

ROSS COUNTY HEALTH DISTRICT

The Ross County Board of Health will hold their regular monthly meeting Wednesday **November 18, 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:
October 21, 2020

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
- Chrissy Downs, CFO & Director of Finance and Business Operations
- 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
Anticipated

Adjournment



**ROSS COUNTY HEALTH DISTRICT
BOARD OF HEALTH
November 18, 2020**

ROLL CALL

Dr. Jennifer Allen	Present
Mrs. Diana Gray	Present
Mrs. Joyce Kellenberger	Present
Dr. Sanju Mahato	Present (via Zoom)
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 4:32 pm.

A quorum was met.

MINUTES FROM OCTOBER 21, 2020

Minutes of the October 21, 2020 board meeting were reviewed and amended as published.

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

THIS BOARD MEETING SERVES AS THE SECOND READING OR THE PUBLIC HEARING FOR THE ENVIRONMENTAL HEALTH AND THE PUBLIC HEALTH FEE SCHEDULE FOR 2021.

THE NOTICE OF THIS HEARING WAS PLACED IN THE CHILICOTHE GAZETTE ON OCTOBER 12, 2020

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 2 & 3 of the Supporting Documents for PH.

See pages 4 – 11 of the Supporting Documents for EH.

Board President Glenn Thompson announced that we were presenting Resolution # 98-20 as the public hearing for the Environmental Health and Public Health fee schedule for 2021, but there were no guests at the meeting to oppose the fees.

RESOLUTION # 102 -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
11 05	HC, Garrett Guillozet	Regional HC Meeting	Jackson	ADM	travel only

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

RESOLUTION # 103-20

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:

Michaela Weaver, Health Communication Specialist effective November 09, 2020

Jillian Woods, Public Health Nurse 1 effective November 30, 2020.

STATUS CHANGE:

Brittany Burns, BA from Community Health Specialist for Naloxone to Community Health Specialist for the IPP Grant, effective December 06, 2020.

Dr. Stanley asked about the plans for filling the Naloxone Grant. Garrett responded that because the Naloxone Grant had been cut considerably next year and he is looking into combining that position and the COSSAP position.

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

RESOLUTION # 104-20

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

See pages 12-17 of the supporting documents

Garrett stated this information was brought before the RSC and there was nothing out of the ordinary presented in the paid bills. Purchases are vigorously being ordered before the cut-off date by the auditor's office.

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

Background Information: The Ohio Department of Health has received funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) for contract tracing activities. All subrecipients of the COVID 19 Contact Tracing (CT21) subgrant is receiving funding based on per capita methodology. This funding can only be used for contact tracing activities and must be used to supplement and not supplant current contact tracing activities. As a subrecipient, the Ross County Health District (RCHD) must spend all the Contact Tracing (CT20) funding prior to any Contact Tracing Supplemental (CT21) funding. The resolution below accepts the Notice of Award (NOA) to appropriate the supplemental dollars into the 2021 RCHD budget.

Garrett, Health Commissioner distributed a color-coded COVID-19 funds spread sheet that explained to the board the different COVID funds we have received and their amounts, the length of the grant to spend the money and how much we have spent to date. This is a supplement NOA just for Contract Tracing which will not end until April 2021. Garrett explains we have hired 10 part-time CT's and a nurse as the lead for the CT's to refer their difficult questions. We have also offered and trained 14 staff members to receive over-time that would be paid from the COVID Response dollars.

Dr. Stanley asked Director Michelle Long about the CT's and their mental health answering mostly negative customer calls. Michelle says she does keep and particularly if she notices that suddenly, their call volume decreases. Dr. Mahato agrees that constantly fielding customer concerns can be frustrating. Dr. Brown added that we could probably have a general educational update, to stay in touch with them and give them encouragement. Dr. Allen added that we need to educate the general population just exactly what authority the health department has.

RESOLUTION # 105-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award of \$52,673.00 from the Ohio Department of Health located at 246N. High Street, Columbus, Ohio 43215 for the **COVID 19 Contact Tracing Supplemental (CT21)** grant program for the period of June 19, 2020 through June 30, 2021.

See page 18 of the Supporting Documents.

MOTION BY: Dr. Sharon Stanley and seconded by Dr. Jennifer Allen.

Background Information: In September of 2020, the Ross County Board of Health approved resolution # 80-20 accepting the Coronavirus Response Supplemental (CO21) grant Notice of Award (NOA) of \$80,725.00. These funds are being used for enforcement activities, preparedness, community planning, supplies, equipment, capacity building, public awareness, and other response activities. On Monday, November 9, 2020 the Controlling Board approved an additional allocation of CARES funds to Local Health Departments. With that approval, each Local Health Department is receiving an additional \$200,000.00 for the Coronavirus Response.

