



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 January 8, 2020. 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
Andrew Crum, present
Eric Heiser, present

Dr. Joseph Khan, present
Dennis Brown, present

Others present included Julianne Nesbit, Health Commissioner; Maalinii Vijayan, Director of Environmental Health; Kevin Jester, Director of Plumbing; Dr. James Kaya, Medical Director; Katrina Stapleton, Fiscal Officer; Bethany Bertsch, Administrative Assistant and others as listed on Attachment #1.

VARIANCES:

Isolation Distance- 1874 State Route 232, Monroe Township (3-V-20)- Ms. Nesbit stated Sonya and Scott Fischesser requested an isolation distance variance to replace an existing deck with a sunroom three feet from the existing septic tank at 1874 State Route 232, Monroe Township (3-V-20). Staff recommended disapproval.

Ms. Nesbit explained a deck post was currently positioned on top of the septic tank and the removal of the deck would remedy the issue.

Mr. Fischesser stated the deck was added to the home prior to him purchasing the property. He explained regular service had been performed on the system and upgraded piping had been installed recently.

Ms. Nesbit asked what type of foundation would be installed to support the sunroom. Mr. Fischesser stated a pylon foundation would be constructed to support the weight of the sunroom.

Mr. Heiser made a motion to approve the isolation distance variance request to replace an existing deck with the construction of a sunroom three feet from the existing septic tank at 1874 State Route 232, Monroe Township (3-V-20). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #2)

Black Water Holding Tank Variance- 5509 Aviator Ave., Goshen Township (1-V-20)- Ms. Nesbit reported Richard Carpenter and Jean Staubach requested a variance to install a black water holding tank at 5509 Aviator Ave., Goshen Township (1-V-20). Ms. Nesbit informed the Board that all paperwork was in order; staff recommended approval contingent on the system passing watertight testing.

Mr. Heiser made a motion to approve the variance request to install a black water holding tank contingent on passing watertight testing at 5509 Aviator Ave., Goshen Township (1-V-20). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #3)

Black Water Holding Tank Variance- 1928 Swings Corner Point Isabel Rd., Tate Township (2-V-20)- Ms. Nesbit reported Jennifer and Gabrielle Smith requested a variance to install a black water holding tank at 1928 Swings Corner Point Isabel Rd., Tate Township (2-V-20). Ms. Nesbit informed the Board that all paperwork was in order; staff recommended approval contingent upon confirmation of initial payment to the contractor and the system passing watertight testing.

Mr. Brown made a motion to approve the variance request to install a black water holding tank contingent on confirmation of initial payment to the contractor and passing watertight testing at 1928 Swings Corner Point Isabel Rd., Tate Township (2-V-20). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

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)

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

ACTION ITEMS:

Approval to Increase the Estimated Resources for Fund 7322 (PHHS) 2019 Budget- Ms. Nesbit requested approval to increase the 2019 Estimated Resources for Fund 7322 (PHHS) by \$200. The increase to the estimated resources should have been included when the approval to increase the appropriations in Fund 7322 (PHHS) was approved at the November 13, 2019 meeting. Ms. Nesbit explained the Budget Commission had approved the amended certificate for budgetary compliance but requested the Board formally approve the action.

Mr. Crum made a motion to approve to increase the 2019 Estimated Resources in Fund 7322 (PHHS) by \$200. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Adoption of Resolution 01-20 to enter into a Water Pollution Control Loan Fund Agreement- Ms. Nesbit reported notice was officially received from Ohio Environmental Protection Agency (EPA) that the agency would be funded \$150,000 for replacement or repairs of septic systems and connections to sanitary sewer for 2020.

Ohio EPA requires a resolution from the board giving approval to administer the program. Ms. Nesbit requested approval of Resolution 01-20 authorizing entering into a Water Pollution Control Loan Funding Agreement.

Dr. Khan made a motion to adopt Resolution 01-20 authorizing entering into a Water Pollution Control Loan Fund Agreement. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Adoption of Resolution 02-20 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the addresses of seven properties to be considered public health nuisances as stated on Attachment A and B of Resolution 02-20 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 02-20 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. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Approval of Board of Health Meeting Minutes for December 11, 2019- Dr. Rickabaugh inquired if there were any additions or corrections to the minutes from the December 11, 2019 Board of Health Meeting. There were no additions or corrections.

