

**GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER**

470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015

PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG

Date: April 25, 2024  
 To: Board of Health  
 From: Garrett Guillozet, MPA, RS/REHS, AEMT  
 Health Commissioner  
 Re: Board meeting **Tuesday, April 30, 2024, 7:00 pm in Training Room A/B at DPHD HQ**  
**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>
<b>1.01 CALL TO ORDER AND ATTENDANCE</b>	<b>2</b>	
<b>1.02 CONSENT ITEMS</b> <b>6.012 Appropriations A-F</b> <b>6.021 Authorization/Employment/Travel A</b> <b>6.023 Tuition Reimbursement/Staff Development A</b> <b>6.03 Contracts A-J</b> <b>6.033 Community Health A-B</b> <b>6.034 Preventative Health A-B &amp; D</b>	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> <b>A. Enclosed.</b>	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> <b>A. Enclosed. See Pages 1-12 of the Supporting Documents</b>	<b>2</b>	<b>Approve</b>

**2.0 STAFF REPORTS**

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
<b>2.01 HEALTH COMMISSIONER</b>	<b>2</b>	<b>Garrett</b>	<b>Agency</b>
<b>2.02 FINANCE</b>		<b>Garrett</b>	<b>Agency</b>
<b>A. Finance Report</b> – Requesting Board review and accept the year-to-date finance report ( <b>attached</b> ). <b>Pages 13-17 of the Supporting Documents.</b> <b>Action Requested: Accept</b>	<b>2</b>	<b>Accept/ Garrett</b>	<b>Agency</b>
<b>2.03 COMMUNITY HEALTH</b>	<b>5</b>	<b>Jen</b>	
<b>2.04 ENVIRONMENTAL HEALTH</b>	<b>5</b>	<b>Dustin</b>	
<b>2.05 PREVENTATIVE HEALTH</b>	<b>5</b>	<b>Adam</b>	
<b>2.06 ADMINISTRATION</b>	<b>5</b>	<b>Amy</b>	

**3.0 BOARD REPORTS**

<i>Agenda Item</i>	<i>Time</i>	<i>Action</i>	<i>PMT</i>
<b>3.01 BOARD PRESIDENT</b>	<b>&lt;15</b>	<b>Info</b>	
<b>3.02 BOARD COMMITTEES</b>		<b>Info</b>	
<b>3.03 BOARD MEMBER COMMENTS</b>	<b>&lt;10</b>	<b>Info</b>	

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

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

#### 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>
<b>6.012 APPROPRIATIONS</b>			
<b>A. Vector (70225444):</b> Request Board approval to amend and increase appropriations in Food from \$148,396.02 to \$165,054.62. A copy of the budget revision was provided to the Board – <a href="#">Page 18 of the Supporting Documents</a> . <b>Action Request:</b> Consent Approval	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<b>B. OEPA Litter Grant (70225221):</b> Request Board approval to amend and increase appropriations in Food from \$2,262.72 to \$25,548.72. A copy of the budget revision was provided to the Board – <a href="#">Page 19 of the Supporting Documents</a> . <b>Action Request:</b> Consent Approval	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<b>C. DPHD HQ (70225113):</b> Request Board approval to amend and decrease appropriations in DPHD HQ from \$773,132.56 to \$690,317.93. A copy of the budget revision was provided to the Board. – <a href="#">Page 20 of the Supporting Documents</a> . <b>Action Request:</b> Consent Approval	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<b>D. Health Levy (70225772):</b> Request Board approval to amend and increase appropriations in Health Levy fund from \$0.00 to \$185,000.00. This change is needed to account for Election Settlement Fees. A copy of the budget revision was provided to the Board. – <a href="#">Page XX 21 the Supporting Documents</a> . <b>Action Request:</b> Consent Approval	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<b>E. MRC STTRONG (76951533):</b> Request Board approval to modify appropriations in MRC STTRONG fund in the following objects: 5001, 5004, 5101, 5201, 5215, 5260, and 5332. There is no overall change in the total appropriations. A copy of the budget revision was provided to the Board. – <a href="#">Page 22 of the Supporting Documents</a> . <b>Action Request:</b> Consent Approval	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<b>F. EO23 (71651531):</b> Request Board approval to modify appropriations in EO23 fund in the following objects: 5201, 5215, 5230, 5320, 5328, 5331, 5332, 5380, and 5450. There is no overall change in the total appropriations. A copy of the budget revision was provided to the Board. – <a href="#">Page 23 of the Supporting Documents</a> . <b>Action Request:</b> Consent Approval	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>

