



Date: August 22, 2024

To: Board of Health

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

Re: Board meeting **Tuesday, August 27, 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>
1.01 CALL TO ORDER AND ATTENDANCE	2	
1.02 CONSENT ITEMS 6.012 A-G Appropriations 6.015 A Expenditures 6.021 A Authorization/Employment/Travel 6.023 A-B Tuition Reimbursement/Staff Development 6.03 A Contracts 6.05 A-C Board Actions/Policies/Legal Issues 6.053 A Resolutions	2	Approve
1.03 APPROVAL OF MINUTES A. Enclosed.	2	Approve
1.04 APPROVAL OF BILLS A. Enclosed. Pages 1-12 of the Supporting Documents.	2	Approve

2.0 STAFF REPORTS

<i>Agenda Item</i>	<i>TIME</i>	<i>Action/ Contact</i>	<i>PMT</i>
2.01 HEALTH COMMISSIONER	2	Info/ Garrett	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). Pages 13-18 of the Supporting Documents. Action Requested: Accept	2	Accept/ Garrett	Agency

2.03 COMMUNITY HEALTH		Jen	
2.04 ENVIRONMENTAL HEALTH		Dustin	
2.05 PREVENTATIVE HEALTH		Adam	
2.06 ADMINISTRATION		Amy	

3.0 BOARD REPORTS

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

4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION

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

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>
6.012 APPROPRIATIONS			
A. OPEA Litter Grant (70225221): Request Board approval to amend and increase appropriations in OPEA Litter Grant (70225221) from \$26,448.72 to \$27,913.72. A copy of the budget revision was provided to the Board. See Page 19 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ Garrett	Agency
B. CH Admin (70225222): Request Board approval to amend and increase appropriations in CH Admin (70225222) from \$947,655.07 to \$950,155.07. A copy of the budget revision was provided to the Board. See Page 20 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ Garrett	Agency
C. EH Admin (70225411): Request Board approval to amend and increase appropriations in EH Admin (70225411) from \$560,811.60 to \$566,311.60. A copy of the budget revision was provided to the Board. See Page 21 of the Supporting Documents. Action Requested: Consent Approval	0	Consent/ Garrett	Agency

<p>D. Vector (70225444): Request Board approval to amend and increase appropriations in Vector (70225444) from \$165,054.62 to \$165,254.62. A copy of the budget revision was provided to the Board. See Page 22 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency						
<p>E. BCMH (70225556): Request Board approval to amend and increase appropriations in BCMH (70225556) from \$110,518.45 to \$110,818.45. A copy of the budget revision was provided to the Board. See Page 23 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency						
<p>F. Get Vaccinated (70225558): Request Board approval to amend and increase appropriations in Get Vaccinated (70225558) from \$50,395.14 to \$50,645.14. A copy of the budget revision was provided to the Board. See Page 24 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency						
<p>G. Insurance Benefit Pool (70225771): Request Board approval to amend and increase appropriations in Insurance Benefit Pool (70225771) from \$1,599,985.00 to \$1,601,485.00. A copy of the budget revision was provided to the Board. See Page 25 of the Supporting Documents. Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency						
6.015 EXPENDITURES									
<p>A. Request Board approval to expend up to \$75,000 Enhanced Operations grant funds (71651531) to provide access to care through a transportation contract with Delaware County Transit. Contract will be active 01/01/2025 – 12/31/2025. Action Requested: Consent approval</p>	0	Consent/Adam	Agency						
6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL									
<p>A. Personnel Actions and Travel Requests</p> <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> <p>New Hire:</p> <table border="1" data-bbox="118 1732 1458 1808"> <tr> <td data-bbox="118 1732 337 1770">Krista Allen</td> <td data-bbox="337 1732 1122 1770">Community Health Worker</td> <td data-bbox="1122 1732 1458 1770">August 26, 2024</td> </tr> <tr> <td data-bbox="118 1770 337 1808">Dakota Roberts</td> <td data-bbox="337 1770 1122 1808">Environmental Health Specialist-In-Training</td> <td data-bbox="1122 1770 1458 1808">August 5, 2024</td> </tr> </table>				Krista Allen	Community Health Worker	August 26, 2024	Dakota Roberts	Environmental Health Specialist-In-Training	August 5, 2024
Krista Allen	Community Health Worker	August 26, 2024							
Dakota Roberts	Environmental Health Specialist-In-Training	August 5, 2024							

Resignation:

Mansimran Kaur	Environmental Health Specialist-In-Training	August 15, 2024
Sydney Smith	Environmental Health Intern	August 16, 2024

Promotion/Advancement:

Matthew Randazzo	REHS-IT to REHS	August 17, 2024
------------------	-----------------	-----------------

Travel:

TDB EHS Staff	Northwest Ohio Environmental Health Association Fall Education Conference, Sandusky, OH	October 10 & 11, 2024
James McQuone	Center for Domestic Preparedness, Emergency Preparedness Training – located in Anniston, Alabama. Costs covered by training agency.	October 15-19, 2024
Kaitlyn Morrissey, Christine Campbell, Regina Lopez-Wurth	NACCHO Preparedness Summit 2025 – located in San Antonio, Texas. Majority of costs covered by grant.	April 29-May 2, 2025
Audrey Helmreich	Center for Domestic Preparedness, Emergency Preparedness Training – located in Anniston, Alabama. Costs covered by training agency.	October 15-19, 2024
Adam Howard, Milu Nguyen, Mary Taylor, Erin Kelley, Allison Comstock, Jennifer Kerr, Paul Mieseler, Regina Lopez-Wurth	Ohio Public Health Association – Public Health Nurse Conference – located in Dayton, Ohio with overnight accommodations	November 7-8, 2024

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

A. Tuition Reimbursement / Ms. Abbey Trimble – Request Board approval to expend up to \$3,000 annually for Ms. Abbey Trimble to attend Ohio University for a Masters in Public Health. Ms. Trimble has completed the appropriate application acknowledging the requirements of the personnel policies. Anticipated graduation is Spring of 2026. Staff believe the program will be both a benefit to Ms. Trimble and the agency and recommend approval.

