

ROSS COUNTY HEALTH DISTRICT

The Ross County Board of Health will hold their regular monthly meeting Wednesday **September 16, 2020** at 4:30 pm. by Zoom Video Conferencing and On-Site

Regular Monthly Meeting:

- Call to Order
- Roll Call
- Verify Quorum

Review and/Act on the minutes of the:
August 19, 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
- Kelly Dennis, Director of Health Promotion & Quality Improvement
- Vonda Kern, Director of Administration
- 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

**ROSS COUNTY HEALTH DISTRICT
BOARD OF HEALTH
September 16, 2020**

ROLL CALL

Dr. Jennifer Allen	Present
Mrs. Diana Gray	Present
Mrs. Joyce Kellenberger	Present
Dr. Sanju Mahato	Present
Dr. David McKell	Present
Dr. Sharon Stanley	Present
Mr. Glenn Thompson	Present

Guests: Jim Hatfield, Chairman of the District Advisory Council

Board President Glenn Thompson called the meeting to order at 4:37 pm.

A quorum was met.

MINUTES FROM AUGUST 19, 2020

Minutes of the August 19, 2020 board meeting were reviewed and amended as published.

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

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
------	-----------	---------	----------	------	------

NO OFF-SITE MEETINGS / TRAVEL THIS MONTH

RESOLUTION # 78-20

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 Contact Tracers)

Christian Hooks, Cassandra Hudnell, Carrie Muirhead, Kristen Muncy and McKenzie Robinson. All effective August 19, 2020.

Madelynn Trummel, WIC Health Professional, II effective October 05, 2020.

RESIGNATIONS: Vonda Kern, Director of Administration, effective October 8, 2020
Asti Powell, CHS Supervisor, effective October 30, 2020

PROMOTIONS: Emily Barnhart, PHN Supervisor, effective September 27, 2020

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

RESOLUTION # 79-20

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

See pages 2-5 of the supporting documents

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

Background Information: On August 11, 2020, the Ohio Department of Health awarded the Ross County Health District \$80,725.00 for the Coronavirus Response Supplemental (CO21) for the period of March 1, 2020 through December 30, 2020. This funding can be used for Health District Coronavirus Response including personnel costs, enforcement actions, preparedness, community planning, supplies, contract services, equipment, capacity building, public awareness, and other response activities. The funding period is March 1, 2020 to December 30, 2020.

RESOLUTION # 80-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award of \$80,725.00 from the Ohio Department of Health for the Coronavirus Response Supplemental (CO21) for the period of March 1, 2020 through December 30, 2020.

See page 6 of the Supporting Documents

Dr. Allen and Dr. Mahato asked the health commissioner to explain the terms of this grant award.

Garrett Guillozet explained that this particular pot of money from ODH for COVID-19, due to the specific deadline dates, needs to be spent before the other COVID-19 awards. So far, we have received three separate awards of money dedicated to COVID-19. Although we do have some flexibility there are guidelines for spending. The second COVID-19 award has until March 2021 to spend-down. What is not spent will need to be returned to ODH. ODH does however realize the health departments are having a hard time spending all the money and there is a possibility they might allow an extension, but no communication has been handed down at this time.

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

RESOLUTION # 81-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award for the Women, Infant and Children (WIC) Grant. The grant award is in the amount of \$611,880.00 for the period of October 1, 2020 to September 30, 2021 from the Ohio Department of Health (ODH). The grant includes funding to operate the WIC program in both Ross and Pickaway counties.

See page 7 of the Supporting Documents

Garrett added that we currently have an approximate \$56,000.00 balance of unspent funds from the previous grant award. There are some outstanding invoices and supplies that are yet to be received and paid. The above 2020/2021 grant award is an increase of approximately \$3,000.00 from last years' award.

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

Background Information: In May of 2020, the Ross County Board of Health approved Resolution # 47-20 accepting the Contact Tracing (CT) grant Notice of Award (NOA). Then in July, the board accepted a revised Notice of Award under Resolution # 66-20 noting the change in federal funding source. The third revised NOA adds an additional \$179,387.00 to the existing award of \$83, 207.00 for a grand total of \$262,594.00.

