



Clermont County Public Health

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Clermont County General Health District Board of Health Meeting

The Clermont County Board of Health held its monthly meeting on March 13, 2019. Janet Rickabaugh, President, called the meeting to order at 6:30 PM. Dr. Rickabaugh led the Board members and guests in the Pledge of Allegiance.

Roll Call: Dr. Janet Rickabaugh, present Dr. Joseph Khan, present
 Andrew Crum, present Dennis Brown, present
 Larry Cadwallader, present

Others present included Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner; Jackie Lindner, Director of Nursing; Maalini Vijayan, Director of Environmental Health; Kevin Jester, Director of Plumbing; Robert Wildey, Director of Water and Waste; Dr. James Kaya, Medical Director; Bethany Bertsch, Administrative Assistant and others as listed on Attachment #1.

VARIANCES:

Isolation Distance- 5445 Bucktown Rd., Jackson Township (9-V-19)- Ms. Nesbit stated William Wiederhold requested a variance to construct a room addition within five feet eight inches of the septic tank at 5445 Bucktown Rd., Jackson Township (9-V-19). Staff recommended approval.

Mr. Wiederhold stated the addition would cover a patio structure that is currently part of the home and will be working with a contractor, Gary Watson.

Mr. Cadwallader made a motion to approve the variance request to construct a room addition within five feet eight inches of the septic tank at 5445 Bucktown Rd., Jackson Township (9-V-19). The motion was seconded by Dr. Khan. Dr. Rickabaugh, aye; Mr. Crum, absent; Mr. Cadwallader, aye; Dr. Khan, aye; Mr. Brown, abstained; motion carried. (Attachment #2)

Connect a Room Addition to an Existing HSTS- 2152 Union Chapel Rd., Batavia Township (13-V-19)- Ms. Nesbit stated Dennis Brunet requested a variance to connect a room addition to the existing sand filter system at 2152 Union Chapel Rd., Batavia Township (13-V-19). Staff recommended approval and suggested water conservation.

Mr. Brunet stated the addition was to give added space to the home for his disable mother-in-law. He stated he was an ecologist and would not have issues with water conservation.

Dr. Khan made a motion to approve the variance request to connect a room addition to the existing sand filter system at 2152 Union Chapel Rd., Batavia Township (13-V-19). The motion was seconded by Mr. Brown. Dr. Rickabaugh, aye; Mr. Crum, absent; Mr. Cadwallader, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #3)

Connect a New Home to an Existing HSTS- 2986 Lindale Mount Holly Rd., Monroe Township (7-V-19)- Ms. Nesbit stated Gregory and Michelle Schrichten requested a variance to connect a new three bedroom home to the existing leach lines of a three bedroom home at 2986 Lindale Mount Holly Rd., Monroe Township (7-V-19). Staff recommended disapproval but Ms. Nesbit stated the system had no previous history of failure.

Mr. Schrichten stated the same number of occupants will be living in the new home. He explained the system was pumped the previous day and it was in good condition despite the swampy soil. He indicated there were two additional leach lines and it was actually 1,386 linear feet.

Ms. Nesbit stated the location of the home was being moved and an alteration permit would be needed.

Mr. Brown made a motion to approve the variance request to connect a new three bedroom home to the existing leach lines of a three bedroom home at 2986 Lindale Mount Holly Rd., Monroe Township (7-V-19). The motion was seconded by Mr. Cadwallader. Dr. Rickabaugh, aye; Mr. Crum, absent; Mr. Cadwallader, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #4)

Connect a New Home to an Existing HSTS- 1134 State Route 749, Pierce Township (8-V-19)- Ms. Nesbit stated Ron Johnson requested a variance to connect a new one bedroom home to the existing sand filter system of a two bedroom home at 1134 State Route 749, Pierce Township (8-V-19). Staff recommended approval.

Mr. Johnson stated he had Aaron Andrews out to inspect the tank to determine its size but he was not able to determine the size of the tank.

