

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER
 470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015
 PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG

1.0 CONVENTION AND CALL TO ORDER

The April 29, 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, Ms. Gladden, Dr. Hickman [7:05p.m.], Mr. Karr, Mr. Holzapfel, Mr. Hatfield, Mr. Tiberi [7:09p.m.], and Ms. Harvey. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Keagy, Deputy Health Commissioner of Community Health, Mr. Howard, Deputy Health Commissioner of Preventative Health, Mr. Gibbs, Director of Environmental Health, and Mr. Beal, Director of Finance.

1.02 CONSENT ITEMS

- **6.012 Appropriations A-L**
- **6.016 Transfers A**
- **6.021 Authorization/Employment/Travel A**
- **6.025 Salary Scale/Policies/Benefits B**
- **6.030 Contracts A-D**
- **6.033 Community Health A-B**
- **6.034 Preventative Health A-B**

Mr. Holzapfel 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

Dr. Donaldson moved to approve the March 18, 2025, minutes. Ms. Gladden seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS AND THEN AND NOWS

Mr. Karr moved to approve the March 2025 bills and Then and Nows. Mr. Hatfield seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Commissioner Guillozet started his report by welcoming Angela Harvey to the board. Ms. Harvey was appointed by the City of Delaware to a five-year term. He also reported that the District Advisory Council has reappointed Mr. Blayney for a five-year term ending in March of 2030. Commissioner Guillozet provided an update regarding federal termination of the Enhanced Operations Grant as well as an overview of proposed federal funding changes. He also reported that the health district held a meeting on Monday, 14, 2025 with school leadership and health leads to discuss the ongoing measles outbreak in central Ohio.

Commissioner Guillozet also informed the board that their 2025 Reaccreditation Application has been fully submitted.

Commissioner Guillozet requested the board enter into an Executive Session per ORC 121.22(G)(3) to discuss legal matters and the he and Mr. Goe remain.

<p>Legal Issues: ORC 121.22(G)(3) – Executive Session Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION 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 requested that Commissioner Guillozet and Mr. Goe remain. Action Requested: Discussion and Roll Call Vote</p>	<p>15</p>	<p>Motion By: Mr. Karr Second: Ms. Gladden</p> <p>Mr. Blayney: Yes Mr. Karr: Yes Mr. Tiberi: Absent Mr. Hatfield: Yes Mr. Holzapfel: Yes Dr. Donaldson: Yes</p>
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<p>Time Entered into Executive Session: 7:06 p.m. (Mr. Tiberi entered at 7:09pm).</p> <p>Dr. Donaldson Moved to Return to General Session. Ms. Gladden seconded the motion. The motion carried unanimously. Time Exited from Executive Session: 7:42p.m.</p>	<p>Ms. Gladden: Yes Dr. Hickman: Yes Ms. Harvey: Yes</p>
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2.02 FINANCE

A. Finance Report – Requested Board review and accept the March 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. Holzapfel moved to accept the year-to-date finance report. Dr. Donaldson seconded the motion. The motion carried unanimously.

B. Audit Update – Commissioner Guillozet and Mr. Beal provided an update on the agency’s independent audit contract. The Auditor of State has awarded the contract to Charles E. Harris and Associates for a five-year period and for a cost of approximately \$96,251.00.

Mr. Holzapfel moved to accept the Memorandum of Agreement regarding independent audit services. Ms. Gladden seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

Deputy Keagy updated the Board on Community Health events. At the Public Health conference Ohio Wesleyan University presented during the poster contest regarding the walk audit project where they worked closely with the Health District. Birth certificate requests have increased due to the Real ID requirements scheduled for May 7th. In collaboration with the Delaware County Board of Developmental Disabilities, the Health District has been invited to the Special Olympics Headquarters in Washington, DC to discuss the CHA/CHIP inclusive project.

2.04 ENVIRONMENTAL HEALTH

Director Gibbs provided an update on food program license renewals. He also informed the board that Corey Stafford and Kurt Baumann both passed their Certified Plumbing Inspector examinations. Additionally, he informed the board the Mary Beth Brown has been hired as a Program Manager. He also provided an update on the Mosquito Control Grant. DPHD was not funded but he did meet with OEPA to discuss the application. OEPA indicated that they received less funding than anticipated and had to reduce the number awarded grantees.

2.05 PREVENTATIVE HEALTH

Deputy Howard updated the Board on Preventative Health events. The Health District now has online scheduling for clinical services. Clients can log on to the website, find available appointments, and schedule at their leisure. CPR trainings have been positively received by the community. To keep up with demand, additional members of the team are taking training to be an instructor. The Health District responded to a downed power line at a residence, the responder (Mr. Gibbs) was able to intervene and save the homeowner from potential problems with their sewage treatment system in the future. Work is underway to investigate the increase in campylobacter and Lyme Disease cases based on the annual numbers. These numbers are increasing and efforts are being made to find potential causes and develop action plans to address any causes.

