

## 1.0 CONVENTION AND CALL TO ORDER

The September 30, 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, Ms. Harvey, Mr. Hatfield, Dr. Donaldson, Dr. Hickman, Mr. Holzapfel, Mr. Tiberi (arrived at 7:08), and Ms. Gladden. 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, and Mr. John Beal, Director of Finance. Ms. Mellony Cahoon and Ms. Katrina Polack were in attendance as members of the public.

### 1.02 CONSENT ITEMS

- 6.012 APPROPRIATIONS A-M
- 6.016 INVENTORY A
- 6.03 CONTRACTS A-C
- 6.035 ENVIRONMENTAL HEALTH A

Dr. Donaldson moved to adopt and approve the consent agenda and agenda as submitted. Mr. Holzapfel seconded the motion. The motion carried unanimously.

### 1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the August 26, 2025, minutes. Ms. Gladden seconded the motion. The motion carried unanimously.

### 1.04 APPROVAL OF BILLS AND THEN AND NOWS

Mr. Hatfield moved to approve the August 2025 bills and Then and Nows. Dr. Hickman seconded the motion. The motion carried unanimously.

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

Mr. Guillozet provided the board an update regarding the appeal hearing that has been requested by Mr. Bohanan to the Delaware Court of Common Pleas.

He also provided an update on the accrued interest discussions with the County Commissioners.

Lastly, he requested board direction in regard to the mortgage down payment options. Upon discussing the options available to the board, the following motion was made.

Dr. Hickman moved to authorize the Health Commissioner to make any necessary budgetary adjustments including transfers and appropriations, and to sign all required documents, in order to make a one-time lump sum mortgage payment not to exceed \$911,000.00. This payment will ensure that annual payments are maintained at \$250,000.00. Dr. Donaldson seconded the motion. The motion carried unanimously.

### 2.02 FINANCE

**A. Finance Report** – Requested Board review and accept the August 2025 Finance Reports. A copy of the year-to-date finance reports were provided to the board. Mr. Beal also discussed the 2024 Audit Report. The draft reported found no issues and is an unmodified audit. 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 provided an update on Community Health initiatives. Approximately 400 naloxone kits were given out during overdose awareness month and 2 naloxboxes were placed in the community with additional funding available to purchase more. Over 50 car seat inspections were completed last month, increasing significantly from last year. The death certificate module is scheduled to go live at the beginning of December. Over 200 lock boxes have been given out for gun storage. Another 100 were just purchased.

### **2.04 ENVIRONMENTAL HEALTH**

Commissioner Guillozet provided an update on Environmental Health initiatives. Three comments were received regarding the proposed 2026 EH fee schedule and the commentor have had discussions with staff.

### **2.05 PREVENTATIVE HEALTH**

Deputy Commissioner Howard provided an update on Preventative Health initiatives. The heavy clinic season is upon us. Over the next couple months, many clinics will be held to address fall vaccinations. This is in addition to our Monday – Friday walk in clinics available year-round. The Health District will hold an emergency preparedness drill on Monday practicing mobilizing and demobilizing a mass clinic. The Health District has worked with 16 facilities for outbreaks of Hand, Foot, and Mouth Disease since the end of July. A Health Alert was issued in early September to alert the public and the Health District has been actively working to provide support for facilities experiencing outbreaks.

### **2.06 ADMINISTRATION**

COO Whitney provided an update on Administrative initiatives. There are multiple jobs posted and interviews are expected to start soon.

## **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**

**Mr. Blayney called to order the Public Hearing regarding the adoption of the revised Plumbing and Medical Gas Regulation.**

**Opened at: 7:01 p.m. Closed at: 7:04 p.m. No comments were received, and no members of the public were in attendance regarding the proposed Plumbing and Medical Gas Regulation.**

~~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.

**Action Requested: Introduction and Discussion**

**Mr. Blayney called to order the Public Hearing regarding the adoption of the revised 2025 EH Fee Schedule. Opened at: 7:04 p.m.**

Mr. Guillozet provided the board with three public comments that have been received to date. All three commentors have been contacted with further explanation of the process provided. Members of the public were present to address the Board. Ms. Cahoon provided comments to the Board as it related to the Body Art fees. Ms. Polacek provided comments to the Board as it related to the Body Art Fees.