Action Requested: Consent approval**0****Consent/
Jen****Agency**

B. Tuition Reimbursement / Ms. Monica Wallace – Request Board approval to expend up to \$3,000 annually for Ms. Monica Wallace to attend Marion Technical College for Associate Degrees in Business Management and Accounting. Ms. Wallace has completed the appropriate application acknowledging the requirements of the personnel policies. Anticipated graduation is Fall of 2026. Staff believe the program will be both a benefit to Ms. Wallace and the agency and recommend approval.

Action Requested: Consent approval**0****Consent/
Jen****Agency**

6.025 SALARY SCALE/POLICIES/BENEFITS			
A. Flexible Spending Account (FSA) Employee Contribution – Request Board approval to set the maximum employee contribution to their FSA account to \$3,200.00. This is the current IRS maximum amount permitted. Action Requested: Discussion and Approval	5	Garrett/ Amy	Agency
B. Flexible Spending Account (FSA) Employer Contribution – Request Board approval to set the 2025 agency FSA contribution to \$500.00 per employee. Action Requested: Discussion and Approval	5	Garrett/ Amy	Agency
6.03 CONTRACTS			
A. Contract - Request Board approval for the Health Commissioner to negotiate and execute a contract with Delaware County Transit for the transportation of patients to improve access to health services as approved in the EO grant from ODH. DCT will be eligible for up to \$75,00 based on a pay per service model. All funding is provided by grant funds. Action Requested: Consent approval	0	Consent/Adam	Agency
6.04 SPECIAL REPORTS/ BOH CONTINUING EDUCATION			
A. Performance Management Update – The 2024 biannual progress report is attached and also can be accessed at: https://scorecard.clearimpact.com/Scorecard/Embed/87478 See Pages 26-33 of the Supporting Documents	15	Garrett	Agency
B. Strategic Plan Update – The 2024 update report is attached and can also be accessed at: https://scorecard.clearimpact.com/Scorecard/Embed/86626 See Pages 34-58 of the Supporting Documents	15	Garrett	Agency
6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES			
A. Resolution 2024-3 Open Dumping – The board of health authorizes the Health Commissioner to refer 2241 N County Line Rd, Sunbury, Ohio 43074, parcel #416-410-01-065-000, owned by Charles Dean Cramer to the Prosecutor’s Office for failure to abate the nuisance condition existing at the above property. See Pages 59-65 of the Supporting Documents Action Requested: Consent Approval	0	Consent/ Dustin	Community

<p>B. Resolution 2024-4 Open Dumping – The board of health authorizes the Health Commissioner to refer 1895 Bunty Station Rd, Delaware, Ohio 43015, parcel #419-310-01-009-000, owned by John A Corra to the Prosecutor’s Office for failure to abate the nuisance condition existing at the above property. See Pages 66-74 of the Supporting Documents Action Requested: Consent Approval</p>	0	Consent/ Dustin	Community									
<p>C. Resolution 2024-5 Open Dumping – The board of health authorizes the Health Commissioner to refer 504 E. High St, Ashley, Ohio 43003, parcel #618-142-02-013-000, owned by Terry L Conant to the Prosecutor’s Office for failure to abate the nuisance condition existing at the above property. See Pages 75-84 of the Supporting Documents Action Requested: Consent Approval</p>	0	Consent/ Dustin	Community									
<p>D. Records Retention Schedule – Request Board approval of the adoption of the revised RC-2 Record Retention Schedule. The revised RC-2 Record Retention Schedule will supersede all previous versions and will be effective immediately upon approval of the Ohio History Connection. (Separate Attachment) Action Requested: Discussion and Approval via Roll Call Vote</p> <table border="1" data-bbox="147 955 948 1161"> <tr> <td>Mr. Blayney:</td> <td>Ms. Smith:</td> <td>Mr. Tiberi:</td> </tr> <tr> <td>Dr. Donaldson:</td> <td>Mr. Karr:</td> <td>Mr. Holzapfel</td> </tr> <tr> <td>Dr. Hickman:</td> <td>Mr. Hatfield:</td> <td>Ms. Gladden:</td> </tr> </table>	Mr. Blayney:	Ms. Smith:	Mr. Tiberi:	Dr. Donaldson:	Mr. Karr:	Mr. Holzapfel	Dr. Hickman:	Mr. Hatfield:	Ms. Gladden:	5	Garrett	Agency
Mr. Blayney:	Ms. Smith:	Mr. Tiberi:										
Dr. Donaldson:	Mr. Karr:	Mr. Holzapfel										
Dr. Hickman:	Mr. Hatfield:	Ms. Gladden:										
6.053 RESOLUTIONS												
<p>A. Resolution 2024-6 – Request Board approval and adoption of Resolution 2024-6.</p> <p>Be it resolved by the Board of Health of the Delaware Public Health District (formally known as the Delaware General Health District) that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and is hereby levied on the tax duplicate of Delaware County the rate of each tax necessary to be levied without the ten mill limitation as follows: Health Levy Fund (70225772) in the amount of \$4,633,970.00 from levies outside the 10 mill limitation at the County Auditor’s estimated rate of 0.70 mills. Please see the attached “Schedule A.” See Page 85 of the Supporting Documents Action Requested: Consent Approval</p>	0	Garrett/ Consent	Agency									

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