<b>6.015 EXPENDITURES</b>			
<b>A. HS Gov Tech: Purchase of Software and Services</b> – Request Board approval to authorize the Health Commissioner to enter into a contract for services, migration, and maintenance of an environmental health software system, HS Gov Tech, and to expend necessary funds (Not to exceed \$31,00.00 annually). <a href="#">See Page 24 of the Supporting Documents</a> <b>Action Requested: Introduce for further discussion</b>	<5	<b>Discuss/ Dustin</b>	<b>Agency</b>
<b>6.02 PERSONNEL</b>			
<b>A. New Position: Health Communications Specialist</b> – Request Board approval to create a new Health Communication Specialist position (Pay Grade H). This position will be funded from the general fund, and various grants as allowable. <a href="#">See Pages 25-27 of the Supporting Documents</a> <b>Action Requested: Discussion and Approval</b>	<5	<b>Garrett/ Amy</b>	<b>Strategic Plan Priority</b>
<b>B. New Position: Community Health Worker</b> – Request Board approval to create a Community Health Worker position (Pay Grade E). This position will work in the HUB Program in the Community Health Division. The initial funding will come from a grant program and sustained funding will be via reimbursement of services through Managed Care Providers and the general fund. <a href="#">See Pages 28-30 of the Supporting Documents</a> <b>Action Requested: Discussion and Approval</b>	<5	<b>Garrett/ Jen</b>	<b>Strategic Plan Priority</b>
<b>C. Pay Grades and Table of Organization</b> – Request Board approval to adopt the updated Pay Grades (with new positions) and the Table of Organization that includes the Health Communication Specialist and the HUB Program /Community Health Worker. <a href="#">See Pages 31-33 of the Supporting Document</a> <b>Action Requested: Discussion and Approval</b>	3	<b>Garrett</b>	<b>Agency</b>
<b>6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL</b>			
<b>A. Personnel Actions and Travel Requests</b>			
<p><b>The Delaware County Board of Health</b> 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.</p>			
<b>New Hire:</b>			
Lexi Daily	Registered Environmental Health Specialist In-Training	April 1, 2024	
Aaron (Marissa) Gonzales	Project DAWN Intern (CH)	May 8, 2024	
Mallory Menz	Registered Environmental Health Specialist In-Training	TBD May 2024	
<b>Resignation:</b>			
Amadou Djigo	Epidemiologist II	April 26, 2024	
<b>Retirement:</b>			
Mani Syar	Ms. Syar, Health Professional III, will retire after over 35 years of service with the Health District.	May 30, 2024	

**Travel:**

Christine Campbell and Allison Comstock	Control Summit in Chicago, IL	May 6-9, 2024
Taylor Jagers	Safe States 2024 Annual Injury & Violence Prevention Conference – Portland, Oregon	August 20-22, 2024

**Action Requested: Consent approval****6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT**

**A. Tuition Reimbursement / Ms. Allison Comstock** - Request Board approval to expend up to \$3,000 annually for Ms. Allison Comstock to attend Ohio University for a Doctor of Nursing Practice. Ms. Comstock has completed the appropriate application acknowledging the requirements of the personnel policies. Anticipated graduation is Summer of 2026. Staff believe the program will be both a benefit to Ms. Comstock and the agency and recommend approval.

**Action Requested: Consent approval****0****Consent/  
Adam****Agency****6.03 CONTRACTS**

**A. Berkshire Township CHC Micro Grant Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with Berkshire Township for \$2,750 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant.

