

# ROSS COUNTY HEALTH DISTRICT

The Ross County Board of Health will hold their regular monthly meeting Wednesday **October 21, 2020** at 4:30 pm. by Zoom Video Conferencing and On-Site at the Ross County Health District office.

## Regular Monthly Meeting:

- Call to Order
- Roll Call
- Verify Quorum

## Review and/act on the minutes of the:

- September 16, 2020 Monthly Board meeting

## Review and/act on the Resolutions

## Committee Reports:

## Division Reports:

- Kelly Brehm, Director of WIC Services
- Logan Calhoun, Director of Environmental Health
- Director of Administration (Performance Statement)
- Kelly Dennis, Director of Health Promotion & Quality Improvement
- Michelle Long, Director of Public Health Nursing

## Report from Medical Director:

- Dr. Christopher Brown

## Report from Health Commissioner:

- Garrett Guillozet

## Old Business:

## New Business:

## Executive Session

- Not Anticipated

## Adjournment



*Prior to the board meeting, Director of Nursing, Michelle Long had flu shots available to any board member who was interested in receiving one.*

**ROSS COUNTY HEALTH DISTRICT  
BOARD OF HEALTH  
October 21, 2020**

**ROLL CALL**

Dr. Allen	Present
Mrs. Gray	Present
Mrs. Kellenberger	Present
Dr. Mahato	Present
Dr. McKell	Present
Dr. Stanley	Present
Mr. Thompson	Present
Mr. Guillozet- Health Commissioner	Present via Zoom

Guests:

Board President Glenn Thompson called the meeting to order at 4:36 pm.

A quorum was met.

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**MINUTES FROM SEPTEMBER 16, 2020**

Minutes of the September 16, 2020 board meeting were reviewed and amended as published.

**MOTION BY: Dr. Stanley and seconded by Dr. Allen. All ayes, motion carried.**

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**RESOLUTION # -20**

**THE ROSS COUNTY BOARD OF HEALTH** approves attendance of the following staff members and will reimburse for travel and registration expenses as provided for in Personnel Policy.

DATE	PERSONNEL	SUBJECT	LOCATION	FUND	COST
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**NO OFF-SITE MEETINGS / TRAVEL THIS MONTH**

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**RESOLUTION # 90-20**

**THE ROSS COUNTY BOARD OF HEALTH** approves the following personnel recommendations. All new hires are pursuant to the terms and conditions of the new employee’s employment agreement and his/her job description. Employment will be contingent upon receipt of a satisfactory criminal record check, plus verification of experience and training.

- NEW HIRES:**
  - (Intermittent Contract Tracers)**
  - Amy Aber, effective September 21, 2020
  - Natasha Milner, effective September 30, 2020
  - Jessica Reser, effective October 01, 2020
  
  - Christin Downs, effective October 28, 2020,  
CFO/Director of Finance and Business Operations
  
  - Noah Daniels, SIT in Environmental Health, effective October 26, 2020
  
- RESIGNATIONS:**
  - Melonie Oiler, RN, IPP Coordinator, retiring effective November 30, 2020
  - Asti Powell, MPA, CHS Supervisor, October 16, 2020 (Adjusted)
  
- PROMOTION:**
  - Kim Hardesty, BA to Community Health Specialist Supervisor effective October 25, 2020
  
- STATUS CHANGE:**
  - Lindsey Fausnaugh, WIC Registered Dietitian from intermittent to no longer needed, effective October 09, 2020
  
- NEW POSITION:**
  - Home Visitor, Home Visiting Program: Division of Public Health Nursing

**MOTION BY: Joyce Kellenberger and seconded by Dianna Gray. All ayes, motion carried.**

*Garrett explained the above personnel actions to the board and the two remaining approved positions yet to be filled.*

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**RESOLUTION # 91-20**

**THE ROSS COUNTY BOARD OF HEALTH** reviews and certifies that the payment of the following bills was made for the month of September 2020.

