



Date: Thursday, May 22, 2025  
 To: Board of Health  
 From: Garrett Guillozet, Health Commissioner  
 Re: Board meeting **Tuesday, May 27, 2025, 7:00 pm** DPHD 470 S. Sandusky St., Delaware, OH 43015

\*PMT – Performance Management Touchstone

**1.0 CONVENTION**

Agenda Item	Time	Action/ Contact
<b>1.00 CALL TO ORDER AND ATTENDANCE</b>	2	
<b>1.02 CONSENT ITEMS</b> • Garrett to Summarize	2	Approve
<b>1.03 APPROVAL OF MINUTES</b> (Previously sent)	2	Approve
<b>1.04 APPROVAL OF BILLS AND THEN AND NOWS</b> (April 2025) <i>See pages 1-9 of the Supporting Documents</i>	2	Approve

**2.0 STAFF REPORTS**

Agenda Item	TIME	Action	PMT
<b>2.01 HEALTH COMMISSIONER</b>			
<b>A. Legal Issues: ORC 121.22(G)(3) – Executive Session</b> <b>Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION</b> 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. <b>Action Requested: Discussion and Roll Call Vote</b>  Time Entered into Executive Session: _____ p.m.  _____ Moved to Return to General Session. _____ seconded the motion. Time Exited from Executive Session: _____ p.m.		<b>Motion By:</b> <b>Second:</b>  <b>Mr. Blayney:</b> <b>Dr. Hickman:</b> <b>Ms. Gladden:</b> <b>Mr. Karr:</b> <b>Ms. Harvey:</b> <b>Mr. Tiberi:</b> <b>Mr. Hatfield:</b> <b>Mr. Holzapfel:</b> <b>Dr. Donaldson:</b>	
<b>2.02 FINANCE</b>			
<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report. <i>See page 10-17 of the Supporting Documents.</i> <b>Action Requested: Accept</b>	10	Accept/ John	Agency
<b>2.03 COMMUNITY HEALTH</b>	5	Jen	
<b>2.04 ENVIRONMENTAL HEALTH</b>	5	Jeff	
<b>2.05 PREVENTATIVE HEALTH</b>	5	Adam	
<b>2.06 ADMINISTRATION</b>	5	Amy	

**3.0 BOARD REPORTS**

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

**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

Agenda Item	Time	Action/ Contact	PMT
<b>4.04 CITIZEN REQUEST</b>			

**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>
<b>6.012 APPROPRIATIONS</b>			
<b>A. DPHD HQ (70225113)</b> – Request board approval to amend and increase appropriations in DPHD HQ (70225113) from \$673,573.34 to \$695,223.34. A copy of the budget revision was provided to the board. <b>See page 18 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>B. PH Admin (70225551)</b> – Request board approval to amend appropriations in PH Admin Fund (70225551). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <b>See page 19 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>C. Solid Waste (70751507)</b> – Request board approval to amend appropriations in PH Solid Waste Fund (70751507). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <b>See page 20 of the Supporting Documents.</b> <b>Action Requested</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>D. Swimming Pool (70851508)</b> – Request board approval to amend appropriations in Swimming Pool Fund (70851508). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <b>See page 21 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>E. WIC Odd Year (70951509)</b> - Request board approval to amend appropriations in WIC Odd Year Fund (70951509). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <b>See page 22 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>F. Injury Prevention- Falls Grant (71251532)</b> - Request board approval to amend appropriations in Injury Prevention Falls Fund (71251532). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <b>See page 23 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>G. Public Health Workforce Grant (75551408)</b> – Request board approval to amend and increase the estimated revenue in the Public Health Workforce Grant Fund (75551408) from \$179,8800.00 to \$260,000.00 and to amend and increase appropriations from \$168,390.00 to \$247,680.64. A copy of the budget revision was provided to the board. <b>See page 24 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>H. Health Severance Reserve (76851409)</b> – Request board approval to amend and increase the estimated revenue in Health Severance Reserve fund (76851409) from \$10,000.00 to \$100,000.00 and to amend and increase appropriations from \$31,737.50 to \$63,475.00. A copy of the budget revision was provided to the board. <b>See page 25 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>I. Administration (70225111)</b> –Request board approval to amend the appropriations in the Administration Fund (70225111) from \$1,189,264.95 to \$1,286,264.95. A copy of the budget revision was provided to the board. <b>See page 26 of the Supporting Documents.</b> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>6.015 EXPENDITURES</b>			
<b>A. Vaccine Refrigeration/Freezer Units</b> – Request board approval to expend up to \$25,000 to purchase one 2-door refrigerator, one 1-door refrigerator, and one under-the-counter freezer. These purchases will allow the replacement of old and malfunctioning units and allow for additional storage space for fall surges in products. <b>Action Requested: Discussion and Approval</b>	<b>0</b>	<b>Adam</b>	<b>Agency</b>
<b>6.016 TRANSFERS</b>			
<b>A. Transfer from Administration to Health Severance Reserve</b> – Request board approval for transfer of \$100,000.00 from Administration Fund (70225111) to Health Severance Reserve Fund (76851409). <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>

**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:**

Madison Dyll	WIC Health Professional	June 9, 2025
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**Separation/Resignation:**

Michael Rogich	Registered Environmental Health Specialist III	May 6, 2025
Audrey Helmreich	Community Health Specialist I	May 29, 2025

**Position Change: None**

**Travel:**

Jeff Gibbs	National Environmental Health Association – Phoenix, Arizona	July 14-17, 2025
MaryBeth Brown	National Environmental Health Association – Phoenix, Arizona	July 14-17, 2025

