

1.0 CONVENTION AND CALL TO ORDER

The July 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 Dr. Donaldson. Board members present included: Dr. Donaldson, Dr. Hickman, Mr. Tiberi (arrived at 7:11pm), Mr. Holzapfel (arrived at 7:05pm), Mr. Karr, Ms. Gladden, and Ms. Harvey. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Amy Whitney, Chief Operating Officer, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Mr. Howard, Deputy Health Commissioner of Preventative Health, Mr. Gibbs, Director of Environmental Health, Mr. Beal, Director of Finance, Ms. Mason, Program Manager of the Disease Control and Response Unit, and Ms. Caudell, Public Health Nurse.

1.02 CONSENT ITEMS

- 6.012 APPROPRIATIONS A-J
- 6.04 FEES A
- 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A
- 6.03 CONTRACTS A-C
- 6.035 PREVENTATIVE HEALTH A
- 6.053 RESOLUTIONS A-B

Ms. Harvey moved to adopt and approve the consent agenda and agenda as submitted. Dr. Hickman seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Ms. Gladden moved to approve the June 24, 2025, minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS AND THEN AND NOWS

Ms. Harvey moved to approve the June 2025 bills and Then and Nows. Mr. Karr seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Cost Methodology: Commissioner Guillozet informed the board that the EH and Fiscal staff have completed the first review of the 2026 EH Programs Cost Methodology. He is anticipating introducing the fees in August, public hearing in September, and then adoption in October. Additionally, EH staff have been revising our local Plumbing Regulation, and will begin the process of formally updating it in August. This will require three readings, including a public hearing and publication in the newspaper. The final reading will occur in October with the effective date of January 1, 2026.

PHAB: Commissioner Guillozet informed the board that the agency's reaccreditation application has been received and reviewed. There were 4 reopened measures. Staff are completing edits. DPHD has 45 days to respond to the reopened measures.

Mortgage Discussion: Commissioner Guillozet shared information regarding the facility's mortgage with the board. He and Mr. Beal met with the bank to discuss the upcoming interest rate increase. According to the bank, the rate will either increase to 6.49% or 6.75%. This will increase the monthly mortgage payments to either \$26,880.02 or \$27,485.87. The current interest rate is 3.50% and the monthly payment is \$20,336.25. He shared that the board has an option to pay down a specific amount depending on the new rate to ensure that payments remain at or near \$250,000.00. More information regarding the options will be presented at the next board meeting.

Motion to amend the May 27, 2025, meeting minutes in regard to travel dates for MaryBeth Brown and Jeff Gibbs. Mr. Holzapfel moved to amend the meeting minutes. Mr. Karr seconded the motion. The motion carried unanimously.

2.02 FINANCE

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

Ms. Harvey moved to accept the year-to-date finance report. Mr. Holzapfel seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

Deputy Commissioner Keagy provided an update that both the Falls Prevention Among Older Adults and Youth Suicide Prevention grants had successful site visits with the Ohio Department of Health; all program components and deliverables were in compliance with grant requirements. The Ohio Vital Records System (OVRs) goes live next Wednesday, August 8 only for birth certificates; the DPHD Vital Statistics program will be closed for the day while the system is switched over. The death certificates module is tentatively scheduled to launch in October.

2.04 ENVIRONMENTAL HEALTH

Director Gibbs reported an increase in swimming pool inspections during the summer months. Staff are actively monitoring 23 mosquito traps throughout the county. We recently had three mosquito pools that tested positive for the West Nile Virus. The first positive pool was in Marlboro Township, which resulted in staff spraying/fogging 8 miles of public roadways. The second one was in Concord Township which resulted in spraying/fogging 6 miles of public roadways. The third pool was in the City of Delaware, which resulted in spraying/fogging 30 miles of public roadways. Additionally, we had one reported human case of La Cross Encephalitis in Sunbury, which resulted in spraying/fogging 50 miles of the public roadway. The Environmental Health Division is also beginning a 16-week implementation of new cloud-based EH software with HS GovTech.

2.05 PREVENTATIVE HEALTH

Deputy Commissioner Howard provided an update and introduced Ms. Lindsey Mason, Disease Control and Response Unit Program Manager and Ms. Sarah Caudall, Public Health Nurse. There was a white powder incident a few weeks ago and the District worked with the local police department and FBI to determine it was not a credible threat; this was a great learning experience for staff. The District participated in a trail derailment exercise in Orange Township working with first responders to prepare for a potential chemical spill. New information was added to the disease dashboard to show the 5-year average of disease to provide context to current numbers.

2.06 ADMINISTRATION

Chief Operating Officer Whitney provided an update on recruitment with WIC Administrative Assistant and WIC Health Professional positions for Union County. She shared that the parking lot has been resealed. Additionally, she shared that we have been having some HVAC problems over the past week.