RESOLUTION # 82-20

THE ROSS COUNTY BOARD OF HEALTH accepts the *Revised* Notice of Award of \$262,594.00 from the Ohio Department of Health located at 246 N. High Street Columbus, Ohio 43215 for the **Contact Tracing (CT)** grant for the period of May 1, 2020 through December 30, 2020.

See page 8 of the Supporting Documents.

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

Background Information: The Bureau of Maternal, Child and Family Health (BMCFH) is providing funds to support the Cribs for Kids and Safe Sleep Program (CK) in OHIO. The program is designed to reduce infant sleep-related deaths through the provision of safe sleep environments with safe sleep education. Fiscal year 21 will be the *fourth* year the district has been funded for the Cribs for Kids program and the *third* year expanding into two additional counties to include Pickaway and Pike County. The program is projecting to serve 175 with cribettes and education among qualified participants in Ross, Pike and Pickaway counties. This year the deliverable based program will be funded with 93% state funding and 7% federal funds. FY21 has been reduced by \$4,643.00 due to Ohio Department of Health (ODH) purchasing kits through a direct contract with Cribs for Kids. Therefore, this year’s program will not be receiving reimbursement to purchase cribs.

RESOLUTION # 83-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award of \$46,500.00 from the Ohio Department of Health located at 246 N. High Street, Columbus, Ohio 43215 for the **Cribs for Kids and Safe Sleep (CK)** grant to provide services in Ross, Pickaway and Pike counties for the period of October 1, 2020 through September 30, 2021.

See page 9 of the Supporting Documents.

Director of Public Health Nursing Michelle Long added that this year ODH has reduced our award as they are ordering the cribettes for all the health districts participating in this program. ODH will get a reduced cost per cribette by ordering in bulk. They did however increase our number of cribs by 25.

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

RESOLUTION # 84-20

THE ROSS COUNTY BOARD OF HEALTH authorizes four weeks of vacation time to be credited to Health Commissioner, Garrett Guillozet effective with his hire date of September 1, 2020 and to be used at his discretion. Additional vacation credits will accrue per the Ross County Health District's Policy & Procedure Manual.

Glenn Thompson said this was an oversight when creating Garrett's contract. This was discussed prior to his acceptance but inadvertently omitted.

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

.....

Background Information: In August 2020, by Board of Health Resolution #73-20, a Memorandum of Agreement (MOA) was entered into as a partnership with Hopewell Health Centers (HHC), a federal qualified health center, with Community Health Improvement Associates (CHIA) establishing Ross County Health District (RCHD) as a Project Host Site. The RCHD will host up to five AmeriCorps Member, Community Health Workers (CHWs), for the Health Resources and Services Administration (HRSA) Rural Partnership Implementation Grant with CHIA as the Project Sponsor. The project will utilize the CHW-Based Chronic Care Management (CCM) model targeting the high-risk diabetic population. The HHC along with members of the **Partnering to Achieve Compliance and Savings (PACS)** network has been awarded an implementation grant called **HRSA Rural Health Network Development Implementation (RHNDP) Grant**. HHC is the lead applicant for the HRSA RHNDP PACS grant project. The resolution below enters into an agreement for oversight and supervision of five CHWs placed within the agency.

RESOLUTION # 85-20

THE ROSS COUNTY BOARD OF HEALTH enters into a contractual agreement with Hopewell Health Center (HHC), located at 1049 Western Ave., Chillicothe, Ohio 45601 to provide Community Health Worker oversight for an amount not to exceed \$40,000.00 for the period of September 1, 2020 through August 31, 2021.

Garrett explained that the health district will partner with Hopewell Health by overseeing and providing office space for five Community Health Workers. PH Nursing Director Michelle Long will supervisor these five individuals as well as maintain their caseloads. Two of the five CHW's are already on board. For this service, the health district will receive compensation in the amount of \$40,000.00.

Dr. Allen asked about the duties of the CHW's. Michelle stated this is the second phase of a three-year grant. These CHW's will be enrolling high-risk diabetes patients into the program.

Diana Gray asked who will monitor its success. Michelle said that this program is not based on the clinical side of the diabetes patients but what the insurance companies (Molina and United Healthcare) see as life-style changes that could lower their insurance premiums.

See pages 10-13 of the Supporting Documents.

