



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 November 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, absent Dennis Brown, present
Eric Heiser, 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- 2872 State Route 132, Ohio Township (47-V-19)- Ms. Nesbit stated Emery and Rebecca Farris requested an isolation distance variance to build a garage no closer than eight feet six inches from the septic system at 2872 State Route 132, Ohio Township (47-V-19). Staff recommended approval.

Mr. Heiser made a motion to approve the isolation distance variance request to build a garage no closer than eight feet six inches from the septic system at 2872 State Route 132, Ohio Township (47-V-19). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #2)

Isolation Distance- 6685 Morgans Run, Miami Township (49-V-19)- Ms. Nesbit stated Vicente Santamarina requested an isolation distance variance to install an in-ground swimming pool and patio five feet from the septic system at 6685 Morgans Run, Miami Township (49-V-19). Staff recommended approval.

Mr. Brown made a motion to approve the isolation distance variance request to install an in-ground swimming pool and patio five feet from the septic system at 6685 Morgans Run, Miami Township (49-V-19). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #3)

Isolation Distance- 2614 Black Hoof Trail, Stonelick Township (54-V-19)- Ms. Nesbit stated Scott Seals requested an isolation distance variance to build an in-ground swimming pool and concrete patio no closer than five feet from the septic system at 2614 Black Hoof Trail, Stonelick Township (54-V-19). Staff recommended approval.

Mr. Heiser made a motion to approve the isolation distance variance request to build an in-ground swimming pool and concrete patio no closer than five feet from the septic system at 2614 Black Hoof Trail, Stonelick Township (54-V-19). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

Isolation Distance with Unusable Designated Replacement Area- 4707 Summerside Rd., Union Township (50-V-19)- Ms. Nesbit stated Joe Thomas requested an isolation distance variance with no usable designated replacement area for the new construction of a home on the property at 4707 Summerside Rd., Union Township (50-V-19). Staff recommended approval with caution.

Robert Shannon, representative for the homeowner, stated an attempt was made to connect to sewer lines; however, there was a 27-foot ravine that made the connection impossible. Mr. Shannon stated he warned the homeowner of the potential issues if the septic system happened to fail.

Mr. Wildey stated if the system failed in the future a discharge system could be installed.

Dr. Khan made a motion to approve the isolation distance variance with no usable designated replacement area for the new construction of a home on the property at 4707 Summerside Rd., Union Township (50-V-19). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Isolation Distance and Connect a Room Addition to an Existing HSTS- 6433 Branch Hill Guinea Pk., Miami Township (51-V-19)- Ms. Nesbit stated Robert T. Ryan, Trust requested a variance for an isolation distance for the room addition to be located three feet six inches from the septic tank and to connect the addition of a bedroom and bathroom to the existing sand filter system at 6433 Branch Hill Guinea Pk., Miami Township (51-V-19). Ms. Nesbit stated the addition would create a five bedroom home that would connect to a three bedroom sand filter system. She explained there was future potential for the home to be connected to a sewer system when a new sub-division behind the property was developed. Staff recommended disapproval.

Dr. Rickabaugh asked the size of the lot. A representative of the homeowner stated the lot was 19.8 acres. It was also stated the small one bedroom home on the property was disconnected from the septic system and was no longer in use.

Ms. Nesbit explained the homeowner would be responsible for repairs or replacement of the system if it failed.

Mr. Heiser made a motion to approve the variance for an isolation distance of a room addition to be three feet six inches from the septic tank and to connect the addition of a bedroom and bathroom to the existing sand filter system at 6433 Branch Hill Guinea Pk., Miami Township (51-V-19). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Connect a Room Addition to an Existing HSTS- 552 Locust Corner Rd., Pierce Township (52-V-19)- Ms. Nesbit stated Matt Lloyd and Heather Durbin requested a variance to connect the addition of two bedrooms, taking the current three bedroom home to a five bedroom home, on the existing leach bed system at 552 Locust Corner Rd., Pierce Township (52-V-19). Ms. Nesbit explained that sewer connection was possible, however the closest connection was approximately 825 feet from the home. Staff recommended disapproval.