Mr. Brown made a motion to approve the minutes from the December 11, 2019 Board of Health meeting. Dr. Khan 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. Crum made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

DISCUSSION ITEMS:

Health District's 2019 Close of Year Financial Standing- Ms. Stapleton stated the 2019 fiscal year ended with a \$2,554,071.59 cash balance. She reported the agency's cash balance represents a reserve of 65% of the total 2020 appropriated budget, which leaves the agency secure.

Ms. Stapleton reported about 10% of the cash balance was in grant funds that were restricted to grant activities and 38% of the remaining cash was in other restricted funds such as the food service, pool, and sewage funds which were also restricted for use in those programs. She stated this meant 52% of the cash reserves were unrestricted funds that could be used as the Board sees fit. Ms. Stapleton reminded the Board that the 2019 budget called for spending \$60,000 from cash reserves. Of the \$60,000, \$30,000 was planned to come out of the Food Service Fund; however, only \$5,000 of the reserve was used. The remaining \$30,000 was planned to come from the Sewage Fund. The Sewage Fund cash reserves actually grew by \$96,445, rather than being spent down. Ms. Stapleton explained a majority of the growth in the fund was due to increased Operation Permit fee collections. She reminded the Board that operation permit inspections fell behind in 2018; however, the fees associated with those inspections were not collected until the first quarter of 2019 which resulted in approximately \$86,000 of unanticipated revenue. Sewage Permits to Install revenue was \$24,000 higher than estimated which was likely due to drier fall weather. While Plat Reviews is a much smaller revenue source, revenue in that category was up almost \$7,000. Ms. Stapleton speculated this increase was due to a combination of increased building and lot development as well as the restructuring of the fee for Plat Reviews and implementation of the EnerGov permitting software which likely increased the efficiency of fee collection.

Overall, cash reserves increased by \$205,000. Ms. Stapleton noted she was part of a committee that was developing a statewide fiscal training for local health districts. She mentioned during the committee's discussion, it was recommended local health departments maintain 100% of one year's expenses in cash reserves. While the agency does not have quite that much in reserve, Ms. Stapleton felt the agency was secure.

Mr. Crum asked how many other health departments were able to maintain the recommended reserve. Ms. Stapleton stated the general reaction of the training committee indicated not many departments had that much in reserve; however, she was not certain. Ms. Nesbit added that local health departments which own their own building or were planning for large capital projects likely had substantial cash reserves.

Ms. Stapleton stated she would be working on the 2021 Budget proposal to be presented to the Board at the February 12, 2020 meeting.

Fleet Comparison- Ms. Stapleton presented the Board with a data sheet comparing the cost of fleet expenses from 2017 and 2019. She explained due to the lease vehicles having newer safety features a \$154.36 or 26% savings per vehicle was realized on the agency's liability insurance. Ms. Stapleton stated an increase in fuel cost was most likely due to the use of full size trucks compared to the previously owned small SUV's. She explained using the WEX fuel program had allowed for more accurate mileage calculations. She realized Enterprise's miles per gallon (MPG) estimate is about five MPG less than the actual calculations and the actual cost per gallon of fuel was higher than Enterprise's cost analysis.

Ms. Stapleton explained there was the potential to save approximately \$3,000 by switching from the Enterprise maintenance program and managing the maintenance locally. She based her calculation on the average market price of a synthetic oil change and the actual number of oil changes performed on the fleet vehicles. She stated the only other routine expense was for tire repairs and replacements which were not covered under the Enterprise maintenance plan selected.

Mr. Crum expressed his desire to not return to the county garage for service and Ms. Stapleton concurred. She stated she reached out to Jiffy Lube several weeks ago about their fleet programs but had not heard back from them. The main concern with using Jiffy Lube's program was that staff would only be able to use Jiffy Lube locations for service; with Enterprise's maintenance program, staff could use any service location on their route and schedule through Enterprise.

