



Date: Thursday, April 24, 2025
 To: Board of Health
 From: Garrett Guillozet, MPA, RS/REHS, AEMT
 Health Commissioner
 Re: Board meeting **Tuesday, April 29, 2025, 7:00 pm** 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>
1.00 CALL TO ORDER AND ATTENDANCE	2	
1.02 CONSENT ITEMS	2	Approve
<ul style="list-style-type: none"> • 6.012 Appropriations A-L • 6.016 Transfers A • 6.021 Authorization/Employment/Travel A • 6.025 Salary Scale/Policies/Benefits B • 6.030 Contracts A-D • 6.033 Community Health A-B • 6.034 Preventative Health A-B 		
1.03 APPROVAL OF MINUTES (Previously sent)	2	Approve
1.04 APPROVAL OF BILLS AND THEN AND NOWS (March 2025) See pages 1-8 of the Supporting Documents	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER			
A. Enhanced Operations Grant Funding – Update	5	Info	Agency
B. Legal Issues: ORC 121.22(G)(3) – Executive Session Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION 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 (Ohio Revised Code 121.22 (G)(3)). The Board requests that Commissioner Guillozet and Mr. Goe remain. Action Requested: Discussion and Roll Call Vote Time Entered into Executive Session: _____ p.m. _____ Moved to Return to General Session. _____ seconded the motion. Time Exited from Executive Session: _____ p.m.		Motion By: Second: Mr. Blayney: Dr. Hickman: Ms. Gladden: Mr. Karr: Ms. Harvey: Mr. Tiberi: Mr. Hatfield: Mr. Holzapfel: Dr. Donaldson:	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report. See page 9-17 of the Supporting Documents. Action Requested: Accept	10	Accept/ John	Agency
B. Independent Audit Contract- Request Board approval to enter into a Memorandum of Agreement with The Auditor of State and Charles E. Harris & Associates Inc., to conduct the annual audit (January 1, 2024-December 31, 2028, for the following anticipated costs: FY2024-\$18,150.00, FY2025-\$18,700.00, FY2026-\$19,250.00, FY2027-\$19,800.00, and FY2028-\$20,351.00 (Total anticipated cost is \$96,251.00). Action Requested: Discussion and Approval	5	Garrett	Agency
2.03 COMMUNITY HEALTH	5	Jen	
2.04 ENVIRONMENTAL HEALTH	5	Jeff	
2.05 PREVENTATIVE HEALTH	5	Adam	

2.06 ADMINISTRATION	5	Amy	
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3.0 BOARD REPORTS

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

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>			
4.04 CITIZEN REQUEST			

5.0 OLD BUSINESS

Items pending from the last meeting or information on prior actions and reports.

No previous old business.			
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6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action</i>	<i>PMT</i>
6.012 APPROPRIATIONS			
A. Administration (70225111) – Request board approval to amend and increase appropriations in Administration Fund (70225111) from \$1,120,764.95 to \$1,186,264.95. A copy of the budget revision was provided to the board. See page 18 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
B. DPHD HQ (70225113) – Request board approval to amend appropriations in DPHD HQ Fund (70225113). There is no change in overall appropriation levels. A copy of the budget revision was provided to the board. See page 19 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
C. Plumbing (70225446) – Request board approval to amend and increase appropriations in Plumbing Fund (70225446) from \$757,576.34 to \$758,776.34. A copy of the budget revision was provided to the board. See page 20 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
D. Other EH (70225449) - Request board approval to amend and increase appropriations in Plumbing Fund (70225449) from \$110,578.08 to \$111,078.08. A copy of the budget revision was provided to the board. See page 21 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
E. PH Admin (70225551) - Request board approval to amend and increase appropriations in PH Admin Fund (70225551) from \$153,514.25 to \$154,664.25. A copy of the budget revision was provided to the board. See page 22 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
F. Clinic Services (70225555) - Request board approval to amend and increase appropriations in PH Admin Fund (70225555) from \$880,148.66 to \$887,648.66. A copy of the budget revision was provided to the board. See page 23 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
G. Health Levy (70225772) – Request board approval to amend and increase appropriations in Health Levy Fund (70225772) from \$310,000.00 to \$356,000.00. A copy of the budget revision was provided to the board. See page 24 of the Supporting Documents. Action Requested: Consent Approval			
H. Swimming Pool (70851508) - Request board approval to amend and increase appropriations in Swimming Pool Fund (70851508) from \$48,960.00 to \$49,205.55. A copy of the budget revision was provided to the board. See page 25 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
I. Enhanced Operations 23 (71651531) - Request board approval to amend appropriations in EO 23 Fund (71651531). There is no change in overall appropriation levels. A copy of the budget revision was provided to the board. See page 26 of the Supporting Documents. Action Requested: Consent Approval			

