



1.0 CONVENTION AND CALL TO ORDER

The December 9, 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. Blayney. Board members present included: Mr. Blayney, Mr. Karr, Ms. Harvey, Mr. Hatfield, Dr. Donaldson, Mr. Tiberi (arrived at 7:08pm), Mr. Holzapfel (arrived at 7:08pm), 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, and Ms. Leanna Perdue, Director of Finance.

1.02 CONSENT ITEMS

- **6.012 APPROPRIATIONS A-R**
- **6.016 ADVANCES/TRANSFERS A-D**
- **6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A**
- **6.022 RECLASSIFICATION/PROMOTION A-E**
- **6.03 CONTRACTS A-D, F-G**
- **6.033 COMMUNITY HEALTH A**
- **6.034 PREVENTATIVE HEALTH A**
- **6.035 ENVIRONMENTAL HEALTH A-C**
- **6.053 RESOLUTIONS A-B**

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

1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the October 25, 2025 meeting 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 October and November 2025 bills and Then and Nows. Dr. Donaldson seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Mortgage: Mr. Guillozet informed the board that the revised interest rate has now been set at 6.31% and that the one-time lump sum payment of \$800,000.00 has been applied to the principal. The revised payment schedule keeps the yearly payments below the \$250,000.00 provided by the DAC for debt reduction.

Levy Account: Mr. Guillozet requested (as required by the bank) a motion to remove John Beal and replace with Amy Whitney and Garrett Guillozet on the levy account at First Commonwealth Bank.

Ms. Harvey moved to remove John Beal and add Amy Whitney and Garrett Guillozet to the health district levy account. Mr. Karr seconded the motion. The motion carried unanimously.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the October and November 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

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

2.03 COMMUNITY HEALTH

Deputy Commissioner Keagy provided an update on current fatality review cases. She also reported that both Community Health Specialist positions were filled and new staff started on December 1st.

2.04 ENVIRONMENTAL HEALTH

Director Gibbs provided an update on new staff members.

Jennie McAdams started on November 17th as the Program Manager for the following programs:

- Plumbing and Medical Gas Program, Solid & Infectious Waste, Recycling and Litter Prevention, Vector, Public Health Nuisance, Smoke Free Workplace

Amos Sarfo started on December 8th for the Water Quality program as an REHS III. This is a new position which will focus on the following programs:

- Private Water Systems (PWS), Household Sewage Treatment Systems (HSTS), Operation and Maintenance and the Water Pollution Control Loan Fund.

2.05 PREVENTATIVE HEALTH

Deputy Commissioner Howard provided an update on Preventative Health initiatives. The agency has recently been designated as a diaper bank distribution point allowing the public to come in and receive select sizes of diapers. Mr. Howard further provided an update on the TB case under isolation orders.

2.06 ADMINISTRATION

Ms. Whitney provided an update on current building issues with HVAC (Johnson Controls, router, thermostats, room temp regulation). Staffing update – one AA position posted in PH that interviews are underway for. Accreditation update – no measures were opened and DPHD will be on the agenda for February for approval.

3.0 BOARD REPORTS

3.01 BOARD PRESIDENT – None

3.02 BOARD COMMITTEES – Mr. Guillozet shared that a meeting of the personnel committee was held on December 2, 2025.

3.03 BOARD MEMBER COMMENTS – None

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

4.01 REGULATION HEARING/ADOPTION

A. **Resolution 2025-09: Emergency Adoption of the Amended 2026 Environmental Health Fees** The Delaware County Board of Health agrees to adopt the amended 2026 Environmental Health 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.

Mr. Holzapfel moved to waive the three reading requirement and to declare an emergency for Resolution 2025-09. Ms. Gladden seconded the motion. The motion carried unanimously.

Dr. Donaldson moved to adopt Resolution 2025-09 and as an emergency. Mr. Holzapfel seconded the motion. A roll call vote was conducted:

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

Resolution 2025-09 was unanimously approved.

4.04 CITIZEN REQUEST – No additional visitor comments.

6.0 NEW BUSINESS

6.011 BUDGETS

A. **2026 Revised Budget** - Request Board to approve the Revised 2026 Budget Book as the approved budget for 2026. The changes better reflect projections for agency revenue and expenses across all funds. The original 2026 Budget was adopted by the Board of Health on February 25, 2025.

Mr. Tiberi moved to adopt the revised 2026 budget. Mr. Holzapfel seconded the motion. A roll call vote was conducted:

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

The 2026 Revised Budget was unanimously approved.

