

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER

470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015

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



Date: September 20, 2024

To: Board of Health

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

Re: Board Meeting **Tuesday, September 24, 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 Appropriations A-J 6.021 Authorization/Employment/Travel 6.03 Contracts A-E 6.033 Community Health A 6.052 Policies A	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent. See Pages 1-14 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	Garrett	
2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report (attached). See Pages 15-20 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>
4.01 REGULATION HEARING/ADOPTION			
<p>A. Emergency Adoption of the Amended 2024 Environmental Health Fees Due to the newly adopted section of Ohio Administrative Code 3701-21 rules, the board must adopt a new Low Risk Mobile Food Service Operations (FSO) license Fee. The rule requires the fee to be 50% of the current mobile (high risk) food service operation license fee.</p> <p>The Board of Health, pursuant to Ohio Revised Code Sections 3717.25 and 3717.45, hereby waives the three-readings, declares an emergency based upon the requirements of the Administrative Code, and adopts the Low Risk Mobile FSO fee to be set at 50% of the Mobile FSO Local Fee, and to rename the Mobile FSO fee to High Risk Mobile FSO fee.</p> <p>Action Requested: Discussion and Approval</p>	5	<p>Motion By: Second:</p> <p>Mr. Blayney: Dr. Donaldson: Dr. Hickman Ms. Smith: Mr. Karr: Mr. Hatfield: Mr. Tiberi: Mr. Holzapfel: Ms. Gladden:</p>	
<p>B. Adoption of the 2025 Environmental Health Fees The Delaware County Board of health agrees to adopt the updated Fee Schedule to be used for the Environmental Health Division. These fees will take effect on January 1, 2025, after a two-week period of advertising in the community and after three board meetings.</p> <p>Action Requested: Introduction and Discussion</p> <p>September 24, 2024: First Reading, No Action October 29, 2024: Second Reading, Public Hearing December 3, 2024: Third and Final Reading, Adoption</p>	10	<p>Discuss/ Garrett Dustin</p>	Agency
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			
<p>A. Health Department (70251001): Request 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.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>B. Solid Waste (70751507): Request Board of Health approval to amend and increase appropriations from \$49,675.96 to \$74,890.59 in the Solid Waste Fund (70751507). A copy of the budget revision has been provided to the board. See Page 21 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>C. Food Service (70451504): Request Board of Health approval to amend and increase appropriations from \$584,643.03 to \$595,643.03 in the Food Service Fund (70451504). A copy of the budget revision has been provided to the board. See Page 22 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>D. Fleet (70225448): Request Board of Health approval to amend and decrease appropriations in the Fleet Fund (70225448) from \$230,000.00 to \$206,500.00. A copy of the budget revision was provided to the board. See page 23 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>E. Even Year WIC Administration (70951539): Request Board of Health approval to amend objects 5001, 5120, 5201, 5215, 5260, 5294, 5301, 5310, 5312, 5313, 5317, 5330, and 5331, and decrease overall appropriations in Even Year WIC Fund (70951539). The budget revision is necessary to align budget to actual spending. A copy of the budget revision was provided to the board. See page 24 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>F. Odd Year WIC Administration (70951509): Request Board of Health approval to amend appropriations in Odd Year WIC Administration Fund (70951509). Request approval to amend appropriations from \$0.00 to \$205,714.50. Appropriations are needed due to the FY25 grant beginning on October 1, 2024. A copy of the budget revision was provided to the board. See Page 25 of the Supporting Documents.</p>	0	Consent/ Garrett	Agency