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

Background Information: The Ross County Health District has found it necessary to request a revision to the Employee Policy and Procedure Manual. Requested changes are to remove specific positions listed in the Unclassified Service, Section 301 (A)(2), and to remove specific positions listed in the Fair Labor Standards section, 301 (C)(1). This information will be displayed and kept on each position description.

RESOLUTION # 86-20

THE ROSS COUNTY BOARD OF HEALTH agrees to modify the Employee Policy and Procedure Manual to remove specific positions names from Section 301 (A)(2) and 301 (C)(1).

Garrett explained that our current Employee Policy and Procedure Manual spelled out employee titles and the Exempt and Non-Exempt status associated with that position. When the Public Health Supervisor was hired it was noted that a policy revision needed to occur. Going forward this resolution will correct this section of the manual, but it will remain on each individual position description.

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

Background Information: the following resolution amends the 2020 budget for the **Appropriations of Funds** in the amount of \$481,702.84 for **Additional Appropriations** for:

- Cribs for Kids** FY21-\$10,625.00, personnel and operating cost for the program.
- WIC** FY21-\$135,925.00, for personnel and operating cost for the program.
- PEER** FY21-\$7,510.00, for personnel and operating cost for the program.
- RCORP** \$34,674.05, for personnel and operating cost for the program.
- Contact Tracing** \$179,387.00, additional funds for personnel and operating cost for contact tracing of COVID 19.
- Coronavirus Supplemental (CO21)(New Account)** \$80,725.00 additional funds to offset expenses for Coronavirus.
- PACS (New Account)** \$12,555.52, for personnel and operating cost
- WIC Benefit Reserve** \$6,251.27, payment out for Sharon’s retirement
- Administration** \$13,500.00, additional funds for personnel changes in Administration.
- Environmental Health** \$550.00, for unemployment through December 31, 2020.

The following resolution: amends the 2020 budget for the **Transfer of Appropriations** of funds in the amount of \$13,436.28 for:

- Creating Healthy Communities** \$3,249.11 – to complete program goals (move \$800.00 from Travel to Supplies, \$1,200.00 from Registration\Training to Supplies, \$299.11 from Telephone to Supplies and \$950.00 from Computer Software to Supplies).
- Administration** \$10,187.17-to cover the changes in personnel (move \$6,187.17 from Workers Compensation to Salaries and \$4,000.00 from Registration and Training to Salaries).

RESOLUTION # 87-20

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 \$497,875.95

See pages 14-22 of the supporting documents.

Garrett presented a new supporting document for this resolution that included three Transfer of Appropriations that will be corrected in the final board documents. They are a) Naloxone FY20 \$2,736.83 to cover personnel expenses that was moved from Group Insurance to Salaries and b) \$350.00 from Group Insurance to PERS and \$30.00 from Group Insurance to Medicare. The overall additional/transfer balance changed from \$495,139.12 to 497,875.95.

MOTION BY: Dr. McKell and Joyce Kellenberger seconded. All ayes, motion carried.

RESOLUTION # 88-20

THE ROSS COUNTY BOARD OF HEALTH approves the changes to the Table of Organization as outlined below:

1. Addition: Sanitarian or Environmental Health Technician in the Division of Environmental Health
2. Addition: Public Health Epidemiologist in the Division of Public Health Nursing
3. Addition: Health Communication Specialist in the Administration Division
4. Removal of the Contract Public Health Nurse positions in the Division of Public Health Nursing

Garrett distributed the Organizational Chart where he had highlighted in blue the three new positions being considered. These had previously been discussed at the RSC and now are being presented to the full board for consideration.