6.012 APPROPRIATIONS

- A. Administration Fund (70225111) – Request board approval to amend and increase appropriations in the Administration Fund (70225111) from \$2,211,114.95 to \$2,340,414.95. A copy of the budget revision was provided to the board. This incorporates an appropriation change executed under Resolution 2024-01 on November 7, 2025.**
PMT: Agency
The Board approved item on consent.
- B. Public Health Workforce Fund (75551408) – Request board approval to amend and appropriations in the Public Health Workforce Fund (75551408). There is no change in the overall appropriations. A copy of the budget revision was provided to the board.**
PMT: Agency
The Board approved item on consent.
- C. DPHD HQ Fund (70225113) – Request board approval to amend and increase appropriations in DPHD HQ Fund (70225113) from \$818,837.00 to \$865,864.00. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- D. CH Admin Fund (70225222) – Request board approval to amend and increase appropriations in CH Admin Fund (70225222) from \$759,383.75 to \$763,933.75. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- E. Vital Statistics Fund (70225112) – Request board approval to amend and decrease appropriations in Vital Statistics Fund (70225112) from \$347,252.78 to \$345,752.78. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- F. DKMM Litter Fund (70225233) – Request board approval to amend and increase appropriations in DKMM Litter Fund (70225233) from \$111,296.00 to \$112,011.00. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- G. Youth Suicide Prevention Grant Fund (70225234) – Request board approval to amend and increase appropriations in Youth Suicide Prevention Grant Fund (70225234) from \$92,445.00 to \$92,645.00. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- H. Public Health Disease Prevention Fund (70225554) – Request board approval to amend and increase appropriations in Public Health Disease Prevention Fund (70225554) from \$368,493.06 to \$368,518.06. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- I. EH Admin Fund (70225441) – Request board approval to amend and increase appropriations in EH Admin Fund (70225441) from \$604,539.00 to \$615,059.00. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- J. Vector Fund (70225444) – Request board approval to increase appropriations in Vector Fund (70225444) from \$39,203.60 to \$40,903.60. A copy of the budget revision was provided to the Board.**
PMT: Agency
The Board approved item on consent.
- K. Plumbing Fund (70225446) – Request board approval to increase appropriations in Plumbing Fund (70225446) from \$699,985.60 to \$705,727.25. A copy of the budget revision was provided to the board.**
PMT: Agency

The Board approved item on consent

- L. Vector Fund (70225444)** – Request board approval to increase appropriations in Vector Fund (70225444) from \$39,203.60 to \$40,203.60. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- M. Other EH Fee Based Programs (70225449)** – Request board approval to increase appropriations in Other EH Fee Based Programs Fund (70225449) from \$189,258.00 to \$190,228.00. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- N. PH Administration (70225551)** – Request board approval to amend and decrease appropriations in PH Administration Fund (70225551) from \$216,025.00 to \$206,755.00. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- O. Clinic Services (70225555)** – Request board approval to amend and decrease appropriations in Clinic Services Fund (70225555) from \$892,517.53 to \$839,767.53. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- P. Food Service (70451504)** – Request board approval to increase appropriations in Food Service Fund (70451504) from \$527,807.40 to \$531,140.00. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- Q. Water System (70651506)** – Request board approval to increase appropriations in Water System Fund (70651506) from \$21,028.84 to \$21,397.00. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- R. Public Swimming Pool (70851508)** – Request board approval to amend and decrease overall appropriations in Public Swimming Pool (70851508) from \$86,275.00 to \$85,765.00. A copy of the budget revision was provided to the Board.
PMT: Agency
The Board approved item on consent.
- S. Health Grant (70225231)** – Request board approval to amend appropriations in HEAL Grant Fund (70225231). 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.

6.016 ADVANCES/TRANSFERS

- A. Continue Advances into 2026** – Request Board approval to continue the remaining Advances issued to Special Revenue Funds into 2026.

 - 1. Injury Prevention (71251532): \$110,000.00
 - 2. Workforce Development Grant (75551408): \$200,000.00

PMT: Agency
The Board approved item on consent.
- B. Health Fund to New Facility Debt Services:** Request Board approval for a cash transfer of \$125,000.00 from the Health Levy Fund (70225772-5801) to the New Facility Debt Services Fund (75451402-4601). This cash transfer accounts for the second half the local subdivision contribution for debt reduction. This incorporates an appropriation change executed under Resolution 2024-01.
PMT: Agency
The Board approved item on consent.
- C. Administration Fund to New Facility Debt Services:** Request Board approval for a cash transfer of \$911,000.00 from the Administration Fund (70225111-5801) to New Facility Debt Services Fund (75451402-4601). This request

is to facilitate the one-time lump sum principal payment on the mortgage. This incorporates an appropriation change executed under Resolution 2024-01.

PMT: Agency

The Board approved item on consent.