Mr. Brown made a motion to approve the variance request to connect a new one bedroom home to the existing sand filter system of a two bedroom home at 1134 State Route 749, Pierce Township (8-V-19). The motion was seconded by Dr. Khan. Dr. Rickabaugh, aye; Mr. Crum, absent; Mr. Cadwallader, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #5)

Black Water Holding Tank Variances- Ms. Nesbit reported that the property owner at 6835 Johnson Rd., Wayne Township (10-V-19) requested a variance to install a black water holding tank. Ms. Nesbit reported that the property owners at 7252 Thompson Rd., Goshen Township (11-V-19), 3511 Mullens Way, Pierce Township (12-V-19), and 3449 Hunter Creek Rd., Wayne Township (14-V-19) requested variances to install black water holding tanks and staff recommended approval on all, contingent upon tanks passing inspections and watertight tests. Paperwork was in order and staff recommended approval for all of the systems.

Mr. Cadwallader made a motion to approve the black water holding tank variance for 6835 Johnson Rd., Wayne Township (10-V-19) and approve the black water holding tank variances for 7252 Thompson Rd., Goshen Township (11-V-19), 3511 Mullens Way, Pierce Township (12-V-19), and 3449 Hunter Creek Rd., Wayne Township (14-V-19) with the contingencies of the tanks passing inspections and watertight tests. The motion was seconded by Mr. Brown. Dr. Rickabaugh, aye; Mr. Crum, absent; Mr. Cadwallader, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #6-9)

Black Water Holding Tank Extension Request- Ms. Nesbit reported that the property owners listed below requested approval to renew their black water holding tank variance request until

completion of their septic system. Ms. Nesbit stated all paperwork was in order for homeowners #1 through #5 listed below.

1. Martin- 6138 St. Rt. 727, Wayne Township (51-V-18)
2. Bond- 2534 Woodville Pike, Goshen Township (54-V-18)
3. Brown- 6778 Garrison Spurling Rd, Wayne Township (55-V-18)
4. Brashear- 1952 Erion Rd, Batavia Township (56-V-18)
5. Bowling- 3031 Johnston Dr., Ohio Township (4-V-19)

Mr. Crum made a motion to approve the extension request for the black water holding tank variance for homeowners #1 through #5. Mr. Brown seconded the motion. The vote upon roll was all ayes; motion carried.

Recognize Larry Cadwallader for 15 Years of Service- Ms. Nesbit recognized Mr. Cadwallader for his fifteen years of service to the Board of Health. He was presented with a commemorative gift.

EXECUTIVE SESSION:

At 6:48 PM, Mr. Crum made a motion to enter executive session to discuss the Health Commissioner's contract and personnel employment. The motion was seconded by Dr. Khan. The vote was all ayes; motion carried.

At 7:21 PM, Mr. Crum made a motion to come out of executive session. The motion was seconded by Mr. Brown. The vote was all ayes; motion carried.

ACTION ITEMS:

Approval of Health Commissioner's Contract- Ms. Nesbit requested the board approve signing the Health Commissioner's Contract that was negotiated at the February 13, 2019 meeting and that was again discussed previously in executive session.

Mr. Crum made a motion to approve signing the contract between the Board of Health and Julianne Nesbit, Health Commissioner. The motion was seconded by Dr. Khan. The vote was all ayes; motion carried. (Attachment #10)

Approval to Accept Resignation of Kristen Connell as Part-Time Dietician I in the Nursing Division WIC Program- Ms. Nesbit reported Kristen Connell, Part-Time Dietician I in the Nursing Division WIC Program, submitted her resignation on February 25, 2019 to be effective March 8, 2019. Ms. Nesbit stated she accepted the resignation and requested the Board formally accept Ms. Connell's resignation.

Dr. Khan made a motion to accept the resignation of Kristen Connell effective March 8, 2019. The motion was seconded by Mr. Crum. The vote was all ayes; motion carried.

