

1.0 CONVENTION AND CALL TO ORDER

The June 24, 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 7:00 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Dr. Donaldson, Mr. Hatfield, Mr. Tiberi (arrived at 7:09pm), Mr. Karr, Ms. Gladden, and Ms. Harvey. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Amy Whitney, Chief Operating Officer, Mr. Howard, Deputy Health Commissioner of Preventative Health, and Mr. Beal, Director of Finance.

1.02 CONSENT ITEMS

- **6.012 APPROPRIATIONS A-J**
- **6.016 TRANSFERS A**
- **6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A**
- **6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT A-B**
- **6.03 CONTRACTS A**
- **6.034 PREVENTATIVE HEALTH A-D**
- **6.053 RESOLUTIONS A**

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

1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the May 27, 2025, minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS AND THEN AND NOWS

Mr. Hatfield moved to approve the May 2025 bills and Then and Nows. Dr. Donaldson seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

PHEP: Commissioner Guillozet provided an update on Public Health Emergency Preparedness funding. ODH has informed local subgrantees that the CDC funding will be 28% short of what was allocated. This will result in a change in the grant length from twelve months to nine months with a decrease in deliverables. If ODH receives the funding at a later date, the grant will extend back to a twelve month period but that will not be known until late fall.

Interest: Additionally, he provided an update on the interest issue. He along with Mr. Tiberi and Mr. Holzapfel will be meeting with interested parties on Thursday, June 26th to discuss the issue.

Parking Lot: Commissioner Guillozet provided additional information regarding the quote received for item 6.015 A Parking Lot Resurfacing.

Sewage Program Survey: He provided an update regarding the recent Sewage Program Survey conducted by the Ohio Department of Health. The program was found to be in compliance and as such has been approved by the ODH. An action plan is required to be submitted for administrative items within 45 days.

Cost Methodology: He informed the board that the EH and Fiscal staff have started on the 2026 EH Programs Cost Methodology. He is anticipating introducing the fees in August, public hearing in September, and then adoption in October.

PHAB: Commissioner Guillozet informed the board that the agency's reaccreditation application has been received and all items are currently being reviewed by PHAB staff. Once completed, DPHD will have 45 days to respond to any measures which were reopened and will be able to clarify or submit additional documentation.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the May 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

Commission Guillozet provided an update on Community Health programming. Ms. Keagy is representing the agency at the IDD-Inclusive CHA/CHIP Project Debrief Meeting at the Special Olympics Headquarters in Washington, DC.

2.04 ENVIRONMENTAL HEALTH

Commissioner Guillozet provided an update on Environmental Health programming. The sewage treatment system ODH survey was received and DPHD received favorable results. Cost methodology for fee-based programs has begun; the first reading of fees should be ready for the August meeting. Shannon Self was selected for the competitive Nation Environmental Health Association's leadership academy.

2.05 PREVENTATIVE HEALTH

Deputy Commissioner Howard provided an update on Preventative Health programming. An extreme heat page was created to provide residents with information to stay safe during extreme heat days. The EMS/DPHD CPR collaboration took the next step with the unveiling of the CPR trailer which has been branded. EMS will be taking it throughout the community to train the public on hands only CPR. Breast pumps are now available at the Health District through a partnership that allows families to receive the pumps. The clinic billing, collections, and income was reviewed; the new billing company is doing very well. An update on the WIC farmers market program was provided. State issued WIC coupons will be reduced by 72% for the upcoming year.

2.06 ADMINISTRATION

Officer Whitney provided an update on Administration programming. Open enrollment has been completed for insurance. Assessing needs for vehicles including selling and/or additional leases. An issue occurred with the server room air conditioning resulting in a service call. The unit's coils were cleaned and it is anticipated that this will fix the issue.

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. No visitors present.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. WIC – Odd Year (70951509) – 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. **PMT: Agency**

The Board approved item on consent.

B. DPHD HQ (70225113) – 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.

PMT: Agency

The Board approved item on consent.

- C. **HEAL Grant (70225231)** – 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.
PMT: Agency
The Board approved item on consent.
- D. **Youth Suicide Grant (70225234)** – 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. **PMT: Agency**
The Board approved item on consent.
- E. **EH Admin (70225441)** – 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.
PMT: Agency
The Board approved item on consent.
- F. **Other EH Fee Based Programs (70225449)** – 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.
PMT: Agency
The Board approved item on consent.
- G. **PH Administration (70225551)** – 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.
PMT: Agency
The Board approved item on consent.
- H. **Clinic Services (70225555)** – 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.
PMT: Agency
The Board approved item on consent.
- I. **Swimming Pool (70851508)** – 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.
PMT: Agency
The Board approved item on consent.
- J. **Public Health Workforce (75551408)** – 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.
PMT: Agency
The Board approved item on consent.

6.015 EXPENDITURES

- A. **Parking Lot Maintenance** – 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.
PMT: Agency

Ms. Harvey moved to approve the Health Commissioner to expend \$24,780.00 on parking lot resurfacing/sealing/stripping. Mr. Hatfield seconded the motion. The motion carried unanimously.

6.016 TRANSFERS

A. Return of Advance – 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.

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.

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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PMT: Agency

The Board approved personnel actions on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Tuition Reimbursement / Ms. Abbey Trimble – 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.

PMT: Agency

The Board approved item on consent.

B. Tuition Reimbursement / Ms. Aly Hillier – 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.

PMT: Agency

The Board approved item on consent.

6.030 CONTRACTS

A. Contract – Grand Canyon University - Request Board approval for the Health Commissioner to negotiate and execute an affiliation agreement with Grand Canyon University for the clinical placement of students.

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Reapply for the Breastfeeding in the Workplace Grant – 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.

PMT: Agency

The Board approved item on consent.

B. Apply and Accept American Heart Association Grant – 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.

PMT: Agency

The Board approved item on consent.

- C. Apply for Spark Good Local Grant(s)** – 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.

PMT: Agency

The Board approved item on consent.

- D. Accept Donations** – 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.

PMT: Agency

The Board approved item on consent.

6.050 RESOLUTIONS

- A. Resolution 2025-03 Closure and Suspension Procedures** – Request board approval to adopt Resolution 2025-03 regarding procedures for voluntary closure and suspension of public swimming pools, spas, and special use pools.

PMT: Agency

The Board approved item on consent.

Being no further business. Mr. Blaney adjourned the meeting. The meeting was adjourned at 7:36 p.m.

			
Patrick Blaney, P.E., President	Date 7/29/25	Garrett Guillozet, Health Commissioner	Date 7/29/25
or Dr. Briana Donaldson, Vice President		Secretary to the Board of Health	