

## 1.0 CONVENTION AND CALL TO ORDER

The March 18, 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 7:23 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Donaldson, Ms. Gladden, Dr. Hickman, Mr. Karr. 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.

### 1.01 ANNUAL RE-ORGANIZATION MEETING OF THE BOARD OF HEALTH

As Secretary to the Board of Health, the Health Commissioner presided over the election of the Board of Health Officers.

#### Nominations - Nominations for Board of Health Officers

1. Nominations and election for President
2. Nominations and election for Vice President

Mr. Karr moved to nominate Mr. Blayney as President of the Board of Health and Dr. Donaldson as Vice President of the Board of Health. Dr. Hickman seconded the motion.

Commissioner Guillozet conducted the vote, and the vote carried unanimously.

### 1.02 CONSENT ITEMS

- 6.012 APPROPRIATIONS A-F
- 6.015 EXPENDITURES A
- 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A
- 6.030 CONTRACTS A
- 6.054 LEGAL ISSUES A

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

### 1.03 APPROVAL OF MINUTES

Dr. Donaldson moved to approve the February 25, 2025, 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 February 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. The Treasurer's office has provided DPHD with a cashier's check for \$132,004.92 which has been deposited into the general fund for ongoing building maintenance and support.

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 he and senior leadership provided an onboarding meeting with Ms. Harvey.

Commissioner Guillozet also informed the board that their 2025 Reaccreditation Application is nearing final submission to the Public Health Accreditation Board. In order to submit the final reaccreditation

application, PHAB requires a letter of support from the governing entity. He requested the board pass a motion to submit the application, and to reiterate the board's support of the agency's accreditation.

**Dr. Donaldson moved to support the agency's reaccreditation efforts. Ms. Gladden seconded the motion. The motion carried unanimously.**

Commissioner Guillozet also briefed the board regarding earned interest on monies kept in the County's General Fund. He informed the board that there have been a few other health districts who are attempting to receive any interest earned from investments of their funds by the County Treasurer. Currently, DPHD does not receive any interest earned from money that has been invested by the County Treasurer. Specifically, he provided the board with ORC 135.351 which, depending on interpretation, may allow the health district to receive any interest earned.

**Mr. Karr moved to direct the Health Commissioner to request a formal legal opinion from the Delaware Prosecuting Attorney to issue a determination on whether the health district is legally entitled to receive interest earned from health district funds which are kept in the county treasury and invested by the County Treasurer as specified in Ohio Revised Codes 135.21 and 135.351. Ms. Gladden seconded the motion. The motion carried unanimously.**

## **2.02 FINANCE**

**A. Finance Report** – Requested Board review and accept the February 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**

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

**B. Audit Update** – Commissioner Guillozet and Mr. Beal provided an update on the agency's 2024 independent auditor contract. The Auditor of State has submitted our contract for independent audit services out for bid due to a potential conflict-of-interest on behalf of the contractor. The process is under way and we are hosting a bidders call with the Auditor of State to inform and answer questions on behalf of potential bidders.

## **2.03 COMMUNITY HEALTH**

The healthy eating, active living microgrant will close Friday. Currently there are six applicants asking for approximately \$15,000. More applicants may come and all will be graded after the deadline. State updates to the birth certificate system have been delayed with no timeline in place for going live. No updates on the death certificate system being delayed have been announced and that system is scheduled to start in July. When the new death certificate system goes live it will likely increase income as funeral homes no longer have to go to Columbus to receive the certificates.

## **2.04 ENVIRONMENTAL HEALTH**

Food renewals went out and about 50 facilities are recalcitrant. Multiple facilities didn't pay the correct amount. After Friday, those still recalcitrant will be forwarded to Prosecutor. Staff are involved in OEHA and will be attending an upcoming conference. Ms. Shannon Self is exhibitor chair, Ms. Melissa Adams is archives chair, Ms. Brittany Zoecklein is EHSIT training chair, and multiple staff members will be speaking at the upcoming statewide conference. Interviews are underway for the program manager and intern with offers to be forthcoming. The Health District is waiting on HSGovTech to supply the contract for the software and will move forward once the contact is received for the EH software.

## **2.05 PREVENTATIVE HEALTH**

The mobile medical unit is schedule to be back in the community starting in April. Stops are planned throughout the District. A new initiative is being explored with the Delaware County Board of Developmental Disabilities. The DCBDD reached out to the Health District for nursing services. DCBDD is working on a potential contract which will be reviewed. The Health District is actively monitoring the measles outbreak in the Texas area. Proactive steps are being taken with District schools to ensure they have the resources they need to prepare and respond.

