

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The July 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. Tiberi, Dr. Hickman, Ms. Smith, Mr. Zach Holzapfel, Mr. Hatfield (entered at 7:20 pm). 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 and Ms. Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 Appropriations A-F

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

Item 6.012 F Appropriations was added to the agenda. Ms. Smith moved to approve the consent agenda and agenda as submitted and amended. Mr. Holzapfel seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Holzapfel moved to approve the June 25, 2024 minutes. Mr. Tiberi seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

Mr. Holzapfel moved to approve the June 2024 bills. Dr. Hickman seconded the motion. The motion carried unanimously.

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

The property tax exemption has been received and has been approved for a \$134,000 refund. The auditor's office has indicated the refund process will begin in September.

The state audit continues. An extension until August 30th has been filed. Staff are working to schedule the on-site interview.

The Finance Director position was reposted this week.

The DPHD is a tri-county WIC agency serving Delaware, Morrow and Union counties. Over the past couple of years there have been some significant funding shortfalls. Mr. Guillozet has been in conversations with WIC officials to discuss resolutions for funding issues. Funding issues have impacted the Morrow County WIC office. Morrow County WIC office hours have been reduced to three days a week. However, this does not help with the lease costs. The Morrow County WIC office is scheduled to close at the end of September 2024. The DPHD mobile unit will be utilized two times a month to service the Morrow County clients. And clients will be referred to the Marion and Knox County offices.

2.02 FINANCE

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

PMT: Agency

Mr. Tiberi moved to accept the year-to-date finance report. Ms. Smith seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

Community Health Worker position has been posted. Phone screenings have been completed with five interviews scheduled for next week.

Staff are reviewing child overdose and suicide deaths. 2024 statistics as follows:

12 Child deaths up from 3 compared last year

10 overdoses down by 4 compared to last year

10 suicide up from 1 compared to last year

2.04 ENVIRONMENTAL HEALTH

Rabies cases continue to increase.

A new SIT will be starting next week and has one year experience.

Sydney returned to work.

Mosquito spraying has occurred in Marlboro and Scioto Townships.

Staff filed final report for the 2023 Mosquito Grant.

2.05 PREVENTATIVE HEALTH

Staff are shifting vaccine priority to back to school vaccines.

There was an Ohio camp that had approximately 200 campers that were potentially exposed to rabies. Of that 200, 16 were Delaware County residents. Staff made all the appropriate calls and serviced some of the 16 with post rabies vaccinations. Opening the clinics on Saturdays and Sundays if needed.

The Columbus Zoon has reported a few cases of crypto.

DPHD and the mobile unit have been invited to touch a truck events.

2.06 ADMINISTRATION

Cyber-attack training was held with some DPHD staff today.

The DPHD vehicle involved in an accident was awarded \$12,000.

The turnover of fleet vehicles has been completed. Selling of old vehicles continues.

Open positions have been posted for Community Health Worker, Fiscal Director, Dietitian, and a Program Manager position. An offer was made to fill the Health Communication Specialist position; however, things did not work out. The position may be reposted after reviewing all the applicants again.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

- A. **OEPA Litter Grant (70225221):** Requested 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.
PMT: Agency
The Board approved item on consent.

- B. **EO 23 Grant (71651531):** Requested 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. **PMT: Agency**
The Board approved item on consent.

- C. **Vital Statistics (70225112):** Requested 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.
PMT: Agency
The Board approved item on consent.

- D. **DPHD HQ (70225113):** Requested 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.
PMT: Agency
The Board approved item on consent.

- E. **EH Admin (70225441):** Requested 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.
PMT: Agency
The Board approved item on consent.

F. Clinic Services (70225555): Requested Board approval to increase appropriations in Clinic Services (70225555) Fund from \$814,800.25 to \$914,800.25. The increase is attributed to vaccine supply. A copy of the budget revision was provided to the Board. See Page 25 of the Supporting Documents.
PMT: Agency
The Board approved item on consent.

6.016 INVENTORY

A. Donations - Requested 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.

PMT: Agency
The Board approved item on consent.

B. Donations - Requested 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.

PMT: Agency
The Board approved item on consent.

6.02 PERSONNEL

<p>A. Executive Session: MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION 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>10</p>	<p>Motion By: Mr. Tiberi Second: Ms. Smith</p> <p>Mr. Blayney: yes Dr. Donaldson: absent Dr. Hickman: yes Ms. Smith: yes Mr. Karr: absent Mr. Hatfield: yes Mr. Tiberi: yes Mr. Holzapfel: yes Ms. Gladden: absent</p>
<p>Time Entered into Executive Session: 7:45 p.m.</p>		
<p>Mr. Tiberi moved and Ms. Smith seconded the motion to return to general session. Time Exited Executive Session and Returned to General Session: 7:58 p.m.</p>		

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:

Mary Taylor	Public Health Nurse 3	July 24, 2024
Dakota Roberts	Registered Environmental Health Specialist- In Training	August 5, 2024

Resignation:

Julienne Martin	Administrative Assistant 2	November 1, 2024
Jessica Ayala	Administrative Assistant 2	August 9, 2024

Transfer:

Lori Kannally	From Program Manager to Community Health Specialist 3	July 29, 2024
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Travel:

Aly Hillier, Kelsey Kuhlman & Jen Keagy	2024 Midwest Suicide Prevention & Mental Health Summit – Columbus, OH	October 17-18, 2024
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PMT: Agency
The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

- A. **Conference** - Requested 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.
PMT: Agency
The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

- A. **Employee Assistance Program (EAP)** - Requested 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.
PMT: Agency
The Board approved item on consent.
- B. **Flexible Spending Account (FSA)** – Requested 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.
PMT: Agency
The Board approved item on consent.

6.034 PREVENTATIVE HEALTH

- A. **Accept Cribs for Kids and Safe Sleep Grant** – Requested 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.
PMT: Agency
The Board approved item on consent.

6.051 APPOINTMENTS


- A. **2024 Board Committees Assignments** – Current Board Committees are listed below and denoted with current members.


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

PMT: Agency
Mr. Tiberi moved and Mr. Hatfield seconded the motion to approve the board committee assignments. The motion carried unanimously.

ADJOURN

Mr. Blayney adjourned the meeting at 8:00pm.


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


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