2.06 ADMINISTRATION

No update provided.

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. Administration (70225111) –** Request board approval to amend and increase appropriations in Administration Fund (70225111) from \$1,120,764.95 to \$1,186,264.95. 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 appropriations in DPHD HQ Fund (70225113). There is no change in overall appropriation levels. 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 and increase appropriations in Plumbing Fund (70225446) from \$757,576.34 to \$758,776.34. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- D. Other EH (70225449) -** Request board approval to amend and increase appropriations in Plumbing Fund (70225449) from \$110,578.08 to \$111,078.08. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- E. PH Admin (70225551) -** Request board approval to amend and increase appropriations in PH Admin Fund (70225551) from \$153,514.25 to \$154,664.25. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- F. Clinic Services (70225555) -** Request board approval to amend and increase appropriations in PH Admin Fund (70225555) from \$880,148.66 to \$887,648.66. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- G. Health Levy (70225772) –** Request board approval to amend and increase appropriations in Health Levy Fund (70225772) from \$310,000.00 to \$356,000.00. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- H. Swimming Pool (70851508) -** Request board approval to amend and increase appropriations in Swimming Pool Fund (70851508) from \$48,960.00 to \$49,205.55. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- I. Enhanced Operations 23 (71651531) -** Request board approval to amend appropriations in EO 23 Fund (71651531). There is no change in overall appropriation levels. 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 in Public Health Workforce Fund (75551408) from \$164,940.00 to \$168,390.00. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

K. MRC STTRONG (76951533) – Request board approval to amend appropriations in MRC STTRONG Fund (76951533). There is no change in overall appropriation levels. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

L. DKMM Litter (70225233) - Request board approval to amend appropriations in DKMM Litter Fund (70225233). There is no change in overall appropriation levels. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Competitive Bidding Requirement– The Health Commissioner requests that board waive any applicable competitive bidding requirements as outlined in BOH Resolution 2012-14 for the HS Gov Tech Software contract.

PMT: Agency

The Board approved item on consent.

Mr. Holzapfel moved to waive any applicable Competitive Bidding requirements in regard to the HS Gov Tech software acquisition. Mr. Tiberi seconded the motion. The motion carried unanimously.

6.016 TRANSFERS

A. Debt Service Fund from Health Levy – Request board approval to transfer \$125,000.00 from the Health Levy Fund (70225772) to the Debt Service Fund (75451402).

PMT: Agency

The Board approved item on consent.

6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL

<p>Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)). The board requested Commissioner Guillozet to remain.</p> <p>Mr. Karr moved to enter into Executive Session. Mr. Holzapfel seconded the motion. A roll call vote was taken. Time Entered into Executive Session: 8:37 p.m.</p> <p>Dr. Donaldson moved to exit Executive Session. Mr. Holzapfel seconded the motion. The motion carried unanimously. Time exited from Executive Session: 8:48p.m.</p>	<p>15</p>	<p>Motion By: Mr. Karr Second: Mr. Holzapfel</p> <p>Mr. Blayney: Yes Mr. Karr: Yes Mr. Tiberi: Yes Mr. Hatfield: Yes Mr. Holzapfel: Yes Dr. Donaldson: Yes Ms. Gladden: Yes Dr. Hickman: Yes Ms. Harvey: Yes</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:

MaryBeth Brown	Program Manager, Environmental Health	April 15, 2025
Lauren Boyd	Intern, Environmental Health	May 12, 2025
Hunter Rhoades	Intern, Community Health	April 17, 2025

Separation/Resignation:

Jasmine Kim	Intern – Preventative Health	March 26, 2025
Jacquelyn Fewings	Health Professional II – Preventative Health	April 10, 2025
Allison Comstock	Public Health Nurse II – Preventative Health	May 3, 2025

Travel:

Lindsey Mason	Council of State and Territorial Epidemiologists Conference, Grand Rapids, Michigan (Funded via Workforce Development Grant)	June 8-12, 2025
Jen Keagy, Lori Kannally	Washington DC, Special Olympics, IDD-Inclusive CHA/CHIP Debrief	June 24-25, 2025

PMT: Agency

The Board approved personnel actions on consent.

B. Health Commissioner Employment Contract

Mr. Karr moved to authorize the Board President to enter into an Employment Contract with Garrett Guillozet to serve as Health Commissioner for a five-year term beginning on January 1, 2026, through December 31, 2031, with additional terms set forth in the Employment Contract.

Dr. Donaldson seconded the motion. The motion carried unanimously.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Position Series Control Plan: Mr. Guillozet requests the Board approve a revised Classification Plan for the Delaware County General Health District for the Purposes of Efficiency:

WHEREAS, the Board of Health has the power to set the level of compensation for its employees pursuant to R.C. 3709.16.