**Closed at: 7:21 p.m.**

~~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 additional visitor comments.**

**6.0 NEW BUSINESS**

**6.012 APPROPRIATIONS**

**A. DPHD HQ (70225113) – Request board approval to amend and increase appropriations in DPHD Fund (70225113) from \$797,973.34 to \$818,837.00. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

**B. CH Admin (70225222) – Request board approval to amend and increase appropriations in CH Admin Fund (70225222) from \$709,382.44 to \$759,383.75. A copy of the budget revision was provided to the Board. PMT: Agency**

**The Board approved item on consent.**

**C. DKMM Litter Contract (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.**

**D. Youth Suicide Prevention Grant (70225234) – Request board approval to amend and increase appropriations in Youth Suicide Prevention Grant Fund (70225234) from \$91,025.00 to \$92,445.00. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

**E. PH Administration (70225551) – Request board approval to amend and increase appropriations in PH Administration Fund (70225551) from \$172,020.00 to \$216,025.00. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

**F. BCMH (70225556) – Request board approval to amend and increase appropriations in BCMH Fund (70225556) from \$84,481.06 to \$116,456.06. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

**G. PH Naloxone (70225559) – Request board approval to amend and increase appropriations in PH Naloxone Fund (70225559) from \$6,691.24 to \$10,000.00. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

**H. Campground (70351503) – Request board approval to amend and increase appropriations in Campground Fund (70351503) from \$7,490.00 to \$9,990.00. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

**I. Food Service (70451504) – Request board approval to amend and increase appropriation in Food Service Fund (70451504) from \$426,087.40 to \$527,807.40. A copy of the budget revision was provided to the Board.**

**PMT: Agency**

**The Board approved item on consent.**

J. **WIC – Odd Year (70951509)** – Request board approval to amend and decrease appropriations in WIC-Odd Year Fund (70951509) from \$477,208.32 to \$443,128.32. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

K. **WIC – Even Year (70951539)** – Request board approval to establish a revenue and appropriations budget for WIC – Even Year Fund (70951539) from \$0.00 to \$137,275.00. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

L. **Public Health Workforce Grant (75551408)** – Request board approval to amend and decrease appropriations in Public Health Workforce Grant Fund (75551408) from \$256,180.64 to \$255,729.76. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

M. **HEAL Grant (70225231)** – Request board approval to amend appropriations in HEAL Grant Fund (70225231). There is no overall change in total appropriations. A copy of the budget was provided to the Board.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.016 INVENTORY**

A. **Donation** - Request Board accept the donation of 2 OneScreen smart screens. These floor models were donated by Office City Express as they were closing their showroom. Total value estimated at approximately \$500.00.

**PMT: Agency**

**The Board approved item on consent.**

#### **6.02 PERSONNEL**

<p><b>Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION</b> to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)).</p> <p><b>Action Requested: Discussion and Roll Call Vote</b> <b>Time Entered into Executive Session: 8:01 p.m.</b></p> <p><b>Mr. Tiberi moved to Return to General Session.</b> <b>Ms. Gladden seconded the motion.</b></p> <p><b>Time Exited from Executive Session: 8:24 p.m.</b></p>	<p><b>Motion By: Dr. Donaldson</b> <b>Second: Ms. Harvey</b></p> <p><b>Mr. Blayney: Yes</b> <b>Dr. Donaldson: Yes</b> <b>Dr. Hickman: Yes</b> <b>Mr. Karr: Absent</b> <b>Mr. Tiberi: Yes</b> <b>Mr. Hatfield: Yes</b> <b>Mr. Holzapfel: Yes</b> <b>Ms. Gladden: Yes</b> <b>Ms. Harvey: Yes</b></p>
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A. **Table of Organization** – Request board approval to adopt the revised Table of Organization incorporating proposed new positions as recommended by the Personnel Committee of the Board of Health.

