

## **1.0 CONVENTION**

### **1.01 CALL TO ORDER AND ATTENDANCE**

The May 28, 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. 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, and Ms. Brown, Administrative Assistant to the Health Commissioner. Public in attendance were Mrs. Hidi Kinnell and Mr. Jeff Kinnell, Mayor of Galena.

### **1.02 CONSENT ITEMS**

#### **6.012 Appropriations A-C**

#### **6.016 Inventory A-C**

#### **6.021 Authorization/Employment/Travel A**

#### **6.025 Salary Scale/Policies/Benefits C**

#### **6.03 Contracts A-E**

#### **6.033 Community Health A**

#### **6.034 Preventative Health A-B**

**Mr. Hatfield moved to approve the consent agenda and agenda as submitted. Ms. Smith seconded the motion. The motion carried unanimously.**

### **1.03 APPROVAL OF MINUTES**

**Mr. Hatfield moved to approve the April 30, 2024, minutes. Dr. Donaldson seconded the motion. The motion carried unanimously.**

### **1.04 APPROVAL OF BILLS**

**Mr. Hatfield moved to approve the April 2024 bills. Ms. Smith seconded the motion. The motion carried unanimously.**

## **2.0 STAFF REPORTS**

### **2.01 HEALTH COMMISSIONER**

The Annual Financial Report has been compiled and tested. The report will be filed with the State and put into the Hinkle system by Wednesday. In turn, the compiled report will be turned over to the State assigned auditors.

Two chairs with arms have been added to the lobby. The chairs were added based on feedback received from the clientele.

Mr. Guillozet will be on vacation for the June Board of Health meeting. Ms. Keagy will be in charge.

The Special District Advisory Council meeting was held on May 23, 2024, where the Council voted to continue the meeting on June 20, 2024.

The Mayor of Galena, Mr. Jeff Kinnell, attended tonight's Board of Health meeting and was introduced by Mr. Guillozet.

Staff have provided the bonding company with a complete list of outstanding items. It has been requested that these items be completed prior to July 15<sup>th</sup>.

## 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 – no report

### 2.04 ENVIRONMENTAL HEALTH

Staff continue to work with the Prosecutor regarding nuisance properties.

Two bats have tested positive for rabies.

### 2.05 PREVENTATIVE HEALTH

Travel vaccines continues to keep the clinic the busiest. Yellow fever, typhoid and rabies accounted for 25% of vaccines given last month.

Tuberculosis – Mr. Guillozet set up a meeting with the Health Districts of Central Ohio. From that meeting, everyone is seeing an increase in tuberculosis cases. Based on the numbers, we are seeing a downward trend nationally. The Delaware Public Health District case rates are increasing. For example, from 2012 to 2022 rates ranged from one to three investigations a year. This year there are seven cases.

### 2.06 ADMINISTRATION

Processing new fleet vehicles and selling discontinued vehicles.

## 6.0 NEW BUSINESS

### 6.012 APPROPRIATIONS

**A. Vector (70225444):** Requested Board approval to modify appropriations in Vector Fund in the following objects: 5201 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.**

**B. MRC STTRONG (76951533):** Requested Board approval to modify appropriations in MRC STTRONG fund in the following objects: 5201, 5215, 5220, 5301, 5305, 5310, 5312, 5313, 5317. 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.**

**C. Naloxone (70225559):** Requested Board approval to amend and increase appropriations in Naloxone Fund from \$512.49 to \$10,187.49. A copy of the budget revision was provided to the Board.

**PMT: Agency**

**The board approved item on consent.**

### 6.015 EXPENDITURES

**A. Purchase of Software and Services** – Migration of data in HDIS and “Legacy” Health Space into HS GovTech. All environmental health programs, receipting and daily logs would be hosted by 1 program. The cost for warranty, hosting, maintenance, and technical support is \$30,600.00.

**PMT: Agency**

**Info Only**

### 6.016 INVENTORY

**A. Inventory Disposal** - Requested board to remove inventory tags 8178 and 1238, old TVs that were purchased over 10 years ago and are at the end of life.

**PMT: Agency**

**The board approved item on consent.**

**B. Inventory Disposal** - Requested Board approval to remove two clinic exam tables from inventory. These exam tables were used in the satellite office and will no longer be needed.

**PMT: Agency**

**The board approved item on consent.**

- C. **Inventory Disposal** – Requested board to remove inventory tags 1345 and 1346 from inventory. These laptops were purchased in 2018 and have reached end of life.

