

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The March 19, 2024, meeting was held at the Delaware Public Health District located at 470 S. Sandusky Street Delaware, OH and called to order at 7:15 p.m. by Mr. Blayney. Board members present included: Mr. Blayney, Mr. Karr, Dr. Donaldson, Mr. Holzapfel, and Ms. Howerton. Staff members present were Mr. Guillozet, Health Commissioner, Ms. Whitney, Chief Operating Officer, Mr. Howard, Deputy Health Commissioner of Preventative Health, Mr. Kent, Deputy Health Commissioner of Environmental Health, Ms. Keagy, Deputy Health Commissioner of Community Health and Ms. Brown, Administrative Assistant to the Health Commissioner.

This is the annual re-organization meeting of the Board.

A. Election of Officers - For this portion of the meeting, the Secretary of the Board presides.

B. Nominations - Nominations will be made from those present at the March 19, 2024, meeting.

1. Nominations and election for President

Mr. Karr moved to nominate Mr. Blayney for Board President. Mr. Holzapfel seconded the motion. No other nominations were made. The motion carried unanimously.

2. Nominations and election for Vice President:

Mr. Karr moved to nominate Dr. Donaldson for Board Vice-President. Mr. Holzapfel seconded the motion. No other nominations were made. The motion carried unanimously.

1.02 CONSENT ITEMS

6.012 Appropriations A-D

6.016 Inventory A-C

6.017 Transfers

6.021 Authorization/Employment/Travel A

6.022 Reclassification/Promotion A-C

6.03 Contracts A-I

6.034 Preventative Health A

6.035 Environmental Health A-B

6.054 Legal Issues A

Item 6.017 was added to the consent agenda. Dr. Donaldson moved to approve the consent agenda and agenda as amended and submitted. Ms. Howerton seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Dr. Donaldson moved to approve the February 27, 2024, minutes. Mr. Holzapfel seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Donaldson moved to approve the February 2024 bills. Mr. Holzapfel seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Mr. Guillozet reported that it has been in the news that Harlem Township and Westerville may merge. Mr. Guillozet has reached out for a legal opinion on the potential impacts of a merger on both our services and the Health Levy. The process requires both municipalities (the township and the city) to pass a resolution seeking a merger agreement. Mr. Guillozet has scheduled a meeting to discuss the merger with Westerville's City Manager and team on April 3, 2024.

Ms. Whitney and Mr. Guillozet met with Sunbury's Mayor and City Administrator today. They are in support of consolidating services into the Delaware office. They also shared several locations where the mobile unit could be utilized and municipal locations to conduct clinics and outreach services. Mr. Guillozet requested the Board make a formal motion to give the required ninety (90) day notice to terminate the lease agree for the Sunbury satellite office.

Mr. Karr moved to approve giving ninety (90) day notice to terminate the lease. Dr. Donaldson seconded the motion. The motion carried unanimously.

During the recent tornado, twenty-five (25) Delaware county homes were destroyed. For these residents wanting a birth certificate, the agency will waive the birth certificate fee.

2.02 FINANCE

A. Finance Report – Requested Board review and accept the year-to-date finance report. A copy of the finance report was provided to the Board.

Mr. Holzapfel moved to accept the year-to-date finance report. Mr. Karr seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

The Creating Healthy Communities mini grant has received twelve (12) submissions.

Staff are three (3) weeks in for the youth suicide prevention grant and will be applying for an additional \$10,000 to be used for grant specified activities.

Ms. Josie Bonnette submitted an abstract to NACCHO which was accepted. Ms. Bonnette will present the abstract at NACCHO annual conference in Detroit.

2.04 ENVIRONMENTAL HEALTH

The agency received the Recycle Ohio Grant. Staff will partner with Preservation Parks to install animal proof recycling and trash containers. Containers will have the DPHD logo.

Food establishments that have not renewed their license (approximately 32-35) will be referred to the Prosecutor's office. Late notices have been sent and will also be hand-delivered.

Staff continue to dye test in the Westerville area to aid in identifying sewage issues/nuisances.

Price Organic Farms is working to follow steps to receive extra waste allowance without affecting their daily maximum capacity due to the recent tornado/storm damage in the area.

2.05 PREVENTATIVE HEALTH

Mr. Howard gave an update regarding the MMR rates within the community.

Two staff members helped with clean up assistance in Logan County. Staff also assisted the EMA on Friday.

The MRC was also activated to provide additional support at the EMA.

Of the 25 Delaware county homes destroyed, fifteen (15) are uninsured. EMA has brought together all social services to see what resources are available to these residents. A donation center will go live tomorrow.

2.06 ADMINISTRATION

A new Environmental Health Specialist-In Training was hired today. Staff will make an offer of employment to another EHS-IT tomorrow.

Interviewing will commence for summer Interns.

