

**GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER**

470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015

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



Date: May 23, 2024  
 To: Board of Health  
 From: Garrett Guillozet, MPA, RS/REHS, AEMT  
 Health Commissioner  
 Re: Board meeting **Tuesday, May 28, 2023, 7:00 pm** at DPHD  
**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>
<b>1.01 CALL TO ORDER AND ATTENDANCE</b>	<b>2</b>	
<b>1.02 CONSENT ITEMS</b> 6.012 Appropriations A-C 6.016 Inventory A-C 6.021 Authorization/Employment/Travel A 6.025 Salary Scale/Policies/Benefits C 6.03 Contracts A-E 6.033 Community Health A 6.034 Preventative Health A-B	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> A. Previously sent.	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> A. <b>See pages 1-11 of the Supporting Documents.</b>	<b>2</b>	<b>Approve</b>

### 2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b>	<b>2</b>	<b>Info/ Garrett</b>	
<b>2.02 FINANCE</b>			
<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report. <b>See Pages 12-15 of the Supporting Documents.</b> <b>Action Requested: Accept</b>	<b>2</b>	<b>Accept/ Garrett</b>	<b>Agency</b>

<b>2.03 COMMUNITY HEALTH</b>		Jen	
<b>2.04 ENVIRONMENTAL HEALTH</b>		Dustin	
<b>2.05 PREVENTATIVE HEALTH</b>		Adam	
<b>2.06 ADMINISTRATION</b>		Amy	

### 3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>3.01 BOARD PRESIDENT</b>	<15	Info	
<b>3.02 BOARD COMMITTEES</b>		Info	
<b>3.03 BOARD MEMBER COMMENTS</b>	<10	Info	

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

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>4.04 CITIZEN REQUEST</b>			

### 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>
<b>6.012 APPROPRIATIONS</b>			
<b>A. Vector (70225444):</b> Request Board approval to modify appropriations in Vector Fund in the following objects: 5201 and 5450. There is no overall change in the total appropriations. A copy of the budget revision was provided to the Board – <a href="#">Page 18 of the Supporting Documents</a> . <b>Action Request: Consent Approval</b>	0	Consent/ Garrett	Agency
<b>B. MRC STTRONG (76951533):</b> Request Board approval to modify appropriations in MRC STTRONG fund in the following objects: 5201, 5215, 5220, 5301, 5305, 5310, 5312, 5313, 5317. There is no overall change in the total appropriations. A copy of the budget revision was provided to the Board. – <a href="#">Page 17 of the Supporting Documents</a> . <b>Action Request: Consent Approval</b>	0	Consent/ Garrett	Agency
<b>C. Naloxone (70225559):</b> Request Board approval to amend and increase appropriations in Naloxone Fund from \$512.49 to \$10,187.49. A copy of the budget revision was provided to the Board – <a href="#">Page 19 of the Supporting Documents</a> . <b>Action Request: Consent Approval</b>	0	Consent/ Garrett	Agency

<b>6.015 EXPENDITURES</b>															
<b>A. Purchase of Software and Services</b> – Migration of data in HDIS and “Legacy” Health Space into HS GovTech. All environmental health programs, receipting and daily logs would be hosted by 1 program. The cost for warranty, hosting, maintenance, and technical support is \$30,600.00. <b>Action Requested: No Action Requested</b>	<b>5</b>	<b>Discuss/ Dustin</b>	<b>Agency</b>												
<b>6.016 INVENTORY</b>															
<b>A. Inventory Disposal-</b> Request board to remove inventory tags 8178 and 1238, old TVs that were purchased over 10 years ago and are at the end of life. <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ Amy</b>	<b>Agency</b>												
<b>B. Inventory Disposal</b> - Request Board approval to remove two clinic exam tables from inventory. These exam tables were used in the satellite office and will no longer be needed. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>												
<b>C. Inventory Disposal-</b> Request board to remove inventory tags 1345 and 1346 from inventory. These laptops were purchased in 2018 and have reached end of life. <b>Action Requested: Consent approval</b>	<b>0</b>	<b>Consent/ Amy</b>	<b>Agency</b>												
<b>6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL</b>															
<p><b>A. Personnel Actions and Travel Requests</b></p> <p><b>The Delaware County Board of Health</b> 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.</p> <p><b>New Hire:</b></p> <table border="1"> <tr> <td>Regina Lopez-Wurth</td> <td>Public Health Nurse III</td> <td>June 12, 2024</td> </tr> <tr> <td>Audrey Helmreich</td> <td>MRC Intern (PH)</td> <td>May 7, 2024</td> </tr> <tr> <td>Sydney Smith</td> <td>Intermittent Environmental Health Intern</td> <td></td> </tr> </table> <p><b>Resignation:</b></p> <table border="1"> <tr> <td>Cori Spring</td> <td>Public Health Nurse III</td> <td>June 4, 2024</td> </tr> </table> <p><b>Action Requested: Consent approval</b></p>				Regina Lopez-Wurth	Public Health Nurse III	June 12, 2024	Audrey Helmreich	MRC Intern (PH)	May 7, 2024	Sydney Smith	Intermittent Environmental Health Intern		Cori Spring	Public Health Nurse III	June 4, 2024
Regina Lopez-Wurth	Public Health Nurse III	June 12, 2024													
Audrey Helmreich	MRC Intern (PH)	May 7, 2024													
Sydney Smith	Intermittent Environmental Health Intern														
Cori Spring	Public Health Nurse III	June 4, 2024													
<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>															
<b>A. Health and Dental Insurance</b> Health Insurance and Dental Insurance – Request board approval to maintain current Board of Health pick up for all policies. Health Insurance rates are increasing by 12.86% and Dental is increasing by 2%. <b>Action Requested: Discussion and Approval</b>	<b>3</b>	<b>Approve/ Amy</b>	<b>Agency</b>												
<b>B. Premium Only Plan – POP</b> – Certificate of Resolution to be adopted by Delaware Public Health District for 2024/2025 plan year. Section 125	<b>3</b>	<b>Approve/ Amy</b>	<b>Agency</b>												