Dr. Rickabaugh asked the size of the lot. Ms. Durbin stated the lot was 26 acres.

Dr. Rickabaugh asked about the history of the system. Mr. Wildey explained the system had a good history of inspections and there was potential to install more leach lines if necessary.

Mr. Heiser asked if the property had a steep terrain. Ms. Durbin stated the property was mostly level.

Mr. Heiser made a motion to approve the variance to connect the addition of two bedrooms to the existing leach bed system at 552 Locust Corner Rd., Pierce Township (52-V-19). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Connect a New Home to an Existing HSTS- 6383 State Route 727, Wayne Township (53-V-19)- Ms. Nesbit stated Richard Earles requested a variance to connect a new three bedroom home to the existing leach line system of a previous three bedroom home at 6383 State Route 727, Wayne Township (53-V-19). Staff recommended disapproval.

Ericka Earles stated there had been no issues with the current system and extra precautions would continue to keep the system functioning properly.

Mr. Brown asked the frequency of laundry being done in the home. Ms. Earles stated at most one load of laundry was done each day.

Mr. Brown made a motion to approve the variance to connect a new three bedroom home to the existing leach line system at 6383 State Route 727, Wayne Township (53-V-19). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

Black Water Holding Tank Extension Request- Ms. Nesbit reported 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 and #2 listed below.

1. Kennard- 7252 Thompson Rd., Goshen Township (11-V-19)
2. Schneider- 4177 Amelia Olive Branch Rd., Batavia Township (31-V-19)

Dr. Khan made a motion to approve the extension request for the black water holding tank variance for homeowners #1 and #2. Mr. Brown seconded the motion. The vote was all ayes; motion carried.

ACTION ITEMS:

Approval to Appoint Kara Dalton to the Full-Time WIC Clerk I/Breastfeeding Peer Position in the Nursing Division WIC Program- Ms. Nesbit reported Kara Dalton was selected for the Full-Time WIC Clerk I/Breastfeeding Peer position in the Nursing Division WIC Program. Ms. Nesbit mentioned she would transition into the position easily since Ms. Dalton was a Breastfeeding Peer who had experience with WIC Clerk duties. Ms. Nesbit requested Ms. Dalton be appointed as Full-Time WIC Clerk I/Breastfeeding Peer in the Nursing Division WIC Program.

Mr. Brown made a motion to appoint Kara Dalton as Full-Time WIC Clerk I/Breastfeeding Peer in the Nursing Division WIC Program. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

Approval of Community Development Block Grant (CDBG) Fiscal Year 2019 Professional Services Agreement- Ms. Nesbit requested approval to renew the contract for the Community Development Block Grant (CDBG) between the Board of County Commissioners and Clermont County Public Health.

Mr. Heiser made a motion to approve the renewal of the Community Development Block Grant (CDBG) between the Board of County Commissioners and Clermont County Public Health. Dr. Kahn seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Appointment of a Board Member to the 2020 Septic Rehab Committee- Ms. Nesbit stated a member of the Board would need to be appointed to the Septic Rehab Committee for 2020. She explained that Mr. Brown had been the appointed Board Member to the committee for the past couple of years.

Dr. Khan made a motion to appoint Mr. Brown to the 2019 Septic Rehab Committee. Mr. Heiser seconded the motion. The vote was all ayes; motion carried.

Approval to Discontinue Applying for the Get Vaccinated Ohio (GVO) Grant- Ms. Nesbit explained at the October Board meeting Jackie Lindner, Director of Nursing, gave a presentation on the pros and cons of the Get Vaccinated Ohio (GVO) Grant. Ms. Nesbit stated the transition to a deliverable based grant caused difficulty receiving the full reimbursement amount from the grant. She explained many of the beneficial aspects of the grant would continue within the agency if the grant was no longer received. Ms. Nesbit explained the obligations of to the current year's grant would be fulfilled until June 30, 2020. Ms. Nesbit requested formal approval to discontinue applying for the Get Vaccinated Ohio Grant.

