

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The April 30, 2024, 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, Mr. Karr, Dr. Donaldson, Mr. Holzapfel, Ms. Smith, Mr. Hatfield and Ms. Parker. 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, Ms. Daily, Registered Environmental Health Specialist In-Training and Ms. Brown, Administrative Assistant to the Health Commissioner.

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 A-J

6.033 Community Health A-B

6.034 Preventative Health A-B & D

Mr. Hatfield moved to approve the consent agenda and agenda as submitted. Dr. Donaldson seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Dr. Donaldson moved to approve the March 19, 2024, minutes. Mr. Karr seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Hatfield moved to approve the March 2024 bills. Dr. Donaldson seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

Mr. Guillozet attended the State of the County address today. The presentation was informative. The Delaware Public Health District was mentioned several times for providing community services to the County and the Commissioners highlighted that Delaware County continues to be the healthiest county in the state.

Mr. Blayney, Ms. Whitney and Mr. Guillozet presented the 2025 budget to the Budget Commission. The request was approved unanimously.

One of the last major projects is the set of doors in the lobby that are not functional. Contractors are scheduled to arrive on May 10th to install and fix the lobby doors. This is the last building project to be completed. At a previous board meeting an executive session was held to discuss pending legal issues. According to correspondence, the bonding company will seemingly make whole those subcontractors who have not been fully paid. Currently, there is \$75,000 retainage and it is not anticipated a bill will be received from Knoch for the remaining amount.

With the approval of the vector appropriation increase staff will move forward in purchasing supplies to perform RAMP testing for West Nile Virus.

The job posting for the Fiscal Officer position has been discontinued. Staff are reviewing different ways to advertise the position. Also, the title of the position may be changed to Director of Finance to see if it will spark interest in additional applicants.

2.02 FINANCE

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

PMT: Agency

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

2.03 COMMUNITY HEALTH

Creating Health Communities micro grant have been awarded. Ms. Keagy gave a brief overview of the awards.

Berkshire Township – path with QR fit trail, equipment

Boardman Arts Park – water fountain

Community Gardens at Grace Clinic – expand raised bed gardens

Kingston Township – age friendly benches and picnic tables

Ostrander Youth Athletic Association – continuation of their walking path

Recreation Unlimited – adaptive paddle seats for canoes

Preservation Parks – exercise trail signs

Oxford Township – pet waste station

Ohio State Parks Foundation – accessible kayak launch station

2.04 ENVIRONMENTAL HEALTH

Introduced new employee Lexi Daily, Registered Environmental Health Specialist In-Training.

Staff are working on an abandoned property nuisance. Once a nuisance has been referred to the Prosecutor's office and has become more of a legal issue than a board of health issue.

2.05 PREVENTATIVE HEALTH

At today's Statewide Public Health conference, the Director of Health acknowledged Delaware and expressed gratitude for assisting in Logan County due to the tornado.

In reviewing vaccines rates, it was noted that the Delaware Public Health District provided 20% more vaccinations than Franklin County. And 15% and 70% more than Licking and Union Counties respectively. A big shout out to the nurses for their efforts.

Delaware Public Health District applied for the Enhanced Operation grant originally for \$632,000 staff are increasing that ask to \$740,000.

A TB patient passed away early April.

2.06 ADMINISTRATION

The Lean Six Sigma training began today.

The new health insurance rates will be obtained tomorrow. Staff are already aware that rates have increased. A recommendation will be presented to the Board at the May meeting. Other options are being reviewed and Ms. Whitney will meet Thursday with the County to discuss the option of the district to join their insurance group.

6.012 APPROPRIATIONS

A. Vector (70225444): Requested board approval to amend and increase appropriations in Vector from \$148,396.02 to \$165,054.62. A copy of the budget revision was provided to the board.

PMT: Agency

The board approved item on consent.

B. OEPA Litter Grant (70225221): Requested board approval to amend and increase appropriations in OEPA Litter Grant from \$2,262.72 to \$25,548.72. A copy of the budget revision was provided to the board.

PMT: Agency

The board approved item on consent.

C. DPHD HQ (70225113): Requested 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.

PMT: Agency

The board approved item on consent.

D. Health Levy (70225772): Requested 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.

PMT: Agency

The board approved item on consent.

- E. **MRC STTRONG (76951533):** Requested 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.

PMT: Agency

The board approved item on consent.

- F. **EO23 (71651531):** Requested board approval to modify appropriations in EO23 fund in the following objects: 5201, 5215, 5260, 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.

PMT: Agency

The board approved item on consent.

6.015 EXPENDITURES

- A. **HS Gov Tech: Purchase of Software and Services** – Requested 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 \$31,000.00 annually).

Mr. Guillozet introduced that the DPHD is considering contracting with HS Gov Tech (also known as Health Space) for environmental health programs at a cost not to exceed \$31,000 annually. Mr. Kent and Mr. Guillozet met with the vendor and had a demo of the software. Although the state is offering a free software system, it is anticipated to be labor intensive and not provide all the needed environmental health programs.

PMT: Agency

Information only

6.02 PERSONNEL

- A. **New Position: Health Communications Specialist** – Requested 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.