Approval of Revisions to the Clermont County Public Health Table of Organization- Ms. Nesbit stated she wanted to make several revisions to the agencies Table of Organization, which lists the positions held within the agency. She explained she met with the Prosecutor's office to discuss and determine if the desired changes could be made. She stated the Prosecutor agreed with the requested changes to the positions and titles. Ms. Nesbit asked for approval to eliminate the Part-Time Public Health Nurse I, Part-Time Dietitian I, two Part-Time Breastfeeding Peers, and a Full-Time Breastfeeding Peer position in the Nursing Division; Full-Time Sanitarian/Sanitarian-In-Training and Part-Time Temporary Sanitarian I in the Environmental Health Division; Full-Time

Water Quality Technician I, Part-Time Water Quality Technician I, and Part-Time Intermittent Seasonal Sanitarian in the Water and Waste Division. Ms. Nesbit asked for approval to create the Full-Time Sanitarian-In-Training position in the Water and Waste Division. She also asked for approval to reclassify the Part-Time Clerk I position to a Part-Time Medical Billing Specialist I and the Clerk II position to a Medical Billing Specialist II in the Nursing Division; the two Clerk I positions to Office Specialist I's and Clerk II to Office Specialist II in the Administration Division at Permit Central.

Mr. Crum made a motion to approve the elimination of the Part-Time Public Health Nurse I, Part-Time Dietitian I, two Part-Time Breastfeeding Peers, and a Full-Time Breastfeeding Peer position in the Nursing Division; Full-Time Sanitarian/Sanitarian-In-Training and Part-Time Temporary Sanitarian I in the Environmental Health Division; Full-Time Water Quality Technician I, Part-Time Water Quality Technician I, and Part-Time Intermittent Seasonal Sanitarian in the Water and Waste Division. He motioned approval of the Full-Time Sanitarian-In-Training position in the Water and Waste Division and to reclassify the Part-Time Clerk I position to a Part-Time Medical Billing Specialist I and the Clerk II position to a Medical Billing Specialist II in the Nursing Division; the two Clerk I positions to Office Specialist I's and Clerk II to Office Specialist II in the Administration Division at Permit Central. The motion was seconded by Dr. Khan. The vote was all ayes; motion carried. (Attachment #11)

Approval of Update to Classification Salary Ranges- Ms. Nesbit stated the reclassification of positions in the agency required a review of the salary ranges for those positions and she acknowledged that the salary ranges had not been adjusted since 2016. She stated the entire list will be reviewed later in the year for any needed salary adjustments. Ms. Nesbit asked for approval to update the classification of salary ranges.

Mr. Crum made a motion to approve the update to the classification of salary ranges. The motion was seconded by Dr. Khan. The vote was all ayes; motion carried. (Attachment #12)

Approval to Appoint David Dumford as Full-Time Sanitarian-In-Training in the Water and Waste Division- Ms. Nesbit reported that David Dumford received approval of the qualifications and was awarded the Sanitarian-In-Training title. She noted Mr. Dumford is currently working in the Water and Waste Division as a full-time Water Quality Technician I. Ms. Nesbit requested with the change in Mr. Dumford's credentials he be appointed as full-time Sanitarian-In-Training in the Water and Waste Division effective March 25, 2019.

Dr. Khan made a motion to appoint David Dumford as full-time Sanitarian-In-Training in the Water and Waste Division effective March 25, 2019. Mr. Crum seconded the motion. The vote upon roll was all ayes; motion carried. (Attachment #13)

Approval of Salary Adjustments for Jessica Hunt and Kimberly Williams, Office Specialist I Positions- Ms. Nesbit stated the previous salary adjustments approved under the classification of salary ranges action applied to Jessica Hunt and Kimberly Williams, currently in the Office Specialist I positions of the Administrative Division. Ms. Nesbit requested approval for salary adjustments for Jessica Hunt and Kimberly Williams.

Mr. Brown made a motion to approve salary adjustments for Jessica Hunt and Kimberly Williams, currently in the Office Specialist I positions of the Administrative Division. Dr. Khan seconded the motion. The vote upon roll was all ayes; motion carried. (Attachment #14-15)

Approval to Appoint Shelby Simmons as Full-Time Sanitarian-In-Training in the Environmental Health Division- Ms. Nesbit reported that Shelby Simmons was selected for the full-time Sanitarian-In-Training position in the Environmental Health Division. She stated Ms. Simmons graduated with a dual major of Environmental Science and Communications. She requested Ms. Simmons be appointed as full-time Sanitarian-In-Training in the Environmental Health Division at the salary indicated on the salary sheet contingent on meeting all pre-employment requirements.