**See pages 2-7 of the supporting documents**

**MOTION BY: Dr. Stanley and seconded by Joyce Kellenberger. All ayes motion carried.**

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Director of Environmental Health, Logan Calhoun explained to the board this is a standard request for a homeowner that needs to comply with the codes requiring the 10-foot distance requirement.

**Background Information:** Kendra Branscomb is attempting to obtain a new Sewage Treatment System (STS) Installation permit located at 194 Cliff Run Rd. Paint Township, Ross County (Parcel #201010009000). An STS design has been submitted to this office. The systems leaching components must pass under/within South Central Power Company’s electric easements in order to permit a soil-based Sewage Treatment System. With regards to the Ohio Administrative Code Sewage Treatment Systems Rules Chapter 3701-29-06 (G) (3) (a), system components shall have an isolation distance of at least 10ft from any utility service line and or recorded easements.

Kendra Branscomb is requesting a variance through the Ross County Board of Health from a section of the Ohio Department of Health (ODH) Sewage Treatment Systems Rules which requires all portions of an STS to maintain a 10-foot isolation distance from any utility service lines or areas with recorded easements. More specifically, a variance is being requested from OAC 3701-29-06 (G)(3)(a) which state:

3701-29-06 (G)(3)(a): *“STS shall maintain the following minimum horizontal isolation distances:  
(a) “All components of a STS shall be at least 10 feet from any utility service line, roadway or road surface, driveway or other hardscape, property line or right of way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and GWRS.”*

**RESOLUTION # 92-20**

**THE ROSS COUNTY BOARD OF HEALTH** under authority of ORC 3718 and in accordance with OAC 3701-29-22 allows a variance to Kendra Branscomb from OAC 3701-29-06 (G) (3) (a) for installing leaching components of a household sewage treatment system less than the 10 foot isolation distance required from any utility service line, or areas with recorded easements on the property located at 194 Cliff Run Rd. Paint Township, Ross County.

**See pages 8-10 of the Supporting Documents**

**MOTION BY:** Dr. McKell and seconded by Dianna Gray. All ayes, motion carried.

**ROLL CALL:**

**Dr. Allen-yes, Mrs. Gray-yes, Mrs. Kellenberger-yes, Dr. Sanju Mahato-yes,  
Dr. McKell-yes, Dr. Stanley-yes, Mr. Thompson-yes**

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Garrett asked to address the board to provide additional information regarding the next three resolutions. (Resolutions #93, #94 and #95)

He explained that #93 and #94 would allow the health district to hire a social worker, who would be located at the Chillicothe City Police Department and #94, a Peer Recovery Specialist, who would report to the Library.

Dianna Gray was concerned that these services are only targeting residents of the city. Kelly Dennis responded that even though the social worker is specific to the police department the library offers services county-wide and that additional funding may be available in the future to add more positions for the county residents.

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**Background Information:** In September 2019, the Board of Health accepted Resolution #113-19 to enter into a fully executed subaward agreement with the U.S. Department of Justice, Bureau of Justice Assistance’s (BJA) Comprehensive Opioid Abuse Program (COAP) (later renamed to Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP)). One component of this subaward is to make additional subawards at the local level to link cross-sector partners with public health to develop rapid response strategies that will reduce overdose deaths using real-time data to drive the strategies. After nearly a year in the planning phase, the data collected through the Post Overdose Response Team (PORT), Adena Emergency Department, Peer Recovery Supports, and the Ross County Jail, the data workgroup has identified the two subawards to be made to improve rapid access to treatment.

The following **two resolutions** are to make subawards to local partners, Integrated Services for Behavioral Health and Chillicothe-Ross County Public Library, to increase capacity at identified intercept locations to improve rapid access to treatment.