**Action Requested: Consent Approval****0****Consent/  
Jen****Agency /  
Community**

**B. Boardman Arts Park, Inc. CHC Micro Grant Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with Boardman Arts Park, Inc. for \$3,270 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant.

**Action Requested: Consent Approval****0****Consent/  
Jen****Agency /  
Community**

**C. Grace Clinics of Ohio, Inc. CHC Micro Grant Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with Grace Clinics of Ohio, Inc. for \$1,500 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant.

**Action Requested: Consent Approval****0****Consent/  
Jen****Agency /  
Community**

**D. Kingston Township CHC Micro Grant Contract** – Request Board approval to authorize the Health Commissioner to enter into contract with Kingston Township for \$3,270 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant.

**Action Requested: Consent Approval****0****Consent/  
Jen****Agency /  
Community**

<p><b>E. Ohio State Parks Foundation CHC Micro Grant Contract</b> – Request Board approval to authorize the Health Commissioner to enter into contract with Ohio State Parks Foundation for \$5,000 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant. <b>Action Requested: Consent Approval</b></p>	0	Consent/ Jen	Agency / Community
<p><b>F. Ostrander Youth Athletic Association CHC Micro Grant Contract</b> – Request Board approval to authorize the Health Commissioner to enter into contract with Ostrander Youth Athletic Association for \$6,250 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant. <b>Action Requested: Consent Approval</b></p>	0	Consent/ Jen	Agency / Community
<p><b>G. Oxford Township CHC Micro Grant Contract</b> – Request Board approval to authorize the Health Commissioner to enter into contract with Oxford Township for \$560 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant. <b>Action Requested: Consent Approval</b></p>	0	Consent/ Jen	Agency / Community
<p><b>H. Preservation Parks of Delaware County CHC Micro Grant Contract</b> – Request Board approval to authorize the Health Commissioner to enter into contract with Preservation Parks of Delaware County for \$315.00 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant. <b>Action Requested: Consent Approval</b></p>	0	Consent/ Jen	Agency / Community
<p><b>I. Recreation Unlimited Foundation CHC Micro Grant Contract</b> – Request Board approval to authorize the Health Commissioner to enter into contract with Recreation Unlimited Foundation for \$2,400 for the purpose of the Creating Healthy Communities Micro Grant Program. This request is funded partially by the Public Health Fund (CH Admin 4000) and the Ohio Department of Health FY23 Capacity Building for Healthy Eating and Active Living (HEAL) grant. <b>Action Requested: Consent Approval</b></p>	0	Consent/ Jen	Agency / Community
<p><b>J. Fiscal Contract</b> - The Board of Health authorizes the Health Commissioner to amend the Fiscal Services Contract with Christin Downs from March 31, 2024, to December 31, 2024, and to increase the contract amount from a not to exceed amount of \$15,000.00 to \$25,000.00. Currently, out of the original approval of \$15,000.00, only \$3,345.00 has been expended. <b>Action Requested: Consent Approval</b></p>	0	Consent/ Garrett	Agency
<b>6.033 COMMUNITY HEALTH</b>			
<p><b>A. Ohio Department of Health Youth Suicide Prevention (YS25) Continuation Grant</b> – Request board approval to apply for the Ohio Department of Health Youth Suicide Prevention (YS25) continuation grant in the amount of up to \$80,000 for the funding period 09/15/2024– 09/14/2025. The goal of the grant is to reduce</p>	0	Consent/ Jen	Agency

