adoption

Dr. Hickman moved to approve the third and final reading of the 2024 Environmental Health Fees. Ms. Smith seconded the motion. The motion carried unanimously.

6.0 NEW BUSINESS

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. Requested Board approval to remove all references in the 2024 Budget of its creation and revenue budget/appropriations.

The Board approved item on consent.

6.012 APPROPRIATIONS

A. Sunbury Satellite – Requested 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. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

B. Public Hlth Emergency Planning – Requested 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 due to this org key being established after the passing of the 2024 budget. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

C. Even Year WIC Administration – Requested Board approval to increase the current 2024 Even Year WIC Administration (70951539) expense appropriation from \$0 to \$633,222.00 and increase the revenue budget. This change is necessary due to this org key being established after the passing of the 2024 budget. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

D. Injury Prevention Grant – Requested Board approval to increase the current 2024 Injury Prevention Grant (71251532) expense appropriation from \$0 to \$110,000.00 and increase the revenue budget. This change is necessary due to this org key being established after the passing of the 2024 budget. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

E. Public Health Workforce – Requested 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 due to this org key being established after the passing of the 2024 budget. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

F. EO23 – Requested 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 due to the establishment of a new ORG Key. The ORG Key is necessary to account for grant activity by grant year. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

G. SAFE Grant – Requested Board approval to amend appropriations in SAFE (71351515). This is necessary to align revenue with expenses. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

H. WIC Even Year – Requested Board approval to amend appropriations in Fund 70951539 from \$633,222 to \$183,130.70. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

I. WIC – To: Requested Board approval to amend appropriations in Fund 70951509 from \$576,366 to \$427,167.66. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

J. Water – Requested Board approval to amend appropriations in Fund 70651506 from \$17,026.27 to \$25,286.08. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

K. Food- Requested Board approval to amend and increase appropriations in Fund 70451504 from \$513,221.96 to \$591,211.88. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

L. Mosquito - Requested Board approval for a transfer of appropriation in the amount of \$2,314.00 from Object 5317 (Grant Services) to Object 5215 (Program Supplies) in the Mosquito Control Grant. A copy of the budget revision was provided to the Board.

The Board approved item on consent.

6.014 FEES

A. Clinic Fee Schedule - Requested Board adoption of the updated Fee Schedule to be used for Preventative Health effective December 15, 2023. A copy of the Clinic Fee Schedule was provided to the Board. 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.

The Board approved item on consent.

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.

Ms. Howerton moved authorize the Health Commissioner to enter into contract with Enterprise Fleet Management. Mr. Karr seconded the motion. The motion carried unanimously.

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.

Mr. Karr moved to authorize the Health Commissioner to lease up to 13 vehicles to meet agency needs. Ms. Howerton seconded the motion. The motion carried unanimously.

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.

Ms. Howerton moved to authorize the Health Commissioner to enter into agreement with Enterprise Fleet Management for the sale of fleet vehicles. Ms. Karr seconded the motion. The motion carried unanimously.

6.017 ADVANCES/TRANSFERS

A. Return of Advance – Requested Board approval to return the 2023 advance in the amount of \$110,000.00 from Fund 7135151 to the Administration Child Key of the Public Health Fund (70225111).

The Board approved item on consent.

B. 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 (71251532). A new Org Key will need to be established and is listed in agenda item 6.019B. This advance is necessary for cash flow purposes due to the award from ODH for this reimbursable grant that began 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.

C. Return of Advance – Requested Board approval to return the 2023 advance of \$50,000.00 from the Sewage Program Special Revenue Fund (75851405) to the General/Public Health Fund (70225111). There is now sufficient balance in the Special Revenue Fund for the advance to be returned to the General/Public Health Fund.

The Board approved item on consent.

6.019 FUNDS

A. Rescind Fund - Requested Board approval 70225443 Sewage effective 1/1/24. This fund is no longer being used. The Sewage fund was reclassified as a new Special Revenue Fund during 2023 (75851405).

The Board approved item on consent.

B. Fund Reactivation – Requested Board approval to reactivate 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)

The Board approved item on consent.