Mr. Crum made a motion to appoint Shelby Simmons as full-time Sanitarian-In-Training in the Environmental Health Division contingent on meeting all pre-employment requirements. Dr. Khan seconded the motion. The vote upon roll was all ayes; motion carried. (Attachment #16)

Approval to Post for Intern in Water and Waste Division- Ms. Nesbit requested approval to post for an Intern in the Water and Waste Division to work on the Mosquito Control Grant and beach sampling. She explained there were 2018 funds remaining through June 30, 2019, which would allow an intern to start prior to the 2019 funding being awarded. She stated the previous intern of two years graduated from college so a new individual would need to be hired.

Mr. Brown made a motion to approve posting for an Intern in Water and Waste Division. The motion was seconded by Dr. Khan. The vote upon roll was all ayes; motion carried.

Approval to Increase the Life-Time Sick Leave Donation Limit for Karen Smith to 1,040 Hours- Ms. Nesbit explained that due to the potential for continued medical treatment she would like to increase the life-time sick leave donation limit for Karen Smith to 1,040 hours.

Dr. Khan made a motion to approve the increase of life-time sick leave donation limit for Karen Smith to 1,040 hours. The motion was seconded by Mr. Cadwallader. The vote upon roll was all ayes; motion carried.

Approval of Updated Cost Allocation Plan- Ms. Nesbit stated there was a need to update the mileage rate in the Cost Allocation Plan used to charge grants for the use of the agencies fleet vehicles. Ms. Nesbit recommended the Ohio Office of Management and Budget rate can be used, which was currently \$0.52. She stated the advantage of using the OMB rate was its recalculated each quarter to take fluctuations into consideration. For reference, she stated, the IRS reimbursement rate was \$0.58. Ms. Nesbit requested approval to reference the Ohio OMB rate in the cost allocation plan by name so that when it changes the agencies rate would automatically change.

Mr. Crum asked if the rate will change with the upcoming tax increases. Ms. Nesbit stated the rate could potentially change with the tax increase but would be adjusted during the quarterly recalculation.

Mr. Crum made a motion to approve the updated cost allocation plan to reference the Ohio OMB rate by name. The motion was seconded by Dr. Khan. The vote upon roll was all ayes; motion carried. (Attachment #17)

Approval of Manual of Personnel Policy, Section 04.08 Reimbursement of Expenses- Ms. Nesbit stated the agency rarely reimbursed the use of personal vehicles since fleet vehicles were usually available; but to be fair to staff, she felt a change was needed to the personnel policy to

reflect the same Ohio OMB rate used in the cost allocation plan. Ms. Nesbit requested approval to reference the Ohio OMB rate by name in the personnel policy, which would adjust quarterly.

Mr. Crum made a motion to approve the change to the personnel policy to reflect the Ohio OMB rate used in the cost allocation plan. The motion was seconded by Mr. Cadwallader. The vote upon roll was all ayes; motion carried.

Approval to Sign Contract with Clermont County Engineer's Office for High Weed Nuisance Abatement- Ms. Nesbit requested approval to renew the agreement for high weeds nuisance abatement with the Clermont County Engineer's Office. The Engineer's Office agreed to continue to abate the nuisances at \$126.67 for each request less than one hour. Anything over an hour will be billed at the actual rate incurred by the Engineer's Office. She added the contract would be effective for the 2019 and 2020 mowing seasons. Ms. Nesbit requested approval for the Health Commissioner to sign the contract which was the same rate as the previous contract.

Mr. Cadwallader made a motion to grant approval for the Health Commissioner to sign the renewal contract with the Clermont County Engineer's Office for mowing of properties declared public health nuisances by the Board. The motion was seconded by Dr. Khan. The vote was all ayes; motion carried. (Attachment #18)

Adopt Resolution 06-19 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the addresses of three properties to be considered public health nuisances as stated on Attachment A of Resolution 06-19 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties.

