

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The September 24, 2024, Board of Health 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. Tiberi, Ms. Smith, Ms. Gladden, Mr. Holzapfel, Mr. Karr and Dr. Donaldson. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Ms. Whitney, Chief Operating Officer, Mr. Howard, Deputy Health Commissioner of Preventative Health, Mr. Kent, Deputy Health Commissioner of Environmental Health, Krista Allen, Community Health Worker, and Dylan James, Health Communication Specialist. Public in attendance included Genie Almore, and Bella Salmeron.

1.02 CONSENT ITEMS

6.012 Appropriations A-J

6.03 Contracts A-E

6.033 Community Health A

6.052 Policies A

Ms. Smith moved to adopt and approve the revised consent agenda and agenda as submitted. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Dr. Donaldson moved to approve the August 27, 2024, minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Donaldson moved to approve the August 2024 bills. Ms. Smith seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Commissioner Guillozet provided updates to the board regarding the few remaining building projects. He also notified the board that the exterior of the building and all interior windows will be cleaned on Wednesday, September 24th.

Commissioner Guillozet provided an update to the board on the status of the 2023 Audit. It has been finalized and submitted to the Auditor of State for certification. He review the report and outcome with the board of health.

He provided an updated on the status of the Morrow County WIC office and shared that the last day of operations under our office will be Thursday, September 27, 2024. ODH will be taking over the clinic and the grant solicitation has been posted for another provider to assume the responsibilities.

Additionally, he notified the board that DPHD will be receiving \$50,000 for accreditation efforts from ODH. All LHDs will be receiving this funding over the next several months.

He also shared that he recently attended the Fall Conference of the Association of Ohio Health Commissioners and was re-elected as an At-Large Director by his peers for a term of two years.

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.

PMT: Agency

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

2.03 COMMUNITY HEALTH

The DPHD presence at the Delaware County Fair was a success and was staffed from Saturday through

Wednesday. The agency may consider not sponsoring older adults' day on Tuesday since the future plan is to be at the fair for multiple days versus just sponsorship day. The 2023 Age Friendly Assessment is complete and can be found on the Data page on the DPHD website. Krista Allen, the new Community Health Worker, was introduced to the Board and shared that she is excited to be at DPHD and looks forward to working with the community.

2.04 ENVIRONMENTAL HEALTH

FPPS staff encountered several cold holding issues and unlicensed vendors at the fair. The FPPS manager will contact the fair board to educate fair staff or develop a method to share information regarding food vendors to ensure they are licensed or have applied for licensing prior to the fair in 2025. Construction related inspections have been conducted continuously throughout the current dry period. Vector staff is monitoring the current conditions to determine if more mosquitoes will emerge post the recent rain events.

2.05 PREVENTATIVE HEALTH

The Lead training event was a success. Over 40 people attended the event from around the state learning about lead screening and follow-up care and resources. The District had a successful time at the fair providing 97 nursing services to fair goers. We continue to see new pertussis cases. The District has provided education to providers and the public as well as provided an outreach clinic to address the outbreak. Case links continue to be evaluated and the outbreak monitored. The District will hold a POD exercise on 10/4/24 to practice mass medication distribution in the new facility.

2.06 ADMINISTRATION

Ms. Whitney provided an update on recruiting and open positions. Continuing to sell 4 of the old fleet vehicles. FSA update was given, may need to go back to previous vendor, Ameriflex. IRS rule only allows employer to put \$500 in employee's FSA without a dollar-for-dollar match. Recognized Jen Keagy for receiving the Health, Healing, Hope Award from the Delaware Morrow Mental Health and Recovery Services Board.

