



**1.0 CONVENTION**

**1.01 CALL TO ORDER AND ATTENDANCE**

The October 29, 2024, Board of Health 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, and Mr. Karr. Staff members present were Mr. Gulliozet, Health Commissioner, Ms. Jen Keagy, Deputy Health Commissioner of Community Health, Mr. Howard, Deputy Health Commissioner of Preventative Health, and Mr. Beal, Director of Finance.

**1.02 CONSENT ITEMS**

- 4.03 Variance Review A
- 6.02 Appropriations A-1
- 6.021 Personnel/Travel A
- 6.025 Salary Scale/Policies/Benefits A
- 6.03 Contracts A-C
- 6.052 Policies A

Mr. Hatfield moved to adopt and approve the consent agenda and agenda as submitted. Ms. Gladden seconded the motion. The motion carried unanimously.

**1.03 APPROVAL OF MINUTES**

Mr. Hatfield moved to approve the September 24, 2024, minutes. Mr. Karr seconded the motion. The motion carried unanimously.

**1.04 APPROVAL OF BILLS**

Mr. Hatfield moved to approve the September 2024 bills. Dr. Hickman seconded the motion. The motion carried unanimously.

**2.0 STAFF REPORTS**

**2.01 HEALTH COMMISSIONER**

Commissioner Gulliozet requested the board convene into Executive Session pursuant to ORC 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

**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: 7:03 p.m.

Motion to exit Executive Session: Mr. Karr Second: Ms. Smith

The motion carried unanimously and the board returned to general session.

Time Exited from Executive Session: 7:20p.m.

No action was taken.

Motion By: Mr. Hatfield	Second: Dr. Hickman	Mr. Blayney: Yes	Dr. Hickman: Yes	Ms. Gladden: Yes	Mr. Karr: Yes	Ms. Smith: Yes	Mr. Tiberi: Yes	Mr. Hatfield: Yes	Mr. Holzapfel: Yes	Dr. Donaldson: Absent
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**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. Mr. Gulliozet introduced Mr. John Beal, the new Director of Finance.

**PMT: Agency**

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

**2.03 COMMUNITY HEALTH** – Ms. Keagy gave an update on the Care Coordination Program. The referral link on the website is live and is being shared with partners. The CHW is working on her first client. The division, in collaboration with the Delaware County Board of Developmental Disabilities and Life Builders, is working on a project to help create more Intellectual and Developmental Disabilities (IDD)-inclusive Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP). This project is funded by the Centers for Disease Control and Prevention and is led by the Special Olympics.

**2.04 ENVIRONMENTAL HEALTH** – Mr. Howard gave an update on three nuisance properties that have been referred to the Prosecutor. There are tire drop-off events planned for Radnor and Sunbury which is funded through a grant from the Ohio EPA. There continue to be issues with rabies follow-up with the Ohio Wildlife Center and a call is scheduled with them and the Ohio Department of Health to rectify the issues. A new REHS-IT has been onboarded and an offer was accepted for a new EH Administrative Assistant.

**2.05 PREVENTATIVE HEALTH** – Mr. Howards gave an update on the Point of Dispensing Exercise that staff participated in; the through-put goal of 200 people/hour was reached. A rise in pertussis cases continues and outreach efforts have been implemented with the schools and providers along with advertising immunization clinics.

**2.06 ADMINISTRATION** – Mr. Gulliozet gave an update on the challenges that continue with securing a Flexible Spending Account (FSA) agency. The Human Resources team have been busy with hiring and onboarding for multiple positions.

**3.0 BOARD REPORTS** – None.  
**3.01 BOARD PRESIDENT** – None.  
**3.02 BOARD COMMITTEES** – The Personnel Committee met on October 24, 2024, to discuss the personnel agenda items on the agenda.  
**3.03 BOARD MEMBER COMMENTS** – None.

**4.0 REGULATIONS/SUBDIVISIONS/VARIANCES/PUBLIC PARTICIPATION**  
**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.  
**PMT: Agency**  
**Action Requested: Action Requested: Public Hearing, Second Reading**

Mr. Gulliozet called the Public Hearing to order. There were no members of the public present, and no comments had been submitted prior to the public hearing. Mr. Gulliozet closed the public hearing.

**4.03 VARIANCE REQUEST**  
**A. Parcel 60024004001000: Requested Board approval for a variance from Ohio Administrative Code 3701-29-06 for Parcel 60024004001000.**  
**PMT: Agency/Community**  
The Board approved this item on consent.

**4.04 CITIZEN REQUEST – No visitor comments.**

**6.0 NEW BUSINESS**  
**6.012 APPROPRIATIONS**  
**A. DPHD HQ (70225113): Requested 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 was provided to the board.**  
**PMT: Agency**  
The Board approved item on consent.

**B. DKMM Litter (70225233):** Requested Board of Health approval to amend and increase appropriations from \$86,789.00 to \$90,898.97 in the DKMM Litter Fund (70225233).  
PMT: Agency  
The Board approved item on consent.

**C. Youth Suicide Prevention Grant (70225234):** Requested Board of Health approval to amend and increase appropriations from \$40,000.00 to \$44,264.80 in the Youth Suicide Prevention Grant (70225234).  
PMT: Agency  
The Board approved item on consent.

**D. Vector (70225444):** Requested Board of Health approval to amend and increase appropriations from \$165,254.60 to \$173,111.66 in the Vector Fund (70225444).  
PMT: Agency  
The Board approved item on consent.