The **first subaward** will contract Integrated Services for Behavioral Health as a third-party entity to hire and manage one full-time Licensed Social Worker that will be placed at the Chillicothe Police Department as a resource for the department by providing follow-up to referrals, case management and crisis intervention for SUD and mental health related occurrences. The social worker will increase rapid access to treatment and help alleviate drain on unnecessary use of officers during mental health calls.

The **second subaward** will contract Chillicothe & Ross County Public Library to hire one full-time Peer Recovery Supporter (PRS) to be housed at all library branches in Ross County as a resource to high-risk populations that frequent the library as a safe community space. The Peer will expand the intercept point’s outreach network and be able to provide services and connection to treatment in outlying areas with high overdose rates that have been traditionally challenging to penetrate.

**RESOLUTION # 93-20**

**THE ROSS COUNTY BOARD OF HEALTH** enters into subaward agreement with Integrated Services of Behavioral Health, at P.O. Box 132, Athens, Ohio 45701 for an amount not to exceed \$70,000.00 to hire and employ a full-time Licensed Social Worker to be housed at the Chillicothe City Police as a part of the COSSAP Grant from the Bureau of Justice through August 31, 2021.

**See pages 11-12 of the Supporting Documents**

**MOTION BY: Dr. Allen and seconded by Dianna Gray. All ayes, motion carried.**

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**Background Information:** is the same as the information presented in Resolution #93-20.

**RESOLUTION # 94-20**

**THE ROSS COUNTY BOARD OF HEALTH** enters into subaward agreement with Chillicothe & Ross County Public Library, at 140 S. Paint Street, Chillicothe, Ohio 45601 for an amount not to exceed \$55,000.00 to hire and employ a full-time Peer Recovery Supporter to be housed through the library branches in Ross County as a part of the COAP Grant from the Bureau of Justice through August 31, 2021.

See pages 13-14 of the Supporting Documents

**MOTION BY: Dr. Allen and seconded by Dr. Stanley. All ayes, motion carried.**

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*The Health Commissioner explained to the board that the grant will pay for the health district to hire and coordinate with a law firm who specializes in writing and dealing with proactive health information.*

**Background Information:** The Bureau of Justice Assistance COSSAP Grant is in the final stages of preliminary planning of the multi sector data collection for SUD related data to drive community response to opioid and substance abuse related response. As part of the project / grant, formal agreements must be made with various different type of sectors within the community including law enforcement, social service agencies, peer recovery councils, and other key community partners who are committed to sharing data related to Substance Use Disorder with the Ross County Health District. The Ross County Health District requests to contract with a qualified law firm to assist the agency in the development of Business Associate Agreements, Memorandum of Understanding, and other necessary formal arrangements with our community partners for the comprehensive sharing of confidential data with the Ross County Health District. This resolution would allow the Health Commissioner to solicit Requests for Quotations to qualified law firms in Ohio to help select the appropriate contractor to assist our agency in the development of the needed formal agreements for this project.

**RESOLUTION # 95-20**

**THE ROSS COUNTY BOARD OF HEALTH** Agrees to grant the Health Commissioner permission to solicit Request for Quotations from qualified law firms and enter into a contract agreement with the selected firm not to exceed a project cost of \$10,000. (Grant Expenditure)

**MOTION BY: Dr. Allen and seconded by Dianna Gray. All ayes, motion carried.**

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*The Health Commissioner explained that this resolution would allow us to adjust our Federal Funds Policy to allow RCHD to purchase items under \$1,000.00 without obtaining two quotes.*

**Background Information:** In March 2018, the Board of Health approved Resolution # 31-18 adopting the Federal Funds Policy on Procurement. While reviewing documentation for upcoming program audits, the Ross County Health District has found it necessary to request a revision to the policy. The requested change is to add a minimum dollar amount threshold of \$1,000.00 for the requirement of two (2) price quotations as listed in the *Competition* section on page 2 of the policy.

**RESOLUTION # 96-20**

**THE ROSS COUNTY BOARD OF HEALTH** agrees to modify the Federal Funds Policy on Procurement to add a minimum threshold of \$1,000.00 under the *Competition* section on page 2. Policy change will become effective on October 21, 2020.