On November 12, 2020, The Ohio Department of Health (ODH) released these grants through the Coronavirus Response Supplemental (CO21) program. ODH also issued a newly revised NOA for a total of \$280,725.00 for CO activities and expenses through the period ending December 30, 2020.

RESOLUTION # 106-20

THE ROSS COUNTY BOARD OF HEALTH accepts the *Revised* Notice of Award of \$280,725.00 from the Ohio Department of Health 246 N. High Street, Columbus, Ohio 43215 for the Coronavirus Response Supplemental (CO21) for the period of March 1, 2020 through December 30, 2020.

Garrett explained that every local health department received additional funds from the ODH Controlling Board. These funds also need to be spent by the end of the year or we return any unused dollars. Garrett and Chrissy feel that we will appropriate half the award to payroll and half to supplies.

See page 19 of the Supporting Documents.

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

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Background Information: The Ross County Health District (RCHD) has been awarded continued grant funding from Ohio Department of Transportation for the Ross County Mobility Management program for the period of January 1, 2021 through December 31, 2021. The award includes a Mobility Management federal award of \$31,768.00 and a Mobility Management CARES federal award of \$32,374.00 for a total award of \$64,142.00. The CARES fund does require matching funds.

The Mobility Management federal fund will require a local match of \$7,943.00. RCHD is in the process of securing match funds from community partners for the remainder of the required match funds and anticipates that the RCHD 2021 cost will be less than the \$6,732.00 that was matched by RCHD in 2020.

In 2020, the City of Chillicothe contributed \$3,667.00 in match funds, the Ross Board of DD contributed \$3,000.00 in match funds, and Pat Friel and Associates contributed \$500.00.

The Mobility Management Grant focuses on RCHD building partnerships with our local community agencies, coalitions, and stakeholders in improving transportation initiatives in Ross County and leading the county in with the Ross County Coordinated Transportation Plan.

RESOLUTION # 107-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award FOR \$64,142.00 from the Ohio Department of Transportation for the Mobility Management (MM) Grant for the period of January 1, 2021 through December 31, 2021.

See pages 20 of the Supporting Documents.

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

Background Information: The Ross County Health District (RCHD) has been awarded funding from the Bureau of Justice Assistance Comprehensive Opioid and Substance Abuse Site-Based Program (BJA COSSAP) for the amount of \$600,000.00 for the period of October 1, 2020 through September 30, 2023. The funding will primarily be passed through to the subrecipient of the award, Ross County Community Action to meet the deliverables of the grant while the health district will retain approximately \$31,682.00 annually for fiscal oversight of the project. Ross County Community Action will be the subrecipient of \$168,318.00 annually under the project.

RESOLUTION # 108-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award for \$600,000.00 from the Bureau of Justice Assistance Comprehensive Opioid and Substance Abuse Site-Based Program for the period of October 1, 2020 through September 30, 2023.

See pages 21 of the Supporting Documents.

Garrett explained that RCHD and Ross County Community Action have been awarded \$600,000.00 from the Bureau of Justice COSSAP (Comprehensive Opioid and Substance Abuse Program). Community Action will be responsible for the deliverables of the grant while we will be allocated \$31,682.00 to act as the financial agent for the program.

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

Background Information: On September 15, 2020, the Ohio Department of Health awarded the Ross County Health District \$100,000.00 for the second funding year of Creating Health Communities (CHC) project for the period of January 1, 2021 through December 31, 2021. This funding will focus on improving active transportation within our county, improving fresh food access to targeted neighborhoods in the City of Chillicothe, and work with organizations to provide nutrition programs for healthy foods in classrooms and during school activities. The funding period is January 1, 2021 to December 31, 2021.

RESOLUTION # 109-20

THE ROSS COUNTY BOARD OF HEALTH accepts the Notice of Award of \$100,000.00 from the Ohio Department of Health for the Creating Healthy Communities (CHC) Grant for the period of January 1, 2021 through December 31, 2021.

See pages 22 of the Supporting Documents.

Garrett added that this is the second year for the Creating Health Communities Grant.

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

Background Information: Ohio Department of Health sent notice to all subrecipients of grant funding on April 1, 2020 noting, among other things that “Subrecipients’ payroll policies must include language regarding paying salaries and benefits under unexpected or extraordinary circumstances from all funding sources (federal or non-federal). This payroll policy language is required to charge staff to current funding sources when working on COVID-19 or future unexpected or extraordinary circumstances.

RESOLUTION # 110-20

THE ROSS COUNTY BOARD OF HEALTH agrees to modify the Fiscal Policy on Payroll to add required language on paying salaries and benefits under unexpected or extraordinary circumstances. Policy change will become effective on November 18, 2020.

See pages 24-26 of the Supporting Documents.