## **2.06 ADMINISTRATION**

Interviewing is underway for the program manager and interns. A new sink hole was identified near the pond. The City of Delaware is looking into the sink hole to determine what caused it to form and potential

**3.0 BOARD REPORTS**

**3.01 BOARD PRESIDENT – None**

**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**

**6.012 APPROPRIATIONS**

**A. Addiction Abatement Grant (70225235) – Request board approval to establish a new revenue and appropriation budget for the Addiction Abatement Grant (70225235). A copy of the budget revision was provided to the board.**

**PMT: Agency**

**The Board approved item on consent.**

**B. EH Admin (70225441) – Request board approval to amend and increase appropriations in EH Admin Fund (70225441) from \$527,167.00 to \$600,039.00. A copy of the budget revision was provided to the board.**

**PMT: Agency**

**The Board approved item on consent.**

**C. Plumbing (70225446) – Request board approval to amend appropriations in Plumbing Fund (70225446). There is no change in the overall appropriated amount. A copy of the budget revision was provided to the board.**

**PMT: Agency**

**The Board approved item on consent.**

**D. Water System (70651506) – Request board approval to amend and increase appropriations in Water System Fund (70651506) from \$11,096.94 to \$11,481.84. A copy of the budget revision was provided to the board.**

**PMT: Agency**

**The Board approved item on consent.**

**E. Enhanced Operations 2023 (71651531) – Request board approval to amend and increase appropriations in Enhanced Operations 23 Fund (71651531) from \$340,270.00 to \$460,270.00. A copy of the budget revision was provided to the board.**

**PMT: Agency**

**The Board approved item on consent.**

**F. Public Health Emergency Preparedness (71751519) – Request board approval to amend and increase appropriations in Public Health Emergency Preparedness Fund (71751519) from \$133,380.00 to \$141,880.00. A copy of the budget revision was provided to the board.**

**PMT: Agency**

**The Board approved item on consent.**

**6.015 EXPENDITURES**

**A. Annual Spring Education Conference – Request Board approval to expend grant funds and public health funds up to \$5,000.00 to pay for meeting space and related expenses to hold the annual all staff spring education conference at the Columbus Zoo. The day will focus on staff training, development, and team building.**

**PMT: Agency**

**The Board approved item on consent.**

**6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL**

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| <p><b>Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION</b> 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><b>Motion to exit Executive Session:</b> Mr. Karr moved to enter into Executive Session. Dr. Donaldson seconded the motion.</p> <p><b>Action Requested:</b> Discussion and Roll Call Vote<br/> <b>Time Entered into Executive Session:</b> 8:03 p.m.</p> <p><b>Mr. Karr moved to return to General Session.</b> Dr. Hickman seconded the motion. The motion carried unanimously.</p> <p><b>The board returned to general session. Time Exited from Executive Session:</b> 8:27 p.m.</p> <p><b>No action taken.</b></p> | <p><b>15</b></p> | <p><b>Motion By: Mr. Karr</b><br/> <b>Second: Dr. Donaldson</b></p> <p><b>Mr. Blayney: Yes</b><br/> <b>Mr. Karr: Yes</b><br/> <b>Mr. Tiberi: Absent</b><br/> <b>Mr. Hatfield: Absent</b><br/> <b>Mr. Holzapfel: Absent</b><br/> <b>Dr. Donaldson: Yes</b><br/> <b>Ms. Gladden: Yes</b><br/> <b>Dr. Hickman: Yes</b><br/> <b>Ms. Harvey: Absent</b></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:**

|             |                              |                   |
|-------------|------------------------------|-------------------|
| Jasmine Kim | Intern – Preventative Health | February 12, 2025 |
|-------------|------------------------------|-------------------|

**Probationary Separation:**

|             |                                 |                   |
|-------------|---------------------------------|-------------------|
| Dylan James | Health Communication Specialist | February 24, 2025 |
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**PMT: Agency**

The Board approved personnel actions on consent.

**6.030 CONTRACTS**

**A. Affiliation Agreement** - Request Board approval for the Health Commissioner to negotiate and execute an affiliation agreement with Ohio University for clinical education experiences. This renews the Health District’s agreement to accept medical students from Ohio University Heritage College of Osteopathic Medicine which gives medical students an introduction to public health.

**PMT: Agency**

The Board approved item on consent.

**6.054 LEGAL ISSUES**

**A. Recalcitrant/Non-Renewal** - The board of health authorizes the Health Commissioner to refer recalcitrant food service and retail food establishments to the Prosecutor’s Office for failure to renew their food service or retail food establishment license.

**PMT: Agency**

The Board approved item on consent.

**ADJOURN.** The meeting was adjourned by Mr. Blayney at 8:29pm.

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

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