

## 1.0 CONVENTION AND CALL TO ORDER

The March 31, 2026, 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, Ms. Harvey, Mr. Holzapfel, Dr. Hickman, 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, Mr. Gibbs, Environmental Health Director, and Ms. Leanna Perdue, Director of Finance.

### 1.01 ANNUAL REORGANIZATION MEETING OF THE BOARD OF HEALTH

As Secretary to the Board of Health, the Health Commissioner presided over the election of the Board of Health Officers.

Nominations - Nominations for Board of Health Officers

1. Nominations and election for President
2. Nominations and election for Vice President

Ms. Harvey moved to nominate Mr. Blayney as President of the Board of Health and Dr. Donaldson as Vice President of the Board of Health. Dr. Hickman seconded the motion.

Commissioner Guillozet conducted the vote, and the vote carried unanimously.

### 1.02 CONSENT ITEMS

- 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

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

### 1.03 APPROVAL OF MINUTES

Ms. Harvey moved to approve the February 24, 2026 meeting minutes. Ms. Gladden seconded the motion. The motion carried unanimously.

### 1.04 APPROVAL OF BILLS AND THEN AND NOWS

Mr. Holzapfel moved to approve the February 2026 bills and Then and Nows. Dr. Hickman seconded the motion. The motion carried unanimously.

## 2.0 STAFF REPORTS

### 2.01 HEALTH COMMISSIONER

DAC: Mr. Guillozet thanked the board members who came to the DAC meeting. He shared that the DAC was well received by the members and that they have appointed Mr. Rob Leeds to the board of health for a five-year term.

Commissioner Guillozet also shared an update on HB 692 and 134, both of which impact various aspects of environmental health. He is working with the Association of Ohio Health Commissioners on advocacy regarding these bills.

### 2.02 FINANCE

**A. Finance Report** – Requested Board review and accept the February 2026 Finance Report. A copy of the year-to-date finance reports were provided to the board. Ms. Perdue requested approval and discussed year-end expenses and the cash summary finance report.

**PMT: Agency**

**Mr. Holzapfel 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 reported that the 2026 Community Health Assessment (CHA) surveys have been mailed out to Delaware County residents. There will also be an online survey that any resident can complete, along with focus groups among target populations and stakeholders. DPHD is co-sponsoring a film screening, *What it Takes*, focused on substance use and recovery at The Strand Theatre on April 30<sup>th</sup> at 6:00pm.

### **2.04 ENVIRONMENTAL HEALTH**

Environmental Health Director Jeff Gibbs reported that Staff is gearing up for our public swimming pool and campground program survey from the Ohio Department of Health (ODH) which is scheduled for the first week of April. The public swimming pool program survey will be for the years 2022-2025 and campground program survey will be for the years 2022-2025. The survey will consist of a virtual administrative review and a field review.

Administrative hearings were held for two food service operations. Desi Tadka restaurant located in downtown Delaware and Gabby's Italian Restaurant located in Delaware Twp. Both facilities have a history of non-compliance with the Ohio Uniform Food Safety Code.

### **2.05 PREVENTATIVE HEALTH**

Deputy Commissioner Howard gave updates on Preventative Health initiatives. Ms. Sara Bayless was named Breastfeeding Peer of the Year by the Ohio Lactation Consultants Association, syphilis screening has been operationalized, and the Health District prepared and responded to the County EOC for emergency storm response during the month. In addition, all programs in the Health District are working to open a public health academy in 2026. The week long program will be open to students grades 9-12, give them an overview of local public health, and give them certifications in food service and CPR.

### **2.06 ADMINISTRATION**

Ms. Whitney gave updates on the annual PEP assessment. Everything passed with no recommendations and all good remarks. Offers have been made to summer internship candidates. Interviews are being scheduled for the REHS position that is posted.

## **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 - None**

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

## **6.0 NEW BUSINESS**

### **6.011 BUDGETS**

**A. 2027 Operating Budget – Requested board approval to adopt the 2027 Operating Budget and to set the legal level of control at the budget level per OAC 117-2-02.**

**Mr. Holzapfel moved to adopt the 2027 Operating Budget and to set the legal level of control at the budget level per OAC 117-2-02. Dr. Hickman seconded the motion. Mr. Blayney called the vote; the 2027 budget was adopted unanimously.**

### **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.**

**PMT: Agency**

**The Board approved item on consent.**

**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.**

**PMT: Agency**

**The Board approved item on consent.**

**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.**

**PMT: Agency**

**The Board approved item on consent.**

- 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.  
PMT: Agency  
The Board approved item on consent.
  
- 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.  
PMT: Agency  
The Board approved item on consent.
  
- 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.  
PMT: Agency  
The Board approved item on consent.
  
- G. **Health Levy – (70225772)** – Request board approval to amend and increase appropriations in the Health Levy Fund (70225772) from \$250,000.00 to \$350,000.00. A copy of the budget revision was provided to the board. This appropriation change was executed under Resolution 2024-01 on March 27, 2026.  
PMT: Agency  
The Board approved item on consent.

**6.020 PERSONNEL**

**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 Morrisey	2026 APIC Conference, Nashville, TN	June 14-17, 2026

**PMT: Agency**

The Board approved item on consent.

**6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

- 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.  
PMT: Agency  
The Board approved item on consent.

#### 6.030 CONTRACTS

- 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.

**PMT: Agency**

**The Board approved item on consent.**

- 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.

**PMT: Agency**

**The Board approved item on consent.**

- 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.

**PMT: Agency**

**The Board approved item on consent.**

#### 6.032 ADMIN/FACILITIES

- A. **Inventory Disposal** – Request board to remove inventory tags 1356,1371 and 1372, which are old servers that have been retired.

**PMT: Agency**

**The Board approved item on consent.**

- B. **Inventory Disposal** – Request board to remove inventory tags 1384 and 1391, which are the old phone systems that have been retired.

**PMT: Agency**

**The Board approved item on consent.**

#### 6.034 PREVENTATIVE HEALTH

- 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.

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.

**PMT: Agency**

**The Board approved item on consent.**

- 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.

**PMT: Agency**

**The Board approved item on consent.**

- 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.

**PMT: Agency**

**The Board approved item on consent.**

#### 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.

Ms. Gladden moved to adopt Resolution 2026-01. Dr. Hickman seconded the motion. The motion carried unanimously.

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.

Mr. Holzapfel moved to adopt Resolution 2026-02. Ms. Harvey seconded the motion. The motion carried unanimously.

C. Resolution 2026-03: Cybersecurity – A resolution to Adopt the Delaware Public Health District Cybersecurity Policies and Procedures.

Mr. Holzapfel moved to adopt Resolution 2026-03. Ms. Gladden seconded the motion. The motion carried unanimously.

**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.

**PMT: Agency**

**The Board approved item on consent.**

Being no further business. Mr. Blayney adjourned the meeting. The meeting was adjourned at 7:38 p.m.

  
Patrick Blayney, R.E., President      Date  
or Dr. Briana Donaldson, Vice President      4/28/26

  
Garrett Guillozet, Health Commissioner      Date  
Secretary to the Board of Health      4/28/26