

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

470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015

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



Date: July 25, 2024

To: Board of Health

From: Garrett Guillozet, MPA, RS/REHS, AEMT  
Health Commissioner

Re: Board meeting **Tuesday, July 30, 2024, 7:00 pm** DPHD 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> 6.012 Appropriations A-E 6.016 Inventory A-B 6.021 Authorization/Employment/Travel A 6.023 Tuition Reimbursement/Staff Development A 6.025 Salary Scale/Policies/Benefits A-B 6.034 Preventative Health A	<b>2</b>	<b>Approve</b>
<b>1.03 APPROVAL OF MINUTES</b> A. Enclosed.	<b>2</b>	<b>Approve</b>
<b>1.04 APPROVAL OF BILLS</b> A. Enclosed. <b>See Pages 1-13 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>Info/ Garrett</b>	
<b>2.02 FINANCE</b> A. <b>Finance Report</b> – Requesting Board review and accept the year-to-date finance report ( <b>attached</b> ). <b>See Pages 14-19 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>Jen</b>	
<b>2.04 ENVIRONMENTAL HEALTH</b>		<b>Dustin</b>	
<b>2.05 PREVENTATIVE HEALTH</b>		<b>Adam</b>	
<b>2.06 ADMINISTRATION</b>		<b>Amy</b>	

### 3.0 BOARD REPORTS

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

### 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>			
<p><b>A. OEPA Litter Grant (70225221):</b> Request Board approval to amend and increase appropriations in OEPA (70225221) Fund from \$25,548.72 to \$26,448.72. A copy of the budget revision was provided to the Board. <i>See Pages 20 of the Supporting Documents.</i></p> <p><b>Action Requested: Consent Approval</b></p>	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<p><b>B. EO 23 Grant (71651531):</b> Request Board approval to amend appropriations in EO 23 (71651531) Fund in the following objects: 5001, 5101, 5102, 5103, 5120, and 5131. There is no change to the total appropriation of \$893,705.23. A copy of the budget revision was provided to the Board. <i>See Pages 21 of the Supporting Documents.</i></p> <p><b>Action Requested: Consent Approval</b></p>	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>
<p><b>C. Vital Statistics (70225112):</b> Request Board approval to increase appropriations in Vital Statistics (70225112) Fund from \$269,410.39 to \$357,510.39. This change is needed to bring the Fund in alignment with current budget projections. A copy of the budget revision was provided to the Board. <i>See Pages 22 of the Supporting Documents.</i></p> <p><b>Action Requested: Consent Approval</b></p>	<b>0</b>	<b>Consent/ Garrett</b>	<b>Agency</b>

<p><b>D. DPHD HQ (70225113):</b> Request Board approval to increase appropriations in DPHD HD (70225113) Fund from \$815,317.93 to \$931,720.77. This change is necessary to bring the fund in alignment with current budget projections. A copy of the budget revision was provided to the Board. <a href="#">See Pages 23 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ Garrett	Agency
<p><b>E. EH Admin (70225441):</b> Request Board approval to increase appropriations in EH Admin (70225441) Fund from \$307,685.66 to \$560,811.60. This change is necessary to bring the fund in alignment with current budget projections. A copy of the budget revision was provided to the Board. <a href="#">See Pages 24 of the Supporting Documents.</a></p> <p><b>Action Requested: Consent Approval</b></p>	0	Consent/ Garrett	Agency
<b>6.016 INVENTORY</b>			
<p><b>A. Donations -</b> Request Board accept the donation of 35 nursing bras from Leading Lady. The WIC Unit will give the product to families in need of the supply until it is depleted. Total value estimated at \$219.42.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<p><b>B. Donations -</b> Request Board accept donations from the Strand Free Summer Kids Movie Series event. The donations included \$122 cash and items such as toys, nail clippers, utensils, clothing, and other assorted newborn care items. The WIC Unit will give the products to families in need and at events such as the community baby showers and baby expo events until it is depleted. Total value estimated at \$450.00.</p> <p><b>Action Requested: Consent approval</b></p>	0	Consent/ Adam	Agency
<b>6.02 PERSONNEL</b>			
<p><b>A. Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION</b> to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1)).</p> <p><b>Action Requested: Roll Call Vote</b></p> <p><b>Time Entered into Executive Session: _____p.m.</b></p> <p><b>Time Exited Executive Session and Returned to General Session: _____p.m.</b></p>	10	<p><b>Motion By:</b> <b>Second:</b></p> <p><b>Mr. Blayney:</b> <b>Dr. Donaldson:</b> <b>Dr. Hickman</b> <b>Ms. Smith:</b> <b>Mr. Karr:</b> <b>Mr. Hatfield:</b> <b>Mr. Tiberi:</b> <b>Mr. Holzapfel:</b> <b>Ms. Gladden:</b></p>	