**E. EH Admin (70225441):** Requested Board of Health approval to amend and increase appropriations from \$566,311.60 to \$589,187.57 in the EH Admin Fund (70225441).  
PMT: Agency  
The Board approved item on consent.

**F. Other EH Fee Based Programs (70225449):** Requested 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).  
PMT: Agency  
The Board approved item on consent.

**G. PH Admin (70225551):** Requested Board of Health approval to amend and decrease appropriations from \$167,698.70 to \$163,059.62 in PH Admin (70225551).  
PMT: Agency  
The Board approved item on consent.

**H. Get Vaccinated (70225558):** Requested Board of Health approval to amend and increase appropriations from \$50,643.83 to \$53,486.77 in Get Vaccinated Fund (70225558).  
PMT: Agency  
The Board approved item on consent.

**I. Clinic Services (70225555):** Requested Board of Health approval to amend and increase appropriations from \$914,800.25 to \$935,092.33 in Clinic Services Fund (70225555).  
PMT: Agency  
The Board approved item on consent.

**J. Food (70451504):** Requested Board of Health approval to amend and increase appropriations from \$595,643.03 to \$598,811.54 in Food Fund (70451504).  
PMT: Agency  
The Board approved item on consent.

**K. Naloxone (70225559):** Requested 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.  
PMT: Agency  
The Board approved item on consent.

**L. WIC Even Year (70951539):** Requested 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.

by Mr. Holzapfel. The motion carried unanimously.  
 Mr. Hatfield moved to approve the updated Salary Scale/Pay Grades. The motion was seconded  
 PMT: Agency

2, and an Environmental Health Director.  
 changes reflect the grade change for Plumbing Inspector III, and the addition of a Breast-Feeding Peer  
**B. Salary Scale/Pay Grades** – Requested Board approval to revise and adopt the DPHD Pay Grades. These  
 The Board approved item on consent.

PMT: Agency  
 once it is approved by the Prosecutor's Office and Delaware County Auditor.  
**A. FSA** – Requested Board approval for the Health Commissioner to sign a contract with an FSA vendor

**6.025 SALARY SCALE/POLICIES/BENEFITS**

The Board approved item on consent.  
 PMT: Agency

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

**Resignation:**

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 III	November 4, 2024
Jasmine Kim	PH Intern	October 1, 2024
Jacqueline Graham	WIC Health Professional I (Part Time)	October 15, 2024

**New Hire:**

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.

**6.021 AUTHORIZATION/EMPLOYMENT/TRAVEL**  
**A. Personnel Actions and Travel Requests**

Mr. Hatfield moved to accept the updated Table of Organization. Mr. Tiberi seconded the motion. The motion carried unanimously.

**A. Table of Organization** – Requested Board approval of the updated Table of Organization. This reflects current staffing, vacancies, and the addition of two plumbing inspectors.

**6.02 PERSONNEL**

The Board approved item on consent.  
 PMT: Agency

be paid out upon separation.  
**B. Transfer** – Requested 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

The Board approved item on consent.  
 PMT: Agency

transferred when the cash balance is adequate.  
**A. Return of Advance (Partial)**- Requested 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

**6.017 ADVANCES/TRANSFERS**

the funds were credited to our Enterprise Fleet account.  
**A. Vehicle Inventory:** Shared with the Board that two agency trucks were sold for \$5,013 and \$5,930 and

**6.016 INVENTORY**

The Board approved item on consent.  
 PMT: Agency

Patrick Blayne, P.E., President Date  
 or Dr. Briana Donaldson, Vice President  
 Garrett Guillozet, Health Commissioner Date  
 Secretary to the Board of Health

ADJOURN. The meeting was adjourned by Mr. Blayne at 7:49pm.

Mr. Tiberi moved to approve the 2025 Board of Health meeting dates. The motion was seconded by Mr. Karr. The motion carried unanimously.

PMT: Agency

April 29, 2025	August 26, 2025	
March 18, 2025	July 29, 2025	Nov./Dec. 2, 2025
February 25, 2025	June 24, 2025	October 28, 2025
January 28, 2025	May 27, 2025	September 30, 2025

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.

A. Credit Card Log – Per policy the Board was provided a copy of the quarterly Credit Card log.  
 PMT: Agency

**6.05 BOARD ACTION/POLICIES/LEGAL ISSUES**

The Board approved item on consent.

PMT: Community/Engagement

plumbing inspection services.

C. Union County Reciprocal Plumbing MOU – Requested to authorize the Health Commissioner to enter into a Reciprocal Plumbing Services MOU with the Union County Health Department for backup

The Board approved item on consent.

PMT: Community/Engagement

B. Delaware County Regional Planning Commission Contract – Requested 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 system in Delaware County. This request is funded by the Ohio Department of Health Healthy Eating and Active Living (HEAL) grant.

The Board approved item on consent.

PMT: Agency

A. Affiliation Agreement - Requested 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.

**6.03 CONTRACTS**

Ms. Gladden. The motion carried unanimously.

Mr. Karr moved to approve the wage increase for Kurt Baumann. The motion was seconded by

PMT: Agency

D. Wage Increase- Requested 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 24<sup>th</sup> Pay. This request was reviewed and recommended by the Personnel Committee of the Board of Health.

Mr. Karr. The motion carried unanimously.

Mr. Hatfield moved to approve the wage increase for Kris Olszewski. The motion was seconded by

PMT: Agency

C. Wage Increase- Requested 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 24<sup>th</sup> Pay. This request was reviewed and recommended by the Personnel Committee of the Board of Health.