

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The June 25, 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, Dr. Donaldson, Mr. Tiberi, Dr. Hickman, Ms. Christina Gladden, Ms. Smith, Mr. Hatfield. Staff members present were Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Ms. Whitney, Chief Operating Officer, Mr. Howard, Deputy Health Commissioner of Preventative Health, Mr. Kent, Deputy Health Commissioner of Environmental Health, Mallory Menz, Sanitarian-In-Training, Regina Lopez-Wurth, Public Health Nurse 3, Kaitlyn Morrissey, Epidemiologist 1, Audrey Helmreich, MRC Intern and Ms. Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 Appropriations A-D

6.03 Contracts A-D

6.034 Preventative Health A

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 May 28, 2025 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Dr. Hickman moved to approve the May 2024 bills. Dr. Donaldson seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 ACTING HEALTH COMMISSIONER

Mr. Guillozet is on vacation this week. Ms. Keagy has been in charge and Mr. Howard will cover Thursday and Friday of this week.

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

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

2.03 COMMUNITY HEALTH

The Community Health Worker position has been posted.

An additional \$7,500 was received for the Youth Suicide Prevention.

Staff participated in a Delaware County Transit photoshoot.

Started a new program called Bingocise with the Falls Prevention Grant. SourcePoint will participate.

2.04 ENVIRONMENTAL HEALTH

It is temporary food license season and festivals with food.

Staff are working with Radnor and Big Walnut Schools to host a tire collection event.

A pool was closed for not having any chlorine in pool.

People are interacting with wildlife and getting bite. This has resulted in several rabies tests.

Staff are meeting with Licking County this week to review the RAMP testing process.

Plumbing, water and sewage have increased due to the increase in building within Delaware County.

Staff are preparing to order recycling bins that are animal proof. Bins will be placed in preservation parks as part of an OEPA Grant.

Introduced new employee Ms. Mallory Menz, Sanitarian-In-Training.

2.05 PREVENTATIVE HEALTH

Introduced new employees: Ms. Regina Lopez-Wurth, Public Health Nurse 3, Ms. Kaitly Morrisey, Epidemiologist 1, and Ms. Audrey Helmreich, MRC Intern.

With the Sunbury office closed, the mobile unit has been utilized in Sunbury. Staff plan to have the mobile unit in Sunbury and Powell once a month.

Enhanced operations was awarded an additional \$260,00 for disease mitigation.

A new mascot has been purchased. The mascot is a dog and named AJ Pounds. Mr. Howard demonstrated the mascot. The mascot was named after the first Health Commissioner in 1920.

The Ohio Department of Health awarded the Andrews House the Friends of WIC award.

2.06 ADMINISTRATION

Through Enterprise, the Silverado truck was sold for almost \$10,000. Other vehicles will be placed for sale through Enterprise after the new vehicles arrive.

Staff sent a letter of intent to Mid-Ohio Planning Commission to complete a free solar assessment.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. Health Department (70251001): Requested Board of Health approval to amend the 2024 Budget to provide a supplemental appropriation of \$125,000.00 in Object 5801 Miscellaneous Cash Transfers of the 70251001 (Health Department) Fund to cover the cash transfer of \$125,000.00 to 75451402 New Facility Debt Service Fund.

PMT: Agency

The Board approved item on consent.

B. Clinic Services (70225555): Requested Board approval to amend and increase appropriations in Clinic Services Fund from \$799,800.25 to \$814,800.25. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

C. Insurance Benefit Pool (70225771): Requested Board approval to amend and increase appropriations in Insurance Benefit Pool Fund from \$1,599,500.00 to \$1,599,985.00. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

D. EO 23 (71651531): Requested Board approval to amend and increase appropriations in EO 23 Fund from \$632,313.32 to \$893,705.23. A copy of the budget revision was provided to the Board. This revision accounts for an increase in funding from the Ohio Department of Health.

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.

Transfer/Promotion:

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| Elizabeth Elliott | EHS-IT to Community Health Specialist 1 | June 8, 2024 |
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Promotion:

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| Kaitlyn Morrisey | CHS 1 to Epidemiologist 1 | June 8, 2024 |
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Resignation:

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| Mahalia Burleson | CHS 3 | July 12, 2024 |
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PMT: Agency

Mr. Tiberi moved to approve the personnel actions as outlined in item 6.021 A. Dr. Donaldson seconded the motion. The motion carried unanimously.

B. Fiscal Coordinator: Requested Board approval to create Fiscal Coordinator Position and to promote Ms. Janet Naticchia from Fiscal Specialist 2 to Fiscal Coordinator.

PMT: Agency

Action Requested: Approval as Recommended by the Personnel Committee

Mr. Tiberi moved to approve creating a Fiscal Coordinator position and to promote Ms. Janet Naticchia. Dr. Donaldson seconded the motion. The motion carried unanimously.

6.03 CONTRACTS

A. SourcePoint Older Adults Falls Prevention Contract – Requested Board approval to authorize the Health Commissioner to amend the contract with SourcePoint to expand the scope of balance and mobility class offerings. The total contract amount of \$15,000 is not changing. 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.

B. Delaware County Board of Elections NaloxBox MOU – Requested Board approval to authorize the Health Commissioner to enter into a memorandum of understanding with the Delaware County Board of Elections 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.

C. 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 \$20,000.00 (\$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.

D. 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 and training according to Ohio Revised Code 3717, Ohio Administrative Code 3717-01, 901:3-4, and 3701-21. The contract shall commence July 1, 2024, and extend until September 30, 2024. The total amount shall not exceed \$13,000.00 (\$35.00/hour).

PMT: Agency

The Board approved item on consent.

6.034 PREVENTATIVE HEALTH


A. Accept and Expend Enhanced Operations grant – Requested Board accept and approve to expend the updated Enhanced Operations grant according to the Notice of Award. The updated grant will increase to \$893,705.23 (previously \$632,313.32) and includes additional funding for trainings, prevention supplies, new and upgraded IT/software, transportation, and other general supplies.

PMT: Agency

The Board approved item on consent.

ADJOURN

The meeting adjourned at 7:25 pm.



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

 7/30/24

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