

1.0 CONVENTION

1.01 CALL TO ORDER AND ATTENDANCE

The August 27, 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, Ms. Gladden, Mr. Holzapfel, Mr. Hatfield, Mr. Karr and Dr. Donaldson. Staff members present were Mr. Guillozet, Health Commissioner, 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, Ms. Dakota Roberts, Registered Environmental Health Specialist- In Training and Ms. Brown, Administrative Assistant to the Health Commissioner.

1.02 CONSENT ITEMS

6.012 A-H Appropriations

6.014 A Transfers

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

Mr. Hatfield moved to approve adding items 6.012 H and 6.014 A to the consent agenda. Dr. Donaldson seconded the motion. The motion carried unanimously.

Item 6.012 H Appropriations and 6.014 A Transfers were added to the consent agenda. Mr. Hatfield moved to approve the consent agenda and agenda as submitted and amended. Ms. Smith seconded the motion. The motion carried unanimously.

1.03 APPROVAL OF MINUTES

Mr. Hatfield moved to approve the July 30,2024 minutes. Ms. Smith seconded the motion. The motion carried unanimously.

1.04 APPROVAL OF BILLS

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

2.0 STAFF REPORTS

2.01 HEALTH COMMISSIONER

The initial award for WIC FY2025 was \$662,000 which begins on October 1st. After several conversations with the Ohio Department of Health, they ultimately did not accept the proposal of how to operate the Morrow County WIC office. The Ohio Department of Health further opted to remove Morrow County from the initial award; thus, reducing the initial award to approximately \$560,000. This adjusted award only includes Union and Delaware counties.

The onsite audit has been finished and the draft audit report should be completed by Thursday. It is anticipated that the audit will be finalized by the end of August.

Staff continue to work on green belt projects with funding provided by the Workforce Development Grant. It is anticipated these projects will be completed by the middle of September.

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. Hickman moved to accept the year-to-date finance report. Mr. Karr seconded the motion. The motion carried unanimously.

2.03 COMMUNITY HEALTH

Community Health Worker started yesterday.

August is overdose awareness month. Staff are conducting an event tomorrow at Ohio Wesleyan. The movie series begins next month. The first movie will be on September 3rd. Funding was received from the Prosecutor's office and the sheriff's office. Also, County Wide Opiate Settlement Dollar group agreed to sponsor awareness month for the next three years for a total of \$15,000.

2.04 ENVIRONMENTAL HEALTH

A new employee Dakota Roberts, Environmental Health Specialist-In-Training was introduced. Construction in Delaware County has increased. In turn, this has increased plumbing and sewage activities.

2.05 PREVENTATIVE HEALTH

The MRC have been provided training for the upcoming flu season clinics.

Top three vaccines include meningococcal, rabies, and yellow fever.

There is a pertussis outbreak. It is two households that are linked, but staff are looking at all the numbers. It was discovered that cases are already at the 10-year average of what staff expect to see of pertussis cases. When staff reviewed the numbers further it was noted that a Westerville zip code 43082 accounts for 31% of the cases (normally accounts for 9-10% of cases).

2.06 ADMINISTRATION

A Communications Specialist was hired yesterday.

Ms. Whitney and Mr. Guillozet are in conversations with a possible Treasurer/Finance Director.

3.01 BOARD PRESIDENT – Mr. Blayney requested that an open house for the new building be held in September or October.

6.0 NEW BUSINESS

6.012 APPROPRIATIONS

A. OPEA Litter Grant (70225221): Requested 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.

PMT: Agency

The Board approved item on consent.

B. CH Admin (70225222): Requested 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.

PMT: Agency

The Board approved item on consent.

C. EH Admin (70225411): Requested 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.

PMT: Agency

The Board approved item on consent.

D. Vector (70225444): Requested 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.

PMT: Agency

The Board approved item on consent.

E. **BCMh (70225556):** Requested Board approval to amend and increase appropriations in BCMh (70225556) from \$110,518.45 to \$110818.45. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

F. **Get Vaccinated (70225558):** Requested 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.

PMT: Agency

The Board approved item on consent.

G. **Insurance Benefit Pool (70225771):** Requested 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.

PMT: Agency

The Board approved item on consent.

