

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The February 25, 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 7:02 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Donaldson, Ms. Gladden, Dr. Hickman, Mr. Hatfield (arrived at 7:06pm), Mr. Karr, and Mr. Holzapfel (arrived at 7:21pm and voted on all items including and after section 2.05. 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. Members of the public include Ms. Ashley Stojkov.

1.02 CONSENT ITEMS

- 6.012 APPROPRIATIONS A-D
- 6.014 FEES A
- 6.016 INVENTORY A
- 6.018 NEW FUNDS A
- 6.012 AUTHORIZATION/EMPLOYMENT/TRAVEL A
- 6.034 PREVENTATIVE HEALTH A

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

1.03 APPROVAL OF MINUTES

Mr. Karr moved to approve the January 28, 2025, minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS AND THEN AND NOWS

Mr. Karr moved to approve the January 2025 bills and Then and Nows. Dr. Hickman seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Commissioner Guillozet provided an update regarding the retainage issue and final closeout with the new building. He signed the final documents on February 25, 2025, and has sent those to the Prosecutor for final review. Once finalized, he expects the retainage to be released back to DPHD. He will continue to update as the process progresses.

He reminded the board that the 2025 District Advisory Council meeting will be held on March 20, 2025, at the DPHD Office. Additionally, he informed the board that the City of Delaware has appointed Ms. Angela Harvey to the Board of Health for a term ending March 31, 2030. He is scheduled to provide an orientation and onboarding with her in early March.

Commissioner Guillozet also reminded the board of the Conflict-of-Interest forms as per the Board's bylaws. He request that all forms be returned by the March BOH Meeting.

Lastly, the Health Commissioner requested that the board approved a new credit card in the Health Commissioner's name along with DPHD as the agency. This credit card would be issued through Richwood Bank and would allow us to access their communications/marketing teams. He indicated that the agency has identified an additional need of expertise in audio/visual marketing and the bank provided a portfolio/engagement session with staff. The bank is currently being used by partner agencies with great success. Staff felt as if the bank was a good fit for our needs. However, the bank requires a banking account or line of credit to be able to access their services.

Mr. Hatfield moved to authorize the Health Commissioner to enter into a credit agreement with Richwood Bank and to be issued a credit card in the Health Commissioner's name/DPDH for a limit not

to exceed \$10,000.00. Dr. Hickman seconded the motion. The motion carried unanimously.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the January 2025 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

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

2.03 COMMUNITY HEALTH

Ms. Keagy announced that the next Partnership for a Health Delaware County meeting is on March 6, 2025 and three awards will be presented to partners who have worked on the Community Health Improvement Plan. She also announced that the Leadership Team is having a retreat on March 7, 2025 facilitated by Kane Learning and will focus on communication styles, multi-generational teams, and building ownership.

2.04 ENVIRONMENTAL HEALTH

Mr. Gibbs reported that there has been an increase in animal bite instances, especially among bats, but all have tested negative for rabies. Food operator license renewals are due by March 3, 2025 and 65% of licensed facilities have paid and 85% of mobile facilities have paid. In the past week, there have been two warning letters and one administrative hearing for licensed food facilities.

2.05 PREVENTATIVE HEALTH

Mr. Howard reported that 41 participants attended the School Health Meeting that was held on February 14, 2025. An absentee survey is sent to schools each week to report illnesses; the reports are reviewed and then talking points and steps to take to prevent disease transmission are sent to the schools. Mr. Howard reported that the infectious disease data dashboards will soon be published on the website.

2.06 ADMINISTRATION

Ms. Whitney reported that three Chevy Cruz (2012) cars will be sold and not replaced. She also reported that there was a probation separation with the Communications Specialist and that this position will not be filled at this time.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – Mr. Blayney share information from a newsletter he received about potential federal cuts/limitation to telehealth. The board discussed and shared insight into the pros/cons of limiting/revising telehealth.

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.

6.0 NEW BUSINESS

6.011 BUDGETS

Commissioner Guillozet and Mr. Beal discussed the proposed 2026 Operating Budget with the Board of Health.

Mr. Hatfield moved to adopt the proposed 2026 Budget. Mr. Holzapfel seconded the motion. The 2026 Budget was adopted unanimously via voice vote.