He explained the positions as follows: 1. in the Environmental Health Division the current staff have been spending many hours meeting with school superintendents, the Ross County fair board members, local factory personnel and fielding COVID-19 phone calls and complaints, all the while their regular inspection duties have suffered. Choosing not to fill the three previously approved Contact Tracers for the local schools, we will be able to fund another position in EH. The committee agreed that the EH position should be posted as a dual listing (Sanitarian and a EH Tech.) should we not receive qualified candidates for a Sanitarian. Our EH staff probably has the most interaction with the county residents. Having services that are reasonable in cost and our sanitarians arriving on time for appointments is instrumental regarding the public's perspective of the health district. 2. the next proposed position would be for a full-time Epidemiologist. We are currently in a contractual agreement with Jackson County where we share the position with seven other counties at a cost of \$13,592.24 per year. Garrett stated that we are not receiving Epi services based on the contract rate and in his outline showed that a generous portion of the Epi. salary would come from Contact Tracing/COVID-19 Supplemental funding dollars. Currently Michelle Long is responsible for collecting this data, Kelly Dennis updates our website daily with COVID-19 statistics, Emily Barnhart reports to ODH on any school outbreaks and Lauren Burton tracks the cases in our long-term care facilities. Garrett stated that 4 of our employees spend parts of their day tracking data where a full-time Epi. would perform all these functions. 3) the last position Garrett presented for consideration is a Health Communications Specialist (HCS). During our PHAB exit interview they pointed out that communication with our county residents as one of our areas of opportunity. The PHAB team said we have good communication with our partners but indicated that we need to improve communication with the residents in our jurisdiction. The HCS position would do just that. A presence in our community whether it be at local outreach events, promoting our programs or on social media; we need everyone to know what we offer. This position would report directly to the health commissioner.

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

Background Information: The Ross County Health District has found it necessary to terminate the lease agreement set forth between the Ross County Health District and Ross County Home Health, LLC. The current lease agreement is valid until February 28, 2021. In accordance with the lease agreement, the Ross County Health District must provide at minimum 180 days to vacate the premises after written notification is provided on the intent to terminate the lease agreement. If any part of the 180-day period extends beyond the termination date of the contract, the terms of the agreement will remain in force and effect throughout the remainder of the 180-day period,

RESOLUTION # 89-20

THE ROSS COUNTY BOARD OF HEALTH authorizes the Health Commissioner to provide written notice of lease termination to Ross County Home Health, LLC as required and outlined in the current lease agreement.

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

COMMITTEE REPORTS:

Resource Stewardship:

Met on Monday September 14th at 3:00 PM and notes from that meeting will be emailed to all the board members.

Committee Chairman Glenn Thompson made one comment from that meeting regarding Home Visiting. He stated we must keep a close eye on the HV program. He understands that the program along with the employees are all new, but we must stay focused on the plan guidelines. He informs the board that Garrett has communicated to him that one of the HV employees will be going out on maternity leave around the first of the year and we need to get someone in place to cover the sixteen families she serves.

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

Policy/Governance:

Dr. Stanley recommends the committee meet in November 2020 to review the Bylaws. Any revisions would then become effective January 2021.

Dr. Stanley asked if Board President Thompson would appoint our newest board member Dr. Sanju Mahato to the Bylaws Committee. The request was made and Dr. Mahato accepted.

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

Oversight:

No report at this time.

Glenn states we should schedule a meeting for the purpose of reviewing the health commissioners position description.

Chairperson Dr, Jennifer Allen set a meeting for Wednesday October 14th at 4:00 PM.

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

Environmental Health Review:

No report at this time.

Logan stated there are possibly two projects that might be reviewed in October

Members-Logan Calhoun Chair, Dianna Gray, Dr. Stanley, and Sharon Hart, Recorder

Ethics Workgroup:

No report at this time.

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

DIVISION REPORTS:

Kelly Brehm, Director of WIC stated that WIC continues with the “curbside” service to their clients which allows us to continue providing nutritional support while keeping staff and clients COVID-19 safe. No changes in these procedures have yet to be handed down from ODH.

Kelly reported that two part-time WIC professionals have resigned to stay at home with their children. Between the two positions they totaled a 40-hour work week, so she was able to post and hire a full-time WIC Professional, II.

The Pickaway County WIC office was recently notified that Community Action will not be renewing their lease agreement. Kelly and Garrett are actively looking to secure office space. We are currently working in approximately 700 square feet of office space.

Logan Calhoun, Director of Environmental Health added to his narrative that he received notice from the Ohio Department of Health that due to the COVID-19 Pandemic surveys on the Private Water, Food Service and the Household Sewage Treatment System programs have been postponed until 2021.

In 2019 Governor DeWine directed ODH and the EPA to test Ohio’s drinking water for PFAS (Per and Polyfluoroalkyl). This chemical has been detected in Ross County drinking water and ODH will be working with the local health departments to provide landowners information on water testing, reduce exposure and treatment options

Discharging Aeration inspections should be completed by the end of this month. Approximately 754 inspections were done this year on Twin, Paxton, Paint, Buckskin, Concord, Deerfield, and Union Townships.