Mr. Crum confirmed with Ms. Stapleton that the agency saved approximately \$6,000 on overall fleet costs by moving to the Enterprise Lease Program in 2019 compared to fleet ownership in 2017 and recommended no changes to the current fleet lease program. (Attachment #9)

Bloodborne Infectious Disease Prevention Program- Ms. Nesbit reminded the Board that last year it was discussed to possibly change the Bloodborne Infectious Disease Prevention Program, also known as Syringe Services, to move away from contracting with Hamilton County Public Health and transition to opening a local program. She mentioned last year's difficulty came when trying to procure a location to locally run the program. Ms. Nesbit stated a meeting was held in December of 2019 with stakeholders to work towards program sustainability; the meeting outcome was positive and Mercy Health Clermont Hospital agreed to work with the agency on leasing clinic space at Clermont Hospital for the program. Ms. Nesbit explained the addition of a part time position would need to be added to assist the Nursing Division in running the program's clinic. She stated the agency was part of a regional grant through Butler County Mental Health and Addiction Recovery

Services Board and she had requested funding from which she was awaiting a response. Ms. Nesbit mentioned a preparation period would be needed to work on protocols, procedures, staffing and a contract with Mercy for use of clinic space; therefore, contracting with Hamilton County Public Health for services would be needed until the local program opened. Ms. Nesbit stated she would prepare a contract renewal with Hamilton County Public Health through September for the February meeting. She explained the contract could be discontinued at any time with thirty days' notice if the local clinic was prepared to open.

Mr. Brown asked how many days a week the clinic would be open to the public. Ms. Nesbit stated to start the clinic would open one day a week and those hours could be expanded if a need was found.

Mr. Crum asked what other services would be offered at the clinic. Ms. Nesbit stated testing that would help reduce bloodborne infectious diseases would be offered; her intent was to include the same services being offered currently. (Attachment #10)

Update on Full Time Sanitarian-in-Training in the Environmental Health Division- Ms. Nesbit stated she had hoped to present a sanitarian candidate to the Board for appointment in the Environmental Health Division this month. However, Ms. Vijayan was still conducting interviews. Ms. Nesbit stated Ms. Vijayan would have a candidate to present to the Board for appointment at the February meeting.

Unlicensed Campground at 1351 US Rt. 52- Ms. Vijayan explained to the Board, Andrew Moran, 1351 US Route 52 property owner, was found in violation of having more than four Recreational Vehicles (RV's) parked on one tract of land. She explained Ohio's campground rules required a license be obtained for parking more than four RV's on one tract of land. She stated Mr. Moran had been found in violation on multiple occasions, typically during winter months when other campsites in the area were closed due to winterization, since 2018. Environmental Health Sanitarians informed Ms. Vijayan that Mr. Moran had violated campground rules in prior years. Ms. Vijayan stated she sent a Notice of Violation (NOV) letter and spoke with Mr. Moran about applying for a permanent campground license in January of 2018. She indicated Mr. Moran removed the additional campers from the property at that time. Again in November 2019 a sanitarian found Mr. Moran in violation of the campground rules; Ms. Vijayan stated she mailed a NOV letter and spoke with Mr. Moran, which provoked him to remove the additional camper. Shortly thereafter, in December 2019 five RV's were again sighted on the tract of land. At that time, Ms. Vijayan had the Prosecutor's Office send a NOV letter allowing 20 days to remove the excess RV's. She explained she received a call from Mr. Moran toward the end of December claiming he was out of the country and his property manager had allowed extra RV's to park on the land without his knowledge. Ms. Vijayan stated she gave him until January 3, 2020 to have the RV's removed for compliance; Mr. Moran agreed to the date. Ms. Vijayan indicated on January 3, 2020 a sanitarian found the campsite again in violation with five RV's parked on the tract of land.

Health Commissioner's Performance Evaluation- Ms. Nesbit reminded the Board that her annual evaluation would be conducted during the February 12, 2020 meeting. She asked if the Board would like any additional information. The Board requested the same information as previous years.

BOARD OF HEALTH EDUCATION:

Bylaws of the Clermont County Board of Health Presented for Review by Julianne Nesbit, Health Commissioner- At 7:34 PM, Ms. Nesbit presented the draft Bylaws of the Clermont County Board of Health. The bylaws were reviewed and a brief discussion occurred that concluded at 8:32

PM. Ms. Nesbit requested feedback from the Board and indicated she was still waiting on a review of the Bylaws by the Prosecutor's Office. She hoped to have a final copy for approval at the February meeting.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 8:38 PM. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

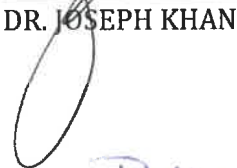

DR. JANET RICKABAUGH


ERIC HEISER


DENNIS BROWN


ANDREW CRUM


DR. JOSEPH KHAN




Respectfully Submitted