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

Background Information: The Ohio Revised Code requires the initial agency budget for the following fiscal year to be filed with the County Auditor in March. Each year in November this preliminary budget is revised and then approved by the Board of Health to reflect the current financial state of the agency. The following resolution approves the revised 2021 budget for submission to the County Auditor.

RESOLUTION # 111-20

THE ROSS COUNTY BOARD OF HEALTH: approves the REVISED budgets for 2021 originally approved by Resolution #26-20 on March 18, 2020; and to appropriate funds as indicated in the various accounts and then forward that revised budget to the Ross County Auditor’s office.

BUDGETS WILL BE SUBMITTED AFTER APPROVED BY THE RSC.

MOTION BY: Dr. Jennifer Allen 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**

Background Information: the following resolution amends the 2020 budget for the **Appropriations of Funds** in the amount of \$274,348.26 for **Additional Appropriations** for:

- WIC Benefit Reserve** - \$5,075.00 Salaries and Medicare
- Coronavirus Supplemental** - \$200,000.00 – Salary, Medicare, PERS, Workers Comp and Supplies per budget on additional grant award.
- Contact Tracing** - \$52,673.00 - Salary, Medicare, PERS, Insurance, Contract Services, Telephone, Travel, Supplies, Medical Supplies, Postage, and Copier per budget on additional grant award.
- COSSAP** - \$16,600.25 – Salary, PERS, Workers Comp, Insurance, Medicare, Computer Software, Supplies, Telephone and Subawards per budget on grant award.

The following resolution: amends the 2020 budget for the **Transfer of Appropriations** of funds in the amount of \$48,613.74 for:

- Tobacco Grant** \$3,400.00 – for radio advertisements in November and December (move \$2,500.00 from Travel and \$900.00 from Computer Software to Public Awareness).
- Administration** \$4,000.00 – for unemployment compensation for remainder of 2020 (move \$3,000.00 from Travel and \$1,000.00 from Electric to Unemployment Compensation).
- Contact Tracing** \$1,000.00 – for drug tests for new hires (move \$1,000.00 from Contract Services to

Fees).

Contact Tracing - \$40,213.74 - to align our budget with the submitted and approved budget on GMIS (increase Salaries \$30,679.61, increase Medicare \$507.15, increase PERS \$4,896.66, increase Supplies \$1,130.32, increase Advertising \$3,000.00, decrease Workers Comp \$1,760.74, decrease Fees \$1,000.00, decrease Travel \$743.00).

RESOLUTION # 112-20

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 \$322,962.00.

See pages 27 & 28 of the Supporting Documents.

Chrissy Downs stated the WIC Benefit Reserve Payout that was processed for Sharon Rickey when she retired was not calculated correctly. There was only enough money in the fund for Ms. Rickey's payout, so when another employee resigned the fund did not have sufficient funds to payout the other employee. Chrissy transferred more money than needed to avoid further transfers.

Glen Thompson asked Garrett Guillozet for an update on the unemployment status on Ben Avery. Garrett replied that he contacted Sedgwick Management Services who manages the county's unemployment claims and found the original claims processor for this account is no longer there. He had to explain once again to a new claim's processor the situation and our concerns. The new processor stated that Mr. Avery was approved for benefits based on the information they had when they processed the claim. Mr. Avery will receive \$480.00 a week according to their calculation.

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

COMMITTEE REPORTS:

Resource Stewardship:

Met on Monday November 16th at 3:00 PM and notes from that meeting will be emailed to all the board and committee members

Glenn Thompson stated that most of the meeting revolved around the Home Visiting Program, personnel issues and the 2021 division budgets.

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 stated that this committee will meet immediately following the monthly board of health meeting. Tentative meeting dates have been discussed but not scheduled. 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:

The committee met after the RSC meeting on Monday November 16th at 4:30 pm. The next meeting is tentatively scheduled for January 2021 where they will review the health commissioner's job description and the employee evaluation forms.

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

Environmental Health Review:

No report.

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.

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

Garrett was so pleased to announce that we are now a nationally accredited health department. He received an email yesterday (November 17, 2020) congratulating us on this huge accomplishment. Garrett thanked the board and the staff for their participation during our site-visit.

Kelly Dennis added that after the levy failed, we focused on our accreditation steps and every division really worked to get this accomplished. Kelly stated that only about 40% of those submitting their documents for review receive approval on the first try. All the staff really learned a lot about public health during this process.

DIVISION REPORTS:

Kelly Brehm, Director of WIC participated via Zoom. Kelly stated again that both WIC offices continued to provide uninterrupted services to their clients while practicing COVID precautionary measures.

Madelynn Trummel, MS, RD, LD accepted our full-time position and was effective on October 05, 2020.

To increase client services the WIC staff has referred nine individuals to the Help Me Grow / Home Visiting Program during the month of October.

We participated in the drive-through Trunk or Treat that was hosted by the Chillicothe Pediatric Group on October 18th.