6.012 APPROPRIATIONS

A. Solid Waste (70751507) – Request Board approval to amend and increase appropriations from \$47,400.00 to \$54,940.00 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.

- B. Swimming Pool (70851508)** – Request Board approval to amend and increase appropriations from \$41,460.00 to \$48,960.00 in the Swimming Pool Fund (70851508).

PMT: Agency

The Board approved item on consent.

- C. 2023 Enhanced Operations Grant (71651531)** – Request Board approval to amend and increase appropriations from \$261,270.00 to \$340,270.00 in the 2023 Enhanced Operations Grant Fund (71651531). A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

- D. MRC STTRONG Grant (76951533)** – Request Board approval to amend and increase appropriations from \$127,199.36 to \$143,106.46 in the MRC STTRONG Grant Fund (76951533). A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

6.014 FEES/CHARGES

- A.** Request Board adoption of the updated Preventative Health fee schedule effective March 1, 2025. 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.

PMT: Agency

The Board approved item on consent.

- B. Environmental Health Fees** – Mr. Gibbs provided an update regarding the proposed changes to the 2025 EH Fee Schedule. The highlights include adjusting the water lab fee to be set as the actual cost charged by the laboratory. Additionally, an expedited plumbing plan review fee was also added. This fee will require staff to review the expedited plumbing plans within 3 Business Days. The revised fees are set to be effective March 1, 2025.

Mr. Hatfield moved to adopt the revised 2025 Environmental Health Fees via emergency and to waive the three-reading requirement. Dr. Donaldson seconded the motion. Commissioner Guillozet conducted a roll call vote:

Mr. Blaney: Yes

Mr. Karr: Yes

Mr. Hatfield: Yes

Mr. Holzapfel: Yes

Dr. Donaldson: Yes

Dr. Hickman: Yes

Ms. Gladden: Yes

The motion and vote to adopt the revised 2025 Environmental Health Fees and to declare an emergency and waive the three-reading requirement carried unanimously.

6.015 EXPENDITURES

- A. HS Gov Tech: Purchase of Software and Services** – Requested Board approval to authorize the Health Commissioner to expend up to \$25,000.00 for implementation services for HS GovTech. The contract and annual fee for the EH Software System was approved at the January 28, 2025, Board meeting.

PMT: Agency

Ms. Gladden moved to authorize the Health Commissioner to expend \$25,000.00 for implementation services for the HS GovTech Software System. Mr. Hatfield seconded the motion. The motion carried unanimously.

6.016 INVENTORY

A. Donation - Request Board accept the donation of 21 door bumpers from two community residents. These products were donated to be free gifts during newborn home visits. Total value estimated at approximately \$170.00.

PMT: Agency

The Board approved item on consent.

6.018 NEW FUNDS

A. New Fund – Addiction Abatement Grant Fund - Request Board approval to establish a child key (70225235) in the General Fund to accommodate financial tracking of the Addiction Abatement Grant from the Delaware County Commissioners.

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.

Travel:

Lauren Robinson	National WIC Association Education and Training Conference, Las Vegas, Nevada (Funded via Workforce Development Grant)	April 22-25, 2025
Milu Nguyen and Ariel Finks	Center for Domestic Preparedness (CDP) Incident Command for All Hazards, Anniston, Alabama. The training, travel, and lodging is funded by the CDP.	April 21-25, 2025

PMT: Agency

The Board approved personnel actions and travel requests on consent.


6.034 PREVENATIVE HEALTH

A. Reapply for Get Vaccinated Ohio (GV) grant – Request Board approval to apply for the GV grant, provided by the Ohio Department of Health. This is a continuation of the GV grant that will be effective July 1, 2025 – June 30, 2026. DPHD is eligible for \$55,135. Reimbursement is deliverable based; therefore, reimbursement may vary. The goal of the grant is to improve and sustain vaccination coverage among children and adolescents, and to reduce vaccination coverage disparities in Ohio. 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.

ADJOURN. The meeting was adjourned by Mr. Blayney at 7:44 pm.


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

 3/19/25
Garrett Guilfoyle, Health Commissioner Date
Secretary to the Board of Health