Cafeteria Plan will be effective 7/1/24. <a href="#">See Page 20 of the Supporting Documents.</a> <b>Action Requested: Approval and Board President Signature</b>			
<b>C. FMLA Guide</b> – Updated language to match the Parental Leave and Sick Leave policies in the Personnel Policies. <a href="#">See Pages 21-34 of the Supporting Documents.</a> <b>Action Requested: Consent approval</b>	0	Consent/ Amy	Agency
<b>D. Personnel Policies Updates</b> – Updated language to match the current Strategic Plan, the Parental Leave and Sick Leave policies, and clarified Dress Code and Overtime provisions in the Personnel Policies. <a href="#">Attached.</a> <b>Action Requested: Discussion and Approval</b>	0	Amy	Agency
<b>6.03 CONTRACTS</b>			
<b>A. Black Wing Shooting Center Partner Agreement</b> – Request Board approval to authorize the Health Commissioner to enter into an agreement with the Black Wing Shooting Center for the purpose of creating protective environments through reducing access to lethal means among youth at risk. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency/ Community
<b>B. Delaware Area Career Center Partner Agreement</b> – Request Board approval to authorize the Health Commissioner to enter into an agreement with the Delaware Area Career Center for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant.. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency/ Community
<b>C. Ohio Wesleyan University Partner Agreement</b> – Request Board approval to authorize the Health Commissioner to enter into an agreement with Ohio Wesleyan University for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency/ Community
<b>D. HelpLine Partner Agreement</b> – Request Board approval to authorize the Health Commissioner to enter into an agreement with HelpLine for the purpose of teaching coping and problem-solving skills through supporting social-emotional learning programs. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency/ Community
<b>E. Syntero Partner Agreement</b> – Request Board approval to authorize the Health Commissioner to enter into an agreement with Syntero for the purpose of teaching coping and problem-solving skills through supporting social-emotional learning programs. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency/ Community

<b>6.033 COMMUNITY HEALTH</b>			
<p><b>A. Ohio Department of Health <i>Injury Prevention – Falls Among Older Adults (IF25) Continuation Grant</i></b> – Request board approval to apply for the Ohio Department of Health <i>Injury Prevention – Falls Among Older Adults Prevention (IF25)</i> continuation grant in the amount of up to \$107,000 for the funding period 10/01/2024– 09/30/2025. The goal of the grant is to reduce unintentional fall injuries and injury-related fatalities for older adults ages 60 and above by convening a local coalition to implement evidence-based strategies to prevent falls including increasing falls risk assessments, building systems for home assessment and modifications, and increasing access to balance and mobility trainings. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. Funding is reimbursable based on completed deliverables.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent / Jen	Agency
<b>6.034 PREVENTATIVE HEALTH</b>			
<p><b>A. Accept PHEP grant</b> – Request board accept the PHEP grant from the Ohio Department of Health and to expend funds according to the notice of award.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>B. Apply for a NACCHO Travel &amp; Conference Award</b> – request board confirm application for a NACCHO Travel &amp; Conference Award and to expend funds according to the notice of award if approved. It is expected that the award would reimburse all the expenses incurred from this conference. The award will provide travel, lodging, and meals for one staff at the NACCHO STI Director Conference in Washington, DC on July 10-12, 2024.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<b>6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES</b>			
<p><b>A. Board of Health Bylaws</b> - Proposed Board of Health Bylaws. Pursuant to the current review schedule, the Bylaws are up for review. The Bylaws may be amended at any regular meeting, provided that the amendments have been submitted at the previous regular meeting. The draft bylaws were provided for review at the April BOH meeting. The final draft bylaws have been provided to the board for discussion and review.</p> <p><b>Current and Proposed Bylaws are enclosed.</b></p> <p><b>Action Requested: Discussion and Adoption</b></p>	<5	Garrett	Agency

Sincerely,

Garrett Guillozet  
Health  
Commissioner

Dustin Kent  
Deputy Health  
Commissioner  
Environmental  
Health

Jen Keagy  
Deputy Health  
Commissioner  
Community  
Health

Adam Howard  
Deputy Health  
Commissioner  
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Health

Amy Whitney  
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