Director Logan Calhoun, RS Chris Carver, and EH Fiscal Officer Sharon Hart, participated in an ODH cost methodology refresher course that was held today on-line.

Board member Diana Gray asked Logan if he could investigate several people who are living in campers along the Scioto River and have no water or sewage facilities.

Kelly Dennis, Director of Health Promotion & Quantity Improvement gave a brief report on all his grants and how well the grant coordinators are promoting their programs in our community. The biggest news Kelly had to report was on our PHAB Site Visit that was held virtually on September 1-3, 2020. He presented on the screen the PHAB Exit Interview Notes which the health commissioner asked them to be placed in the official board minutes. The site evaluators were very pleased with our presentations and had only one measure that was reopened for two additional supporting documents. They praised our staff for being authentic, knowledgeable and being personally vested in their work. Our final step will be on November 17th when our documents and recommendations will be review by the Accreditation Board. We should hear about two weeks after that date.

Dr. Stanley asked Kelly how many new grant applications do we have pending? Kelly responded that we have only one and that is with a partnership with Community Action.

Vonda Kern, Director of Administration reported that since he had submitted her narrative, we had received our second and final tax payment for this year in the amount of \$608,00.00. Denise Spaeth is successfully transitioning all us .com emails to .org. Vonda also told the board this was her last board of health meeting that she has accepted a position with ADAMH. Her last day at the health district will be October 8th.

Michelle Long, Director of Public Health Nursing thanked Kelly Dennis for being an excellent PHAB presenter. We all contributed to the completion of the PHAB documents, but Kelly brought it all together. Brittany Burns, Naloxone Program Coordinator has almost reached her goal of issuing a 1,000 Naloxone kits. As of the date of this report she has distributed 977 kits. Michelle stated that Garrett has secured a program with ODH where they will provide Contract Tracers for our health district at no cost to us. Michelle stated the contact tracing has placed a burden on her nurses and the other programs they serve. ODH has agreed to provide us with a pool of CT's to assist with the COVID-19 initial case investigation. They will investigate our first 10 cases every day and our staff of Contact Tracers would follow-up on the remainder of the cases.

**Dr. Christopher Brown,
Medical Director was absent**

**Garrett Guillozet,
Health Commissioner**

Garrett offered his written report as part of the board packet. Most of his report and had been discussed during the presentation of the resolutions. Following are highlights from his report.

Strategic Objectives:

- Participated in PHAB Site Visit
- Completed and ensured the CFO position has been posted with interviews to begin the week of September 9/14/2020

Internal Meetings:

- Met with Michelle Long regarding current issues related to COVID-19
- Met with Logan Calhoun regarding 2021 Fees
- Began 1:1 meetings with Senior Leadership
- Began 1:1 meetings with all staff

External Meetings:

- Met with Ross County Commissioners at their 9:30am briefing on 9/8 for updates and introductions
- Met onsite at Tecumseh with Logan to review application for a spectator variance

Actions Taken:

- Sent introductory email to staff
- Sent introductory letter to DAC and City of Chillicothe

COVID-19 Response:

- Met with Statewide Testing Group regarding a potential pop-up testing site in Ross County
- Participated in ICS Meetings
- Adjusted staff COVID-19 Protocol
- Provided written response to media requests

OLD BUSINESS: NONE

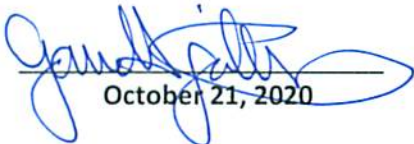
NEW BUSINESS: NONE

ADJOURNMENT:

THERE BEING NO OTHER ITEMS BEFORE THE BOARD THE MEETING ADJOURNED AT 6:05 PM.

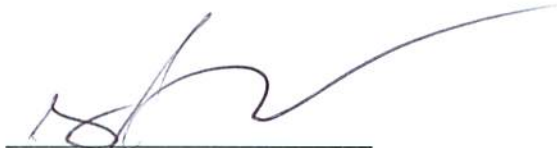
MOTION BY: Dr. McKell and seconded by Joyce Kellenberger

APPROVED: Garrett Guillozet, Health Commissioner



October 21, 2020

ATTEST: Glenn Thompson, Board President



October 21, 2020