Moody Nolan was here today to review and provide an estimate to finish the installation of the lobby doors.

A follow-up fire inspection is to take place this week.

6.0 NEW BUSINESS

6.011 BUDGETS

A. 2025 Budget – Requested Board to approve the 2025 Budget Book as the approved budget and appropriation levels for the agency for 2025.

PMT: Agency

Mr. Karr moved to approve the 2025 Budget Book. Ms. Howerton seconded the motion. The motion carried unanimously.

6.012 APPROPRIATIONS

A. Other EH Fee Based Programs (70225449): Requested Board approval to amend and increase appropriations in Other EH Fee Based Programs from \$132,163.51 to \$137,091.51. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

B. Fleet (70225448): Requested Board approval to amend and increase appropriations in Fleet from \$209,000.00 to \$230,000.00. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Food (70451504): Requested Board approval to amend and increase appropriations in Food from \$560,089.01 to \$584,643.03. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. Sewage (75851405): Requested Board approval to amend and increase appropriations in Sewage from \$392,051.76 to \$406,104.29. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

E. Injury Prevention Falls Older Adults (71251532): Requested Board approval for various transfers within Materials and Supplies and Services and Charges. No increase in the overall budget. Objects include 5215, 5301, 5305, 5308, 5312, and 5342.

PMT: Agency

The Board approved item on consent.

6.016 INVENTORY

A. Laptops - Requested Board approval for laptops with inventory tags 1316, 1317, 1318, 1319, 1320, 1321 purchased in 2016 be removed from inventory. Laptops are end of life.

PMT: Agency

The Board approved item on consent.

B. Email Deletion – Requested Board approval to delete emails that are more than 10 years old for the list of staff.

PMT: Agency

The Board approved item on consent.

C. Engine Hoist – Requested Board approval to remove from inventory.

PMT: Agency

The Board approved item on consent.

6.017 TRANSFERS

A. Cash Transfer (DPHD Fund to New Facility Debt Services Fund- The Board of Health approves a transfer of \$125,000.00 from DPHD HQ (Fund 70225113) to New Facility Debt Service (Fund 75451402).

PMT: Agency

The Board approved item on consent.

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:

Probationary Separation:

Adam Abt	Environmental Health Specialist- In Training (Food Protection and Public Safety)	February 29, 2024
----------	--	-------------------

Resignation:

Adam Heydinger	Public Health Nurse 3	March 15, 2024
----------------	-----------------------	----------------

New Positions:

--	--	--

Travel:

--	--	--

PMT: Agency

The Board approved item on consent.

6.022 RECLASSIFICATION/PROMOTION

A. Promotion Without Competition / Mrs. Jennifer Wilson, REHS – Requested Board approval to promote without competition Mrs. Jennifer Wilson from Registered Environmental Health Specialist II (pay grade I) to Registered Environmental Health Specialist III (pay grade L) effective 3/23/23 within the Environmental Health Division.

PMT: Agency

The Board approved item on consent.

B. Promotion Without Competition / Ms. Karie Sanders, REHS – Requested Board approval to promote without competition Ms. Karie Sanders from Registered Environmental Health Specialist II (pay grade I) to Registered Environmental Health Specialist III (pay grade L) effective 3/23/23 within the Environmental Health Division.

PMT: Agency

The Board approved item on consent.

C. Promotion Without Competition / Mr. Kristopher Olszewski – Requested Board approval to promote without competition Mr. Kristopher Olszewski from Certified Plumbing Inspector II (pay grade H) to Certified Plumbing Inspector III (pay grade J) effective 3/23/23 within the Environmental Health Division.

PMT: Agency

The Board approved item on consent.

6.03 CONTRACTS

A. Ms. Joette Moore – Requested the Board of Health to authorize the Health Commissioner to contract with Ms. Moore to provide Retail Food Establishment/Food Service Operation inspections according to Ohio Revised Code 3717, Ohio Administrative Code 3717-01, 901:3-4, and 3701-21. The contract shall commence April 1, 2024, and extend until June 30, 2024. The total amount shall not exceed \$13,000.00 (\$35.00/hour).

PMT: Agency

The Board approved item on consent.

B. Ms. Nicole Carroll Contract Addendum – Requested Board approval to authorize the Health Commissioner to amend the contract with Ms. Nicole Carroll for car seat technician and CarFit services, not to exceed \$10,000.00 (\$30/hour) for services during 2024. This contract will be paid out of Public Health funds.

PMT: Agency/Community

The Board approved item on consent.

C. SourcePoint Older Adults Falls Prevention Contract – Requested Board approval to authorize the Health Commissioner to enter into contract with SourcePoint for \$15,000 for the purpose of recruiting participants and providing space to conduct balance and mobility trainings in addition to falls risk assessments and providing durable equipment for home modifications. This request is funded by the Ohio Department of Health IF24 Injury Prevention – Falls Among Older Adults grant.