H. **Mosquito Control Grant (75951407):** Requested Board approval to amend and increase appropriations in Mosquito Control Grant (75951407) from \$0.00 to \$29,246.10. A copy of the budget revision was provided to the Board.

PMT: Agency

The Board approved item on consent.

6.014 Transfers

A. **Health Fund to New Facility Debt Services:** Requested Board approval for a cash transfer of \$125,000.00 from the General Health Fund (70251001-5801) to the New Facility Debt Services Fund (75451402-4601). This accounts for the second half of the local subdivision contribution.

PMT: Agency

The Board approved item on consent.

6.015 EXPENDITURES

A. Requested 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.

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.

New Hire:

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

PMT: Agency

The Board approved item on consent.

6.023 TUITION REIMBURSEMENT/STAFF DEVELOPMENT

A. Tuition Reimbursement / Ms. Abbey Trimble – Requested 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.

PMT: Agency

The Board approved item on consent.

B. Tuition Reimbursement / Ms. Monica Wallace – Requested 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.

PMT: Agency

The Board approved item on consent.

6.025 SALARY SCALE/POLICIES/BENEFITS

A. Flexible Spending Account (FSA) Employee Contribution – Requested Board approval to set the maximum employee contribution to their FSA account to \$3,200.00. This is the current IRS maximum amount permitted.

PMT: Agency

Ms. Hatfield moved to approve the maximum employee contribution to their FSA account to \$3,200.00. Mr. Tiberi seconded the motion. The motion carried unanimously.

B. Flexible Spending Account (FSA) Employer Contribution – Requested Board approval to set the 2025 agency FSA contribution to \$500.00 per employee. The Board had a brief discussion regarding the FSA contribution amount of \$500.00. It was the consensus of the Board to increase the FSA contribution to \$600.00 to improve employee morale, recruiting and retention

PMT: Agency

Dr. Hickman moved to approve the 2025 employer FSA contribution to \$600.00 per employee. Dr. Donaldson seconded the motion. The motion carried unanimously.

6.03 CONTRACTS

A. Contract - Requested 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 \$75,000 based on a pay per service model. All funding is provided by grant funds.

PMT: Agency

The Board approved item on consent.

6.04 SPECIAL REPORTS/ BOH CONTINUING EDUCATION

A. **Performance Management Update** – A copy and live link of the Performance Management 2024 biannual progress report was provided to the Board.
<https://scorecard.clearimpact.com/Scorecard/Embed/87478>
PMT: Agency

B. **Strategic Plan Update** – A copy and live link of the 2024 Strategic Plan was provided to the Board.
<https://scorecard.clearimpact.com/Scorecard/Embed/86626>
PMT: 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. A copy of the resolution was provided to the Board.
PMT: Community
The Board approved item on consent.

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. A copy of the resolution was provided to the Board.
PMT: Agency
The Board approved item on consent.

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. A copy of the resolution was provided to the Board.
PMT: Community
The Board approved item on consent.

D. **Records Retention Schedule** – Requested 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. A copy of the Record Retention Schedule was provided to the Board.
PMT: Agency
Mr. Hatfield moved to approve the Records Retention Schedule. Mr. Hatfield seconded the motion. The motion carried unanimously. A role vote was taken as follows:

Mr. Blayney: yes	Ms. Smith: yes	Mr. Tiberi: yes
Dr. Donaldson: yes	Mr. Karr: yes	Mr. Holzapfel: yes
Dr. Hickman: yes	Mr. Hatfield: yes	Ms. Gladden: yes

6.053 RESOLUTIONS

A. Resolution 2024-6 – Requested Board approval and adoption of Resolution 2024-6.

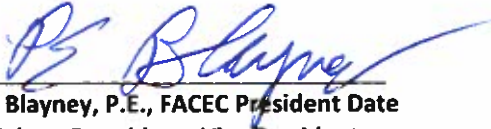
Be it resolved by the Board of Health of the Delaware Public Health District (formally known as the Delaware General Health District) that the amounts and rates as determined by the Budget Commission in its certification, be and the same as hereby accepted; and be it further resolved, that there be and 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.” A copy of the resolution was provided to the Board.

PMT: Agency

The Board approved item on consent.

ADJOURN

The meeting adjourned at 7:50 pm.



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



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