



Date: Thursday, June 19, 2025  
 To: Board of Health  
 From: Garrett Guillozet, Health Commissioner  
 Re: Board meeting **Tuesday, June 24, 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>
<b>1.00 CALL TO ORDER AND ATTENDANCE</b>	<b>2</b>	
<b>1.02 CONSENT ITEMS</b> <ul style="list-style-type: none"> <li>• 6.012 APPROPRIATIONS A-J</li> <li>• 6.016 TRANSFERS A</li> <li>• 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A</li> <li>• 6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT A-B</li> <li>• 6.03 CONTRACTS A</li> <li>• 6.034 PREVENTATIVE HEALTH A-D</li> <li>• 6.053 RESOLUTIONS A</li> </ul>	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> (Previously sent)	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS AND THEN AND NOWS (May 2025)</b> <a href="#">See pages 1-11 of the Supporting Documents</a>	<b>2</b>	<b>Approve</b>

**2.0 STAFF REPORTS**

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b>	<b>2</b>	<b>Garrett</b>	<b>Agency</b>
<b>A. PHEP Funding Update</b>			
<b>2.02 FINANCE</b>			
<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report. <a href="#">See page 12-19 of the Supporting Documents.</a> <b>Action Requested: Accept</b>	<b>10</b>	<b>Accept/ John</b>	<b>Agency</b>
<b>2.03 COMMUNITY HEALTH</b>		<b>Jen</b>	
<b>2.04 ENVIRONMENTAL HEALTH</b>		<b>Jeff</b>	
<b>2.05 PREVENTATIVE HEALTH</b>		<b>Adam</b>	
<b>2.06 ADMINISTRATION</b>		<b>Amy</b>	

**3.0 BOARD REPORTS**

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

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

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

**5.0 OLD BUSINESS**

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

<i>Agenda Item</i>	<i>TIME</i>	<i>Contact</i>	<i>PMT</i>
No previous old business.			

**6.0 NEW BUSINESS**

*New items of information or for Board action*

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>6.012 APPROPRIATIONS</b>			
<b>A. 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. <i>See page 20 of the Supporting Documents.</i> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>B. DPHD HQ (70225113)</b> – Request board approval to amend and increase appropriations in DPHD HQ Fund (70225113) from \$695,223.34 to \$725,223.34. A copy of the budget revision was provided to the board. <i>See page 21 of the Supporting Documents.</i> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>C. HEAL Grant (70225231)</b> – Request board approval to amend and decrease appropriations in HEAL Grant Fund (70225231) from \$32,745.00 to \$19,000.00. A copy of the budget revision was provided to the board. <i>See page 22 of the Supporting Documents.</i> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>D. Youth Suicide Grant (70225234)</b> – Request board approval to amend appropriations in Youth Suicide Grant Fund (70225234). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <i>See page 23 of the Supporting Documents.</i> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>
<b>E. EH Admin (70225441)</b> – Request board approval to amend appropriations in EH Admin Fund (70225441). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <i>See page 24 of the Supporting Documents.</i> <b>Action Requested: Consent Approval</b>	<b>0</b>	<b>Consent/ John</b>	<b>Agency</b>

<p><b>F. Other EH Fee Based Programs (70225449)</b> – Request board approval to amend appropriations in Other EH Fee Based Programs Fund (70225449) \$111,078.08 to \$112,078.08. A copy of the budget revision was provided to the board. <a href="#">See page 25 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ John	Agency
<p><b>G. PH Administration (70225551)</b> – Request board approval to amend and increase appropriations in PH Administration Fund (70225551) from \$154,664.25 to \$155,314.25. A copy of the budget revision was provided to the board. <a href="#">See page 26 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ John	Agency
<p><b>H. Clinic Services (70225555)</b> – Request board approval to amend appropriations in Clinic Services Fund (70225555). There is no change in overall appropriations. A copy of the budget revision was provided to the board. <a href="#">See page 27 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ John	Agency
<p><b>I. Swimming Pool (70851508)</b> – Request board approval amend and increase appropriations in Swimming Pool Fund (70851508) from \$49,205.00 to \$83,815.00. A copy of the budget revision was provided to the board. <a href="#">See page 28 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ John	Agency
<p><b>J. Public Health Workforce (75551408)</b> – Request board approval to amend and increase appropriations Public Health Workforce Grant (75551408) from \$247,680.64 to \$256,180.64. A copy of the budget revision was provided to the board. <a href="#">See page 29 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ John	Agency
<b>6.015 EXPENDITURES</b>			
<p><b>A. Parking Lot Maintenance</b> – Request board approval to expend \$24,780.00 on parking lot resurfacing/sealing/stripping. The lot is due for maintenance to extend the life of the asphalt. <a href="#">See pages 30-31 of the Supporting Documents.</a></p> <p><b>Action Requested: Discussion and Approval</b></p>	5	Garrett	Agency
<b>6.016 TRANSFERS</b>			
<p><b>A. Return of Advance</b> – Request board approval to return the cash advance of \$200,000.00 from EO 23 Fund (71651531) to Admin Fund (70225111). The grant is closed out and all expenses have been paid. The fund is no longer needed.</p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ Garrett	Agency

