

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, March 26, 2026
 To: Board of Health
 From: Garrett Guillozet, Health Commissioner
 Re: Board meeting **Tuesday, March 31, 2026, 7:00 pm** DPHD 470 S. Sandusky St., Delaware, OH 43015

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

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>
1.00 CALL TO ORDER AND ATTENDANCE	2	
1.01 ANNUAL REORGANIZATION		
This is the annual re-organization meeting of the Board.	5	Appoint
A. Election of Officers - For this portion of the meeting, the Secretary of the Board presides.		
B. Nominations - Nominations for Board of Health Officers		
1. Nominations and election for President		
2. Nominations and election for Vice President		
1.02 CONSENT ITEMS	2	Approve
• 6.012 APPROPRIATIONS A-F		
• 6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL A		
• 6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT A		
• 6.03 CONTRACTS/BUSINESS ASSOCIATE AGREEMENT A- C		
• 6.032 ADMIN/FACILITIES A-B		
• 6.034 PREVENTATIVE HEALTH A-C		
• 6.054 LEGAL ISSUES A		
1.03 APPROVAL OF MINUTES (Previously sent)	2	Approve
1.04 APPROVAL OF BILLS AND THEN AND NOWS (February 2026) See pages 1-4 of the Supporting Documents	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER	2	Garrett	Agency
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report. See page 5-9 of the Supporting Documents. Action Requested: Accept	10	Accept/ Leanna	Agency
2.03 COMMUNITY HEALTH		Jen	
2.04 ENVIRONMENTAL HEALTH		Jeff	
2.05 PREVENTATIVE HEALTH		Adam	
2.06 ADMINISTRATION		Amy	

3.0 BOARD REPORTS

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
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

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
4.04 CITIZEN REQUEST			

5.0 OLD BUSINESS

Items pending from the last meeting or information on prior actions and reports.

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
No previous old business.			

6.0 NEW BUSINESS

New items of information or for Board action

<i>Agenda Item</i>	<i>Time</i>	<i>Action/ Contact</i>	<i>PMT</i>
6.011 BUDGETS			
A. 2027 Budget – Request Board approval of the 2027 Budget Book as the approved budget and appropriation levels for 2027. Action Requested: Discussion and Approval	15	Garrett/ Leanna	Agency
6.012 APPROPRIATIONS			
A. Vital Statistics – (70225112) – Request board approval to amend and increase appropriations in the Vital Statistics Fund (70225112) from \$206,150.00 to \$245,821.00. A copy of the budget revision was provided to the board. See Supporting Documents page 10. Action Requested: Consent Approval	0	Consent/ Leanna	Agency
B. CH Administration – (70225222) – Request board approval to amend and decrease appropriations in the CH Administration Fund (70225222) from \$829,900.00 to \$790,229.00. A copy of the budget revision was provided to the board. See Supporting Documents page 11. Action Requested: Consent Approval	0	Consent/ Leanna	Agency
C. Water System – (70651506) – Request board approval to amend and increase appropriations in the Water System Fund (70651506) from \$22,390.00 to \$24,190.00. A copy of the budget revision was provided to the board. See Supporting Documents page 12. Action Requested: Consent Approval	0	Consent/ Leanna	Agency
D. Swimming Pool – (70851508) – Request board approval to amend and increase appropriations in the Swimming Pool Fund (70851508) from \$51,010.00 to \$58,610.00. A copy of the budget revision was provided to the board. See Supporting Documents page 13. Action Requested: Consent Approval	0	Consent/ Leanna	Agency

<p>E. Public Health Emergency Preparedness Grant – (71751519) – Request board approval to amend and increase appropriations in the Public Health Emergency Preparedness Grant Fund (70851508) from \$141,230.00 to \$153,460.00. A copy of the budget revision was provided to the board. See Supporting Documents page 14.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Leanna	Agency
<p>F. Sewage Program – (75851405) – Request board approval to amend and increase appropriations in the Sewage Program Fund (75851405) from \$348,385.00 to \$349,885.00. A copy of the budget revision was provided to the board. See Supporting Documents page 15.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Leanna	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:

Maura Atwater	Administrative Assistant II	April 6, 2026
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Resignation:

Amos Sarfo	Registered Environmental Health Specialist III	March 17, 2026
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Position Change:

Krista Allen	Community Health Worker to Administrative Assistant II	April 11, 2026
Annie Pidcock	Administrative Assistant II to Community Health Specialist I	April 11, 2026
Mallory Menz	EHS- IT to Registered Environmental Health Specialist 1	March 14, 2026

Travel:

Sydney Bennington	2026 National Network of Public Health Institutes Annual Conference	April 27-30, 2026
Loressa Gonyer	2026 National Network of Public Health Institutes Annual Conference	April 27-30, 2026
Jen Keagy	2026 NACCHO360 Conference	July 14-17, 2026
Lori Kannally	2026 NACCHO360 Conference	July 14-17, 2026
Kaitlyn Morrissey	2026 APIC Conference, Nashville, TN	June 14-17, 2026

Action Requested: Consent approval

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

<p>A. Public Health Camp – Request Board approve setting of a fee of \$100.00 for a public health camp to be hosted by the Health District and to waive Food Service Person in Charge (PIC) and CPR/First Aid individual fees for student participants. The camp will be offered to high school students interested in public health and be facilitated by staff. Fees will go towards food and supplies for participants. Students will learn about local public health programming and leave with PIC and CPR certification.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Adam	Community
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6.03 CONTRACTS/BUSINESS ASSOCIATE AGREEMENT

<p>A. Delaware County EMS and Quick Med Claims, LLC Business Associate Agreement – Request board authorize the Health Commissioner to enter into a Business Associate Agreement to facilitate medical insurance billing and access to records.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Adam	Agency
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<p>B. Renew Contract – Delaware County Board of Developmental Disabilities – Request Board approval for the Health Commissioner to negotiate and renew a contract with Delaware County Board of Developmental Disabilities (DCBDD) for nursing services. DPHD will provide nursing services for DCBDD clients and DCBDD will fund DPHD at a negotiated rate for such services.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Adam	Agency
<p>C. Ashley American Legion Post 518 NaloxBox MOU – Request Board approval to authorize the Health Commissioner to enter into a memorandum of understanding with Ashley American Legion Post 518 for the purpose of installing and maintaining a NaloxBox onsite to increase public access to naloxone for opiate overdose reversal. This request is funded by the Ohio Department of Health Integrated Harm Reduction grant.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Jen	Community
<p>6.032 ADMIN/FACILITIES</p>			
<p>A. Inventory Disposal – Request board to remove inventory tags 1356,1371 and 1372, which are old servers that have been retired.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Amy	Agency
<p>B. Inventory Disposal – Request board to remove inventory tags 1384 and 1391, which are the old phone systems that have been retired.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Amy	Agency
<p>6.034 PREVENTATIVE HEALTH</p>			
<p>A. Reapply for the Cribs for Kids and Safe Sleep Grant – Request Board to confirm application for the Cribs for Kids and Safe Sleep grant through the Ohio Department of Children and Youth operational through June 30, 2027. The Health District is eligible for up to \$10,650 with an additional 71 cribs provided by the State. This grant is deliverable based; therefore, amount received may vary.</p> <p>The goal of this grant is to expand access to safe sleep education and sleep resources to reduce preventable infant deaths and improve health outcomes. If funded, the Preventative Health Division requests Board approval to expend grant funds according to the notice of award.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>B. Reapply for the Coffective: Local Community Partnership Collaborative Grant – Request Board confirm application for the Coffective grant which is selected by ODH - WIC. DPHD would receive technical assistance to develop and implement initiatives to strengthen WIC and breastfeeding initiatives for up to \$5,000. If funded, the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency
<p>C. Apply and Accept APIC 2026 Conference Scholarship – Request Board to confirm application for the Central Ohio APIC scholarship to attend the National Association for Professionals in Infection Control and Epidemiology (APIC) Conference in Nashville, Tennessee. The scholarship will fund the registration fee (\$715) for one staff member.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Agency

6.053 RESOLUTIONS			
A. Resolution 2026-01: Water Pollution Control Loan Fund Agreement – A Resolution authorizing the Health Commissioner to enter into and sign necessary documents on behalf of the Board of Health to execute contracts related to the OEPA’s Water Pollution Control Loan Fund. <i>See Page 16 of the Supporting Documents.</i> Action Requested: Discussion and Approval	5	Jeff/ Garrett	Agency
B. Resolution 2026-02: Mid-Ohio Regional Planning Commission (MORPC) Membership – A Resolution authorizing the Health Commissioner to join MORPC as an Associate Member and to expend the necessary funds for membership. <i>See Page 17 of the Supporting Documents.</i> Action Requested: Discussion and Approval	5	Garrett	Agency
C. Resolution 2026-03: Cybersecurity – A resolution to Adopt the Delaware Public Health District Cybersecurity Policies and Procedures. <i>See Separate Attachment.</i> Action Requested: Discussion and Approval	5	Garrett	Agency
6.054 LEGAL ISSUES			
A. Recalcitrant/Non-Renewal - The board of health authorizes the Health Commissioner to refer recalcitrant food service and retail food establishments to the Prosecutor’s Office for failure to renew their food service or retail food establishment license and to place an “Order Closed – Failure to Renew” adhesive on the premise. Action Requested: Consent approval	0	Consent/ Garrett Jeff	Agency

Sincerely,

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