**MOTION BY: Dr. Stanley and seconded by Dr. McKell. All ayes, motion carried.**

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*As Garrett had explained in the RSC, we were pre-notified by ODH that our Naloxone grant would be reduced for the new grant year to \$85,000.00. But when we actually received the NOA the award was for \$69,000.00; that is a \$46,000.00 decrease from the original award.*

**Background Information:** The attached Notice of Award is to support an evidence-based sustainable infrastructure for a full-time position to distribute between 1,001 to 1,250 doses of Naloxone to high risk populations in the Ross County Community as a targeted strategy to prevent premature overdose deaths. The Ohio Department of Health’s Violence and Injury Prevention division notified the Integrated Naloxone Access and Infrastructure (IN) Applicants of amendments to the grant application. The addendum states that the dates have changed for the federal State Opioid Response (SOR) project and therefore will result in the IN-grant funding period to be 11 months instead of 12 months. The maximum award has been reduced to maximize available funding for Naloxone and for anticipated increases in demand due to COVID-19 and pending legislative updates. Acceptance of the award will be considered as an acknowledgement of the new funding level.

**RESOLUTION # 97 -20**

**THE ROSS COUNTY BOARD OF HEALTH** accepts the Notice of Award of \$69,000.00 from the Ohio Department of Health for the **Integrated Naloxone Access and Infrastructure (IN21) Grant program** for the period of September 29, 2020 through August 31, 2021.

**See page 15 of the Supporting Documents**

**MOTION BY: Dr. McKell and seconded by Dr. Allen. All ayes, motion carried.**

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*The Health Commissioner explained that this is the introductory Resolution for our 2021 Fee Schedule for the Environmental Health and Public Health Nursing Divisions. The second reading will also serve as our public hearing and the third reading/adoption will occur in December.*

**Background Information:** This resolution is regarding the fees of the public health nursing clinic and the environmental health division. Reviewing and updating the Fee Schedule for the Ross County Health District Public Health Nurse clinic is important to keep up with rising medical costs, new vaccines, and changes in health care insurance reimbursement rates. The environmental health fees are based on a uniform cost methodology and our authority in accordance with which references the (Ohio Revised Code) ORC 3709.09, ORC 3717 and in accordance, sections 3701-9, 3701-21, 3701-25, 3701-26, 3701- 28, 3701-29, 3701-31 and 901:3-4 of the Ohio Administrative Code

**RESOLUTION # 97 -20 (FIRST READING)  
NOVEMBER 18, 2020- (PUBLIC HEARING/SECOND READING)  
DECEMBER 16, 2020 (FINAL READING/ADOPTION)**

**RESOLUTION # 98 -20**

**THE ROSS COUNTY BOARD OF HEALTH** agrees to adopt the updated Fee Schedule to be used for the **Public Health Nursing Clinic** and the **Division of Environmental Health**. These fees will take effect January 01, 2021 after a two-week period of advertising in the community and three board readings.

See pages 16-17 of the Supporting Documents for PH.

See pages 18-19 of the Supporting Documents for EH.

**MOTION BY: Joyce Kellenberger and seconded by Dianna Gray. All ayes, motion carried.**

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**Background Information:** the following resolution amends the 2020 budget for the **Appropriations of Funds** in the amount of \$21,834.89 for **Additional Appropriations** for:

Environmental Health - \$4,429.00 Salary and PERS

Creating Healthy Communities - \$2,932.98 Public Awareness

Naloxone - \$14,472.91 Salaries, PERS, Insurance, Medicare, Supplies, Copier Expense, Supplies, Public Awareness, Registrations/Training, Dues/Subscriptions/Licenses, Telephone, Lease, Fees

**The following resolution:** amends the 2020 budget for the **Transfer of Appropriations** of funds in the amount of \$28,776.97 for:

**Creating Healthy Communities** \$20,848.25 – to complete program goals (move \$5,853.05 from Salaries to Supplies, \$1,724.49 from PERS to Supplies, \$1,595.82 from Group Insurance to Workers Comp \$8,328.04 from Group Insurance to Supplies, \$2,476.54 from Group Insurance to Public Awareness, \$120.31 from Medicare to Supplies, \$250.00 from Registration/Training to Supplies and \$500 from copier to supplies)

**Administration** \$1,500-to cover unemployment (move \$1,500.00 from Audit to Unemployment).

**Sewage** \$2,251.00 – to cover cost of fees payable to the state (\$500.00 from contract services to remit to state, \$250 from Supplies to Remit to State, \$500.00 from Registration/Training to Remit to State, from \$350 from Fuel/Maintenance to Remit to State, \$151.00 from Audit to Remit to State, and \$500.00 from Reimbursement to Remit to State

**Camp** \$20.00 – to cover cost of telephone usage (\$20 from Travel to Telephone)

**Environmental Health** \$1,671.00 – to cover PERS and telephone expenses (\$100 from travel to telephone, \$400 from Travel to PERS, \$455 from Registration/Training to PERS, \$250 Dues/Subscriptions to PERS, \$125 to Fuel/Maintenance to PERS, \$41 from Audit to PERS and \$300 from reimbursement to PERS

**Mosquito** \$2,486.72 – to move money from Salaries/PERS/Registration and Training to other program lines (\$150 from Salary to Computer Software, \$1,173.46 from Salary to Contract Services, \$437.66 from Salary to Inspection Supplies, \$266.88 from Salary to Public Awareness, \$238.72 from PERS to Public Awareness and \$220 Registration/Training to Public Awareness)

**RESOLUTION # 99-20**

**THE ROSS COUNTY BOARD OF HEALTH:** approves the amendment to the 2020 budget originally approved by Resolution #22-19. Included is the Request for **Additional Appropriations** and the **Transfer of Appropriation** in the amount of \$50,611.86.

See pages 20-21 of the Supporting Documents

**MOTION BY:** Dr. Stanley and seconded by Joyce Kellenberger. All ayes, motion carried.

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At this point Board President Glenn Thompson addressed the board regarding information discovered by the Health Commissioner which Glenn feels should be discussed in open forum and recorded in the minutes.

Glenn asked Garrett to proceed with his findings. Garrett addressed the board stating he discovered this when he was reviewing the monthly appropriations declared in Resolution #99-20. Former employee Vonda Kern had instructed Donna Atchison to submit an uncontested request for former Administrator Ben Avery's application of unemployment.

Garrett was not informed by either Ms. Kern or Ms. Atchison that they had submitted this request which was provided by the Ross County Auditor's Office.

Garrett immediately contacted our HR Attorney, Pete Nevada, and even though he feels Mr. Avery is not eligible for unemployment compensation, we will need to follow-up on our appeal process options.

Garrett added he continues to uncover other situations that were not handled properly by Ms. Kern prior to her leaving.

Dr. Stanley specifically asked about information stored on her computer that would be considered health district property? Garrett stated that he has found that a considerable amount of emails which were permanently deleted and at this time RCHD is unable to recover them.

Glenn and the entire board recommended this information be brought to the attention of the Ross County Prosecutor, for review, to see what, if any, formal action should be pursued.

The Health Commissioner indicated that he would follow-up with the Ross County Prosecutor to discuss Ms. Kern's actions regarding the unauthorized deletion of public records and the unauthorized processing of Mr. Avery's unemployment application, including the decision not to contest it.

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**Background Information:** for the last three years the Ross County Health District’s WIC Grant Program (Women Infant & Children) has collaborated with the Adena Health System in providing a clinical rotation with their Family Practice Residency Program. Once again, this year we will host four residents every quarter to observe in our WIC clinic. This opportunity allows the residents first-hand knowledge to make referrals to the program when they become family physicians. There is no financial liability on the part of the health district and the program could be cancelled should WIC continue to see their clients remotely due to COVID-19. The following resolution enters into the one-year agreement with Adena.