**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:**

Regina Lopez-Wurth	Public Health Nurse III	June 12, 2024
Audrey Helmreich	MRC Intern (PH)	May 7, 2024
Sydney Smith	Intermittent Environmental Health Intern	

**Resignation:**

Cori Spring	Public Health Nurse III	June 4, 2024
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**PMT: Agency**

**The board approved item on consent.**

**6.025 SALARY SCALE/POLICIES/BENEFITS**

**A. Health and Dental Insurance**

Health Insurance and Dental Insurance – Requested board approval to maintain current Board of Health pick up for all policies. Health Insurance rates are increasing by 12.86% and Dental is increasing by 2%.

**PMT: Agency**

**Mr. Karr moved to maintain the current Board of Health pick up for all policies. Mr. Hatfield seconded the motion. The motion carried unanimously.**

- B. **Premium Only Plan – POP** – Certificate of Resolution to be adopted by Delaware Public Health District for 2024/2025 plan year. Section 125 Cafeteria Plan will be effective 7/1/24. A copy of the POP was provided to the board.

**PMT: Agency**

**Mr. Hatfield moved to approve the Premium Only Plan. Dr. Donaldson seconded the motion. The motion carried unanimously.**

- C. **FMLA Guide** – Updated language to match the Parental Leave and Sick Leave policies in the Personnel Policies. A copy of the updated FMLA Guide was provided to the board.

**PMT: Agency**

**The board approved item on consent.**

- D. **Personnel Policies Updates** – Updated language to match the current Strategic Plan, the Parental Leave and Sick Leave policies, and clarified Dress Code and Overtime provisions in the Personnel Policies. A copy of the updated Personnel Policies was provided to the board.

**PMT: Agency**

**Mr. Hatfield moved to approve the updated Personnel Policies. Dr. Donaldson seconded the motion. The motion carried unanimously.**

**6.03 CONTRACTS**

- A. **Black Wing Shooting Center Partner Agreement** – Requested Board approval to authorize the Health Commissioner to enter into an agreement with the Black Wing Shooting Center for the purpose of creating protective environments through reducing access to lethal means among youth at risk. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant.

**PMT: Agency/Community**

**The board approved item on consent.**

- B. **Delaware Area Career Center Partner Agreement** – Requested Board approval to authorize the Health Commissioner to enter into an agreement with the Delaware Area Career Center for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant.

**PMT: Agency/Community**

**The board approved item on consent.**

- C. **Ohio Wesleyan University Partner Agreement** – Requested Board approval to authorize the Health Commissioner to enter into an agreement with Ohio Wesleyan University for the purpose of identifying and supporting youth at risk through gatekeeper training/provider education for future healthcare providers. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant.

**PMT: Agency/Community**

**The board approved item on consent.**

- D. **HelpLine Partner Agreement** – Requested Board approval to authorize the Health Commissioner to enter into an agreement with HelpLine for the purpose of teaching coping and problem-solving skills through supporting social-emotional learning programs. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant.

**PMT: Agency/Community**

**The board approved item on consent.**

- E. **Syntero Partner Agreement** – Requested Board approval to authorize the Health Commissioner to enter into an agreement with Syntero for the purpose of teaching coping and problem-solving skills through supporting social-emotional learning programs. This request is funded by the Ohio Department of Health Youth Suicide Prevention grant.

**PMT: Agency/Community**

**The board approved item on consent.**

### 6.033 COMMUNITY HEALTH

- A. **Ohio Department of Health Injury Prevention – Falls Among Older Adults (IF25) Continuation Grant** – Requested board approval to apply for the Ohio Department of Health *Injury Prevention – Falls Among Older Adults Prevention (IF25)* continuation grant in the amount of up to \$107,000 for the funding period 10/01/2024– 09/30/2025. The goal of the grant is to reduce unintentional fall injuries and injury-related fatalities for older adults ages 60 and above by convening a local coalition to implement evidence-based strategies to prevent falls including increasing falls risk assessments, building systems for home assessment and modifications, and increasing access to balance and mobility trainings. 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.**

### 6.034 PREVENTATIVE HEALTH

- A. **Accept PHEP grant** – Requested board accept the PHEP 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 a NACCHO Travel & Conference Award** – Requested board confirm application for a NACCHO Travel & Conference Award and to expend funds according to the notice of award if approved. It is expected that the award would reimburse all the expenses incurred from this conference. The award will provide travel, lodging, and meals for one staff at the NACCHO STI Director Conference in Washington, DC on July 10-12, 2024.

**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 were provided for review at the April BOH meeting. The final draft bylaws have been provided to the board for discussion and review.


**PMT: Agency**

**Mr. Karr moved to adopt the updated Board of Health Bylaws. Dr. Donaldson seconded the motion.**

**The motion carried unanimously.**

### ADJOURN

The meeting adjourned at 7:30 pm.

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

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