

1.0 CONVENTION AND CALL TO ORDER

The August 26, 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. Blaney. Board members present included: Mr. Blaney, Dr. Donaldson, Dr. Hickman, Mr. Hatfield, 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, and Ms. Steiner, REHS. Two members of the public were in attendance, Mr. and Mrs. Bohanan.

1.02 CONSENT ITEMS

- 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

Mr. Karr 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

Dr. Donaldson moved to approve the July 29, 2025, minutes. Ms. Harvey seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS AND THEN AND NOWS

Ms. Harvey moved to approve the July 2025 bills and Then and Nows. Ms. Gladden seconded the motion. The motion carried unanimously.

Mr. Blaney moved to Agenda Item 4.01 A and called the hearing to order at 7:02pm. Commissioner Guillozet provided an overview of the hearing. The Court Reporter requested all those that wish to speak be sworn in. Mr. Gibbs, Mr. Bohanan, and Mrs. Bohanan were all sworn in by the court reporter.

Mr. Blaney stated that this matter is in regard to Resolution 2025-05, A solid waste nuisance order issued by the Board of Health on July 29, 2025. Mr. Bohanan has filed an appeal to the Order. He indicated that each side will be afforded time to present their case and that any documents or evidence may be submitted to the record at the time of their presentation.

The Hearing Documentation is incorporated into the August 26, 2025 Minutes as Attachment A.

Ms. Harvey moved to go into private session to deliberate. Dr. Donaldson seconded the motion. The motion carried. The board entered private session at 7:23pm. The board returned to the hearing at 7:34pm.

Dr. Donaldson moved to deny the requested appeal, and to incorporate the findings of facts present during the hearing, and to authorize the Board President to sign the Findings and Orders on behalf of the board. Mr. Karr seconded the motion. Mr. Guillozet conducted a roll call on the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

PHAB: Commissioner Guillozet informed the board that the agency's reaccreditation and corresponding measures have been resubmitted and the application has been received and reviewed. Now the agency is waiting for a final response from PHAB regarding a potential site visit.

Levy Payment: Commissioner Guillozet shared with the board that the agency has received the second half of the 2025 levy payment. On the agenda, there is a transfer of \$125,000.00 from the general fund to the debt service fund for the monthly mortgage payment. That amount is the second half of the fee provided by the cities, villages, and townships. Commissioner Guillozet informed the Board that the Budget Commission approved the levy yesterday and the Resolution to Certify the Tax Levy was approved on the consent agenda. Commissioner Guillozet informed the Board that discussions continue with the county regarding the interest payments.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the July 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. Ms. Gladden seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

Deputy Commissioner Keagy gave the Board an update on Community Health initiatives. An overdose awareness day event is scheduled at Ohio Wesleyan University tomorrow. The HEAL and YS funding has been released and should be flowing to the Health District. A naloxone vending machine was installed at the Delaware County jail. Staff continue to work through the new vital statistics software and the death certificate module is upcoming.

2.04 ENVIRONMENTAL HEALTH

Director Gibbs gave the Board an update on Environmental Health initiatives. An update to previous submitted information, the mosquito information was incorrectly stated that 52 mosquitoes were positive in June and 32 in July, those numbers should be 2 pools were positive in June and 1 pool was positive in July. The mosquitoes are combined into pools which are collected in mosquito traps and those pools are either positive or negative as a whole. One bat recently tested positive for rabies, staff have followed up with the resident where the bat was found. Statewide approximately 4% of all bats tested are positive for rabies. Mr. Gibbs introduced Julia Steiner as a new REHS in water quality.

2.05 PREVENTATIVE HEALTH

Deputy Commissioner Howard gave the Board an update on Preventative Health initiatives. Approximately 150 people attended the baby expo, representing 70 families, up from 50 families last year. The loan program went live this month and 3 requests have already come in for loan items (handwashing stations, hand sanitizer stations, and recycling receptacles). Over the past month HIV screening and DCBDD home visits also went live and the first services for each initiative were delivered.

2.06 ADMINISTRATION

Officer Whitney gave the Board an update on Administrative initiatives. The Health District is currently fully staffed with the additions in the agenda. IT is working diligently to streamline processes and make workflows more efficient such as clinic forms and scheduling. IT has also worked to upgrade the email security program and is working on new cybersecurity training for staff.