Dr. Khan made a motion to approve to discontinue applying for the Get Vaccinated Ohio (GVO) Grant. Mr. Brown seconded the motion. The vote was all ayes; motion carried.

Approval of 2020 Appropriations Budget- Ms. Nesbit explained the need to establish appropriations for the 2020 budget year. She recommended a \$117,417 (3.08%) increase in the budget that was a result of increases and decreases to license and permit fees for 2020. She stated no funds were budgeted out of cash reserves. Ms. Nesbit explained when the scenarios in October were ran to see how discontinuing GVO would impact the budget, the GVO revenue was excluded which was not accurate. The current GVO grant year would continue until June 30, 2020 and an estimated \$30,000 of revenue would be received in 2020; which was originally anticipated to come from cash reserves. Ms. Nesbit requested approval of the 2020 appropriations budget.

Dr. Khan made a motion to approve the 2020 appropriations budget. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

Approval of Additional Appropriation to Fund 7319 (Preventive)- Ms. Nesbit requested the Board appropriate an additional \$10,000 from the 2019 cash carryover to the Preventive Fund 7319.

Mr. Brown made a motion to appropriate an additional \$10,000 from the 2019 cash carryover to the Preventive Fund 7319. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

Approval of Additional Appropriation to Fund 7322 (PHHS)- Ms. Nesbit explained that when the 2019 appropriations budget was established, the first quarter of the fiscal year 2020 Injury Prevention Grant was budgeted as revenue; however, that revenue will not be realized until 2020. Reimbursement for the last quarter of the fiscal year 2018 grant that was received in January 2019 should have been appropriated instead. Ms. Nesbit requested the Board appropriate an additional \$7,000 to the PHHS Fund 7322.

Mr. Brown made a motion to appropriate an additional \$7,000 to the PHHS Fund 7322. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

Adoption of Resolution 18-19 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the addresses of six properties to be considered public health nuisances as stated on Attachment A and B of Resolution 18-19 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 18-19 to declare the properties listed on Attachment A and B 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. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #14)

Approval of Board of Health Meeting Minutes for October 10, 2019- Dr. Rickabaugh inquired if there were any additions or corrections to the minutes from the October 10, 2019 Board of Health Meeting. Ms. Nesbit stated a correction was made to the wording describing the variance to connect a room addition to the existing septic system at 2360 Woodville Pike, Goshen Township (42-V-19) prior to the Boards approval.

Mr. Brown made a motion to approve the minutes for the October 10, 2019 Board of Health meeting. Mr. Heiser seconded the motion. The vote was all ayes; motion carried.

Approval and Payment of Bills- Ms. Nesbit presented the Health District's bills for consideration. Following the Board's review and discussion, Mr. Brown made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #15)

DISCUSSION ITEMS:

In-service Day/ Employee Recognition Recap and Thank You- Ms. Nesbit stated the yearly In-Service Day and Employee Recognition was held October 14, 2019. She explained the atmosphere was relaxed compared to previous years and staff enjoyed the day's events. She informed the Board that next year's event was scheduled to be held at the Batavia Township conference room due to the Clermont County Engineer's Office rearrangement of their holiday schedule. Ms. Nesbit thanked the Board for providing the staff lunch for the day and recognizing staff for years of service.

All Hands Newsletter/Performance Management Report- Ms. Nesbit presented the All Hands Newsletter to the Board, which included the Vision, Mission, Services, and Goals (VMSG) Performance Management Update.