<p>J. Public Health Workforce (75551408) - Request board approval to amend and increase appropriations in Public Health Workforce Fund (75551408) from \$164,940.00 to \$168,390.00. A copy of the budget revision was provided to the board. See page 27 of the Supporting Documents. Action Requested: Consent Approval</p>			
<p>K. MRC STTRONG (76951533) – Request board approval to amend appropriations in MRC STTRONG Fund (76951533). There is no change in overall appropriation levels. A copy of the budget revision was provided to the board. See page 28 of the Supporting Documents. Action Requested: Consent Approval</p>			
<p>L. DKMM Litter (70225233) - Request board approval to amend appropriations in DKMM Litter Fund (70225233). There is no change in overall appropriation levels. A copy of the budget revision was provided to the board. See page 29 of the Supporting Documents.</p>			

6.015 EXPENDITURES

<p>A. Competitive Bidding Requirement– The Health Commissioner requests that board waive any applicable competitive bidding requirements as outlined in BOH Resolution 2012-14 for the HS Gov Tech Software contract. Action Requested: Discussion and Approval</p>	5	Garrett	Agency
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6.016 TRANSFERS

<p>A. Debt Service Fund from Health Levy – Request board approval to transfer \$125,000.00 from the Health Levy Fund (70225772) to the Debt Service Fund (75451402). Action Requested: Consent Approval</p>	0	Consent/ John	Agency
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6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL

<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)). Action Requested: Discussion and Roll Call Vote Time Entered into Executive Session: _____ p.m. _____ Moved to Return to General Session. _____ seconded the motion. Time Exited from Executive Session: _____ p.m.</p>	<p>Motion By: Second: Mr. Blayney: Dr. Hickman: Ms. Gladden: Mr. Karr: Ms. Harvey: Mr. Tiberi: Mr. Hatfield: Mr. Holzapfel: Dr. Donaldson:</p>
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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:

MaryBeth Brown	Program Manager, Environmental Health	April 15, 2025
Lauren Boyd	Intern, Environmental Health	May 12, 2025
Hunter Rhoades	Intern, Community Health	April 17, 2025

Separation/Resignation:

Jasmine Kim	Intern – Preventative Health	March 26, 2025
Jacquelyn Fewings	Health Professional II – Preventative Health	April 10, 2025
Allison Comstock	Public Health Nurse II – Preventative Health	May 3, 2025

Position Change: None

Travel:

Lindsey Mason	Council of State and Territorial Epidemiologists Conference, Grand Rapids, Michigan (Funded via Workforce Development Grant)	June 8-12, 2025
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Action Requested: Consent approval

6.025 SALARY SCALE/POLICIES/BENEFITS

<p>A. Position Series Control Plan: Mr. Guillozet request the Board approve a revised Classification Plan for the Delaware County General Health District for the Purposes of Efficiency: WHEREAS, the Board of Health has the power to set the level of compensation for its employees pursuant to R.C. 3709.16.</p>	5	Garrett/ Amy
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<p>WHEREAS, this power exempts the Board of Health from the ODAS county classification plan pursuant to R.C. 124.14(B).</p> <p>NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HEALTH OF THE DELAWARE COUNTY GENERAL HEALTH DISTRICT THAT:</p> <p>The Classification/Position Listing and Classification Specifications attached hereto as “Exhibit A” shall constitute the Classification Plan for the Delaware County General Health District. Individual positions occupied by employees of the Delaware County General Health District shall be part of the identified classification, and classification series if applicable, in accordance with this plan. See Pages 30-32 of the Supporting Documents.</p> <p>Action Requested: Discussion and Approval</p>			
<p>B. Travel and Expense Reimbursement Policy – Request Board approval to adopt a revised Travel and Expense Reimbursement Policy. This proposed policy expands guidelines and procedures for agency personnel when traveling on behalf of the Health District for official business. See Pages 33-40 of the Supporting Documents.</p> <p>Action Requested: Consent Approval</p>	0	Garrett/ John	
6.030 CONTRACTS			
<p>A. Contract – Delaware County Board of Developmental Disabilities - Request Board approval for the Health Commissioner to negotiate and execute a contract with Delaware County Board of Developmental Disabilities (DCBDD) for nursing services. DPHD will provide nursing services for DCBDD clients and DCBDD will fund DPHD at a negotiated rate for such services (anticipated revenue of up to \$6,000.00).</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>B. Contract - Allen County Public Health - Request Board approval for the Health Commissioner to enter into a renewal contract to provide back-up plumbing inspection services for Allen County Public Health at a rate of \$75.00/hr.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Garrett	Agency
<p>C. Contract – Walden University - Request Board approval for the Health Commissioner to negotiate and execute an affiliation agreement with Walden University for the clinical placement of Walden University students.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>D. City of Columbus, Department of Health Contract – Request Board approval to authorize the Health Commissioner to enter into contract with the City of Columbus, Department of Health for revenue up to \$1,000 for the purpose of implementing the Ohio Buckles Buckeyes (OBB) program.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Jen	Agency
<p>E. Johnson Controls- HVAC Maintenance Service Agreement – Request Board approval to authorize the Health Commissioner to enter into a 3-year Service Agreement for annual HVAC preventative maintenance (Year 1 - \$17,830.00, Year 2- \$18,722.00, Year 3 - \$19,659.00).</p> <p>Action Requested: Discussion and Approval</p>	5	Garrett/ Amy	Agency
6.033 COMMUNITY HEALTH			
<p>A. Ohio Department of Health Youth Suicide Prevention (YS26) Continuation Grant – Request board approval to apply for the Ohio Department of Health Youth Suicide Prevention (YS26) continuation grant in the amount of up to \$86,900 for the funding period 09/15/2025– 09/14/2026. The goal of the grant is to reduce suicide-related morbidity and mortality of youth (ages 10-24) through a comprehensive, multi-faceted, population and evidence-based program that addresses risk associated with these injuries and deaths. In addition, supplemental funding is available for Suicide Fatality Review Teams. 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>Action Requested: Consent approval</p>	0	Consent/ Jen	Agency
<p>B. Ohio Department of Public Safety, Ohio Traffic Safety Office FFY2026 Safe Communities Grant – Request board approval to apply for the Ohio Department of Public Safety, Ohio Traffic Safety Office FFY2026 Safe Communities grant in the</p>	0	Consent/ Jen	Agency

