

## 1.0 CONVENTION AND CALL TO ORDER

The May 27, 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. Holzapfel [7:12pm], Mr. Hatfield, Mr. Tiberi, and Ms. Harvey. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Amy Whitney, Chief Operating Officer, Ms. Keagy, Deputy Health Commissioner of Community Health, Mr. Gibbs, Director of Environmental Health, and Mr. Beal, Director of Finance.

### 1.02 CONSENT ITEMS

- 6.012 APPROPRIATIONS A-I
- 6.016 TRANSFERS A
- 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A
- 6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT A
- 6.030 CONTRACTS A-K
- 6.033 COMMUNITY HEALTH A
- 6.050 RESOLUTIONS A-D

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

### 1.03 APPROVAL OF MINUTES

**Mr. Hatfield moved to approve the April 29, 2025, minutes. Mr. Tiberi seconded the motion. The motion carried unanimously.**

### 1.04 APPROVAL OF BILLS AND THEN AND NOWS

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

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

Commissioner Guillozet provided an update regarding some recent building issues to the board. Specifically, he shared some information on electrical/generator issues as a result of a recent power outage and an update on the sink hole near the pond.

Additionally, he provided an update regarding Amrutham Authentic Kitchen closure that occurred on May 22, 2025. The restaurant requested a re-inspection on May 28, 2025, and they are anticipating being in full compliance to be able to reopen. He informed the board that he will provide them with an update after the re-inspection is complete.

Commissioner Guillozet requested the board postpone the executive session until next month regarding the pending legal issue. He provided a brief update regarding information from the Prosecutor's Office relating to the issue of earned interest on general fund dollars.

The board discussed the current as-passed version of the Ohio House's budget and the pending budget shortfall of the Ohio Department of Health Laboratory.

**Dr. Donaldson moved to authorize the Health Commissioner to write a letter supporting public health laboratory funding to elected officials in the Ohio House and Senate. Ms. Harvey seconded the motion. The motion carried unanimously.**

### 2.02 FINANCE

**A. Finance Report** – Requested Board review and accept the April 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. Tiberi moved to accept the year-to-date finance report. Mr. Hatfield seconded the motion. The motion carried unanimously.

### **2.03 COMMUNITY HEALTH**

Deputy Keagy provided an update that multiple CH staff members have participated on various grant review teams for the United Way Strengthening Families grant and the Healthy Communities Micro grants which is a great learning opportunity and further strengthens partnerships. The new Ohio Vital Records System (OVRS) now has a tentative go-live date for August (original launch was scheduled for April). The month of April saw the most fentanyl test strips (135) distributed since the program began last year. Also this month, the most car seat inspections (57) and most car seats distributed (32) were provided than at any point in the past year.

### **2.04 ENVIRONMENTAL HEALTH**

#### **Water Quality**

Staff have been preparing for the ODH sewage program survey which will be performed on May 29<sup>th</sup> – 30<sup>th</sup>. Records from 2022, 23, 24 will be reviewed.

#### **Campgrounds**

License renewals have been received except for Sunbury KOA. We had one campground, White Sands, that chose not to renew their license. The owner, sole proprietor of the LLC and owner of the land & campground passed away last year, and the grandson chose not to renew the license. Current rules allow four campsites/campers to be on the premises without requiring a license. Local partners have been notified of the change in status with the premise, (Delaware zoning, code compliance).

#### **Zoonotic**

Mosquito intern, Lauren Boyd, started May 19<sup>th</sup>

#### **Food**

Amrutham Indian restaurant - Insect infestation – ordered closed in February 2025 and May 2025, reinspection to be conducted the week of May 26<sup>th</sup>.

Inspire Nutrition – Held an administrative hearing on 5-27-2025 due to non-compliance with Ohio Uniform Food Safety Code and Ohio Plumbing Code.

### **2.05 PREVENTATIVE HEALTH**

Deputy Howard was not in attendance. Please see the report provided.