PMT: Strategic Plan Priority

Dr. Donaldson moved to approve creating a new position (Health Communications Specialist). Mr. Hatfield seconded the motion. The motion carried unanimously.

- B. **New Position: Community Health Worker** – Requested 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.

PMT: Strategic Plan Priority

Dr. Donaldson moved to approve creating a new position (Community Health Worker). Ms. Smith seconded the motion. The motion carried unanimously.

- C. **Pay Grades and Table of Organization** – Requested 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.

PMT: Agency

Dr. Donaldson moved to approve the Pay Grades and Table of Organization. Mr. Hatfield seconded the motion. The motion carried unanimously.

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:

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

Resignation:

Amadou Djigo	Epidemiologist II	April 26, 2024
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Retirement:

Mani Syar	Ms. Syar, Health Professional III, will retire after over 35 years of service with the Health District.	May 30, 2024
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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

The board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Tuition Reimbursement / Ms. Allison Comstock - Requested 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.

PMT: Agency

The board approved item on consent.

6.03 CONTRACTS

A. Berkshire Township CHC Micro Grant Contract – Requested 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.

PMT: Agency/Community

The board approved item on consent.

B. Boardman Arts Park, Inc. CHC Micro Grant Contract – Requested 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.

PMT: Agency/Community

The board approved item on consent.

C. Grace Clinics of Ohio, Inc. CHC Micro Grant Contract – Requested 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.

PMT: Agency/Community

The board approved item on consent.

- D. Kingston Township CHC Micro Grant Contract** – Requested 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.
PMT: Agency/Community
The board approved item on consent.
- E. Ohio State Parks Foundation CHC Micro Grant Contract** – Requested 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.
PMT: Agency/Community
The board approved item on consent.
- F. Ostrander Youth Athletic Association CHC Micro Grant Contract** – Requested 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.
PMT: Agency/Community
The board approved item on consent.
- G. Oxford Township CHC Micro Grant Contract** – Requested 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.
PMT: Agency/Community
The board approved item on consent.
- H. Preservation Parks of Delaware County CHC Micro Grant Contract** – Requested 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.
PMT: Agency/Community
The board approved item on consent.
- I. Recreation Unlimited Foundation CHC Micro Grant Contract** – Requested 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.
PMT: Agency/Community
The board approved item on consent.
- J. Fiscal Contract** - 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.
PMT: Agency
The board approved item on consent.

6.033 COMMUNITY HEALTH

- A. Ohio Department of Health *Youth Suicide Prevention (YS25) Continuation Grant*** – Requested 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 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.

PMT: Agency

The board approved item on consent.

- B. Ohio Department of Health *Creating Healthy Communities (CC25) Competitive Grant*** – Requested board approval to apply for the Ohio Department of Health *Creating Healthy Communities (CC25) 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.

PMT: Agency

The board approved item on consent.

- C. Establish HUB Pathways Program** – Requested 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.

PMT: Agency/Strategic Plan Priority

Dr. Donaldson moved to approve establishing HUB Pathways Program. Mr. Hatfield seconded the motion. The motion carried unanimously.

6.034 PREVENTATIVE HEALTH

- A. Accept Get Vaccinated grant** – Requested board accept the Get Vaccinated grant from the Ohio Department of Health and to expend funds according to the notice of award.

PMT: Agency

The board approved item on consent.

- B. Apply for and accept the NACCHO Travel & Conference Award** – Requested board confirm application for and accept the NACCHO Travel & 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.

PMT: Agency

The board approved item on consent.

- C. Extension of Enhanced Operation grant** – 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.

PMT: Agency

Information Only

- D. Reapply for WIC grant** – Requested board confirm application for the continuation of the WIC grant. If funded the Preventative Health Division requested board approval to expend grant funds according to the Notice of Award.

PMT: Agency

The board approved item on consent.

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES

A. Board of Health Bylaws - 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. A copy of the current and proposed Bylaws was provided to the Board. The Board requested additional language be added related to how a board applicant is processed and conflict of interest.

PMT: Agency
Information only

6.051 APPOINTMENTS

A. 2024 Board Committees Assignments – Current Board Committees are listed below.

Finance (4)	Personnel (3)	Subdivision Variance (3)	Regulation Review (3)
P Blayney	L Parker	P Blayney	P Blayney
M Hickman	B Donaldson	P Tiberi	D Karr
T Hatfield	D Smith	T Hatfield	Z Holzapfel
Z Holzapfel	P Blayney		
G Guillozet	G Guillozet	D Kent	D Kent
A Whitney	A Whitney	G Dunfee	G Dunfee

() Denotes Quorum

PMT: Agency

Mr. Karr moved to approve the 2024 Committee Assignments as outlined above. Dr. Donaldson seconded the motion. The motion carried unanimously.

ADJOURN

Meeting adjourned at 8:20 pm.



Patrick Blayney, P.E., FAE President Date
or Dr. Briana Donaldson, Vice President

 5/28/24

Garrett Guillozet, Health Commissioner Date
Secretary to the Board of Health