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

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.

Action Requested: Introduction and Discussion

Director Gibbs provided an overview of the changes to the Board of Health Plumbing and Medical Gas Regulation. He indicated that this is the first reading and that a public hearing will be held during

the September 30, 2025 board meeting and that all registered contractors will receive notice of the proposed changes and the date/time of the public hearing.

August 26, 2025: First Reading, No Action

September 30, 2025: Second Reading, Public Hearing

October 28, 2025: Third and Final Reading, Adoption

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

Commissioner Guillozet and Mr. Gibbs provided an overview of the proposed 2026 Environmental Health Division Fees. They indicated that all available data was used in determining the recommended fee schedule and that any fee change is necessary to ensure that we are minimizing how the agency subsidizes programs. Additionally, Commissioner Guillozet indicated that this is the first reading and that the public hearing will be held during the September 30, 2026, Board of Health meeting. No further action is necessary today.

August 26, 2025: First Reading, No Action

September 30, 2025: Second Reading, Public Hearing

October 28, 2025: Third and Final Reading, Adoption

4.04 CITIZEN REQUEST – No visitor comments. No visitors were present outside of the solid waste hearing.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

- 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. 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 \$782,973.34 to \$797,973.34.**
A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.
- 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. PMT: Agency**
The Board approved item on consent.
- D. DKMM 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.**
PMT: Agency
The Board approved item on consent.
- 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.**
PMT: Agency
The Board approved item on consent.

- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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. **PMT: Agency**
The Board approved item on consent.
- 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. **PMT: Agency**
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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. A copy of the budget revision was provided to the board.
PMT: Agency
The Board approved item on consent.

- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.

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.
PMT: Agency
The Board approved item on consent.

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.
PMT: Agency
The Board approved item on consent.
- 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.
PMT: Agency
The Board approved item on consent.

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.

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:

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 Zoecklein, 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 Zoecklein, Julia Steiner	2025 NOWRA Onsite Wastewater Mega-Conference, Kalahari Resorts, Sandusky, OH	October 19-21, 2025

PMT: Agency

The Board approved personnel actions on consent.

6.030 CONTRACTS

A. Contract - 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.

PMT: Agency

The Board approved item on consent.

B. Contract - 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.

PMT: Agency

The Board approved item on consent.

C. Contract - 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.

PMT: Agency

The Board approved item on consent.

D. Contract - 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.

PMT: Agency

The Board approved item on consent.

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.

PMT: Agency

The Board approved item on consent.

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 provide environmental health education. If funded, the Environmental Health Division requests Board approval to expend funds according to the Notice of Award.

PMT: Agency

The Board approved item on consent.

6.040 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>

B. **Strategic Plan Update –** The 2025 update report is attached and can also be accessed at:

<https://scorecard.clearimpact.com/Scorecard/Embed/86626>

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.

Action Requested: Discussion and Approval via Roll Call Vote

Ms. Harvey moved to adopt the revised Records Retention Schedule. Mr. Karr seconded the motion. Commissioner Guillozet conducted a roll call vote:

Mr. Blayney: Yea	Ms. Harvey: Yea	Mr. Tiberi: Absent
Dr. Donaldson: Yea	Mr. Karr: Yea	Mr. Holzapfel: Absent
Dr. Hickman: Yea	Mr. Hatfield: Yea	Ms. Gladden: Yea

6.053 RESOLUTIONS

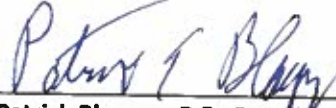
A. **Resolution 2025-06 – Resolution to Certify Tax Levy**

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 **\$4,796,036.00** from levies outside the 10 mill limitation at the County Auditor’s estimated rate of 0.70 mills. Please see the attached “Schedule A.”

PMT: Agency

The Board approved item on consent.

Being no further business. Mr. Blayney adjourned the meeting. The meeting was adjourned at 8:13 p.m.


Patrick Blayney, P.E., President Date
or Dr. Briana Donaldson, Vice President 9/30/25


Garrett Guillozet, Health Commissioner Date
Secretary to the Board of Health 9/30/25