

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The January 28, 2025, 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, Dr. Donaldson, Mr. Tiberi, Mr. Hatfield, and Mr. Karr. Mr. Holzapfel arrived at 7:05pm for the Health Commissioner's report and voted on all items including and after section 2.01. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Keagy, Deputy Health Commissioner of Community Health, Mr. Howard, Deputy Health Commissioner of Preventative Health, Ms. Whitney, Chief Operating Officer, Mr. Gibbs, Director of Environmental Health, and Mr. Beal, Director of Finance.

1.02 CONSENT ITEMS

- **6.012 APPROPRIATIONS A-F**
- **6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A**
- **6.03 CONTRACTS A-B**
- **6.034 PREVENTATIVE HEALTH A**

Mr. Karr moved to adopt and approve the consent agenda and agenda as submitted. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Tiberi moved to approve the December 3, 2024, minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS AND THEN AND NOWS

Dr. Donaldson moved to approve the November 2024 and December 2024 bills. Mr. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Commissioner Guillozet provided an update regarding the retainage issue with the new building. He had a meeting with the bonding company and the Prosecutor's office regarding the issue. At this time, the bonding company is proposing to closeout the project and to return all retainage and interest to the Board of Health. The Prosecutor is moving forward with drafting the necessary paperwork to closeout the project.

Mr. Hatfield moved to authorize the Health Commissioner to sign any and all closeout agreements/documents with the necessary parties to close out the new building project and to return the remaining money from the retainage account to the Board of Health. Mr. Holzapfel seconded the motion. The motion carried unanimously.

Commissioner Guillozet shared with the Board that the 2025 District Advisory Council meeting will be held on March 20, 2025, at the DPHD Office. Additionally, he notified the board that the current seat held by Ms. Smith is expiring at the end of March. The city has expressed their intent to appoint Ms. Angela Harvey to the Board of Health at the end of Ms. Smith's term. Once the appointment is finalized by the City of Delaware, he will conduct an orientation with the new Board member.

Lastly, Commissioner Guillozet provided the Conflict-of-Interest forms to the Board of Health as per the Board's bylaws. The forms are due back to the Health Commissioner by the February board meeting.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the November 2024 and December 2024 finance reports. A copy of the year-to-date finance reports were provided to the board. Mr. Beal requested approval and discussed year-end expenses and the cash summary finance report.

PMT: Agency

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

2.03 COMMUNITY HEALTH

Deputy Keagy provided an update regarding Community Health programming. In alignment with the CHIP, the Health District is working Delaware-Morrow Mental Health and Recovery Services Board for an anti-binge drinking campaign. DMMHRS will focus on social media while the Health District will focus on phone apps and radio type services for advertising. Deputy Keagy informed the Board on recent fatality review data including death involving children (16), overdoses (17), and suicides (22). The full data is due in April and will be evaluated and shared. Deputy Keagy is organizing a leadership retreat for Health District leaders to focus on management techniques and taking ownership of projects.

2.04 ENVIRONMENTAL HEALTH

Director Gibbs provided an update regarding Environmental Health programming. Corey Stafford passed the national plumbing inspector exam and will soon become a certified plumbing inspector. Kamryn Rhodes passed the level II servsafe certification. Food facility renewals have been processed and mailed to operators (821 facilities). This year mass email communication will be used to offer a convenient online payment option. An overhaul of the EH enforcement process is underway. The focus will continue to be to provide education and resources to help the person/facility meet the intent of the rule/law, but creating a uniform enforcement process will help when there is continued noncompliance. More information will be shared as it is developed.

2.05 PREVENTATIVE HEALTH

Deputy Howard provided an update regarding Preventative Health programming. In alignment with the CHIP and through grant funding, the Health District is working with Delaware County Transit to provide transportation to community members who need a health related bus ride. The service went live in January and runs throughout 2025. The Medical Reserve Corps deployed 52 times in 2025. Deployments included assistance during the Delaware County tornadoes, home assessments, and trainings. The monetary value of the Corps deployments resulted in over \$3,000 of savings to the Health District. The Health District will host a school health meeting in February with a goal of introducing Health District staff to schools to build relationships and offer assistance. The Health District collected over 7,100 ounces of human breastmilk at the WIC office in Union County to support babies in need.

2.06 ADMINISTRATION

Ms. Whitney provided an update regarding Administrative programming. The ACA reports have been completed and submitted to the auditor and IRS. The Communications team is meeting with a marketing company to develop an agency marketing plan. The Health District received a bill for a guard rail that was damaged in an employee auto accident earlier in the year; the bill has been submitted to insurance.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT

Mr. Blayney informed the Board of his intent to seek reappointment from the DAC to the Board of Health.

3.02 BOARD COMMITTEES – None

3.03 BOARD MEMBER COMMENTS – None

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION - None

4.04 CITIZEN REQUEST – No visitor comments. No visitors were present for the Board of Health meeting.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. 2023 EO (71651531): Requested Board approval to amend and decrease appropriations from \$913,216.40 to \$888,216.40 in the 2023 EO Fund (71651531). This amendment was made in December 2024. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

- B. Youth Suicide (70225234):** Requested Board approval to amend appropriations in Objects 5101, 5103, 5215, and 5301 in the Youth Suicide Fund (70225234). This amendment was made in December 2024. A copy of the budget revision was provided to the board
PMT: Agency
The Board approved item on consent.