**Action Requested: Consent approval**

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

<b>A. Tuition Reimbursement / Ms. Monica Wallace</b> – Request Board approval to expend up to \$3,000 annually for Ms. Monica Wallace to attend Marion Technical College for an Associate of Applied Business/Human Resource Management. Ms. Wallace has completed the appropriate application acknowledging the requirements of the personnel policies. Anticipated graduation is Fall of 2027. Staff believe the program will be both a benefit to Ms. Wallace and the agency and recommend approval. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
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**6.025 SALARY SCALE/POLICIES/BENEFITS**

<b>A. Health and Dental Insurance</b> – Request board approval to maintain current Board of Health pick up for all policies. Health insurance rates are increasing by 11.36% and Dental is increasing by 8%. <b>Action Requested: Discussion and Approval</b>	5	Approve/ Amy	Agency
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**6.030 CONTRACTS**

<b>A. Healthy Communities Micro Grant (HCMG) - Delaware Area Career Center</b> – Request Board approval to authorize the Health Commissioner to enter into a contract with Delaware Area Career Center for an amount not to exceed \$1,230.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>B. HCMG - St. Michael's Community</b> - Request Board approval to authorize the Health Commissioner to enter into a contract with St. Michael’s Community for an amount not to exceed \$2,241.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>C. HCMG - Kingston Township</b> - Request Board approval to authorize the Health Commissioner to enter into a contract with Kingston Township for an amount not to exceed \$3,000.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>D. HCMG - People In Need</b> - Request Board approval to authorize the Health Commissioner to enter into a contract with People in Need for an amount not to exceed \$2,750.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>E. HCMG - Berkshire Township</b> - Request Board approval to authorize the Health Commissioner to enter into a contract with Berkshire Township for an amount not to exceed \$1,829.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>F. HCMG - Unity Community Center</b> - Request Board approval to authorize the Health Commissioner to enter into a contract with Unity Community Center for an amount not to exceed \$ 1,790.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>G. HCMG - Berlin Farm HOA</b> – Request Board approval to authorize the Health Commissioner to enter into a contract with Berlin Farm HOA for an amount not to exceed \$1,200.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency

<b>H. HCMG - Big Walnut Civic Association</b> – Request Board approval to authorize the Health Commissioner to enter into a contract with Big Walnut Civic Association for an amount not to exceed \$2,750.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>I. HCMG – Radnor Township</b> – Request Board approval to authorize the Health Commissioner to enter into a contract with Radnor Township for an amount not to exceed \$1,20.00. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>J. Wornstaff Memorial Library Falls Prevention Contract Addendum</b> – Request Board approval to amend the contract with the Wornstaff Memorial Library to extend the end date of services to 12/31/2025 for the purpose of recruiting participants and providing space to conduct balance and mobility trainings in addition to falls risk assessments. This request is funded by the Ohio Department of Health IF25 Injury Prevention – Falls Among Older Adults grant. <b>Action Requested: Consent Approval</b>	0	Consent/ Jen	Agency
<b>K. Delaware Area YMCA Falls Prevention Contract Addendum</b> – Request Board approval to amend the contract with the Delaware Area YMCA to extend the end date of services to 12/31/2025 for the purpose of recruiting participants and providing space to conduct balance and mobility trainings in addition to falls risk assessments. This request is funded by the Ohio Department of Health IF25 Injury Prevention – Falls Among Older Adults grant. <b>Action Requested: Consent Approval</b>	0	Consent/ Jen	Agency
<b>6.033 COMMUNITY HEALTH</b>			
<b>A. Ohio Department of Health Injury Prevention-Falls Among Older Adults (IF26) Continuation Grant</b> – Request board approval to apply for the Ohio Department of Health Injury Prevention-Falls Among Older Adults (IF26) continuation grant in the amount of up to \$107,000 for the funding period 10/01/2025– 09/30/2026. The goal of the grant is to reduce unintentional fall injuries and injury-related fatalities for older adults ages 60 and above by convening a local coalition to implement evidence-based strategies to prevent falls including increasing falls risk assessments, building systems for home assessment and modifications, and increasing access to balance and mobility trainings. 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. <b>Action Requested: Consent approval</b>	0	Consent/ Jen	Agency
<b>6.050 RESOLUTIONS</b>			
<b>J. Resolution 2011-12 Routine and Emergency Events (Delegation of Authority)</b> – Request Board to approve and adopt the amended version of Resolution 2011-12. <a href="#">See page 27-29 of the Supporting Documents.</a> <b>Action Requested: Consent approval</b>	0	Consent/ Garrett	Agency
<b>K. Resolution 2010-02 Identity Theft Prevention Program</b> – Request Board to approve and adopt the amended version of Resolution 2010-02. <a href="#">See page 30-32 of the Supporting Documents.</a> <b>Action Requested: Consent approval</b>	0	Consent/ Adam	Agency
<b>L. Resolution 2025-01 - Sewage Nuisance – 8356 Ashley Road, Ashley, Ohio (Oxford Township, Parcel 618-400-01-045-002</b> <a href="#">See page 33-50 of the Supporting Documents.</a> <b>Action Requested: Consent approval</b>	0	Consent/ Jeff	Agency
<b>M. Resolution 2025-02 – Sewage Nuisance – 3278 Owen Fraley Road, Delaware, Ohio (Concord Township), Parcel 419-230-01-066-000.</b> <a href="#">See page 51-62 of the Supporting Documents.</a> <b>Action Requested: Consent approval</b>	0	Consent/ Jeff	Agency

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