**Mr. Holzapfel moved to approve the revised Table of Organization. Dr. Donaldson seconded the motion. The motion carried unanimously.**

**B. Reduction in Workforce** – It is uncertain if federal WIC funding will continue with a pending potential federal shutdown. If WIC funding is halted and no reserves exist at the State, staff will be unable to see patients and issue benefits. In an effort to plan for the possibility of this federal shutdown, staff request the Board to approve a Statement of Rationale stating that grant funded employees in the WIC Health Professional (3), WIC Breastfeeding Peer Helper (1), and WIC Program Manager (1) (WIC group 21700) and WIC Administrative Assistant (2) (Administrative Support group 12100) will:

Be moved to Public Health funds and expend up to \$66,000 for the payment of payroll/benefits and to perform general Health District activities to advance the mission of the Health District.

Ms. Harvey moved to approve the expenditure of up to \$66,000 Public Health funds to temporarily move grant funded employees out of the affected grant to perform duties that will advance the mission of the Health District as determined by the Health Commissioner. The motion was seconded by Dr. Donaldson. The motion carried unanimously.

**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:**

Jasmine Kim	Intermittent Intern, Preventative Health	September 11, 2025
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**Probationary Separation:**

MaryBeth Brown	Program Manager, Environmental Health	September 17, 2025
Baylie Allen	WIC Administrative Assistant	September 26, 2025

**End of Internship:**

August Lemert	Intermittent Intern, Preventative Health	September 25, 2025
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**New Positions:**

Registered Environmental Health Specialist – Food Protection Public Safety
Registered Environmental Health Specialist – Water Quality
Public Health Nurse – Preventative Health Division
Program Manager – Environmental Health
Environmental Health Technician II

**Travel:**

Garrett Guillozet	AOHC Fall Conference, Dublin, Ohio	September 22-24, 2025
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**PMT: Agency**

Dr. Donaldson moved to approve the personnel actions. Ms. Harvey seconded the motion. The motion carried unanimously.

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Salary Scale** – Request board approval to adopt the revised salary scale. The changes reflect two new positions which have been reviewed and recommended for approval by the Personnel Committee.

**PMT: Agency**

Dr. Donaldson moved to approve the revised salary scale. Ms. Harvey seconded the motion. The motion carried unanimously.

**6.030 CONTRACTS**

**A. Contract - SourcePoint Older Adults Falls Prevention Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with SourcePoint for the purpose of recruiting participants and providing space to conduct balance and mobility trainings in addition to falls risk assessments and providing durable equipment for home modifications for the 2026 grant year. This request is funded by the Ohio Department of Health Older Adult Falls Prevention grant.

**PMT: Agency**

The Board approved item on consent.

**B. Contract - Delaware Community Center YMCA Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with the Delaware Community Center YMCA for community-based balance and mobility trainings for older adults for the 2026 grant year. This request is funded by the Ohio Department of Health Older Adult Falls Prevention grant.

**PMT: Agency**

**The Board approved item on consent.**

**C. Contract - Wornstaff Memorial Public Library Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with the Wornstaff Memorial Public Library for community-based balance and mobility trainings for older adults for the 2026 grant year. This request is funded by the Ohio Department of Health Older Adult Falls Prevention grant.

**PMT: Agency**

**The Board approved item on consent.**


### **6.035 ENVIRONMENTAL HEALTH**

**A. Ohio EPA Water Pollution Control Loan Fund (WPCLF)** - Request Board confirm application for the Ohio EPA WPCLF Grant for up to \$150,000. The grant would provide funds to eligible homeowners to repair, replace their sewage treatment system, and would also assist with connections to sanitary sewer. 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.**

**Being no further business. Mr. Blayney adjourned the meeting. The meeting was adjourned 8:26 p.m.**

  
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Patrick Blayney, P.E., President      Date  
or Dr. Briana Donaldson, Vice President      10/28/25

  
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Garrett Guillozet, Health Commissioner      Date  
Secretary to the Board of Health      10/28/25