



Date: Thursday, August 21, 2025
 To: Board of Health
 From: Garrett Guillozet, Health Commissioner
 Re: Board meeting **Tuesday, August 26, 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>
1.00 CALL TO ORDER AND ATTENDANCE	2	
1.02 CONSENT ITEMS	2	Approve
<ul style="list-style-type: none"> • 6.012 APPROPRIATIONS A-U • 6.015 EXPENDITURES A • 6.016 TRANSFERS A-B • 6.018 FUNDS A • 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A • 6.03 CONTRACTS A-B • 6.032 ADMIN/FACILITIES A • 6.035 ENVIRONMENTAL HEALTH A • 6.053 RESOLUTIONS A 		
1.03 APPROVAL OF MINUTES (Previously sent)	2	Approve
1.04 APPROVAL OF BILLS AND THEN AND NOWS (July 2025) See pages 1-10 of the Supporting Documents	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER	5	Garrett	Agency
2.02 FINANCE	5	John	Agency
A. Finance Report – Requesting Board review and accept the year-to-date finance report. See page 11-19 of the Supporting Documents. Action Requested: Accept	10	Accept/ John	Agency
2.03 COMMUNITY HEALTH	5	Jen	
2.04 ENVIRONMENTAL HEALTH	5	Jeff	
2.05 PREVENTATIVE HEALTH	5	Adam	
2.06 ADMINISTRATION	5	Amy	

3.0 BOARD REPORTS

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

4.0 REGULATIONS/HEARINGS/VARIANCES/PUBLIC PARTICIPATION

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
4.01 REGULATION/RESOLUTION HEARING/ADOPTION			
A. Appeal Hearing: Mr. Bohanan requested to appeal Resolution 2025-05 regarding the solid waste nuisance at 6512 Harriott Road, Powell, Ohio 43065.	15	Garrett/ Jeff	Agency

<p>B. Resolution 2025-07: Delaware County Board of Health Plumbing Regulation – The Delaware County Board of Health agrees to adopt Resolution 2025-07, the Board of Health Plumbing and Medical Gas Regulation. The regulation will be effective January 1, 2026. See Separate Attachment. Action Requested: Introduction and Discussion</p> <p>August 26, 2025: First Reading, No Action September 30, 2025: Second Reading, Public Hearing October 28, 2025: Third and Final Reading, Adoption</p>	10	Discussion/ Garrett Jeff	Agency
<p>C. Resolution 2025-08: Adoption of the 2026 Environmental Health Fees The Delaware County Board of Health agrees to adopt the updated Fee Schedule to be used for the Environmental Health Division. These fees will take effect on January 1, 2026, after a two-week period of advertising in the community and after three board meetings. See Separate Attachment. Action Requested: Introduction and Discussion</p> <p>August 26, 2025: First Reading, No Action September 30, 2025: Second Reading, Public Hearing October 28, 2025: Third and Final Reading, Adoption</p>	10	Discuss/ Garrett Jeff	Agency
4.04 CITIZEN REQUEST			

5.0 OLD BUSINESS

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

Agenda Item	TIME	Action/ Contact	PMT
No previous old business.			

6.0 NEW BUSINESS

New items of information or for Board action

Agenda Item	Time	Action/ Contact	PMT
6.012 APPROPRIATIONS			
<p>A. Vital Statistics (70225112) – Request board approval to amend and increase appropriations in Vitals Statistics Fund (70225112) from \$347,198.04 to \$347,252.78. A copy of the budget revision was provided to the board. See page 20 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ John	Agency
<p>B. DPHD HQ (70225113) – Request board approval to amend and increase appropriations in DPHD HQ Fund (70225113) from \$782,973.34 to \$797,973.34. A copy of the budget revision was provided to the board. See page 21 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ John	Agency
<p>C. Cribs for Kids (70225232) – Request board approval to amend and increase appropriations in Cribs for Kids Grant Fund (70225232) from \$22,318.75 to \$27,608.75. A copy of the budget revision was provided to the board. See page 22 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ John	Agency
<p>D. DKM Litter Contract Fund (70225233) – Request board approval to amend and increase appropriations in DKMM Litter Contract Fund (70225233) from \$87,826.00 to \$105,941.00. A copy of the budget revision was provided to the board. See page 23 of the Supporting Documents.</p>	0	Consent/ John	Agency