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 were present.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. DPHD HQ – (70225113) – Request board approval to amend and increase appropriations in DPHD HQ Fund (70225113) from \$725,223.34 to \$782,973.34. A copy of the budget revision was provided to the board. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

B. EH Admin (70225441) – Request board approval to amend and increase appropriations in EH Admin Fund (70225441) from \$600,039.00 to \$604,039.00. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

C. **Vector (70225444)** – Request board approval to amend and increase appropriations in Vector Fund (70225444) from \$30,550.60 to \$35,628.60. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

D. **Other EH Fee Based Programs (70225449)** – Request board approval to amend and increase appropriations in Other EH Fee Based Programs Fund (70225449) from \$112,078.08 to \$186,922.00. A copy of the budget revision was provided to the board. **PMT: Agency**

The Board approved item on consent.

E. **Clinic Services (70225555)** – Request board approval to amend and increase appropriations in Clinic Services Fund (70225555) from \$887,648.66 to \$889,648.66. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

F. **Get Vaccinated (70225558)** – Request board approval to amend and increase appropriations in Get Vaccinated Fund (70225558) from \$77,275.33 to \$121,623.00. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

G. **BCMH (70225556)** – Request board approval to amend and increase appropriations in BCMH Fund (70225556) from \$80,389.58 to \$91,206.06. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

H. **SAFE (71351515)** – Request board approval to amend and increase appropriations in SAFE Fund (71351515) from \$38,990.00 to \$59,483.63. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

I. **Public Health Emergency Preparedness (71751519)** – Request board approval to amend and increase appropriations in PHEP Fund (71751519) from \$141,880.00 to \$184,155.00. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

J. **MRC STTRONG Program (76951533)** – Request board approval to amend and decrease appropriations in MRC STTRONG Program Fund (76951533) from \$143,106.46 to \$121,387.41. A copy of the budget revision was provided to the board.

PMT: Agency

The Board approved item on consent.

6.014 FEES

A. **Preventative Health Fees** - Request Board adoption of the updated Preventative Health Fee Schedule effective August 1, 2025. Fees adopted for vaccines, assessment, administration, procedures, and supplies related to the clinic will be in accordance with the requirements of the contract with the Local Public Health Service Collaborative.

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.

Resignation:

Josie Bonnette	Community Health Specialist III	July 1, 2025
Linda Wolcott	Administrative Assistant WIC	July 9, 2025
Jacqueline Graham	WIC Health Professional I	August 6, 2025
Christine Campbell	Epidemiologist II	August 1, 2025

Position Change:

Emily Lipp	Epidemiologist III in CH to Epidemiologist III in PH	August 3, 2025
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Separation:

Hunter Rhodes	Intern	June 27, 2025
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Travel:

Lindsey Mason, Kaitlyn Morrissey, Paula Mieseler, Ariel Finks, Milu Nguyen, Sarah Caudell, and Adam Howard	OPHA Nursing and Epidemiology Conference located in Kent, Ohio.	November 6-7, 2025
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PMT: Agency

The Board approved personnel actions on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

- A. **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

Mr. Tiberi moved to adopt the revised Travel and Expense Reimbursement Policy. Mr. Holzapfel seconded the motion. The motion carried unanimously.

6.030 CONTRACTS

- A. **Memo of Understanding – Concord Township NaloxBox MOU** – Request Board approval to authorize the Health Commissioner to enter into a memorandum of understanding with Concord Township for the purpose of installing and maintaining a NaloxBox onsite to increase public access to naloxone for opiate overdose reversal. This request is funded by the Ohio Department of Health Integrated Harm Reduction grant.

PMT: Agency

The Board approved item on consent.

- B. **Memo of Understanding - Safe Harbor Peer Support Services NaloxBox MOU** – Request Board approval to authorize the Health Commissioner to enter into a memorandum of understanding with Safe Harbor Peer Support Services for the purpose of installing and maintaining a NaloxBox onsite to increase public access to naloxone for opiate overdose reversal. This request is funded by the Ohio Department of Health Integrated Harm Reduction grant.

PMT: Agency

The Board approved item on consent.

- C. **Agreement/Contract - Health Impact Ohio Pathways Community HUB Institute and Confidentiality Agreement** – Request Board approval to authorize the Health Commissioner to enter into an agreement with Health Impact Ohio for the purpose of being part of the Pathways Community HUB Institute model in order to implement the Community Health Worker program.

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

- A. **Apply for the Delaware County Foundation Grant** – Request Board confirm application for the Delaware County Foundation grant for up to \$5,000. The grant would provide funds to purchase items (e.g., bath thermometers, sleep sacks, pacifiers, bag dispensers) for distribution to families during prenatal and newborn home visits. If funded, the Preventative Health Division requests Board approval to expend funds according to the Notice of Award.

PMT: Agency

The Board approved item on consent.

6.050 RESOLUTIONS

A. Resolution 2025-04 – Solid Waste Nuisance – 5351 North Road, Lewis Center, Ohio 43035 (Orange Township)

PMT: Agency


The Board approved item on consent.

B. Resolution 2025-05 – Solid Waste Nuisance – 6512 Harriott Road, Powell, Ohio 43065.

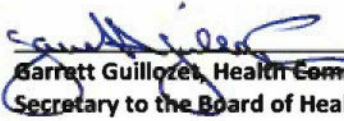
PMT: Agency

The Board approved item on consent.

Being no further business. Dr. Donaldson adjourned the meeting. The meeting was adjourned at 7:50 p.m.



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

 8/26/2025

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