PMT: Community/Engagement

The Board approved item on consent.

D. Unity Community Center Old Adults Falls Prevention Contract – Requested Board approval to authorize the Health Commissioner to enter into contract with the Unity Community Center for \$2,500 for the purpose of recruiting participants and providing space to conduct balance and mobility trainings and falls risk assessments. This request is funded by the Ohio Department of Health IF24 Injury Prevention – Falls Among Older Adults grant.

PMT: Community/Engagement

The Board approved item on consent.

E. Main Street Delaware Contract – Requested Board approval to authorize the Health Commissioner to enter into contract with Main Street Delaware for up to \$1,000 for the purpose of assisting farmers to participate in WIC and SNAP farmers market voucher programs and to improve healthy eating options for participants in the WIC and SNAP programs. This request is funded by the DPHD general fund.

PMT: Community/Engagement

The Board approved item on consent.

F. Family Promise NaloxBox MOU – Requested Board approval to authorize the Health Commissioner to enter into a memorandum of understanding with Family Promise 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 IH24 Integrated Harm Reduction grant.

PMT: Community

The Board approved item on consent.

G. Liberty Community Center NaloxBox MOU – Requested Board approval to authorize the Health Commissioner to enter into a memorandum of understanding with Liberty Community Center 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 IH24 Integrated Harm Reduction grant.

PMT: Community

The Board approved item on consent.

H. Diversity Center of Northeast Ohio Contract – Requested Board approval to authorize the Health Commissioner to enter into contract with the Diversity Center of Northeast Ohio up to \$5,000 for the purpose of providing training on Creating Inclusive Workplaces for the DPHD Spring Education Conference on 5/17/24. This request is funded by the Ohio Department of Health WF23 Workforce Development grant.

PMT: Agency

The Board approved item on consent.

I. Farm at Harvest Hills Agreement – Requested Board approval to authorize the Health Commissioner to enter into an agreement with The Farm at Harvest Hills for \$1,000 for the purpose of providing a venue for the DPHD Spring Education Conference on 5/17/24. This request is funded by the Ohio Department of Health WF23 Workforce Development grant.

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

A. Reapply for Coffective: Local Community Partnership Collaborative – Requested Board confirm application for the Coffective grant, provided by Coffective and 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.

6.035 ENVIRONMENTAL HEALTH

A. 2024 Ohio EPA Recycle Ohio Grant – Approval to accept and expend grant funds according to the grant requirements set forth by the Ohio EPA.

PMT: Agency

The Board approved item on consent.

B. New Composting License – Price Farms Organics Inc. is increasing their Average Maximum Daily Waste Receipt from 200 tons to 300 tons per day and a new license is needed to approve the increase.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS

A. 2024-2028 Strategic Plan: Adopt the new 2024-2028 Strategic Plan. The Plan was shared previously with the Board and can also be accessed here:

<https://scorecard.clearimpact.com/Scorecard/Embed/86626>

BOH Continuing Education (15 Mins)

PMT: Agency

Dr. Donaldson moved to adopt the 2024-2028 Strategic Plan. Ms. Howerton seconded the motion. The motion carried unanimously.

6.051 APPOINTMENTS

A. 2024 Board Committees Assignments – Current Board Committees are listed below and denoted with current members and vacancies.

Current Board Committees					
Finance (4)	Personnel (3)	Subdivision Variance (3)	Regulation Review (3)	Levy (3)	Nominations (3)
P Blayney	A Howerton	P Blayney	P Blayney	P Blayney	Vacant
A Howerton	D Karr	P Tiberi	D Karr	Z Holzapfel	Vacant
M Hickman	D Smith	T Hatfield	Z Holzapfel	B Donaldson	Vacant
T Hatfield					
G Guillozet	G Guillozet	D Kent	D Kent	G Guillozet	G Guillozet
	A Whitney	G Dunfee	G Dunfee		

() Denotes Quorum

PMT: Agency

It was the consensus of the Board to table item 6.051 Appointments until the April meeting.

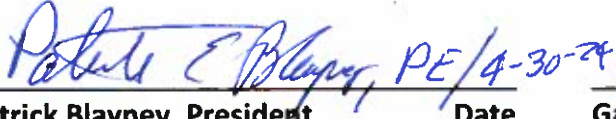

6.054 LEGAL ISSUES

A. Recalcitrant Facilities - 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.

PMT: Agency

The Board approved item on consent.

Adjourn: Ms. Howerton moved to adjourn at 9:10 pm. Mr. Holzapfel seconded the motion. The motion carried unanimously.

 <u>Patrick Blayney, President</u> <u>Date</u> or Dr. Briana Donaldson, Vice President	 <u>Garrett Guillozet, Health Commissioner</u> <u>Date</u> Secretary to the Board of Health
---	---