amount of up to \$55,000 for the funding period 10/01/2025– 09/30/2026. The goal of the grant is to address traffic safety issues with strategies focusing on seat belt use, impaired driving, motorcycle safety, and distracted driving. 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. Action Requested: Consent approval																																			
C. 2025 Healthy Communities Micro Grant Proposals – Request Board approval to allocate an additional \$10,000.00 of CH Admin funds (70225222) to supplement the 2025 Health communities Micro Grant Program. These funds are currently budgeted within the CH Admin Fund. Action Requested: Discussion and Approval	5	Jen	Agency																																
6.034 PREVENTATIVE HEALTH																																			
A. Reapply and Accept Coffective: Local Community Partnership Collaborative Grant – Request Board confirm application and accept the Coffective grant, provided by Coffective and selected by ODH - WIC. DPHD would receive technical assistance to develop and implement initiatives to strengthen WIC and breastfeeding initiatives for up to \$5,000. Requests Board approval to expend grant funds according to the Notice of Award. Action Requested: Consent approval	0	Consent/ Adam	Agency																																
B. Reapply for WIC grant – Request board confirm application for the continuation of the WIC grant. If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award. Action Requested: Consent approval	0	Consent/ Adam	Agency																																
6.051 APPOINTMENTS																																			
A. 2025 Board Committees Assignments – Current Board Committees are listed below and denoted with current members and vacancies.	5	Approve/ Mr. Blayney	Agency																																
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Finance (4)</th> <th>Personnel (4)</th> <th>Subdivision Variance (4)</th> <th>Regulation Review (4)</th> </tr> </thead> <tbody> <tr> <td>P Blayney</td> <td>A Harvey</td> <td>P Blayney</td> <td>P Blayney</td> </tr> <tr> <td>M Hickman</td> <td>D Karr</td> <td>P Tiberi</td> <td>D Karr</td> </tr> <tr> <td>T Hatfield</td> <td>B Donaldson</td> <td>T Hatfield</td> <td>Z Holzapfel</td> </tr> <tr> <td>Z Holzapfel</td> <td>P Blayney</td> <td>C Gladden</td> <td>C Gladden</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>G Guillozet</td> <td>G Guillozet</td> <td>J Gibbs</td> <td>J Gibbs</td> </tr> <tr> <td>A Whitney</td> <td>A Whitney</td> <td>G Dunfee</td> <td>G Dunfee</td> </tr> </tbody> </table>	Finance (4)	Personnel (4)	Subdivision Variance (4)	Regulation Review (4)	P Blayney	A Harvey	P Blayney	P Blayney	M Hickman	D Karr	P Tiberi	D Karr	T Hatfield	B Donaldson	T Hatfield	Z Holzapfel	Z Holzapfel	P Blayney	C Gladden	C Gladden					G Guillozet	G Guillozet	J Gibbs	J Gibbs	A Whitney	A Whitney	G Dunfee	G Dunfee			
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Action Requested: Motion to Assign 2025 Board Committee Members _____ moved to appoint the 2025 Board of Health Committees. _____ seconded the motion.																																			

Sincerely,

Garrett Guillozet	Jeff Gibbs	Jen Keagy	Adam Howard	Amy Whitney	John Beal
Health Commissioner	Director of Environmental Health	Deputy Health Commissioner Community Health	Deputy Health Commissioner Preventative Health	Chief Operating Officer	Director of Finance