C. New Org Key – Requested Board approval to request a new Org Key in Fund 716 for the 2023 Enhanced Operations Grant.

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT

A. Registered Environmental Health Specialist In-Training / Mr. Jonathan Bowen - Requested Board approval of resignation of Mr. Jonathan Bowen effective November 9, 2023.

The Board approved item on consent.

C. Retirement – Requested Board approval to accept the retirement of Ms. Susan Nichols, Public Health Nurse 3, effective December 29, 2023.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Conference - Requested 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.

The Board approved item on consent.

B. Conference - Requested 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.

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)) with Ms. Amy Whitney to remain.

Time Entered into Executive Session: 7:30 pm.

Mr. Karr moved to exit Executive Session. Ms. Smith seconded the motion. The motion carried unanimously. Time Exited from Executive Session: 8:23 pm.

**Motion By: Dr. Donaldson
Second: Ms. Howerton**

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

Return to General Session

**Mr. Blayney: yes
Dr. Donaldson: yes
Mrs. Smith: yes
Mrs. Howerton: yes
Mr. Karr: yes**

Mr. Tiberi: yes
Mr. Holzapfel: yes
Dr. Hickman: yes

B. Employee Compensation Annual Raise: Mr. Guillozet requests that the Board of Health provide a cost-of-living increase, in the amount of 4%, for all employees. 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.

Ms. Howerton moved to approve, and Dr. Donaldson seconded the motion. The motion carried unanimously.

C. Employee Compensation: Mr. Guillozet requests that the Board of Health provide a one-time lump sum bonus, in the amount of \$700.00 to all non-probationary employees and \$350.00 to probationary employees as outlined in the Personnel Policy. The one-time lump sum bonus will be paid on December 29, 2023 (Pay 26).

Ms. Smith moved to approve, and Mr. Holzapfel seconded the motion. The motion carried unanimously.

D. Cell Phone, Internet and other allowance requests: Requested the Board approve the updated Cell Phone, Internet and other allowance requests Policy and to set the 2024 Cell Phone Reimbursement rate to \$50.00/month for eligible employees. A copy of the policy was provided to the Board.

The Board approved item on consent.

6.03 CONTRACTS

A. Ms. Nicole Carroll Contract – Requested 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.

The Board approved item on consent.

B. Ms. Joette Moore – Requested 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).

The Board approved item on consent.

C. DKMM Solid Waste District – Requested the Board of Health authorize the Health Commissioner to enter 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).

The Board approved item on consent.

D. Delaware County Board of Commissioners – Requested 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).

The Board approved item on consent.

E. Medicaid Administrative Claiming – Requested Board of Health to authorize the Health Commissioner to enter into a contract with the Ohio Department of Health for Medicaid Administrative Claiming for 2024.

The Board approved item on consent.

6.035 ENVIRONMENTAL HEALTH

A. Requested Board 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.

The Board approved item on consent.

B. Requested Board 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.

The Board approved item on consent.

C. **Apply for Ohio Environmental Protection Agency Recycle Ohio Grant** – Requested 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 requested Board approval to expend grant funds according to the Notice of Award.

The Board approved item on consent.

D. **Apply for Ohio Environmental Protection Agency Mosquito Control Grant** – Requested Board confirm application for the Mosquito Control Grant provided by the Ohio Environmental 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.

The goal of this grant is to support and enhance DPHD’s vector control program. If funded the Environmental Health Division requested Board approval to expend grant funds according to the Notice of Award.

The Board approved item on consent.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. **Credit Card Log** – Per policy the Board is provided a copy of the Credit Card log quarterly. A copy of the Credit Card Log was provided to the Board.

Information Only

6.053 RESOLUTIONS

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.

January 30, 2024	May 28, 2024	September 24, 2024
February 27, 2024	June 25, 2024	October 29, 2024
March 19, 2024	July 30, 2024	Nov./Dec. 3, 2024
April 30, 2024	August 27, 2024	

Dr. Donaldson moved to approve the 2024 meeting dates. Mr. Karr seconded the motion. The motion carried unanimously.

Dr. Donaldson moved to adjourn the meeting. Mr. Karr seconded the motion.

The motion carried unanimously and the meeting adjourned at 8:41pm.


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

1-30-24
Date


Garrett Guillozet, Health Commissioner
Secretary to the Board of Health

1/30/24
Date