**RESOLUTION # 100-20**

**THE ROSS COUNTY BOARD OF HEALTH:** authorizes the Health Commissioner to enter into a PLA (Program Letter of Agreement) with the Adena Health System 272 Hospital Road Chillicothe, Ohio 45601. This one-year agreement is effective October 22, 2020 for the 2020/2021 academic year.

See pages 22-23 of the Supporting Documents

**MOTION BY:** Dr. Allen and seconded by Dianna Gray. All ayes, motion carried.

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**Background Information:** The Ross County Health District has a checking account with LCNB Bank. To process a check the bank requires there be two different signatures on the check. Vonda Kern, Michelle Long and Denise Spaeth are currently listed on the checking account as acceptable signatures. Due to the hiring of a Health Commissioner and a CFO it is now necessary to remove all names except for those two persons. Removing or adding names to the health districts checking account requires board action.

**RESOLUTION # 101-20**

**THE ROSS COUNTY BOARD OF HEALTH** resolves to remove Vonda Kern, Michelle Long and Denise Spaeth and add Health Commissioner Garrett Guillozet and CFO Christin Downs to the Ross County Health District’s LCNB Bank account ending in 0804.

**MOTION BY:** Dianna Gray and seconded by Joyce Kellenberger. All ayes, motion carried.

**ROLL CALL:**

**Dr. Allen-yes, Mrs. Gray-yes, Mrs. Kellenberger-yes, Dr. Sanju Mahato-yes,  
Dr. McKell-yes, Dr. Stanley-yes, Mr. Thompson-yes**

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**COMMITTEE REPORTS:**

**Resource Stewardship:**

Met on Monday October 19th at 3:00 PM and notes from that meeting will be emailed to all the board and committee members

**Members**-Glenn Thompson, Chair, and any board member who wishes to attend, including Dr. Brown, Garrett Guillozet, and Debbie Miner, Executive Secretary.

**Policy/Governance:**

Dr. Stanley has tentatively scheduled meetings after the next three board of health meetings from 6-7pm on October 21<sup>st</sup>, November 18<sup>th</sup>, and December 16<sup>th</sup> to review and update the Bylaws. Sections A and B will be reviewed after this board meeting. Due to COVID most of the correspondence will be done via emails.

**Members**-Dr. Stanley, Chair, Dr. Sanju Mahato, Dr. McKell, and Debbie Miner, Recorder

**Oversight:**

Dr. Allen has three tentative dates scheduled for the oversight committee to meet. The first one is scheduled for Tuesday November 17<sup>th</sup> at 10:00 am.

**Members**- Jennifer Allen, Chair, Glenn Thompson, Joyce Kellenberger, and Debbie Miner, Recorder

**Environmental Health Review:**

No report at this time.

**Members**-Logan Calhoun Chair, Dianna Gray, Glenn Thompson and Sharon Hart, Recorder  
There was a possible case to be reviewed this month but resolved prior to scheduling.

**Ethics Workgroup:**

No report at this time.

The Village of Bainbridge held a Townhall Meeting on Monday October 19th. Mayor Matt Conley consulted with Garrett Guillozet on some specific guideline questions which provided the village with enough information to move forward.

**Members**-Dr. Stanley Chair, Kelly Dennis, Blake Lloyd, and Eric Braunlin

## **DIVISION REPORTS:**

### **Kelly Brehm, Director of WIC**

USDA announced on September 21<sup>st</sup> they would be extending the limited in-house WIC client contact through February 2021. We are however, back in the hospitals providing WIC opportunities to new mothers before they are discharged. Kelly and Garrett continue to search for office space for the Pickaway WIC office. Our lease on our current space runs through June 2021. Garrett and Kelly have a meeting scheduled with the Pickaway County Health Commissioner next week.