- D. **WIC Fund (70951509) to Health Severance Reserve:** Request Board approval for a cash transfer of \$6,902.53 from WIC Fund (70951509) to Health Severance Reserve Fund (76851409). The actual cash transfer was executed via Resolution 2024-01 on December 4, 2025.

PMT: Agency

The Board approved item on consent.

6.020 PERSONNEL

<p>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)), with Garrett and Amy to remain.</p> <p>Action Requested: Discussion and Roll Call Vote Time Entered into Executive Session: 7:38 p.m.</p> <p>Motion to exit Executive Session: Dr. Donaldson. Second: Ms. Gladden. Motion carried unanimously.</p> <p>Time Exited from Executive Session: 8:00 p.m.</p>	<p>15</p>	<p>Motion By: Mr. Tiberi Second: Dr. Donaldson</p> <p>Roll Call Vote: Mr. Blayney: Yes Dr. Hickman: Absent Ms. Gladden: Yes Mr. Karr: Yes Ms. Harvey: Yes Mr. Tiberi: Yes Mr. Hatfield: Yes Mr. Holzapfel: Yes Dr. Donaldson: Yes</p>
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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:

Gracie Casto	WIC Administrative Assistant II	November 10, 2025
Loressa Gonyer	Community Health Specialist II	December 1, 2025
Amos Sarfo	Registered Environmental Health Specialist III	December 8, 2025
Sydney Bennington	Community Health Specialist I	December 1, 2025
Leanna Perdue	Director of Financial Services	December 8, 2025
Dana Cowen	Public Health Nurse II	December 8, 2025

Travel:

Kelli Kincaid	Laserfiche Conference, Las Vegas, Nevada	April 26, 2026 – May 1, 2026
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PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

- A. **Promotion Without Competition - Lisa Spangler** - Request Board approval to promote Lisa Spanger from EH Technician (paygrade E) to EH Technician II (paygrade F) effective with performance appraisal.

PMT: Agency

The Board approved item on consent.

- B. Promotion Without Competition – Kaitlyn Morrissey** - Request Board approval to promote Kaitlyn Morrissey from Epi I (paygrade G) to Epi II (paygrade J) effective with performance appraisal.

PMT: Agency

The Board approved item on consent.

- C. Promotion Without Competition – Matt Randazzo** - Request Board approval to promote Matt Randazzo from REHS I (paygrade H) to REHS II (paygrade I) effective with performance appraisal.

PMT: Agency

The Board approved item on consent.

- D. Promotion Without Competition – Jenifer Way-Young** - Request Board approval to promote Jenifer Way-Young from CHS II (paygrade H) to CHS III (paygrade K) effective with performance appraisal.

PMT: Agency

The Board approved item on consent.

- E. Promotion Without Competition – Corey Stafford** - Request Board approval to promote Cory Stafford from Plumbing Inspector I (paygrade F) to Plumbing Inspector II (paygrade H) effective with performance appraisal.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

- A. Cost-of-Living Adjustment (COLA):** Mr. Guillozet requests that the Board of Health provide a Cost-of-Living Adjustment, in the amount of 2% to all agency employees (excluding the Health Commissioner). The raise will be effective for the pay date of December 26, 2025 (Pay 26). The proposed compensation increase was discussed and reviewed by the Personnel Committee Meeting and is recommended for adoption.

Action Requested: Approval as Recommended by the Personnel Committee

Mr. Holzapfel moved to approve a 2% Cost-of-living adjustment to all agency employees (excluding the Health Commissioner for the pay date of December 26, 2025 (Pay 26). Dr. Donaldson seconded the motion. The motion carried unanimously.

- B. Performance Evaluations/Merit Increases:** Mr. Guillozet requests that the Board of Health adopt the 2025 Performance Evaluation/Merit Increases as outlined in Attachment A based on the outcome of the annual performance evaluations. The merit increase will be effective for the pay date of December 26, 2025 (Pay 26). The proposed performance evaluation/merit increases were discussed and reviewed by Personnel Committee Meeting and is recommended for adoption.

Dr. Donaldson moved to approve the merit based increases as outlined in Attachment A on the pay date of December 26, 2025 (Pay 26). Mr. Holzapfel seconded the motion. The motion carried unanimously.

6.030 CONTRACTS

- A. DKMM Solid Waste District** – Request the Board of Health authorize the Health Commissioner to into a contract for Solid Waste Enforcement and Monitoring Services with the Delaware, Knox, Marion, Morrow Solid Waste District for 2026 (estimated revenue of \$40,000.00).

PMT: Agency

The Board approved item on consent.

- B. Delaware County Board of Commissioners** – Request the Board of Health authorize the Health Commissioner to enter into a contract for Recycling Education Services for 2026 with the Delaware County Board of Commissioners (estimated revenue of \$90,000.00).