Action Request: Consent Approval												
G. Injury Prevention (71251532): Request Board of Health approval to amend appropriations in the Injury Prevention Fund (71251532) in objects: 5215, 5217, 5305, 5309, 5312, 5313, 5332. There is no overall change in total appropriations. A copy of the budget revision was provided to the board. See Page 26 of the Supporting Documents. Action Request: Consent Approval	0	Consent/ Garrett	Agency									
H. Youth Suicide Prevention (70225234): Request Board of Health approval to amend appropriations in the Youth Suicide Prevention Fund (70225234) in objects: 5001, 5102, 5120, 5131, 5215, 5217, 5301, 5305, 5309, 5313, 5317, 5332. There is no overall change in total appropriations. A copy of the budget revision was provided to the board. See Page 27 of the Supporting Documents. Action Request: Consent Approval	0	Consent/ Garrett	Agency									
I. CH Admin (70225222): Request Board of Health approval to amend appropriations in the CH Admin Fund (70225222) in objects: 5215, 5260, 5305, 5309, 5310, 5313, 5331, 5332, 5335, 5365, 5381. There is no overall change in total appropriations. A copy of the budget revision was provided to the board. See page 28 of the Supporting Documents. Action Request: Consent Approval	0	Consent/ Garrett	Agency									
J. Water (70651506): Request Board of Health approval to amend appropriations in the Water Fund (70651506) in objects 5301, 5332, 5365, and 5801. There is no change in overall appropriations. A budget revision is needed to bring appropriations in line with estimated expenditures. See page 29 of the Supporting Documents. Action Request: Consent Approval	0	Consent/ Garrett	Agency									
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: <table border="1" data-bbox="131 1682 1385 1755"> <tr> <td>Dylan James</td> <td>Health Communication Specialist</td> <td>September 4, 2024</td> </tr> <tr> <td>Lindsey Mason</td> <td>Program Manager, Disease Control & Response Unit</td> <td>November 12, 2024</td> </tr> </table> Resignation: <table border="1" data-bbox="131 1829 1385 1864"> <tr> <td>Gabe Smith</td> <td>Plumbing Inspector II</td> <td>September 26, 2024</td> </tr> </table>				Dylan James	Health Communication Specialist	September 4, 2024	Lindsey Mason	Program Manager, Disease Control & Response Unit	November 12, 2024	Gabe Smith	Plumbing Inspector II	September 26, 2024
Dylan James	Health Communication Specialist	September 4, 2024										
Lindsey Mason	Program Manager, Disease Control & Response Unit	November 12, 2024										
Gabe Smith	Plumbing Inspector II	September 26, 2024										

Action Requested: Consent approval			
6.03 CONTRACTS			
<p>A. Ms. Joette Moore – Request the Board of Health to authorize the Health Commissioner to enter into a 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 October 1, 2024, and extend until December 31, 2024. The total amount shall not exceed \$13,000.00 (\$35.00/hour).</p> <p>Action Requested: Consent approval</p>	0	Consent/ Dustin	Agency
<p>B. Addiction Abatement Grant Agreement – Request Board approval to authorize the Health Commissioner to enter into contract with the Delaware County Board of Commissioners for \$15,000 payable in three annual grant disbursements of \$5,000 each for the purpose of advertising, promotion, and other expenses for the annual Overdose Awareness Month and National Recovery Month activities. This request is funded by the County Opioid Settlement dollars.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Jen	Community/ Engagement
<p>C. SourcePoint Older Adults Falls Prevention Contract – Request Board approval to authorize the Health Commissioner to enter into contract with SourcePoint for the purpose of recruiting participants and providing space to conduct balance and mobility trainings in addition to falls risk assessments and providing durable equipment for home modifications. This request is funded by the Ohio Department of Health IF25 Injury Prevention – Falls Among Older Adults grant.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Jen	Community/ Engagement
<p>D. Bridges Community Action Partnership Contract – Request Board approval to authorize the Health Commissioner to enter into contract with Bridges Community Action Partnership for the purpose of providing durable equipment for home modifications. This request is funded by the Ohio Department of Health IF25 Injury Prevention – Falls Among Older Adults grant.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Jen	Community/ Engagement
<p>E. Ms. Jacqueline Menchaca - Request Board approval for the Health Commissioner to negotiate and execute a contract amendment with Jacqueline Menchaca for WIC services. This is an extension of time and funds for the previously approved contract. Contract funded through the WIC grant.</p> <p>Action Requested: Consent approval</p>	0	Consent/ Adam	Community/ Engagement

6.033 COMMUNITY HEALTH			
<p>A. Capacity Building for Healthy Eating and Active Living (HEAL) Grant – Request board approval to apply for the Ohio Department of Health <i>Capacity Building for Healthy Eating and Active Living (HEAL)</i> grant in the amount of up to \$15,000 for the funding period 10/01/2024– 09/29/2025. The goal of the grant is to provide funding for community assessment and engagement with local community residents while working toward sustainability and expansion of these efforts within the county/jurisdiction. 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.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Jen	Community/ Engagement
6.052 POLICIES			
<p>A. Update and Amend Resolution 2012-12 Requesting Board approve and adopt the updated version of Resolution 2012-12 “Authorizing the Health Commissioner and Environmental Health Staff to Operate Under the Uniform Food Safety Code”. Changes include new code sections, referral for prosecution, and cease-use for Food Service Operations. (Pages 30-35 of the Supporting Documents) Action Requested: Approve on Consent</p>	0	Dustin	Agency/ Governance

Sincerely,

Garrett Guillozet
Health
Commissioner

937/418-7211

Dustin Kent
Deputy Health
Commissioner
Environmental
Health

419/202-1063

Jen Keagy
Deputy Health
Commissioner
Community
Health

614/315-1337

Adam Howard
Deputy Health
Commissioner
Preventative
Health

740/360-4718

Amy Whitney
Chief Operating
Officer

740/816-6419