



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 February 12, 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 Dr. Joseph Khan, present
Andrew Crum, present 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; Katrina Stapleton, Fiscal Officer; Bethany Bertsch, Administrative Assistant and others as listed on Attachment #1.

VARIANCES:

Private Water System to have a Single Roof Washer for the Catch System- 5501 D Wild Rose Ln., Stonelick Township (4-V-20)- Ms. Nesbit stated David Groth requested to install a single roof washer for the private water cistern on his newly constructed home at 5501 D Wild Rose Ln., Stonelick Township (4-V-20). Staff recommended approval.

Mr. Groth stated he would like to install a single roof washer filter manufactured by Rain Brothers that had the capacity to filter precipitation on a roof up to 5,500 square feet. He explained the contractor estimated the maximum square footage of the home's roof to be 4,500 square feet.

Mr. Crum made a motion to approve the variance request to install a single roof washer for the private water system at 5501 D Wild Rose Ln., Stonelick Township (4-V-20). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #2)

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 through #3 listed below.

1. Kennard- 7252 Thompson Rd., Goshen Township (11-V-19)
2. Schneider- 4177 Amelia Olive Branch Rd., Batavia Township (31-V-19)
3. Smith- 1928 Swings Corner Point Isabel Rd., Tate Township (2-V-20)

Dr. Khan made a motion to approve the extension request for the black water holding tank variance for homeowners #1 through #3. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

ACTION ITEMS:

Acceptance of Resignation of Karen Crump as Vital Statistics Registrar in the Administration Division- Ms. Nesbit reported Karen Crump, Vital Statistics Registrar in the Administrative Division, submitted her resignation on January 17, 2020 to be effective February 6, 2020. Ms. Nesbit requested the Board formally accept Ms. Crump's resignation.

Mr. Brown made a motion to accept the resignation of Karen Crump effective February 6, 2020. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval to Appoint Siara Petrey as Full-Time Vital Statistics Registrar in the Administration Division- Ms. Nesbit reported Siara Petrey was selected for the Full-Time Vital Statistics Registrar position in the Administrative Division. She explained an internal posting for the position was posted and four applicants were interviewed. Ms. Petrey had been with the agency since January 2019 and was selected by Amanda Myers, Operations Manager for the position. Ms. Nesbit mentioned Ms. Myers felt Ms. Petrey would transition into the position easily and was excited to grow within the agency. Ms. Nesbit requested Ms. Petrey be appointed as Full-Time Vital Statistics Registrar in the Administration Division.

Mr. Crum made a motion to appoint Siara Petrey as Full-Time Vital Statistics Registrar in the Administration Division. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #3)

Approval to Post for a Full-Time Office Specialist I in the Administration Division- Ms. Nesbit explained the promotion of an internal candidate had left a vacancy in the front office staff. She requested the Board's approval to post internally and externally for the Full-Time Office Specialist I position in the Administration Division.

Mr. Crum made a motion to post for a Full-Time Office Specialist I in the Administration Division. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval to Promote Jon Crowe to Plumbing Inspector II in the Plumbing Division- Ms. Nesbit stated Jon Crowe had achieved his Medical Gas Inspection Certification and had been with the agency for three years. Ms. Nesbit requested to promote Jon Crowe to a Plumbing Inspector II in the Plumbing Division.

Mr. Brown made a motion to promote Jon Crowe to Plumbing Inspector II in the Plumbing Division. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

Approval to Appoint Danielle Dunkman as Full-Time Sanitarian-in-Training in the Environmental Health Division- Ms. Nesbit reported that Danielle Dunkman was selected for the Full-Time Sanitarian-In-Training position in the Environmental Health Division. She requested Ms. Dunkman 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 Danielle Dunkman as Full-Time Sanitarian-In-Training in the Environmental Health Division contingent on meeting all pre-employment requirements. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Approval to Appoint Michael Chacko as Full-Time Temporary Sanitarian-in-Training in the Environmental Health Division- Ms. Nesbit reported that Michael Chacko, an Ohio State University Master's Program student, was selected for the Full-Time Temporary Sanitarian-In-Training position in the Environmental Health Division. She requested Mr. Chacko be appointed as Full-Time Temporary Sanitarian-In-Training in the Environmental Health Division at the salary indicated on the salary sheet contingent on meeting all pre-employment requirements. The position will be seasonal for the summer months.