3.0 BOARD REPORTS – None.

3.01 BOARD PRESIDENT – None.

3.02 BOARD COMMITTEES – No report.

3.03 BOARD MEMBER COMMENTS – None.

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

<p>A. Emergency Adoption of the Amended 2024 Environmental Health Fees</p> <p>Due to the newly adopted section of Ohio Administrative Code 3701-21 rules, the board must adopt a new Low Risk Mobile Food Service Operations (FSO) license Fee. The rule requires the fee to be 50% of the current mobile (high risk) food service operation license fee.</p> <p>The Board of Health, pursuant to Ohio Revised Code Sections 3717.25 and 3717.45, hereby waives the three-readings, declares an emergency based upon the requirements of the Administrative Code, and adopts the Low Risk Mobile FSO fee to be set at 50% of the Mobile FSO Local Fee, and to rename the Mobile FSO fee to High Risk Mobile FSO fee.</p> <p>PMT: Agency</p> <p>Action Requested: Discussion and Approval</p>	<p>Motion By: Mr. Tiberi Second: Mr. Holzapfel</p> <p>Mr. Blayney: Yes Dr. Donaldson: Yes Dr. Hickman: Absent Ms. Smith: Yes Mr. Karr: Yes Mr. Hatfield: Absent Mr. Tiberi: Yes Mr. Holzapfel: Yes Ms. Gladden: Yes</p>
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B. Adoption of the 2025 Environmental Health Fees

The Delaware County Board of health agrees to adopt the updated Fee Schedule to be used for the Environmental Health Division. These fees will take effect on January 1, 2025, after a two-week period of advertising in the community and after three board meetings.

PMT: Agency

Action Requested: Introduction and Discussion

September 24, 2024: First Reading, No Action

October 29, 2024: Second Reading, Public Hearing

December 3, 2024: Third and Final Reading, Adoption

4.04 CITIZEN REQUEST – No visitor comments.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Health Department (70251001): Requested Board of Health approval to amend the 2024 Budget to provide a supplemental appropriation of \$125,000.00 in Object 5801 Miscellaneous Cash Transfers of the 70251001 (Health Department) Fund to cover the cash transfer of \$125,000.00 to 75451402 New Facility Debt Service Fund.

PMT: Agency

The Board approved item on consent.

B. Solid Waste (70751507): Requested Board of Health approval to amend and increase appropriations from \$49,675.96 to \$74,890.59 in the Solid Waste Fund (70751507). A copy of the budget revision has been provided to the board.

PMT: Agency

The Board approved item on consent.

C. Food Service (70451504): Requested Board of Health approval to amend and increase appropriations from \$584,643.03 to \$595,643.03 in the Food Service Fund (70451504). A copy of the budget revision has been provided to the board.

PMT: Agency

The Board approved item on consent.

D. Fleet (70225448): Requested Board of Health approval to amend and decrease appropriations in the Fleet Fund (70225448) from \$230,000.00 to \$206,500.00. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

E. Even Year WIC Administration (70951539): Requested Board of Health approval to amend objects 5001, 5120, 5201, 5215, 5260, 5294, 5301, 5310, 5312, 5313, 5317, 5330, and 5331, and decrease overall appropriations in Even Year WIC Fund (70951539). The budget revision is necessary to align budget to actual spending. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

F. Odd Year WIC Administration (70951509): Requested Board of Health approval to amend appropriations in Odd Year WIC Administration Fund (70951509). Request approval to amend appropriations from \$0.00 to \$205,714.50. Appropriations are needed due to the FY25 grant beginning on October 1, 2024. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

G. Injury Prevention (71251532): Requested Board of Health approval to amend appropriations in the Injury Prevention Fund (71251532) in objects: 5215, 5217, 5305, 5309, 5312, 5313, 5332. There is no overall change in total appropriations. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

H. Youth Suicide Prevention (70225234): Requested Board of Health approval to amend appropriations in the Youth Suicide Prevention Fund (70225234) in objects: 5001, 5102, 5120, 5131, 5215, 5217, 5301, 5305, 5309, 5313, 5317, 5332. There is no overall change in total appropriations. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

I. **CH Admin (70225222):** Requested Board of Health approval to amend appropriations in the CH Admin Fund (70225222) in objects: 5215, 5260, 5305, 5309, 5310, 5313, 5331, 5332, 5335, 5365, 5381. There is no overall change in total appropriations. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

J. **Water (70651506):** Requested Board of Health approval to amend appropriations in the Water Fund (70651506) in objects 5301, 5332, 5365, and 5801. There is no change in overall appropriations. A budget revision is needed to bring appropriations in line with estimated expenditures.