Action Requested: Consent Approval			
E. Youth Suicide Prevention Grant (70225234) – Request board approval to amend and increase appropriations in Youth Suicide Prevention Grant Fund (70225234) from \$71,260.00 to \$91,025.00. A copy of the budget revision was provided to the board. See page 24 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
F. Addiction Abatement Grant (70225235) – Request board approval to amend appropriations in Addiction Abatement Grant Fund (70225235). There is no overall change to the total appropriations. A copy of the budget revision was provided to the board. See page 25 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
G. EH Admin (70225441) – Request board approval to amend and increase appropriations in EH Admin Fund (70225441) from \$604,039.00 to \$604,539.00. A copy of the budget revision was provided to the board. See page 26 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
H. Vector (70225444) – Request board approval to amend and increase appropriations in Vector Fund (70225444) from \$35,628.60 to \$39,203.60. A copy of the budget revision was provided to the board. See page 27 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
I. Plumbing (70225446) – Request board approval to amend and decrease appropriations in Plumbing Fund (70225446) from \$757,576.34 to \$698,785.60. A copy of the budget revision was provided to the board. See page 28 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
J. PH Admin (70225551) – Request board approval to amend and increase appropriations in PH Admin Fund (70225551) from \$155,314.25 to \$172,020.00. A copy of the budget revision was provided to the board. See page 29 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
K. Campground (70351503) – Request board approval to amend and increase appropriations in Campground Fund (70351503) from \$6,629.00 to \$7,490.00. A copy of the budget revision was provided to the board. See page 30 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
L. Food Service (70451504) – Request board approval to amend and increase appropriations in Food Service Fund (70451504) from \$416,127.40 to \$426,087.40. A copy of the budget revision was provided to the board. See page 31 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
M. Water System (70651506) – Request board approval to amend and increase appropriations in Water System Fund (70651506) from \$11,481.84 to \$16,255.34. A copy of the budget revision was provided to the board. See page 32 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
N. Solid Waste (70751507) – Request board approval to amend and increase appropriations in Solid Waste Fund (70751507) from \$54,940.00 to \$58,985.00. A copy of the budget revision was provided to the board. See page 33 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
O. Swimming Pool (70851508) – Request board approval to amend and increase appropriations in Swimming Pool Fund (70851508) from \$83,815.00 to \$86,065.00.	0	Consent/ John	Agency

A copy of the budget revision was provided to the board. See page 34 of the Supporting Documents. Action Requested: Consent Approval			
P. WIC Odd Year (70951509) – Request board approval to amend and decrease appropriations in WIC Odd Year Fund (70951509) from \$551,368.32 to \$475,708.32. A copy of the budget revision was provided to the board. See page 35 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
Q. Injury Prevention – Falls Grant (71251532) – Request board approval to amend and increase appropriations in Injury Prevention Falls Grant Fund (71251532) from \$107,265.00 to \$112,575.00. A copy of the budget revision was provided to the board. See page 36 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
R. SAFE (71351515) – Request board approval to amend appropriations in SAFE Fund (71351515). There is no overall change in total appropriations. A copy of the budget revision was provided to the board. See page 37 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
S. Public Health Emergency Preparedness (71751519) – Request board approval to amend an increase appropriation in Public Health Emergency Preparedness Fund (71751519) from \$184,155.00 to \$184,765.00. A copy of the budget revision was provided to the board. See page 38 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
T. Breastfeeding in the Workplace Grant (71851534) – Request board approval to create a new revenue and appropriation budget for the Breastfeeding in the Workplace Grant. A copy of the budget revision was provided to the board. See page 39 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
U. MRC STTRONG (76951533) – Request board approval to amend appropriations in MRC STTRONG Fund (76951533). There is no change in overall appropriations. A copy of the budget revision was provided to the Board. See page 40 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ John	Agency
6.015 EXPENDITURES			
A. HVAC Air Duct Cleaning – Request board approval to authorize the Health Commissioner to expend up to \$15,000.00 for HVAC Air Duct cleaning. Action Requested: Consent Approval	0	Consent/ Garrett	Agency
6.016 TRANSFERS			
A. Health Fund to New Facility Debt Services: Request Board approval for a cash transfer of \$125,000.00 from the General Fund (70251001-5801) to the New Facility Debt Services Fund (75451402-4601). This transfer accounts for the second half the local subdivision contribution. Action Requested: Consent Approval	0	Consent/ John	Agency
B. Return of Advance – Request board approval to return the cash advance of \$100,000.00 from MRC STTRONG Fund (76951533) to Admin Fund (70225111). The grant is closed out and all expenses have been paid. The fund is no longer needed and is approved to be closed. Action Requested: Consent Approval	0	Consent/ Garrett	Agency
6.018 FUNDS			
A. New Fund 718– Breastfeeding in the Workplace (71851534) – Request board approval to repurpose Fund 718 as a Special Revenue Fund to accommodate financial tracking for the Breastfeeding in the Workplace grant. Action Requested: Consent Approval	0	Consent/ John	Agency

