

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER

470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: Thursday, October 23, 2024
 To: Board of Health
 From: Garrett Guillozet, Health Commissioner
 Re: Board meeting **Tuesday, October 28, 2025, 7:00 pm** DPHD 470 S. Sandusky St., Delaware, OH 43015

***PMT – Performance Management Touchstone**
1.0 CONVENTION

Agenda Item	Time	Action/ Contact
1.00 CALL TO ORDER AND ATTENDANCE	2	
1.02 CONSENT ITEMS	2	Approve
<ul style="list-style-type: none"> 6.012 APPROPRIATIONS A-J 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A 6.03 CONTRACTS A-G 6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES A 		
1.03 APPROVAL OF MINUTES (Previously sent)	2	Approve
1.04 APPROVAL OF BILLS AND THEN AND NOWS (September 2025) See pages 1-8 of the Supporting Documents	2	Approve

2.0 STAFF REPORTS

Agenda Item	TIME	Action/ Contact	PMT
2.01 HEALTH COMMISSIONER	2	Garrett	Agency
A. Update on Appeal Hearing	2	Garrett	Agency
B. Interest Discussion Update	2	Garrett	Agency
C. PHAB Site Visit – Thursday, November 20, 2025	2	Garrett	Agency
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report. See page 9-16 of the Supporting Documents. Action Requested: Accept	10	Accept/ John	Agency
2.03 COMMUNITY HEALTH		Jen	
2.04 ENVIRONMENTAL HEALTH		Jeff	
2.05 PREVENTATIVE HEALTH		Adam	
2.06 ADMINISTRATION		Amy	

3.0 BOARD REPORTS

Agenda Item	Time	Action/ Contact	PMT
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/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

Agenda Item	Time	Action/ Contact	PMT
4.01 REGULATION HEARING/ADOPTION			
A. 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. August 26, 2025: First Reading, No Action September 30, 2025: Second Reading, Public Hearing October 28, 2025: Third and Final Reading, Adoption Action Requested: Discussion and Adoption	10	Discussion/ Garrett Jeff	Agency

<p>B. 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> <p>Action Requested: Discussion and 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. Administration (70225111) – Request board approval to amend and increase appropriations in Administration Fund (70225111) from \$1,286,264.95 to \$2,211,114.95. A copy of the budget revision was provided to the Board. See Supporting Documents page 17. Action Requested: Consent Approval</p>	0	Consent/John	Agency
<p>B. Vector (70225444) – Request board approval to amend appropriations in Vector Fund (70225444). There is no overall change in appropriations. A copy of the budget revision was provided to the board. See Supporting Documents page 18. Action Requested: Consent Approval</p>	0	Consent/John	Agency
<p>C. Other EH Fee Based Programs (70225449) - Request board approval to amend and increase appropriations in Other EH Fee Based Programs Fund (70225449) from \$186,922.00 to \$189,258.00. A copy of the budget revision was provided to the Board. See Supporting Documents page 19. Action Requested: Consent Approval</p>	0	Consent/John	Agency
<p>D. Clinic Services (70225555) - Request board approval to amend and increase appropriations in Clinic Services Fund (70225555) from \$889,648.66 to \$892,517.53. A copy of the budget revision was provided to the Board. See Supporting Documents page 20. Action Requested: Consent Approval</p>	0	Consent/John	Agency
<p>E. Swimming Pool (70851508) - Request board approval to amend and increase appropriations in Swimming Pool Fund (70851508) from \$86,065.00 to \$86,275.00. A copy of the budget revision was provided to the Board. See Supporting Documents page 21. Action Requested: Consent Approval</p>	0	Consent/John	Agency
<p>F. WIC Odd-Year (70951509) - Request board approval to amend and increase appropriations in WIC Odd-Year Fund (70951509) from \$443,128.32 to \$449,930.85. A copy of the budget revision was provided to the Board. See Supporting Documents page 22. This incorporates an appropriation change executed under Resolution 2024-01 on October 15, 2025 Action Requested: Consent Approval</p>	0	Consent/John	Agency
<p>G. Public Health Emergency Preparedness (71751519) - Request board approval to amend and increase appropriations in Public Health Emergency Preparedness Fund (71751519) from \$184,756.00 to \$185,015.00. A copy of the budget revision was provided to the Board. See Supporting Documents page 23. Action Requested: Consent Approval</p>	0	Consent/John	Agency

H. Facility Debt Services (75451402) - Request board approval to amend and increase appropriations in Facility Debt Services Fund (75451402) from \$322,858.00 to \$1,233,858.00. A copy of the budget revision was provided to the Board. See Supporting Documents page 24. Action Requested: Consent Approval	0	Consent/John	Agency
I. Sewage Program (75851405) - Request board approval to amend and decrease appropriations in Sewage Fund (75851405) from \$288,580 to \$285,730. A copy of the budget revision was provided to the Board. See Supporting Documents page 25. Action Requested: Consent Approval	0	Consent/John	Agency
J. Health Severance Reserve (76851409) – Request board approval to increase interfund revenues in Health Severance Reserve Fund (76851409) from \$100,000.00 to \$106,902.53. A copy of the budget revision was provided to the Board. See Supporting Documents page 26. Action Requested: Consent Approval	0	Consent/John	Agency