### **Logan Calhoun, Director of Environmental Health**

Logan reported that both CCI and RCI are participating in a COVID early detection program where they monitor solid waste from their Wastewater Treatment Plants. This could provide early detection of COVID and other diseases within their prison population. The Chillicothe Wastewater Treatment Plant is currently in the process of replacing equipment that would allow them to participate in this program. Manufactured Home Park Inspections have been completed for this year. We have reached out to the Department of Commerce for assistance with compliance issues on a particular mobile home park in Ross County.

### **Kelly Dennis, Director of Health Promotion & Quantity Improvement**

On Friday October 16<sup>th</sup> we received a verbal notice from PHAB that our score from our site visit was very favorable. We should now hear around the middle of November on their final decision. Program Coordinators, Ciara Martin, and Traci Harris have been finalizing their active transportation plans using CARES Funding dollars to provide these services throughout the county. All the programs in the Health Promotion Division will be busy through the end of the year spending down their grant funds by providing services to the residents of Ross County.

### **Michelle Long, Director of Public Health Nursing**

Had no written report at the approval of the Health Commissioner, but verbally reported that since October 1<sup>st</sup> we have had over 500 COVID cases reported and are currently monitoring over 1,259 people. Michelle explained the time consuming procedure after one positive case is identified the information collected is submitted to the ODH data system, then a letter is generated by the health district, then the contact tracing starts with a final follow-up letter allowing the person to either return to work or school. Our county out-reach flu clinics have been going on for the past three weeks which included the city/county employee clinic, and a drive-through clinic in the parking lot in Yoctangee Park. Overall, the clinics were very successful and served several Ross County residents. Emily Barnhart, BSN was promoted to Public Health Nursing Supervisor effective September 27, 2020 and the Division is working to fill her previous position.

### **Dr. Christopher Brown, Medical Director**

Dr. Brown stated that he is proud of our team and their efforts regarding the COVID pandemic. He has been in discussions with other Adena personnel and should there be a major outbreak and that PPE is well distributed and we would be ready to manage any surges. The health district is providing surveillance on two new TB cases that are unrelated to the cases we have been monitoring for the past few months.

### **Garrett Guillozet, Health Commissioner**

In addition to his narrative report he continues to interview for our remaining vacant positions and will

concentrate next week on familiarizing Chrissy Downs to our county fiscal and accounting procedures in conjunction with her new duties as the district's CFO. On Thursday October 15<sup>th</sup>, the district had a division-wide "purge day". Personal office spaces and items were to be discarded if they were not longer needed. General office space is limited, and all available areas of the building are full of excess items. Garrett continues to meet and update out stakeholders, partners, media, school superintendents, board members and our employees on all pertinent information regarding the health district. Garrett indicated that he has completed 1:1 meetings with all staff members and that they were very insightful. He also indicated that he has been proactive and mindful to be sure that he is effectively and efficiently communicating with the Board of Health, staff, and external partners.

*Dr. Allen and Dr. Stanley verbally expressed their gratitude to Garrett for his reporting style of communication.*

**OLD BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

**THERE BEING NO OTHER ITEMS BEFORE THE BOARD THE MEETING ADJOURNED AT 6:12PM.**

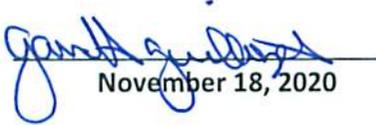
**MOTION BY: Dr. Allen and seconded by Dr. Stanley. All ayes, motion carried.**

ADJOURNMENT:

THERE BEING NO OTHER ITEMS BEFORE THE BOARD THE MEETING ADJOURNED AT 6:12PM.

MOTION BY: Dr. Allen and seconded by Dr. Stanley. All ayes, motion carried.

APPROVED: Garrett Guillozet, Health Commissioner

  
November 18, 2020

ATTEST: Glenn Thompson, Board President

  
November 18, 2020