### **2.06 ADMINISTRATION**

### **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. DPHD HQ (70225113) – 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.**

**PMT: Agency**

**The Board approved item on consent.**

**B. PH Admin (70225551) – 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.**

**PMT: Agency**

**The Board approved item on consent.**

- C. Solid Waste (70751507)** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
- D. Swimming Pool (70851508)** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
- E. 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.**
- F. Injury Prevention- Falls Grant (71251532)** - 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.  
**PMT: Agency**  
**The Board approved item on consent.**
- G. Public Health Workforce Grant (75551408)** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
- H. Health Severance Reserve (76851409)** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
- I. Administration (70225111)** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**

#### **6.015 EXPENDITURES**

- A. Vaccine Refrigeration/Freezer Units** – 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.  
**PMT: Agency**

**Mr. Tiberi moved to approve the Health Commissioner to purchase new vaccine refrigeration and freezer units. Dr. Donaldson seconded the motion. The motion carried unanimously.**

#### **6.016 TRANSFERS**

- A. Transfer from Administration to Health Severance Reserve** – Request board approval for transfer of \$100,000.00 from Administration Fund (70225111) to Health Severance Reserve Fund (76851409).  
**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:**

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

**Travel:**

Jeff Gibbs	National Environmental Health Association – Phoenix, Arizona	July 13-18, 2025
MaryBeth Brown	National Environmental Health Association – Phoenix, Arizona	July 13-18, 2025

**PMT: Agency**

The Board approved personnel actions on consent.

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Tuition Reimbursement / Ms. Monica Wallace** – 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.

**PMT: Agency**

The Board approved item on consent.

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Health and Dental Insurance** – 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%.

**Mr. Tiberi moved to approve continuing the board of health pick up for all policies. Mr. Holzapfel seconded the motion. The motion carried unanimously.**

**6.030 CONTRACTS**

**A. Healthy Communities Micro Grant (HCMG) - Delaware Area Career Center** – 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.

**PMT: Agency**

The Board approved item on consent.

**B. HCMG - St. Michael's Community** - 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.

**PMT: Agency**

The Board approved item on consent.

**C. HCMG - Kingston Township** - 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.

**PMT: Agency**

The Board approved item on consent.

- D. **HCMG - People In Need** - 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- E. **HCMG - Berkshire Township** - 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- F. **HCMG - Unity Community Center** - 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- G. **HCMG - Berlin Farm HOA** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- H. **HCMG - Big Walnut Civic Association** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- I. **HCMG – Radnor Township** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- J. **Wornstaff Memorial Library Falls Prevention Contract Addendum** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- K. **Delaware Area YMCA Falls Prevention Contract Addendum** – 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.  
**PMT: Agency**  
**The Board approved item on consent.**

**6.033 COMMUNITY HEALTH**

- A. **Ohio Department of Health Injury Prevention-Falls Among Older Adults (IF26) Continuation Grant** – 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.  
**PMT: Agency**

The Board approved item on consent.

**6.050 RESOLUTIONS**

**A. Resolution 2011-12 Routine and Emergency Events (Delegation of Authority) – Request Board to approve and adopt the amended version of Resolution 2011-12.**

**PMT: Agency**

The Board approved item on consent.

**B. Resolution 2010-02 Identity Theft Prevention Program – Request Board to approve and adopt the amended version of Resolution 2010-02.**

**PMT: Agency**

The Board approved item on consent.

**C. Resolution 2025-01 - Sewage Nuisance – 8356 Ashley Road, Ashley, Ohio (Oxford Township, Parcel 618-400-01-045-002.**

**PMT: Agency**

The Board approved item on consent.

**D. Resolution 2025-02 – Sewage Nuisance – 3278 Owen Fraley Road, Delaware, Ohio (Concord Township), Parcel 419-230-01-066-000.**

**PMT: Agency**

The Board approved item on consent.

Being no further business. Mr. Blaney adjourned the meeting. The meeting was adjourned by at 8:00 p.m.

*Briana Donaldson, PD 7/29/25*

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

*Garrett Guillozet, 7/29/25*

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