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:

Jennie McAdams	Program Manager – Environmental Health	November 17, 2025
----------------	--	-------------------

Resignation:

Zariza Martinez	Administrative Assistant II	October 15, 2025
Monica Wallace	Administrative Assistant Coordinator	October 31, 2025

Travel:

Emily Lipp	OPHA PHN & Epi Conference Kent, Ohio	November 6-7, 2025
------------	--------------------------------------	--------------------

Action Requested: Consent approval

6.03 CONTRACTS

A. Black Wing Shooting Center Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with Black Wing Shooting Center for the purpose of creating protective environments through reducing access to lethal means among youth at risk. This request is funded by the Ohio Department of Health Youth Suicide (YS26) Prevention grant. Action Requested: Consent approval	0	Consent/John	Agency
B. Ohio Department of Natural Resources (ODNR) Delaware Wildlife Area Shooting Range Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with Ohio Department of Natural Resources (ODNR) Delaware Wildlife Area Shooting Range for the purpose of creating protective environments through reducing access to lethal means among youth at risk. This request is funded by the Ohio Department of Health Youth Suicide (YS26) Prevention grant. Action Requested: Consent approval	0	Consent/John	Agency
C. Delaware Area Career Center Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with Delaware Area Career Center for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth Suicide (YS26) Prevention grant. Action Requested: Consent approval	0	Consent/John	Agency
D. Ohio Wesleyan University Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with Ohio Wesleyan University for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth Suicide (YS26) Prevention grant. Action Requested: Consent approval	0	Consent/John	Agency
E. Columbus State Community College – Delaware Campus Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with the Columbus State Community College – Delaware Campus for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth	0	Consent/John	Agency

Suicide (YS26) Prevention grant. Action Requested: Consent approval															
F. HelpLine Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with HelpLine for the purpose of teaching coping and problem-solving skills through supporting social-emotional learning programs. This request is funded by the Ohio Department of Health Youth Suicide (YS26) Prevention grant. Action Requested: Consent approval	0	Consent/J en	Agency												
G. Syntero Partner Agreement – Request Board approval to authorize the Health Commissioner to enter into an agreement with Syntero for the purpose of teaching coping and problem-solving skills through supporting social-emotional learning programs. This request is funded by the Ohio Department of Health Youth Suicide (YS26) Prevention grant. Action Requested: Consent approval	0	Consent/J en	Agency												
6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES															
A. Isolation Public Health Order – Request Board approve upholding an Isolation Public Health Order issued by the Health Commissioner on October 2, 2025. Per Resolution 2012-02, the Health Commissioner found that a threat to the public health existed and that delaying action until a meeting of the Board of Health would compromise the public health. Resolution 2012-02 further authorizes an order of this nature by the Health Commissioner to continue unless the Board meets and votes to nullify the Commissioner’s actions. Per protocol, staff met with the patient and delivered isolation instructions after it was confirmed that the patient had communicable tuberculosis. The patient acknowledged and signed that they received the isolation instructions on September 15, 2025. Staff attempted to work with the patient and assist the patient in obtaining needed care. Staff then had reason to believe isolation was being disregarded and initiated follow-up conversations and an inspection of the premise. The conversations and inspection revealed that the patient was not adhering to the notice of isolation and an official isolation order was issued by the Health Commissioner and a disease placard was affixed to the front door on October 2, 2025. This isolation shall remain in effect until the patient is no longer a threat to public health, in this case, after the patient is shown to no longer be infectious with Tuberculous. Action Requested: Consent approval	0	Consent/ Adam	Agency												
B. 2026 Meeting Dates – The following dates are submitted to establish the 2026 Board meeting schedule. Historically the November and December meeting dates have been combined to accommodate holiday schedules. <table border="1" data-bbox="175 1518 1065 1655"> <tr> <td>January 27, 2026</td> <td>May 26, 2026</td> <td>September 29, 2026</td> </tr> <tr> <td>February 24, 2026</td> <td>June 30, 2026</td> <td>October 27, 2026</td> </tr> <tr> <td>March 31, 2026</td> <td>July 28, 2026</td> <td>Nov./Dec. 8, 2026</td> </tr> <tr> <td>April 28, 2026</td> <td>August 25, 2026</td> <td></td> </tr> </table> * District Advisory Council – March 19, 2026 Action Requested: Discussion and Adoption	January 27, 2026	May 26, 2026	September 29, 2026	February 24, 2026	June 30, 2026	October 27, 2026	March 31, 2026	July 28, 2026	Nov./Dec. 8, 2026	April 28, 2026	August 25, 2026		5	Discuss/ Garrett	Agency
January 27, 2026	May 26, 2026	September 29, 2026													
February 24, 2026	June 30, 2026	October 27, 2026													
March 31, 2026	July 28, 2026	Nov./Dec. 8, 2026													
April 28, 2026	August 25, 2026														

Sincerely,

Garrett Guillozet Health Commissioner	Jeff Gibbs Director of Environmental Health	Jen Keagy Deputy Health Commissioner Community Health	Adam Howard Deputy Health Commissioner Preventative Health	Amy Whitney Chief Operating Officer	John Beal Director of Finance
--	--	---	--	--	----------------------------------