

GARRETT GUILLOZET, MPA, REHS | HEALTH COMMISSIONER
 470 SOUTH SANDUSKY STREET | DELAWARE, OHIO 43015
 PHONE: (740) 368-1700 FAX: (740) 368-1736 | DELAWAREHEALTH.ORG



Date: Thursday, October 24, 2024

To: Board of Health

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

Re: Board meeting **Tuesday, October 29, 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 4.03 Variance Review A 6.02 Appropriations A-L 6.021 Personnel/Travel A 6.025 Salary Scale/Policies/Benefits A 6.03 Contracts A-C 6.052 Policies A	2	Approve
1.03 APPROVAL OF MINUTES A. Previously sent.	2	Approve
1.04 APPROVAL OF BILLS A. Previously sent. <i>See pages 1-12 of the Supporting Documents.</i>	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	
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)). Action Requested: Discussion and Roll Call Vote Time Entered into Executive Session: _____ p.m. Motion to exit Executive Session: _____ Second: _____ Time Exited from Executive Session: _____ p.m.	15	Motion By: Second: Mr. Blayney: Dr. Hickman: Ms. Gladden: Mr. Karr: Ms. Smith: Mr. Tiberi: Mr. Hatfield: Mr. Holzapfel: Dr. Donaldson:	

2.02 FINANCE			
A. Finance Report – Requesting Board review and accept the year-to-date finance report. See pages 13-18 of the Supporting Documents. Action Requested: Accept	2	Accept/John	Agency

2.03 COMMUNITY HEALTH		Jen
2.04 ENVIRONMENTAL HEALTH		Garrett/Adam
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			
A. 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. Action Requested: Public Hearing, Second Reading October 29, 2024: Second Reading, Public Hearing December 3, 2024: Third and Final Reading, Adoption	10	Public Hearing	Agency

4.03 VARIANCE REQUEST			
Variance – This variance request is from Concord Equities, Ltd, owner of PIN 60024004001000 located on Merchant Road in Concord Township, Delaware, Ohio 43015. This is a 24.686 acre site proposed for a new subdivision. This variance request is for the consideration of allowing the sewage treatment systems and replacement zones to be located within the sanitary easement, counter to OAC 3701-29-06 (G)(3)(a) which state, in part: <i>“all components of a STS shall be at least ten feet from any...areas with recorded easements...”</i>	0	Consent/Adam	Community

<p>Staff reviewed the request and found that it maintains the spirit and intent of OAC 3701-29 as any household located on any of the proposed lots would need to connect to the sanitary sewer at time of installation, regardless of the STS location in the easement.</p> <p>On October 9, 2024, the Variance and Subdivision Subcommittee of the Board of Health met to consider the application for this variance. Board members present included Mr. Tiberi, Mr. Hatfield, and Ms. Gladden. Staff present included Ms. Dunfee and Mr. Howard. Applicant representation and an adjacent homeowner was also in attendance. At the meeting the Subdivision and Variance Subcommittee unanimously voted to recommend approval of the variance to the Board of Health.</p>			
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4.04 CITIZEN REQUEST			
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5.0 OLD BUSINESS

Items pending from the last meeting or information on prior actions and reports.

<i>Agenda Item</i>	<i>TIME</i>	<i>Action</i>	<i>PMT</i>
None			

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. DPHD HQ (70225113): Request Board of Health approval to amend and increase appropriations from \$1,056,720.77 to \$1,099,369.93 in the DPHD HQ Fund (70225113). A copy of the budget revision has been provided to the board. See page 19 of the Supporting Documents. Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>B. DKMM Litter (70225233): Request Board of Health approval to amend and increase appropriations from \$86,789.00 to \$90,898.97 in the DKMM Litter Fund (70225233). A copy of the budget revision has been provided to the board. See page 20 of the Supporting Documents. Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>C. Youth Suicide Prevention Grant (70225234): Request Board of Health approval to amend and increase appropriations from \$40,000.00 to \$44,264.80 in the Youth Suicide Prevention Grant (70225234). A copy of the budget revision has been provided to the board. See page 21 of the Supporting Documents. Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency

<p>D. Vector (70225444): Request Board of Health approval to amend and increase appropriations from \$165,254.60 to \$173,111.66 in the Vector Fund (70225444). 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>E. EH Admin (70225441): Request Board of Health approval to amend and increase appropriations from \$566,311.60 to \$589,187.57 in the EH Admin Fund (70225441). A copy of the budget revision has been provided to the board. See page 23 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>F. Other EH Fee Based Programs (70225449): Request Board of Health approval to amend and increase appropriations from \$137,091.51 to \$140,941.51 in the Other EH Fee Based Programs (70225449). A copy of the budget revision has been provided to the board. See page 24 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>G. PH Admin (70225551): Request Board of Health approval to amend and decrease appropriations from \$167,698.70 to \$163,059.62 in PH Admin (70225551). A copy of the budget revision has been provided to the board. See page 25 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>H. Get Vaccinated (70225558): Request Board of Health approval to amend and increase appropriations from \$50,643.83 to \$53,486.77 in Get Vaccinated Fund (70225558). A copy of the budget revision has been provided to the board. See page 26 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>I. Clinic Services (70225555): Request Board of Health approval to amend and increase appropriations from \$914,800.25 to \$935,092.33 in Clinic Services Fund (70225555). A copy of the budget revision has been provided to the board. See page 27 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>J. Food (70451504): Request Board of Health approval to amend and increase appropriations from \$595,643.03 to \$598,811.54 in Food Fund (70451504). A copy of the budget revision has been provided to the board. See page 28 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>K. Naloxone (70225559): Request Board of Health approval to amend appropriations by decreasing Object 5301 in the amount of \$944.00 and increase appropriations in Object 5317 by \$944.00. There is no change in the overall appropriations. A copy of the budget revision has been provided to the board. See page 29 of the Supporting Documents.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency

<p>L. WIC Even Year (70951539): Request Board of Health approval to amend and decrease appropriations from \$559,809.52 to \$505,997.88. These changes are needed to align budget to actual expenses in the grant year ending in September 2024. A copy of the budget revision has been provided to the board. See page 30 of the Supporting Documents.</p> <p>Action Request: Consent Approval</p>	0	Consent/ Garrett	Agency
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6.016 INVENTORY			
<p>A. Vehicle Inventory – Through Enterprise, we sold two 2014 Chevy Pickup Trucks, netting \$5,013 and \$5,930. The revenue is credited to our Enterprise account.</p> <p>Action Requested: Information Only</p>	0	Info/Amy	Agency
6.017 ADVANCES/TRANSFERS			
<p>A. Return of Advance (Partial)- Request Board approval to return \$200,000.00 from EO 23 (71651531) to Public Health Fund (70225111). The original advance was \$300,000, the remaining amount will be transferred when the cash balance is adequate.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency
<p>B. Transfer – Request Board approval for a cash transfer of \$9,027.79 from WIC Even Year (70951539) to Health Severance Reserve (76851409). This cash transfer is to account for earned benefits that will be paid out upon separation.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Garrett	Agency

6.02 PERSONNEL			
<p>A. Table of Organization – Request Board approval of the updated Table of Organization. This reflect current staffing, vacancies, and the addition of two plumbing inspectors. See page 31 of the supporting Documents.</p> <p>Action Requested: Discussion and Approval</p>	5	Garrett	Agency

6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL			
A. Personnel Actions and Travel Requests			
<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>			
New Hire:			
John Beal	Director of Finance	October 28, 2024	
Kurt Baumann	Plumbing Inspector	October 16, 2024	
Kamryn Rhodes	Environmental Health Specialist In-Training	October 21, 2024	
Ariel Finks	Public Health Nurse	November 4, 2024	

Jasmine Kim	PH Intern	October 1, 2024
Jacqueline Graham	WIC Health Professional II (Part Time)	October 15, 2024

Resignation:

Dustin Kent	Deputy Health Commissioner/Director of EH	October 1, 2024
Malissa Clark	Administrative Assistant II	October 25, 2024