Ohio Public Health Improvement Exchange (OPHIX) Conference Presentations- Ms. Nesbit explained the OSU Center for Public Health Practice had started a conference focused on quality improvement and performance management. She stated two of the agency's prior Quality Improvement (QI) projects were selected for presentation. Tara Jimison, Epidemiologist, and Jackie Lindner, Director of Nursing, would be presenting on their Should It Stay, or Should It Go QI Project that created a decision matrix to help guide decisions about continued or new services and Katrina Stapleton, Fiscal Officer, would be presenting on Finding and Keeping Your Workforce which combined aspects of Staff Retention, New Hire, and New Employee Orientation QI Projects.

Appreciation of Dr. Kaya's 30 Years of Service- Ms. Nesbit recognized Dr. Kaya for his thirty years of service to Clermont County Public Health. He was presented with a commemorative gift.

EXECUTIVE SESSION:

Discuss Proposed Staff Performance Raises and Ongoing Employment of an Employee - At 7:20 PM, Dr. Khan made a motion to enter executive session to discuss proposed staff performance raises and the ongoing employment of an employee. Mr. Brown seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Heiser, aye; Dr. Rickabaugh, aye; motion carried.

At 8:07 PM, Dr. Khan made a motion to come out of executive session. Mr. Brown seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Heiser, aye; Dr. Rickabaugh, aye; motion carried.

ACTION ITEMS: (Continued)

Approval to Create a Full-Time Public Health Nurse Practitioner Position, Eliminate One Full-Time Public Health Nurse II Position in the Nursing Division and Update the Organizational Chart- Ms. Nesbit requested to formally create a Full-Time Public Health Nurse Practitioner Position in the Nursing Division, along with eliminating a Full-Time Public Health Nurse II Position in the Nursing Division and update the organizational chart to reflect the change.

Dr. Khan made a motion to approve creating a Full-Time Public Health Nurse Practitioner Position in the Nursing Division, eliminating one Full-Time Public Health Nurse II Position in the Nursing Division and updating the organizational chart. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #16)

Approval to Update the Pay Scale Ranges for Classified Positions- Ms. Nesbit requested approval to update the pay scale ranges for classified positions.

Mr. Heiser made a motion to approve updates to the pay scale ranges for classified positions. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #17)

Approval to Reclassify Jennifer Bauer to the Public Health Nurse Practitioner Position in the Nursing Division- Ms. Nesbit requested approval to reclassify Jennifer Bauer to the Public Health Nurse Practitioner Position in the Nursing Division.

Mr. Brown made a motion to approve reclassifying Jennifer Bauer to the Public Health Nurse Practitioner Position in the Nursing Division effective November 18, 2019. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #18)

Approval of Promotion of Katherine Horner to Registered Sanitarian II in the Environmental Health Division- Ms. Nesbit requested approval to promote Katherine Horner to the Registered Sanitarian II Position in the Environmental Health Division.

Dr. Khan made a motion to approve the promotion of Katherine Horner to Registered Sanitarian II in the Environmental Health Division effective November 18, 2019. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #19)

Approval of Staff Performance Raises- Ms. Nesbit requested approval of the staff performance raises.

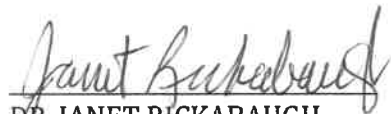
Dr. Khan made a motion to approve the staff performance raises as proposed effective November 18, 2019. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #20)

Approval of Personnel Policy Section 04.11 Telework Policy- Ms. Nesbit requested approval of the Personnel Policy Section 04.11 Telework Policy.

Dr. Khan made a motion to approve the Personnel Policy Section 04.11 Telework Policy contingent upon review by the Prosecutor's Office. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #21)

ADJOURNMENT:

Mr. Heiser made a motion to adjourn the meeting at 8:09 PM. Dr. Khan seconded the motion. The vote was all ayes; motion carried.


DR. JANET RICKABAUGH


ERIC HEISER


DENNIS BROWN


ANDREW CRUM


DR. JOSEPH KHAN


Respectfully Submitted