

## **1.0 CONVENTION**

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

The February 27, 2024, 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, Mr. Hatfield, Dr. Donaldson, Mr. Tiberi, Mr. Holzapfel (entered at 7:04 pm), Dr. Hickman and Ms. Howerton. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Whitney, Chief Operating Officer, Mr. Howard, Deputy Health Commissioner of Preventative Health, Mr. Kent, Deputy Health Commissioner of Environmental Health, Ms. Keagy, Deputy Health Commissioner of Community Health and Ms. Brown, Administrative Assistant to the Health Commissioner. Public in attendance were as follows: Ms. Cortney Wade and Attorney Cory Goe.

### **1.02 CONSENT ITEMS**

#### **4.03 Variance Request A**

#### **6.011 Budgets A**

#### **6.012 Appropriations A-J**

#### **6.017 Advances/Transfers A**

#### **6.018 New Funds A**

#### **6.021 Authorization/Employment/Travel A**

#### **6.03 Contracts A-B**

#### **6.034 Preventative Health A-B**

Item 6.017 Advances/Transfers A and Item 6.012 Appropriations J were added to the consent agenda. Mr. Hatfield moved to approve the consent agenda and agenda as amended and submitted. Ms. Howerton seconded the motion. The motion carried unanimously.

### **1.03 APPROVAL OF MINUTES**

Ms. Howerton moved to approve the January 30, 2024, minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.

### **1.04 APPROVAL OF BILLS**

Dr. Donaldson moved to approve the January 2024 bills. Mr. Hatfield seconded the motion. The motion carried unanimously.

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

The Fiscal Officer position is still posted. The advertisement will be revamped and reposted. Mr. Guillozet provided the Board with a draft copy of the 2025 budget and flyers that will be shared at the annual DAC meeting.

### **2.02 FINANCE**

**A. Finance Report** – Requested Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board.

#### **PMT: Agency**

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

### **2.03 COMMUNITY HEALTH**

The DPHD received the ODH Youth Suicide Prevention grant which will begin on March 1, 2024. Ms. Aly Hillier will be the point person for this grant.

The Spring Educational conference will be held on May 17, 2024.

The Healthy Eating/Active Living micro grant proposal is currently posted.

## **2.04 ENVIRONMENTAL HEALTH**

Staff are focusing on dye testing in the Polaris area.

The food license renewals were mailed. There was a glitch at the post office level which resulted in nearly 150 applications being returned. These facilities have received an email notification of their license renewal.

Staff are working with the Department of Agriculture regarding a facility preparing dried meat products.

## **2.05 PREVENTATIVE HEALTH**

Mr. Howard announced that the mobile clinic has been delivered.

Staff continue to receive applications for grant funded water bottle refilling stations throughout the community.

Ms. Mani Sayer will be retiring and has been with DPHD since 1989. Position has been posted. There have been two cases of measles in Miami County and one in Montgomery County.

## **2.06 ADMINISTRATION**

The DPHD had its first fire inspection. There were a few recommendations. Boxes stacked too close to sprinklers, defective exit lights and recommended to keep doors closed that contain printers. Staff are working with the General Contractor to ensure compliance with the items listed in the inspection.

Ms. Whitney will attend a career fair tomorrow at Ohio Wesleyan University.

## **4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

### **4.03 VARIANCE REQUEST**

**A. Variance Request** – 4059 State Route 37 E, Delaware, OH 43015 (PIN 41821001005001)/ Recommendation of the Subcommittee is for Approval. Variance request is to allow the creation of a lot (through a split) without designating an area for an on-lot Sewage Treatment System. Storage units only.

**PMT: Agency**

**The Board approved the item on consent.**

## **6.0 NEW BUSINESS**

### **6.011 BUDGETS**

**A. Youth Suicide Prevention Grant:** Requested Board approval to create a revenue and expense budget for the Youth Suicide Prevention Grant. The grant period begins March 1, 2024, and ends September 14, 2024. This is a deliverable grant, and the total award amount is \$40,000.00. The child key creation request is listed in item 6.018A on the agenda.