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:

Dylan James	Health Communication Specialist	September 4, 2024
Lindsey Mason	Program Manager, Disease Control & Response Unit	November 12, 2024

Resignation:

Gabe Smith	Plumbing Inspector II	September 26, 2024
Lisa Brown	AA to the HC	September 24, 2024

PMT: Agency

Requested Action: Discussion and Adoption

Mr. Tiberi moved to approve the personnel actions as presented. The motion was seconded by Ms. Smith. The motion carried unanimously.

6.03 CONTRACTS

A. **Ms. Joette Moore** – Requested the Board of Health to authorize the Health Commissioner to enter into a contract with Ms. Moore to provide Retail Food Establishment/Food Service Operation inspections and training according to Ohio Revised Code 3717, Ohio Administrative Code 3717-01, 901:3-4, and 3701-21. The contract shall commence October 1, 2024, and extend until December 31, 2024. The total amount shall not exceed \$13,000.00 (\$35.00/hour).

PMT: Agency

The Board approved item on consent.

B. **Addiction Abatement Grant Agreement** – Requested Board approval to authorize the Health Commissioner to enter into contract with the Delaware County Board of Commissioners for \$15,000 payable in three annual grant disbursements of \$5,000 each for the purpose of advertising, promotion, and other expenses for the annual Overdose Awareness Month and National Recovery Month activities. This request is funded by the County Opioid Settlement dollars.

PMT: Community/Engagement

The Board approved item on consent.

C. **SourcePoint Older Adults Falls Prevention Contract** – Requested Board approval to authorize the Health Commissioner to enter into contract with SourcePoint for the purpose of recruiting participants and providing space to conduct balance and mobility trainings in addition to falls risk assessments and providing durable equipment for home modifications. This request is funded by the Ohio Department of Health IF25 Injury Prevention – Falls Among Older Adults grant.

PMT: Community/Engagement

The Board approved item on consent.

D. **Bridges Community Action Partnership Contract** – Requested Board approval to authorize the Health Commissioner to enter into contract with Bridges Community Action Partnership for the purpose of providing durable equipment for home modifications. This request is funded by the Ohio Department of Health IF25 Injury Prevention – Falls Among Older Adults grant.

PMT: Community/Engagement

The Board approved item on consent.

E. **Ms. Jacqueline Menchaca** - Requested Board approval for the Health Commissioner to negotiate and execute a contract amendment with Jacqueline Menchaca for WIC services. This is an extension of time and funds for the previously approved contract. Contract funded through the WIC grant.

PMT: Community/Engagement

The Board approved item on consent.

6.033 COMMUNITY HEALTH

A. **Capacity Building for Healthy Eating and Active Living (HEAL) Grant** – Requested board approval to apply for the Ohio Department of Health *Capacity Building for Healthy Eating and Active Living (HEAL)* grant in the amount of up to \$15,000 for the funding period 10/01/2024– 09/29/2025. The goal of the grant is to provide funding for community assessment and engagement with local community residents while working toward sustainability and expansion of these efforts within the county/jurisdiction. 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.

PMT: Community/Engagement

The Board approved item on consent.

6.052 POLICIES

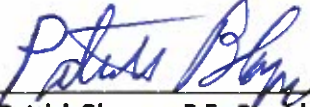
A. **Update and Amend Resolution 2012-12**

Requested Board approve and adopt the updated version of Resolution 2012-12 “Authorizing the Health Commissioner and Environmental Health Staff to Operate Under the Uniform Food Safety Code”. Changes include new code sections, referral for prosecution, and cease-use for Food Service Operations. A copy of the Resolution 2012-12 was provided to the Board.

PMT: Agency/Governance

The Board approved item on consent.

ADJOURN. The meeting was adjourned by Mr. Blayney at 7:46pm.


Patrick Blayney, P.E., President Date
or Dr. Briana Donaldson, Vice President 10/29/24


Garrett Guillozet, Health Commissioner Date
Secretary to the Board of Health 10/24/24