PMT: Agency

The Board approved item on consent.

- C. Medicaid Administrative Claiming** – Request Board of Health to authorize the Health Commissioner to enter into a contract with the Ohio Department of Health for Medicaid Administrative Claiming for 2026.

PMT: Agency

The Board approved item on consent.

- D. Bingocize® Program License Agreement** – Request Board approval to authorize the Health Commissioner to enter into an agreement with Bingocize® 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.

- E. Illuminology Contract** – Request Board approval to authorize the Health Commissioner to enter into a contract with Illuminology to expend up to \$75,000 for the purpose of completing the 2026 Community Health Assessment (CHA) and the 2027-2031 Community Health Improvement Plan (CHIP). This request is allocated in the CH Admin fund in the 2026 budget.

Ms. Harvey moved to approve the Health Commissioner to enter into a contract with Illuminology Market Research for an amount not to exceed \$75,000.00 to conduct the Community Health Assessment and Community Health Improvement Plan. Ms. Gladden seconded the motion. The motion carried unanimously.

PMT: Agency

- F. Marion County Public Health Plumbing Contract** – Request board approval to authorize the Health Commissioner to enter into a contract with Marion County Public Health for Plumbing and Medical Gas Inspection/Plan Review services for the jurisdiction of Marion County Public Health.

PMT: Agency

The Board approved item on consent.

- G. Union County Health Department – Plumbing MOU** – Request board approval to authorize the Health Commissioner to enter into a memorandum of understanding for plumbing inspection services for Union County Health Department.

PMT: Agency

The Board approved item on consent.

6.033 COMMUNITY HEALTH

- A. Capacity Building for Healthy Eating and Active Living (HEAL) Grant** – Request board approval to apply for the Ohio Department of Health Capacity Building for Healthy Eating and Active Living (HEAL) grant in the amount of up to \$20,000 for the funding period 01/02/2026 – 09/29/2026. The goal of the grant is to provide funding for community assessment and engagement with local community residents while working toward sustainability and expansion of these efforts within the county/jurisdiction. If funded, the Community Health Division requests board approval to expend grant funds according to the Notice of Award. Funding is reimbursable based on completed deliverables.

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

- A. Apply and Accept the CPP Vaccine Storage Equipment Grant** – Request Board confirm application and accept the vaccine storage grant, provided by CPP. DPHD receives \$1,500 to support the purchase of the vaccine refrigerators purchased in 2025.

PMT: Agency

The Board approved item on consent.

6.035 ENVIRONMENTAL HEALTH

- A. Solid Waste License** - Approval of Solid Waste Transfer Facility License/ Delaware County Transfer and Recycling Center, 892 US Highway 42N, Delaware, OH 43015. Facility # 610267. Applicant - Delaware County Board of Commissioners. Facility Manager – Rumpke Waste and Recycling.

PMT: Agency

The Board approved item on consent.

- B. Compost Facility License** - Approval of Class 2 Compost Facility/ Price Farms Organics, Ltd., 4838 Warrensburg Rd., Delaware, OH 43015. Facility # 133782. Applicant - Price Farms Organics, Ltd. Manager – Tom Price.

PMT: Agency

The Board approved item on consent.

- C. Apply for Ohio Environmental Protection Agency Mosquito Control Grant** – Request Board confirm application for the Mosquito Control Grant provided by the Ohio Environmental Protection Agency. This grant will be operational March 2026 – April 30, 2027, and would potentially increase the capacity of DPHD’s mosquito control program through purchasing equipment and supplies including providing funding for one intern position. The goal of this grant is to support and enhance DPHD’s vector control program. If funded the Environmental Health Division requests Board approval to expend grant funds according to the Notice of Award.

PMT: Agency

The Board approved item on consent

6.053 RESOLUTIONS

A. Update and Amend Resolution 2012-12

Request Board of Health to approve and adopt the amended version of Resolution 2012-12 "Authorizing the Health Commissioner and Environmental Health Staff to Operate Under the Uniform Food Safety Code". Changes include updating the sections to match the recently updated code sections.

PMT: Agency

The Board approved item on consent.


B. Update and Amend Resolution 2012-23

Request Board of Health to approve and adopt the amended version of Resolution 2012-23 "Establishing Training Requirements for Tattoo and Body Piercing Training". Changes include adding the definition and providing additional clarification.

PMT: Agency

The Board approved item on consent.

Being no further business. Mr. Blayney adjourned the meeting. The meeting was adjourned at 8:06 p.m.



Patrick Blayney, P.E., President Date
or Dr. Briana Donaldson, Vice President 1-27-26



Garrett Guilloze, Health Commissioner Date
Secretary to the Board of Health 1-27-26