<b>6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL</b>				
<b>A. Personnel Actions and Travel Requests</b>				
<p>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.</p>				
<b>New Hire:</b>				
Mary Taylor	Public Health Nurse 3	July 24, 2024		
Dakota Roberts	Registered Environmental Health Specialist- In Training	August 5, 2024		
<b>Resignation:</b>				
Julienne Martin	Administrative Assistant 2	November 1, 2024		
Jessica Ayala	Administrative Assistant 2	August 9, 2024		
<b>Transfer:</b>				
Lori Kannally	From Program Manager to Community Health Specialist 3	July 29, 2024		
<b>Travel:</b>				
Aly Hillier, Kelsey Kuhlman & Jen Keagy	2024 Midwest Suicide Prevention & Mental Health Summit – Columbus, OH	October 17-18, 2024		
<b>Action Requested: Consent approval</b>				
<b>6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT</b>				
<p><b>A. Conference</b> - Request Board approval to expend up to \$4,143.06 Workforce Development Grant funds for Ms. Milu Nguyen and Ms. Paula Mieseler to attend the National Immunization Conference in Atlanta, Georgia August 11-14, 2024. This national conference is applicable to the work of the District and is directly related to the Strategic Plan priority to strengthen and implement new programming. Expenses include conference/registration, hotel, parking, meals, and airfare.</p> <p><b>Action Requested: Consent approval</b></p>		0	Consent/ Adam	Agency
<b>6.025 SALARY SCALE/POLICIES/BENEFITS</b>				
<p><b>A. Employee Assistance Program (EAP)</b> - Request Board Approval to renew our Matrix contract for EAP services for 3 years. Increase in rate from \$3.70 per employee to \$4.25 per employee. This rate will be locked in for 3 years.</p> <p><b>Action Requested: Consent approval</b></p>		0	Consent/ Amy	Agency
<p><b>B. Flexible Spending Account (FSA)</b> – Request Board Approval to authorize the Health Commissioner to enter into a contract to utilize a new vendor, Flores, for FSA services, effective January 1, 2025.</p> <p><b>Action Requested: Consent approval</b></p>		0	Consent/ Amy	Agency

<b>6.034 PREVENTATIVE HEALTH</b>			
<p><b>A. Accept Cribs for Kids and Safe Sleep Grant</b> – Request Board accept and approve to expend the continuation of the Cribs for Kids and Safe Sleep grant according to the Notice of Award. The grant is deliverable based for up to \$30,000 in addition to providing cribs and supplies to provide safe sleep environments and education to the community. This grant has recently moved from the Ohio Department of Health to the Ohio Department of Children and Youth and will not require an updated application for the continuation.</p> <p><b>Action Requested: Consent approval</b></p>	<b>0</b>	<b>Consent/ Adam</b>	<b>Agency</b>

<b>6.051 APPOINTMENTS</b>					
<p><b>A. 2024 Board Committees Assignments</b> – Current Board Committees are listed below and denoted with current members.</p>					
	<b>Finance (4)</b>	<b>Personnel (3)</b>	<b>Subdivision Variance (3)</b>	<b>Regulation Review (3)</b>	<b>Levy (3)</b>
	P Blayney	B Donaldson	C Gladden	P Blayney	C Gladden
	M Hickman	D Smith	P Tiberi	D Karr	Z Holzapfel
	T Hatfield	P Blayney	T Hatfield	Z Holzapfel	B Donaldson
	G Guillozet	G Guillozet	D Kent	D Kent	G Guillozet
	A Whitney	A Whitney	G Dunfee	G Dunfee	
<b>Action Requested: Discussion and Approval</b>					

Sincerely,

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