Delaware Public Health District
Dedicated to your health

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, October 22, 2026
To: Board of Health
From: Garrett Guillozet, Health Commissioner
Re: Board meeting **Tuesday, October 27, 2026, 7:00 pm DPHD 470 S. Sandusky St., Delaware, OH 43015**

***PMT – Performance Management Touchstone**

1.0 CONVENTION

Agenda Item	*Time*	*Action/ Contact*
1.00 CALL TO ORDER AND ATTENDANCE	**2**	
1.02 CONSENT ITEMS • **6.012 APPROPRIATIONS A-R** • **6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL B** • **6.022 RECLASSIFICATION/PROMOTION A** • **6.034 PREVENTATIVE HEALTH A** • **6.052 POLICIES A** • **6.053 RESOLUTIONS A**	**2**	**Approve**
1.03 APPROVAL OF MINUTES (Previously sent)	**2**	**Approve**
1.04 APPROVAL OF BILLS AND THEN AND NOWS (September 2026) See pages 1-5 of the Supporting Documents	**2**	**Approve**

2.0 STAFF REPORTS

Agenda Item	*TIME*	*Action/ Contact*	*PMT*
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 6-10 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**	
3.01 BOARD MEMBER COMMENTS		**BOH**	
A. Board Discussion – Draft Resolution 2026-09 Competitive Procurement Policy and Exceptions. See Pages 11-12 of the Supporting Documents. **Action Requested: Discussion and Adoption**	**15**	**Board**	**Agency**
B. Exterior Roof Access – Request Board approval to authorize the Health Commissioner to utilize DVS, LLC - Stefan De Villiers, to install the ladder and any corresponding work associated with the installation, and to obtain permits and necessary drawings for the installation. The total amount not to exceed is $20,000.00. **Action Requested: Discussion and Approval**	**10**	**Pat /Amy**	**Agency**

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C. Statement of Qualifications (SOQ) – This SOQ defines a scope of work and authorizes the Board of Health to obtain an architectural firm to provides services related to future capital projects, including a garage/storage area, interior modifications for future office/workspaces. **See Separate Attachment.** **Action Requested: Discussion and Approval**	**10**	**Pat/ Garrett**	**Agency**

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

Agenda Item	***Time***	***Action/ Contact***	***PMT***
4.04 CITIZEN COMMENTS			

5.0 OLD BUSINESS

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

Agenda Item	***TIME***	***Contact***	***PMT***
6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL			
A. New Position and Updated Table of Organization – Request Board approval to adopt a revised Table of Organization and a position description for an Advanced Practice Provider (Certified Nurse Practitioner). The revised table adds an Advanced Practice Provider to the Preventative Health Division. See pages 13-17 of the Supporting Documents. **Action Requested: Discussion and Approval**	**5**	**Garrett**	**Agency**
6.025 SALARY SCALE/POLICIES/BENEFITS			
A. Salary Scale- Request Board approval to adopt the revised Salary Scale. This change adds an Advanced Practice Provide to Pay Grade S. See pages 18-19 of the Supporting Documents. **Action Requested: Discussion and Approval**	**5**	**Garrett**	**Agency**

6.0 NEW BUSINESS

New items of information or for Board action

Agenda Item	***Time***	***Action/ Contact***	***PMT***
6.012 APPROPRIATIONS			
A. Vital Statistics (70225112) – Request Board approval to amend and increase appropriations in the Vital Statistics Fund (70225112) from $245,821.00 to $326,421.00. A copy of the budget revision was provided to the board. See page 20 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
B. DPHD HQ (70225113) - Request Board approval to amend and increase appropriations in the DPHD HQ Fund (70225113) from $1,027,070.00 to $1,192,220.00. A copy of the budget revision was provided to the board. See page 21 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
C. Every Baby Sleeps Safes (70225232) - Request Board approval to amend and increase appropriations in the Every Baby Sleeps Safe Fund (70225232) from $30,440.00 to $32,665.00. A copy of the budget revision was provided to the board. See page 22 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**

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D.	**DKMM Litter (70225233)** - Request Board approval to amend and increase appropriations in the DKMM Litter Fund (70225233) from $98,486.69 to $119,286.69. A copy of the budget revision was provided to the board. See page 23 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
E.	**Youth Suicide Prevention Grant (70225234)** - Request Board approval to amend and increase appropriations in the Youth Suicide Prevention Grant Fund (70225234) from $95,400.00 to $115,920.00. A copy of the budget revision was provided to the board. See page 24 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
F.	**Plumbing (70225446)** - Request Board approval to amend and increase appropriations in the Plumbing Fund (70225446) from $774,850.00 to $832,850.00. A copy of the budget revision was provided to the board. See page 25 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
G.	**Adolescent Health Resiliency Grant (70225237)** - Request Board approval to amend and increase appropriations in the Adolescent Health Resiliency Fund (70225237) from $100,000.00 to $100,105.00. A copy of the budget revision was provided to the board. See page 26 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
H.	**Public Health Disease Prevention (70225554)** - Request Board approval to amend and increase appropriations in the Public Health Disease Prevention Fund (70225554) from $372,690.00 to $375,550.00. A copy of the budget revision was provided to the board. See page 27 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
I.	**Community Health & Clinic Services (70225555)** - Request Board approval to amend and increase appropriations in the Community Health & Clinic Services Fund (70225555) from $797,370.00 to $824,990.00. A copy of the budget revision was provided to the board. See page 28 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
J.	**BCMH (70225556)** - Request Board approval to amend and increase appropriations in the BCMH Fund (70225556) from $118,680.00 to $149,180.00. A copy of the budget revision was provided to the board. See page 29 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
K.	**Get Vaccinated (70225558)** - Request Board approval to amend and increase appropriations in the Get Vaccinated Fund (70225558) from $120,020.00 to $120,270.00. A copy of the budget revision was provided to the board. See page 30 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
L.	**Campground (70351503)** - Request Board approval to amend and increase appropriations in the Campground Fund (70315103) from $10,015.00 to $11,916.25.00. A copy of the budget revision was provided to the board. See page 31 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
M.	**Water System (70651506)** - Request Board approval to amend and increase appropriations in the Water System Fund (70651506) from $33,190.00 to $34,140.00. A copy of the budget revision was provided to the board. See page 32 of the Supporting	**0**	**Leanna / Consent**	**Agency**