**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:**

Sarah Rose	Public Health Nurse 2	June 16, 2025
August Lemert	Intern (WIC)	June 16, 2025
Julia Steiner	Environmental Health Specialist In-Training	July 7, 2025

**Travel:**

Jen Keagy	2025 Open Forum: Next Generation Conference, Pittsburg, PA	October 8-10, 2025
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**Action Requested: Consent approval**

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

<p><b>A. Tuition Reimbursement / Ms. Abbey Trimble</b> – Request Board approval to expend up to \$3,000 annually for Ms. Abbey Trimble to attend Ohio University for a Master’s in Public Health. Ms. Trimble has completed the appropriate application acknowledging the requirements of the personnel policies. The anticipated graduation is Fall of 2026. Staff believe the program will be both a benefit to Ms. Trimble and the agency and recommend approval. <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent /Jen</b>	<b>Agency</b>
<p><b>B. Tuition Reimbursement / Ms. Aly Hillier</b> – Request Board approval to expend up to \$3,000 annually for Ms. Aly Hillier to attend University of Akron for a Master’s in Social Work. Ms. Hillier has completed the appropriate application acknowledging the requirements of the personnel policies. The anticipated graduation is Fall of 2028. Staff believe the program will be both a benefit to Ms. Hillier and the agency and recommend approval. <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent /Jen</b>	<b>Agency</b>

**6.03 CONTRACTS**

<p><b>A. Contract – Grand Canyon University</b> - Request Board approval for the Health Commissioner to negotiate and execute an affiliation agreement with Grand Canyon University for the clinical placement of students. <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent /Adam</b>	<b>Agency</b>
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**6.034 PREVENTATIVE HEALTH**

<p><b>A. Reapply for the Breastfeeding in the Workplace Grant</b> – Request Board confirm application for the Breastfeeding in the Workplace grant provided by ODH for up to \$8,500. The goal of this grant is to assist businesses in the county with adopting breastfeeding-supportive policies and practices. If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award. <b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent /Adam</b>	<b>Agency</b>
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<p><b>B. Apply and Accept American Heart Association Grant</b> – Request Board confirm application and accept a grant from the American Heart Association to improve blood pressure in Delaware County. Funding of \$2,000 would be made available to purchase blood pressure monitoring equipment for distribution within the District. If funded, the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent /Adam	Agency
<p><b>C. Apply for Spark Good Local Grant(s)</b> – Request Board approval to apply for Spark Good Local Grant(s) from Walmart. These grants are designed to support local organizations that meet the needs of the community and are for up to \$5,000 per Walmart facility. The intent of the application is to apply for materials and supplies for new families as part of the prenatal and newborn care programs.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent /Adam	Agency
<p><b>D. Accept Donations</b> – Request Board accept the donation of medical supplies from Mr. Aaron Straw. Supplies include isopropyl alcohol, face shields, isolation gowns, applicators, and other miscellaneous supplies. Supplies will be used by clinical operations and/or distributed to members of the Healthcare Coalition for use throughout the District. Total value estimated at approximately \$500.00.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent /Adam	Agency
<b>6.053 RESOLUTIONS</b>			
<p><b>A. Resolution 2025-03 Closure and Suspension Procedures</b> – Request board approval to adopt Resolution 2025-03 regarding procedures for voluntary closure and suspension of public swimming pools, spas, and special use pools. <a href="#">See pages 32-35 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Garrett	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