<p>suicide-related morbidity and mortality of youth (ages 10-24) through a comprehensive, multi-faceted, population and evidence-based program that addresses risk associated with these injuries and deaths. In addition, supplemental funding is available for Suicide Fatality Review Teams. 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.</p> <p><b>Action Requested: Consent Approval</b></p>			
<p><b>B. Ohio Department of Health <i>Creating Healthy Communities (CC25)</i> Competitive Grant</b> – Request board approval to apply for the Ohio Department of Health <i>Creating Healthy Communities (CC25)</i> competitive grant in the amount of up to \$600,000 for the funding period 10/01/2024– 09/30/2029. The goal of the grant is to improve population health while addressing health equity in populations experiencing health disparities by working on community-led healthy eating and active living strategies through the implementation of policy, systems and environmental (PSE) changes. 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.</p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ Jen	Agency
<p><b>C. Establish HUB Pathways Program</b> – Request board approval to authorize the Health Commissioner to enter into a contract with Health Impact Ohio/Central Ohio Pathways HUB to act as a Care Coordination Agency and to expend the necessary funds for software and agency onboarding (not to exceed \$5,000.00), and to accept a grant award of up to \$50,000.00 from Health Impact Ohio for staffing and onboarding costs.</p> <p>See Page 34-35 of the Supporting Documents</p> <p><b>Action Requested: Discussion and Approval</b></p>	10	Garrett/ Jen	Agency/ Strategic Plan Priority
<b>6.034 PREVENTATIVE HEALTH</b>			
<p><b>A. Accept Get Vaccinated grant</b> – Request Board accept the Get Vaccinated grant from the Ohio Department of Health and to expend funds according to the notice of award.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>B. Apply for and accept the NACCHO Travel &amp; Conference Award</b> – request Board confirm application for and accept the NACCHO Travel &amp; Conference Award and to expend funds according to the notice of award. It is expected that the award will reimburse all the expenses incurred at this conference. The award will provide travel, lodging, and meals for two staff at the Healthcare Infection Prevention and Control Summit in Chicago, IL on May 7-9, 2024.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>C. Extension of Enhanced Operation grant</b> – The EO grant was previously accepted by the BOH in January 2024. This grant is being extended by the Ohio Department of Health from June 30, 2025, to December 31, 2025. The extension will allow for additional funding; staff will work to submit an updated budget request per the grant guidelines to ODH.</p>	0	Info/ Adam	Agency

<b>Action Requested: Information Only</b>							
<b>D. Reapply for WIC grant</b> – Request board confirm application for the continuation of the WIC grant. If funded the Preventative Health Division requests Board approval to expend grant funds according to the Notice of Award. <b>Action Requested: Consent approval</b>					<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>
<b>6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES</b>							
<b>A. Board of Health Bylaws</b> - Proposed Board of Health Bylaws. Pursuant to the current review schedule, the Bylaws are up for review. The Bylaws may be amended at any regular meeting, provided that the amendments have been submitted at the previous regular meeting. The draft bylaws have been provided to the board for discussion and review. <b>Current and Proposed Bylaws are enclosed.</b> <b>Action Requested: Introduce for Discussion</b>					<b>&lt;5</b>	<b>Garrett</b>	<b>Agency</b>
<b>6.051 APPOINTMENTS</b>							
<b>A. 2024 Board Committees Assignments</b> – Current Board Committees are listed below and denoted with current members and vacancies.					<b>5</b>	<b>Approve / Mr. Blayney</b>	<b>Agency</b>
<b>Finance (4)</b>	<b>Personnel (3)</b>	<b>Subdivision Variance (3)</b>	<b>Regulation Review (3)</b>	<b>Levy (3)</b>			
P Blayney	L Parker	P Blayney	P Blayney				
M Hickman	D Karr	P Tiberi	D Karr	Z Holzapfel			
T Hatfield	D Smith	T Hatfield	Z Holzapfel	B Donaldson			
	P Blayney						
G Guillozet	G Guillozet	D Kent	D Kent	G Guillozet			
A Whitney	A Whitney	G Dunfee	G Dunfee				
( ) Denotes Quorum							
<b>Action Requested: Motion to Assign 2024 Board Committee Members</b>							

Sincerely,

Garrett Guillozet Health Commissioner 937/418-7211	Dustin Kent Deputy Health Commissioner Environmental Health 419/202-1063	Jen Keagy Deputy Health Commissioner Community Health 614/315-1337	Adam Howard Deputy Health Commissioner Preventative Health 740/360-4718	Amy Whitney Chief Operating Officer 740/816-6419
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