Action Requested: Consent approval

6.025 SALARY SCALE/POLICIES/BENEFITS			
<p>A. FSA – Request Board approval for the Health Commissioner to sign a contract with an FSA vendor once it is approved by the Prosecutor’s Office and Delaware County Auditor.</p> <p>Action Requested: Consent Approval</p>	0	Consent /Amy	Agency
<p>B. Salary Scale/Pay Grades – Request Board approval to revise and adopt the DPHD Pay Grades. <i>See pages 32-33 of the Supporting Documents.</i></p> <p>Action Requested: Discussion and Approval</p>	5	Garrett	Agency
<p>C. Wage Increase – Request Board of Health approval to increase the hourly rate of pay for Kris Olszewski by \$5.00/hour. This increase is a result of private/public industry competition due to the shortage of plumbing inspectors. The wage increase will be effective on the 24th Pay. <i>This request was reviewed and recommended by the Personnel Committee of the Board of Health.</i></p> <p>Action Requested: Discussion and Approval</p>	5	Garrett	Agency
<p>D. Wage Increase- Request Board of Health approval to increase the hourly rate of pay for Kurt Baumann by \$4.00/hour. This increase is a result of private/public industry competition due to the shortage of plumbing inspectors. The wage increase will be effective on the 24th Pay. <i>This request was reviewed and recommended by the Personnel Committee of the Board of Health.</i></p> <p>Action Requested: Discussion and Approval</p>	5	Garrett	Agency

6.03 CONTRACTS			
<p>A. Affiliation Agreement - Request Board approval for the Health Commissioner to negotiate and execute an affiliation agreement with Bowling Green State University for clinical education experience. This is initially for Dietetics but would cover all health-related programs within BGSU.</p> <p>Action Requested: Consent Approval</p>	0	Consent/ Adam	Community/ Engagement
<p>B. Delaware County Regional Planning Commission Contract – Request Board approval to authorize the Health Commissioner to enter into contract with the Delaware County Regional Planning Commission for \$10,000 for the purpose of assisting with capacity building and strategic planning for the local food system in Delaware county, which will identify inequities or barriers, as well as common goals and actions to create a stronger, more sustainable local food</p>	0	Consent/ Jen	Community/ Engagement

system in Delaware County. This request is funded by the Ohio Department of Health Healthy Eating and Active Living (HEAL) grant. Action Requested: Consent Approval			
C. Union County Reciprocal Plumbing MOU – Request to authorize the Health Commissioner to enter into a Reciprocal Plumbing Services MOU with the Union County Health Department for backup plumbing inspection services. Action Requested: Consent Approval	0	Consent/ Garrett	Agency

6.05 BOARD ACTIONS/POLICIES/LEGAL ISSUES															
A. Credit Card Log – Per policy the Board is provided a copy of the Credit Card log quarterly. See page 34 of the supporting documents. Action Requested: Information Only	0	Info/Amy	Agency												
B. 2025 Meeting Dates – The following dates are submitted to establish the 2025 Board meeting schedule. Historically the November and December meeting dates have been combined to accommodate holiday schedules. <table border="1" data-bbox="131 821 1019 968"> <tr> <td>January 28, 2025</td> <td>May 27, 2025</td> <td>September 30, 2025</td> </tr> <tr> <td>February 25, 2025</td> <td>June 24, 2025</td> <td>October 28, 2025</td> </tr> <tr> <td>March 25, 2025</td> <td>July 29, 2025</td> <td>Nov./Dec. 2, 2025</td> </tr> <tr> <td>April 29, 2025</td> <td>August 26, 2025</td> <td></td> </tr> </table> Action Requested: Discussion	January 28, 2025	May 27, 2025	September 30, 2025	February 25, 2025	June 24, 2025	October 28, 2025	March 25, 2025	July 29, 2025	Nov./Dec. 2, 2025	April 29, 2025	August 26, 2025		5	Discuss/ Garrett	Agency
January 28, 2025	May 27, 2025	September 30, 2025													
February 25, 2025	June 24, 2025	October 28, 2025													
March 25, 2025	July 29, 2025	Nov./Dec. 2, 2025													
April 29, 2025	August 26, 2025														
6.052 POLICIES															
A. Personnel Policies – Postsecondary Education and Cost Reimbursement – Request Board approve changes to the policy to allow part time employees to apply for postsecondary reimbursement. This change was reviewed and approved by the Personnel Committee. See pages 35-36 of the supporting documents. Action Requested: Consent Approval	0	Consent/Adam	Agency												
6.053 RESOLUTIONS															

Sincerely,

Garrett Guillozet	Vacant	Jen Keagy	Adam Howard	Amy Whitney	John Beal
Health Commissioner	Deputy Health Commissioner Environmental Health	Deputy Health Commissioner Community Health	Deputy Health Commissioner Preventative Health	Chief Operating Officer	Director of Finance
937/418-7211		614/315-1337	740/360-4718	740/816-6419	