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	Documents. **Action Requested**: **Consent Approval**			
N.	**WIC Odd Year (70951509)** - Request Board approval to amend and increase appropriations in the WIC Odd Year Fund (70951509) from $138,376.50 to $146,623.50. A copy of the budget revision was provided to the board. See page 33 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
O.	**SAFE Grant (71351515)** - Request Board approval to amend and increase appropriations in the SAFE Grant Fund (71351515) from $57,500.00 to $66,450.00. A copy of the budget revision was provided to the board. This change was executed on October 14, 2026 under Resolution 2024-01. See page 34 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
P.	**Public Health Emergency Preparedness (71751519)** - Request Board approval to amend and increase appropriations in the Public Health Emergency Preparedness Fund (71251519) from $204,935.00 to $205,135.00. A copy of the budget revision was provided to the board. See page 35 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
Q.	**Breastfeeding in the Workplace (71851534)** - Request Board approval to amend and increase appropriations in the Breastfeeding in the Workplace Fund (71851534) from $0.00 to $6,500.00. A copy of the budget revision was provided to the board. See page 36 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**
R.	**Sewage Program (75851405)** - Request Board approval to amend and increase appropriations in the Sewage Program Fund (75851405) from $364,015.00 to $366,365.00. A copy of the budget revision was provided to the board. See page 37 of the Supporting Documents. **Action Requested**: **Consent Approval**	**0**	**Leanna / Consent**	**Agency**

6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL

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)).

Action Requested: Discussion and Roll Call Vote

Time Entered into Executive Session: _____p.m.

_____ Moved to Return to General Session. _____ seconded the motion.
Time Exited from Executive Session: _____p.m.

Motion By:
Second:

Mr. Blayney:
Dr. Donalson:
Ms. Gladden:
Ms. Harvey:
Mr. Hatfield:
Dr. Hickman:
Mr. Holzapfel:
Mr. Karr:
Mr. Leeds:

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B. 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 Employee:

BayLee Rochus	Intern- Preventative Health	November 2, 2026

Resignation:

Jackie Bain	Community Health Specialist 3	October 15, 2026

Action Requested: Consent approval

6.022 RECLASSIFICATION/PROMOTION			
A. Reclassification from Part Time to Full Time – Request Board approval to reclassify the Delaware WIC Administrative Assistant Position from Part Time (32 hours/week) to full time (40 hours/week). The position is funded 100% from the WIC grant and will allow for expanded coverage and outreach of the program. **Action Requested**: **Consent Approval**	**0**	**Consent/ Adam**	**Agency**
6.032 ADMIN/FACILITIES			
A. Training Room and DOC IT/Camera Upgrades- Request board approval to purchase IT equipment and cameras to update the Training Rooms and the DOC with video equipment and corresponding IT equipment. Total Expense $90,642.09. See pages 38-59 of the Supporting Documents. **Action Requested: Discussion and Approval**	**5**	**Amy**	**Agency**
6.033 COMMUNITY HEALTH			
A. SAFE Grant Cancellation – Request Board approval to authorize the Health Commissioner to notify the Ohio Traffic Safety Office of the intent to terminate the SAFE Grant due to staffing considerations. **Action Requested: Discussion and Approval**	**5**	**Jen/ Garrett**	**Agency**
6.034 PREVENTATIVE HEALTH			
A. Reapply and Accept an Extension to the Breastfeeding in the Workplace Grant – Request Board confirm application and accept an extension of the Breastfeeding in the Workplace grant from the Ohio Department of Health. The grant's purpose is to assist businesses with building lactation accommodations. The extension will go through 06/30/2027 and provide up to an additional $8,160 to the Health District. Reimbursement is deliverable based; therefore, reimbursement may vary. If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award. **Action Requested: Consent approval**	**0**	**Consent/ Adam**	**Agency**

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6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES			
A. Adopting the 2027 Board of Health Meeting Dates: **January 26th** / **July 27th** **February 23rd** / **August 31st** **March 23rd or 30th** / **September 28th** **April 27th** / **October 26th** **May 25th** / **December 14th** **June 29th** **Action Requested: Discussion and Adoption**	**5**	**Garrett**	**Agency**
6.052 POLICIES			
A. Sales Tax Reimbursement Policy – Request Board adoption of the Sales Tax Reimbursement Policy. This policy is consistent with guidance from the Auditor of State Bulletin 2025-13. See pages 60-61 of the Supporting Documents. **Action Requested: Consent Approval**	**0**	**Leanna**	**Agency**
6.053 RESOLUTIONS			
A. Resolution 2026-08 – Resolution to Certify Tax Levy Be it resolved by the Board of Health of the Delaware Public Health District (formally known as the Delaware General Health District) that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health Levy Fund (70225772) in the amount of **$4,886,658.00** from levies outside the 10 mill limitation at the County Auditor's estimated rate of 0.70 mills. Please see the attached "Schedule A." See pages 62-63 of the Supporting Documents. **Action Requested: Consent Approval**	**0**	**Consent/ Garrett**	**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

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