**PMT: Agency**

**The Board approved item on consent.**

### **6.012 APPROPRIATIONS**

**A. DPHD HQ (70225113):** Requested Board approval to amend and increase appropriations in DPHD HQ from \$429,995.27 to \$773,132.56. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**B. Vector (70225444):** Requested Board approval to amend and increase appropriations in Vector from \$92,623.59 to \$148,396.02. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**C. Fleet (70225448):** Requested Board approval to amend and increase appropriations in Fleet from \$187,000.00 to \$209,000.00. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**D. Other EH Fee Based Programs (70225449):** Requested Board approval to amend and increase appropriations in Other EH Fee Based Programs from \$132,091.51 to \$132,163.51. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**E. PH Admin (70225551):** Requested Board approval to amend and increase appropriations in PH Admin from \$134,916.82 to \$167,698.71. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**F. Naloxone (70225559):** Requested Board approval to amend and increase appropriations in Naloxone from \$223.96 to \$512.49. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**G. Insurance Benefit Pool (70225771):** Requested Board approval to amend and increase appropriations in Insurance Benefit Pool from \$991,798.25 to \$1,599,500.00. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**H. New Facility Debt Service Fund (75451402):** Requested Board approval to amend and increase appropriation in New Facility Debt Service Fund (75451402) from \$212,858.00 to \$312,858.00. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**I. EO 23 (71651531):** Requested Board approval for a transfer of appropriations in the amount of \$6,000.00 from Object 5215 Program Supplies to Object 5312 Advertising, and \$6,000.00 from Object 5450 Equipment to Object 5312 Advertising. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

**J. Solid Waste (70751507):** Requested Board approval to amend and increase appropriations in Solid Waste from \$46,675.96 to \$49,675.96. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.017 Advances/Transfers**

**A. Advance – MCR STTRONG (76951533)** Requested Board approval to advance \$100,000.00 to MRC STTRONG (76951533) Fund from the Admin Fund (70225111). This advance is necessary to provide cash availability due to the type of grant (deliverable).

**PMT: Agency**

**The Board approved item on consent.**

#### **6.018 New Funds**

**A. Youth Suicide Prevention Grant:** Requested Board approval to establish a child key in the General Fund to accommodate financial tracking of the Youth Suicide Prevention Grant from the Ohio Department of Health.

**PMT: Agency**

**The Board approved item on consent.**

**6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL**

**A. Personnel Actions and Travel Requests**

The Delaware County Board of Health approves the following personnel recommendations and travel requests. All new hires are pursuant to the terms and conditions of the new employee’s employment agreement and their job description. Employment will be contingent upon receipt of a satisfactory criminal record check, plus verification of experience and training.

**New Hire:**

Kaitlyn Morrisey	MRC STTRONG Grant- Community Health Specialist	February 20, 2024
------------------	--	-------------------

**Travel:**

James McQuone, Kaitlyn Morrisey	MRC National Summit in Chicago, Illinois. The conference is directly related to PHEP and MRC activities. Expenses will be covered by a travel award from NACCHO.	May 22-24, 2024
Josie Bonnette	NACCHO360 Conference, Detroit, Michigan. Josie submitted an abstract for a presentation or poster. Expenses (minus food) will be covered by the ODH Workforce Development grant.	July 23-26, 2024
Dustin Kent	NEHA Annual Education Conference in Pittsburg, PA. The conference is directly related to environmental health programs and workforce development. Dustin will be representing OEHA at the NEHA annual business meeting as the OEHA President. Expenses will be covered by OEHA.	July 15-18, 2024

The Board approved item on consent.

**6.03 CONTRACTS**

**A. Licking County Health Department’s Regional Prevention and Linkages to Care Collaborative Program** – Requested Board approval to authorize the Health Commissioner to enter into contract with the Licking County Health Department for \$4,035 for the purpose of reducing morbidity and mortality related to substance use disorders by supporting a five-region drug overdose prevention collaborative that will support and sustain prevention efforts. This request is funded by the Ohio Department of Health Regional Prevention and Linkages to Care Collaborative grant.

**PMT: Agency/Community**

The Board approved item on consent.

**B. Unity Community Center (UCC) Partner Agreement** – Requested Board approval to authorize the Health Commissioner to enter into a partner agreement with Unity Community Center for the purpose of facilitating community-based balance and mobility trainings for older adults in the City of Delaware which can improve strength, balance, range of motion, and improves knowledge of falls risk reduction. This request is funded by the Ohio Department of Health IF24 Injury Prevention – Falls Among Older Adults grant.