- C. Litter DKMM (70225233):** Requested Board approval to amend and increase appropriations from \$81,250.00 to \$87,826.00 in the Litter DKMM Fund (70225233). A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.

- D. Food Service (70451504):** Requested Board approval to amend and increase appropriations from \$399,457.62 to \$416,127.40 in the Food Service Fund (70451504). A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.

- E. Solid Waste (70751507):** Requested Board approval to amend and increase appropriations from \$45,440.00 to \$47,440.00 in the Solid Waste Fund (70751507). A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.

- F. Public Health Workforce (75551408):** Requested Board approval to amend appropriations in Objects 5320 and 5321 in the Public Health Workforce Fund (75551408). There is no change in overall appropriations. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.

6.015 EXPENDITURES

- A. HS Gov Tech: Purchase of Software and Services –** Requested Board approval to authorize the Health Commissioner to enter into a contract for services, migration, and maintenance of an environmental health software system, HS Gov Tech, and to expend necessary funds (Not to exceed \$50,000.00 annually). This was previously discussed with the Board at the April 30, 2024, meeting.
PMT: Agency

Mr. Hatfield moved to authorize the Health Commissioner to enter into a contract for software services with HS Gov Tech for an amount not to exceed \$50,000.00 annually.
 Mr. Tiberi seconded the motion. The motion carried unanimously.

6.02 PERSONNEL

<p>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)).</p> <p>Action Requested: Discussion and Roll Call Vote Time Entered into Executive Session: 7:49 p.m.</p> <p>Motion to exit Executive Session: Mr. Tiberi Second: Dr. Donaldson</p> <p>The motion carried unanimously and the board returned to general session. Time Exited from Executive Session: 8:25 p.m.</p>	<p>15</p>	<p>Motion By: Dr. Donaldson Second: Mr. Tiberi</p> <p>Mr. Blayney: Yes Mr. Karr: Yes Mr. Tiberi: Yes Mr. Hatfield: Yes Mr. Holzapfel: Yes Dr. Donaldson: Yes Ms. Gladden: Absent Dr. Hickman: Absent Ms. Smith: Absent</p>
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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.

Travel:

Aly Hillier	Community Anti-Drug Coalition of America (CADCA) 35th Annual National Leadership Forum – National Harbor, MD	February 3-6, 2025
Milu Nguyen	NACCHO 360: Shaping the Future of Public Health – Anaheim, CA	July 13-18, 2025

PMT: Agency

The Board approved personnel actions and travel requests on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Performance Bonus: Dr. Donaldson moved to approve a one-time lump-sum bonus of \$6,500.00 to be paid to Amy Whitney, Adam Howard, and Jen Keagy on Pay 4 as recommended by the Personnel Committee of the Board of Health. Mr. Tiberi seconded the motion. The motion carried unanimously.

PMT: Agency

6.03 CONTRACTS

A. Affiliation Agreement - Requested Board approval for the Health Commissioner to negotiate and execute an affiliation agreement with Ohio Hi-Point Career Center for clinical education experience. This is initially for Dietetics in Union County but would cover all health-related programs.

PMT: Community

The Board approved item on consent.

B. Delaware-Morrow Mental Health & Recovery Services Board Binge Driving Campaign Agreement – Requested Board approval to authorize the Health Commissioner to enter into an agreement with the Delaware-Morrow Mental Health & Recovery Services Board for the purpose of collaborating on developing and implementing a media campaign related to binge drinking, which is a strategy in the Community Health Improvement Plan. This request is funded by Public Health funds and not to exceed \$8,000.00.

PMT: Community

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Reapply for the PHEP Grant – Requested Board to confirm application for the PHEP Grant provided by the Ohio Department of Health. This grant will be operational July 1, 2025 – June 30, 2026.

The goal of this grant is *to build and maintain effective public health emergency management programs*. If funded, the Preventative Health Division requests Board approval to expend grant funds according to the notice of award.

PMT: Agency/Community

The Board approved item on consent.

6.04 SPECIAL REPORTS / CONTINUING EDUCATION – 15 Minutes of Continuing Education

A. Public Health Accreditation Update – Commissioner Guillozet provided the Board with a handout detailing the current status of the agency's reaccreditation efforts. All documentation will be finalized next month, and the process for document uploading will begin soon thereafter.

PMT: Agency


B. Strategic Plan Update – Commissioner Guillozet provided the Board with a handout detailing the current status of the agency's Strategic Plan. The priorities were reviewed.

PMT: Agency

C. Performance Measure Update – Commissioner Guillozet provided the Board with a handout detailing the current status of the agency's Performance Measures for both 2024 and 2025. He reviewed the plan to ensure that all measures are properly tracked and the reporting mechanism for both the public and the Board of Health.

PMT: Agency

ADJOURN. The meeting was adjourned by Mr. Blayney at 8:31 pm.


Patrick Blayney, P.E., President Date
or Dr. Briana Donaldson, Vice President


Garrett Guillozet, Health Commissioner Date
Secretary to the Board of Health