More to come on a Virtual Baby Expo being planned for January 2021.

Logan Calhoun, Director of Environmental Health reported that the 2019 Mosquito Control Grant Program final report has been submitted to OEPA. During that grant year was set 95 traps, collecting 5,487 mosquitos. Grant money was also used to collect approximately 10 ton of solid waste and 149 off-rim tires.

The WPCLF Program (Water Pollution Control Loan Fund) while has been reduced in past grant years still had funds available for the health district to provide assistance to 26 property owners

Dr. Stanley referred to the Environmental Health monthly statistics sheet that is submitted with Logan's narrative and asked if he could revamp the report to show each month what the division accomplished

and their overall performance numbers.

Kelly Dennis, Director of Health Promotion & Quantity Improvement reported that IPP Coordinator Melonie Oiler is retiring. Her last day will be on Monday November 30th. Melonie has been with the health district since 2013. Kelly added that Melonie has really brought a lot to our community through her passion and commitment to her job.

Both the Creating Healthy Communities and the Mobility Management Program have new budgets that start in January 2021. He anticipates another strong year for both those programs as the coordinators are extremely focused.

Chrissy Downs, CFO and Director of Administrator gave a brief overview of the overall financials. She stated that transfer errors have been found in some of the programs and she is in the process of correcting their balances and will make those adjustments at the end of the year.

She has focused on becoming familiar with the internal accounting system and the job duties of the staff.

Met with all the division directors to finalize their respective 2021 budgets.

Purchase requisitions and invoicing processes are being revamped to minimize errors.

She has been meeting with the County Auditor's office to retrieve reports that would be beneficial for our overall organization and reporting procedures. Denise Spaeth has been programing new laptops for the Contract Tracers, Donna Atchison has help new employee orientation and Debbie Miner has been busy fielding COVID calls.

Michelle Long, Director of Public Health Nursing reported Ross County had 705 COVID cases in October; and already in November we have had recorded 531 confirmed cases.

Home Visiting staff are now serving 30 families with 5 additional families on a waiting list. We are in the interview process to hire another home visitor.

Garrett praised the work that Michelle has taken on during this COVID pandemic. She has worked in-house and at home on the weekends for many hours. We are grateful for Michelle and her team for tackling this incredible case load.

Dr. Christopher Brown, Medical Director has met with local Adena personnel on the limited space for COVID patients and should they prepare the PACCAR facility for patient beds. His most recent meeting with Adena staff was regarding the homeless patients recovering from COVID and finding temporary housing while they serve their 10-day where to release them it was discussed on Just today was discussed the COVID and the homeless and there are some. Adena is concerned about discharging them and finding a temporary shelter while they go through the 10-day quarantine period. They have stayed in the COVID unit for weeks because there are no facilities that will accept them without a positive test.

Garrett stated that administration at Adena feels that the health district should bear this responsibility but Garrett explained to them this is a community responsibility and the Ross County Commissioners and /or agencies such as Community Action or the EMA should use their CARES money to assist the homeless.

Garrett Guillozet, Health Commissioner

Submitted his narrative report but the board felt he had adequately reported and explained his report during the presentation of the resolutions and asked if he could forgo his report this month due to time restraints. The board had plans to adjourn into Executive Session.

OLD BUSINESS:

NEW BUSINESS:

Board of Health CEU requirement

MOTION TO MOVE FROM GENERAL SESSION INTO EXECUTIVE SESSION to Discuss an Employment Contract for the Ross County Health District Medical Director at 6:25 pm to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official (Ohio Revised Code 121.22 (G)(1))

MOTION BY: Joyce Kellenberger and seconded by Dr. McKell. All aye, 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

MOTION TO MOVE FROM EXECUTIVE SESSION INTO GENERAL SESSION at 7:17 pm.

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

RESOLUTION # 113-20

THE ROSS COUNTY BOARD OF HEALTH: agrees to renew in principle, an amended contract with Dr. Christopher Brown, Medical Director for the Ross County Health District from November 01, 2020 to December 31, 2021 at a monthly rate of \$3,000.00.

MOTION BY: Dr. Stanley and seconded by Dr. Allen.

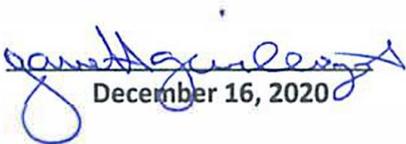
ROLL CALL:

Dr. Allen-yes, Mrs. Gray-yes, Mrs. Kellenberger-no, Dr. Sanju Mahato-yes,
Dr. McKell-yes, Dr. Stanley-yes, Mr. Thompson-yes

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:21 pm.

**APPROVED: Garrett Guillozet, Health Commissioner
Secretary, Board of Health**


December 16, 2020

ATTEST: Glenn Thompson, Board President


December 16, 2020