**PMT: Agency/Community**

The Board approved item on consent.

**C. SourcePoint** – Requested Board approval to authorize the Health Commissioner to enter into a partner agreement with SourcePoint for the purpose of implementing a home safety assessment and modification program, facilitating community-based balance and mobility trainings for older adults, and implementing an evidence-based walking initiative to address falls prevention. This request is funded by the Ohio Department of Health IF24 Injury Prevention – Falls Among Older Adults grant.

**PMT: Agency/Community**

The Board approved item on consent.

**6.031 HEALTH COMMISSIONER**

**A. Sunbury Satellite Lease Renewal**

The Lease Agreement for the Sunbury Satellite Facility is scheduled to renew on March 1, 2024 and will end on September 30, 2028. Current rent \$1720.567 + CAM (\$649.44) = \$2477.11. The proposed Rent rate is \$1918.50 + CAM Rate. Mr. Guillozet recommended the office be closed. Thus, saving approximately \$63,000 a year in operating costs. The Board had a discussion regarding the positives and negatives of closing the office. It was the consensus and recommendation of the Board to contact the political officials of Sunbury. Such a conversation would alert Sunbury to the DPHD’s future plans and solicit opinions as to the future of the office. It was noted that Sunbury is doing some municipal building reorganization and may have space for the DPHD to utilize as an office location.

**PMT: Agency**

**The lease will be renewed and Mr. Guillozet will discuss the situation/opportunities with the political officials of Sunbury.**

**6.034 PREVENTATIVE HEALTH**

**A. Apply for and accept the MRC National Summit Travel Award** – Requested Board confirm application for and accept the MRC National Summit Travel Award and to expend funds according to the notice of award. The award is provided by the National Association of County & City Health Officials. This award will provide travel, three nights of lodging, and meals for two staff at the MRC national conference in Chicago, IL on May 22-24, 2024.

**PMT: Agency**

**The Board approved item on consent.**

**B. Apply for the Family Connects Local Funding Opportunity** – Requested Board confirm application for the Family Connects Local Funding Opportunity provided by the Ohio Department of Health and Ohio Department of Children and Youth. This grant aims to *offer voluntary newborn home visits to families* and would be operations from June 1, 2024 – June 30 2025. If funded, the Preventative Health Division requests Board approval to expend funds according to the notice of award.

**PMT: Agency**

**The Board approved item on consent.**

**6.054 LEGAL ISSUES**


<p><b>A. Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION</b> pursuant to ORC 121.22 (G)(3) to conference “with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action” with Ms. Whitney, Mr. Guillozet, and Mr. Goe to remain.</p> <p>Time Entered into Executive Session: <u>7:01 p.m.</u></p>	<p><b>Motion By: Mr. Hatfield</b>  <b>Second: Mr. Karr</b></p> <p><b>Roll Call:</b>  <b>Mr. Blayney: Yes</b>  <b>Dr. Donaldson: Yes</b>  <b>Dr. Hickman: Yes</b>  <b>Mrs. Smith: Absent</b>  <b>Mrs. Howerton: Yes</b>  <b>Mr. Karr: Yes</b>  <b>Mr. Hatfield: Yes</b>  <b>Mr. Tiberi: Yes</b>  <b>Mr. Holzapfel: Yes</b></p>
---	---

Time Exited Executive Session: 8:07 p.m.

Motion By: Mr. Tiberi  
Second: Mr. Karr

Roll Call:  
Mr. Blayney: Yes  
Dr. Donaldson: Yes  
Dr. Hickman: Yes  
Mrs. Smith: Absent  
Mrs. Howerton: Yes  
Mr. Karr: Yes  
Mr. Hatfield: Yes  
Mr. Tiberi: Yes  
Mr. Holzapfel: Yes

ADJOURN

 3/19/24  
\_\_\_\_\_  
Patrick Blayney, President                      Date  
or Dr. Briana Donaldson, Vice President

 3/19/24  
\_\_\_\_\_  
Garrett Guillozet, Health Commissioner      Date  
Secretary to the Board of Health