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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:

Baylie Allen	Administrative Assistant 2, WIC	August 26, 2025
Lucinda Eckman	WIC Health Professional 1	September 8, 2025

Travel:

Jeff Gibbs, Shannon Self, MaryBeth Brown, Brittany Zoeklein, Matt Randazzo, Julia Steiner, Dakota Roberts, and Melissa Adams	2025 NWOEHA Fall Conference, Kalahari Resorts, Sandusky, OH	October 9-10, 2025
Glynnis Dunfee, Matt Randazzo, Brittany Zoeklein, Julia Steiner	2025 NOWRA Onsite Wastewater Mega-Conference, Kalahari Resorts, Sandusky, OH	October 19-21, 2025

Action Requested: Consent approval

6.03 CONTRACTS

A. Delaware Community Center YMCA Contract Addendum – Request Board approval to authorize the Health Commissioner to amend the contract with the Delaware Community Center YMCA for community-based balance and mobility trainings for older adults. The contract services complete date will change from September 30, 2025 to December 31, 2025. Action Requested: Consent Approval	0	Consent/Jen	Agency
B. Wornstaff Memorial Public Library Contract Addendum – Request Board approval to authorize the Health Commissioner to amend the contract with the Wornstaff Memorial Public Library for community-based balance and mobility trainings for older adults. The contract services complete date will change from September 30, 2025 to December 31, 2025. Action Requested: Consent Approval	0	Consent/Jen	Agency
C. Geri-Fit® Program License Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with Geri-Fit® Company LLC for the purpose of implementing the evidence-based workout program to promote physical activity among older adults at various community locations. This request is funded by the Ohio Department of Health Older Adult Falls Prevention grant. Action Requested: Consent Approval	0	Consent/Jen	Agency
D. Licking County Health Department MOU Addendum – Request Board approval to authorize the Health Commissioner to amend the MOU with Licking County Health Department for implementation of an Overdose Awareness Day Event by August 31, 2025. The Licking County Health Department’s Regional Linkage Program will provide a one-time reimbursement of \$6,250.00 for the event. Action Requested: Consent Approval	0	Consent/Jen	Agency

6.032 ADMIN/FACILITIES

A. Laptops- Request Board approval for laptops with inventory tags 1354 and 1355 purchased in 2019 be removed from inventory. Laptops are end of life. Action Requested: Consent Approval	0	Consent/Amy	Agency
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6.035 ENVIRONMENTAL HEALTH

A. Ohio EPA Ohio Environmental Education Fund (OEEF) Grant - Request Board confirm application for the Ohio EPA Ohio Environmental Education Fund (OEEF) Grant for up to \$15,000. The grant would provide funds to facilitate and	0	Consent/Jeff	Agency
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provide environmental health education. If funded, the Environmental Health Division requests Board approval to expend funds according to the Notice of Award. Action Requested: Consent approval			
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6.04 SPECIAL REPORTS

A. Performance Management Update – The 2025 biannual progress report is attached and also can be accessed at: https://scorecard.clearimpact.com/Scorecard/Embed/87478 See Page 41 of the Supporting Documents (Continuing Education)	15	Garrett	Agency
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B. Strategic Plan Update – The 2025 update report is attached and can also be accessed at: https://scorecard.clearimpact.com/Scorecard/Embed/86626 See Pages 42-68 of the Supporting Documents (Continuing Education)	15	Garrett	Agency
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6.052 POLICIES

A. Records Retention Schedule – Request Board approval of the adoption of the revised RC-2 Record Retention Schedule. The revised RC-2 Record Retention Schedule will supersede all previous versions and will be effective immediately upon approval of the Ohio History Connection. (Separate Attachment) Action Requested: Discussion and Approval via Roll Call Vote	5	Garrett	Agency
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Mr. Blayney:	Ms. Harvey:	Mr. Tiberi:
Dr. Donaldson:	Mr. Karr:	Mr. Holzapfel
Dr. Hickman:	Mr. Hatfield:	Ms. Gladden:

6.053 RESOLUTIONS

A. Resolution 2025-06 – Resolution to Certify Tax Levy Be it resolved by the Board of Health of the Delaware Public Health District (formally known as the Delaware General Health District) that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health Levy Fund (70225772) in the amount of \$X,XXX,XXX.XX from levies outside the 10 mill limitation at the County Auditor’s estimated rate of 0.70 mills. Please see the attached “Schedule A.” See Separate Attachment Action Requested: Consent Approval	0	Consent/ Garrett	Agency
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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