WHEREAS, this power exempts the Board of Health from the ODAS county classification plan pursuant to R.C. 124.14(B).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HEALTH OF THE DELAWARE COUNTY GENERAL HEALTH DISTRICT THAT:

The Classification/Position Listing and Classification Specifications attached hereto as "Exhibit A" shall constitute the Classification Plan for the Delaware County General Health District. Individual positions occupied by employees of the Delaware County General Health District shall be part of the identified classification, and classification series if applicable, in accordance with this plan.

Mr. Tiberi moved to adopt the revised Classification Plan for the Delaware County General Health District for the purpose of efficiency. Dr. Donaldson seconded the motion. The motion carried unanimously.

C. Travel and Expense Reimbursement Policy – Request Board approval to adopt a revised Travel and Expense Reimbursement Policy. This proposed policy expands guidelines and procedures for agency personnel when traveling on behalf of the Health District for official business.

PMT: Agency

The Board approved item on consent.

6.030 CONTRACTS

A. Contract – Delaware County Board of Developmental Disabilities - Request Board approval for the Health Commissioner to negotiate and execute a contract with Delaware County Board of Developmental Disabilities (DCBDD) for nursing services. DPHD will provide nursing services for DCBDD clients and DCBDD will fund DPHD at a negotiated rate for such services (anticipated revenue of up to \$6,000.00).

PMT: Agency

The Board approved item on consent.

B. Contract - Allen County Public Health - Request Board approval for the Health Commissioner to enter into a renewal contract to provide back-up plumbing inspection services for Allen County Public Health at a rate of \$75.00/hr.

PMT: Agency

The Board approved item on consent.

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

PMT: Agency

The Board approved item on consent.

D. Contract - City of Columbus, Department of Health– Request Board approval to authorize the Health Commissioner to enter into contract with the City of Columbus, Department of Health for revenue up to \$1,000 for the purpose of implementing the Ohio Buckles Buckeyes (OBB) program.

PMT: Agency

The Board approved item on consent.

E. Johnson Controls- HVAC Maintenance Service Agreement – Request Board approval to authorize the Health Commissioner to enter into a 3-year Service Agreement for annual HVAC preventative maintenance (Year 1 - \$17,830.00, Year 2- \$18,722.00, Year 3 - \$19,659.00).

PMT: Agency

Commissioner Guillozet discussed the proposed Johnson Controls preventative maintenance agreement with the board.

Mr. Hatfield moved to authorize the Health Commissioner to enter into a preventative maintenance agreement with Johnson Controls. Mr. Holzapfel seconded the motion. The motion carried unanimously.

6.033 COMMUNITY HEALTH

A. Ohio Department of Health Youth Suicide Prevention (YS26) Continuation Grant – Request board approval to apply for the Ohio Department of Health Youth Suicide Prevention (YS26) continuation grant in the amount of up to \$86,900 for the funding period 09/15/2025– 09/14/2026. The goal of the grant is to reduce suicide-related morbidity and mortality of youth (ages 10-24) through a comprehensive, multi-faceted, population and evidence-based program that addresses risk associated with these injuries and deaths. In addition, supplemental funding is available for Suicide Fatality Review Teams. 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.

B. Ohio Department of Public Safety, Ohio Traffic Safety Office FFY2026 Safe Communities Grant – Request board approval to apply for the Ohio Department of Public Safety, Ohio Traffic Safety Office FFY2026 Safe Communities grant in the amount of up to \$55,000 for the funding period 10/01/2025– 09/30/2026. The goal of the grant is to address traffic safety issues with strategies focusing on seat belt use, impaired driving, motorcycle safety, and distracted driving. 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.

C. 2025 Healthy Communities Micro Grant Proposals – Request Board approval to allocate an additional \$10,000.00 of CH Admin funds (70225222) to supplement the 2025 Health communities Micro Grant Program. These funds are currently budgeted within the CH Admin Fund.

PMT: Agency

Commissioner Guillozet and Ms. Keagy discussed the 2025 Micro Grant program with the board. They shared the purpose of the program and also highlights a few previously funded projects.

Ms. Harvey moved to approve up to \$13,000.00 of Community Health funds for 2025 Healthy Communities Micro Grant Program. Mr. Tiberi seconded the motion. The motion carried unanimously.

6.051 APPOINTMENTS

2025 Board Committees Assignments – Current Board Committees are listed below and denoted with current members and vacancies.

Finance (4)	Personnel (4)	Subdivision Variance (4)	Regulation Review (4)
P Blayney	A Harvey	P Blayney	P Blayney
M Hickman	D Karr	P Tiberi	D Karr
T Hatfield	B Donaldson	T Hatfield	Z Holzapfel
Z Holzapfel	P Blayney	C Gladden	C Gladden
G Guillozet	G Guillozet	J Gibbs	J Gibbs
A Whitney	A Whitney	G Dunfee	G Dunfee

Dr. Donaldson moved to approve the 2025 Board of Health Committees. Dr. Hickman seconded the motion. The motion carried unanimously.

ADJOURN. The meeting was adjourned by Mr. Blayney at 8:51pm.


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


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