



**1.0 CONVENTION AND CALL TO ORDER**

The October 28, 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 7:01 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Mr. Karr, Ms. Harvey, Mr. Hatfield, Dr. Donaldson, Dr. Hickman, Mr. Holzapfel, 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. Gibbs, Environmental Health Director, Ms. Madison Dyll, WIC HP, and Ms. Lucinda Eckman, WIC HP.

**1.02 CONSENT ITEMS**

- **6.012 APPROPRIATIONS A-J**
- **6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A**
- **6.03 CONTRACTS A-G**
- **6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES 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 September 30, 2025, minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.

**1.04 APPROVAL OF BILLS AND THEN AND NOWS**

Mr. Hatfield moved to approve the September 2025 bills and Then and Nows. Mr. Holzapfel seconded the motion. The motion carried unanimously.

**2.0 STAFF REPORTS**

**2.01 HEALTH COMMISSIONER**

Interest: Mr. Guillozet provided an update on the continued earned interest discussion with the County Commissioners regarding interest earned on fund balances. At this time, the Commissioners feel as if they are not legally able to provide the health district with earned interest.

PHAB: Additionally, Mr. Guillozet provided an update regarding the Public Health Accreditation Board’s site visit. It is scheduled for November 20, 2025. There is a specific session for board members, and more information will be forthcoming.

Administrative Appeal: Mr. Guillozet shared that the Administrative Appeal regarding Mr. Bohanan should be dismissed. Mr. Bohanan passed away last week, and his estate does not wish to proceed with the appeal.

Mortgage Rate: Mr. Guillozet shared that the revised mortgage rate has been set at 6.31%, which is lower than anticipated. A one-time lump sum payment, per the Board’s direction at the September meeting will occur prior to the November payment.

Commissioner Guillozet requested that the board convene into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)).

**Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)), and that Commissioner Guillozet and Ms. Whitney remain.

**Action Requested: Discussion and Roll Call Vote**  
**Time Entered into Executive Session: 7:09 p.m.**

**Ms. Gladden Moved to Return to General Session. Mr. Harvey seconded the motion. Motion Carried. Time Exited from Executive Session: 7:24 p.m.**

**Motion By: Mr. Karr**  
**Second: Dr. Donaldson**  
**Roll Call Vote:**  
**Mr. Blayney: Yes**  
**Dr. Hickman: Yes**  
**Ms. Gladden: Yes**  
**Mr. Karr: Yes**  
**Ms. Harvey: Yes**  
**Mr. Tiberi: Absent**  
**Mr. Hatfield: Yes**  
**Mr. Holzapfel: Yes**  
**Dr. Donaldson: Yes**

## **2.02 FINANCE**

**A. Finance Report** – Requested Board review and accept the September 2025 Finance Reports. A copy of the year-to-date finance reports were provided to the board. Mr. Guillozet requested approval and discussed year-end expenses and the cash summary finance report.

**PMT: Agency**

**Mr. Karr 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 staffing – Monica Wallace will be leaving the agency after 8 years to take a job closer to home; interviews for the Community Health Specialist positions are in process. The Community Health and Administration Divisions held a joint staff retreat with Kane Learning which focused on communication styles. The Delaware County Hunger Alliance, in collaboration with DPHD, have a billboard on Central Avenue in Delaware City that was featured on NBC4 and has received many positive comments on social media.

## **2.04 ENVIRONMENTAL HEALTH**

### **2.05 PREVENTATIVE HEALTH**

Deputy Commissioner Howard provided an update on Preventative Health initiatives. Staff continue to monitor WIC funding concerns. A plan is ready to shift staff work duties should WIC funds dry up during the current federal government shutdown. The District investigated multiple measles contacts stemming from cases in Franklin County. Mr. Howard provided an update regarding the TB patient in which the isolation order pertained.

## **2.06 ADMINISTRATION**

### **3.0 BOARD REPORTS**

**3.01 BOARD PRESIDENT – None**

**3.02 BOARD COMMITTEES – Mr. Guillozet shared that a meeting of the personnel committee will be scheduled prior to the December 9<sup>th</sup> Board meeting.**

**3.03 BOARD MEMBER COMMENTS – None**

### **4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**

#### **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.

**Action Requested: Introduction and Discussion**

~~August 26, 2025: First Reading, No Action~~

~~September 30, 2025: Second Reading, Public Hearing~~

**October 28, 2025: Third and Final Reading, Adoption**

**Ms. Harvey moved to adopt Resolution 2025-07. Ms. Gladden seconded the motion. The motion carried unanimously.**

**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.

**Action Requested: Introduction and Discussion**

~~August 26, 2025: First Reading, No Action~~

~~September 30, 2025: Second Reading, Public Hearing~~

**October 28, 2025: Third and Final Reading, Adoption**

**Mr. Karr moved to adopt Resolution 2025-08. Dr. Donaldson seconded the motion. The motion carried unanimously.**

**4.04 CITIZEN REQUEST – No additional visitor comments.**

## **6.0 NEW BUSINESS**

### **6.012 APPROPRIATIONS**

**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.**

**PMT: Agency**

**The Board approved item on consent.**

- 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. **PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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. This incorporates an appropriation change executed under Resolution 2024-01 on October 15, 2025.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**PMT: Agency**  
**The Board approved item on consent.**
  
- 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.  
**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.

**New Hire:**

Jennie McAdams	Program Manager – Environmental Health	November 17, 2025
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**Resignation:**

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

**Travel:**

**PMT: Agency**

**The Board approved item on consent.**

#### **6.030 CONTRACTS**

- A. Contract - 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.

**PMT: Agency**

**The Board approved item on consent.**

- B. Contract - 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.

**PMT: Agency**

**The Board approved item on consent.**

- C. Contract - 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.

**PMT: Agency**

**The Board approved item on consent.**

- D. Contract - 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.

**PMT: Agency**

**The Board approved item on consent.**

- E. Contract - 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 Suicide (YS26) Prevention grant.

**PMT: Agency**

**The Board approved item on consent.**

- 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.

**PMT: Agency**

**The Board approved item on consent.**

- 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.

**PMT: Agency**

**The Board approved item on consent.**

- H. Fiscal Services** - The Board of Health authorizes the Health Commissioner to enter into a contract for Fiscal Services with Christin Downs for the period of November 1, 2025, to December 31, 2026. The contract shall not exceed \$25,000.00 and is limited to 10 hours per week at a rate of \$65.00/hour.

**PMT: Agency**

**Mr. Karr moved to approve the fiscal services contract. Mr. Hatfield seconded the motion. The motion carried unanimously.**

**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 Tuberculosis.

**PMT: Agency**

**The Board approved item on consent.**

**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.

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	

**\* District Advisory Council – March 19, 2026**

**Mr. Karr moved to adopt the 2026 Board of Health meeting dates. Ms. Gladden seconded the motion. The motion carried unanimously.**

**Being no further business. Mr. Blayney adjourned the meeting. The meeting was adjourned at 7:50 p.m.**

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

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