Following a review and discussion, Dr. Khan made a motion to adopt Resolution 06-19 to declare the properties listed on Attachment A public health nuisances, to declare the resolution an emergency order, and to waive the required three readings. The motion further stated if corrections were not made within the allotted time, the nuisance cases would be referred to the Health District's legal counsel for appropriate action. Mr. Crum seconded the motion. The vote upon roll was all ayes; motion carried. (Attachment #19)

Approval of Board of Health Meeting Minutes for February 13, 2019- Dr. Rickabaugh inquired if there were any additions or corrections to the minutes from the February 13, 2019 Board of Health Meeting. There were no additions or corrections.

Dr. Khan made a motion to approve the minutes for the February 13, 2019 Board of Health meeting. Mr. Crum seconded the motion. The vote upon roll was all ayes; motion carried.

Approval and Payment of Bills- Ms. Nesbit presented the Health District's bills for consideration. Mr. Crum asked for an explanation of the flat tire cost listed in the bills. Ms. Nesbit stated the maintenance agreement for the agency vehicles did not cover tires or brakes; therefore, the cost of approximately \$25 was paid to patch the tire and added to the maintenance lease invoice. Mr. Cadwallader asked if the furniture installation was complete and if the total cost was finalized. Ms. Nesbit stated a small number of minor items were ordered to complete the installation but the total cost was still below the Board approved total. Following the Board's review and discussion, Mr. Crum made a motion to pay the bills as presented. Mr. Brown seconded the motion. The vote upon roll was all ayes; motion carried. (Attachment #20)

DISCUSSION ITEMS:

Update on Furniture Installation- Ms. Nesbit stated the majority of the furniture installation was complete and only minor installs were left. She thanked staff members for their cooperation during installation and invited the Board to take a tour of the building after adjournment.

ODH Public Swimming Pool Program Survey Report- Ms. Nesbit stated the Ohio Department of Health representatives completed the Public Swimming Pool Program Survey on November 28, 2018. She mentioned the final report was received with one noted change which asked for the fee schedule to be reworded to match the name in the regulations; this was previously completed to comply. Ms. Nesbit acknowledged the Environmental Health Division for a successful pool survey. (Attachment #21)


Update on the EnerGov Memorandum of Understanding- Ms. Nesbit stated she responded to the county after last month's meeting to request the continued discussion of the hosting fees for the EnerGov software. She explained the county had not responded to her request.

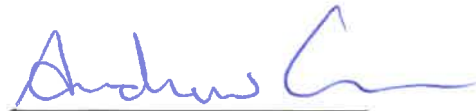
Seasonal Influenza- Ms. Nesbit asked Jackie Lindner to discuss the recent topic of seasonal influenza. Ms. Lindner stated the number of patients hospitalized due to influenza has increased during January and February of 2019. In January there were fifteen hospitalizations. Between January and February the number of hospitalizations jumped to fifty six. She stated this trend was seen throughout the state. She explained that those affected have been reported in the mid 40's to 80's age range and the influenza A has been the most commonly reported strain. Ms. Lindner stated local school districts had reached out involving outbreaks of influenza symptoms, strep, and gastrointestinal viruses. New Richmond Elementary decided to close for one day in February due to high absenteeism there was no way to determine if it was all flu related. Ms. Lindner explained the Nursing Division consulted with the concerned school districts about proper sanitation and handwashing to help prevent the spread of illnesses. She stated there were still influenza vaccines available to those in need.

District Advisory Council Meeting March 21, 2019 at 7:15pm- Dinner at 6:30pm- Ms. Nesbit reminded the Board of the District Advisory Council Meeting scheduled for March 21, 2019 immediately following the Township Association Meeting which would start at 6:30 pm.

ADJOURNMENT:

Mr. Crum made a motion to adjourn the meeting at 7:49 PM. Mr. Cadwallader seconded the motion. The vote upon roll was all ayes; motion carried.

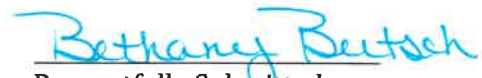

DR. JANET RICKABAUGH


ANDREW CRUM

LARRY CADWALLADER


DR. JOSEPH KHAN


DENNIS BROWN


Respectfully Submitted