Mr. Brown made a motion to appoint Michael Chacko as Full-Time Sanitarian-In-Training in the Environmental Health Division contingent on meeting all pre-employment requirements. Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Approval for Jackie Lindner, Angela Lipps, and Katrina Stapleton to Exceed 200 Hour Vacation Limit- Ms. Nesbit explained the Novel Coronavirus prevention preparation had caused Angela Lipps, Nurse Supervisor, and Jackie Lindner, Director of Nursing, to be unable to take time off and keep their balances below the 200 hour limit. Katrina Stapleton, Fiscal Officer, would be unable to keep her balance below the 200 hour limit due to assisting the front office staff until the vacancy of the Office Specialist I position was filled. Ms. Nesbit requested to allow Jackie Lindner, Angela Lipps, and Katrina Stapleton to exceed the 200 hour limit for accrued vacation hours through June 30, 2020 and allowing them until December 31, 2020 to bring their balances under the 200 hour limit.

Dr. Khan mad a motion to allow Jackie Lindner, Angela Lipps, and Katrina Stapleton to exceed the 200 hour limit for accrued vacation hours through June 30, 2020 and allowing them until December 31, 2020 to bring their balances under the 200 hour limit. Mr. Heiser Seconded the motion. The vote was all ayes; motion carried.

Approval to Purchase a Retirement Gift, Cake and Refreshments for Kevin Jester- Ms. Nesbit requested approval to spend up to \$200 for the purchase of a cake, paper products and a gift from the agency for Mr. Jester's retirement reception.

Mr. Brown made a motion to approve spending up to \$200 for the purchase of a cake, paper products and a gift from the agency for Mr. Jester's retirement reception. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

Adoption of Resolution 03-20 Establishing Bylaws of the Clermont County Board of Health and Rescinding Local Regulation 400-02 Clermont County Board of Health Hearing Process- Ms. Nesbit indicated the Bylaws of the Clermont County Board of Health had been reviewed and approved by the Clermont County Prosecutor's Office. She explained Local Regulation 400-02 Clermont County Board of Health Hearing Process was incorporated into the bylaws; therefore, needed to be rescinded. Ms. Nesbit requested approval of Resolution 03-20 Establishing Bylaws of the Clermont County Board of Health and to rescind Local Regulation 400-02 Clermont County Board of Health Hearing Process.

Mr. Crum made a motion to approve Resolution 03-20 Establishing Bylaws of the Clermont County Board of Health and Rescinding Local Regulation 400-02 Clermont County Board of Health Hearing Process. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Approval to Close the Office Early on April 1, 2020 for Staff to Attend the Clermont County Public Health 100 Years of Public Health Event- Ms. Nesbit explained a committee had been formed and was planning an event to be held at Clermont Mercy Hospital's Minning Hall to commemorate the past 100 years of public health service in Clermont County. She stated the event would be held on April 1, 2020 and Ms. Nesbit requested approval to close the office approximately two hours early in order for staff to attend the event.

Dr. Khan made a motion to approve the office be closed early on April 1, 2020 for staff to attend the Clermont County Public Health 100 Years of Public Health event. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

Approval to Contract with Hamilton County Public Health for Bloodborne Infectious Disease Prevention Program (Syringe Services)- Ms. Nesbit reminded the Board of last month's discussion to contract with Hamilton County Public Health for the Bloodborne infectious Disease Prevention Program, also referred to as Syringe Services, through September 30, 2020. She stated the contract was needed until the agency could support the opening of a local program and the contract could be cancelled with 30 days' notice. Ms. Nesbit informed the Board that funding was approved from the regional grant through Butler County Mental Health and Addiction Recovery Services Board and explained the details of the grant's funding. Ms. Nesbit requested approval to contract with Hamilton County Public Health for Bloodborne Infectious Disease Prevention Program (Syringe Services) through September 30, 2020.

Mr. Brown made a motion to approve contracting with Hamilton County Public Health for the Bloodborne Infectious Disease Prevention Program (Syringe Services) through September 30, 2020. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

Approval to Contract with Mercy Health for Bloodborne Infectious Disease Prevention Program (Syringe Services)- Ms. Nesbit stated with the approval to continue the Bloodborne Infectious Disease Prevention Program (Syringe Services) with Hamilton County Public Health the contract with Mercy Health also needed to be approved through September 30, 2020. She explained the contract allowed the Hamilton County mobile van to utilize Mercy Clermont's property to provide Syringe Services. Ms. Nesbit requested approval to contract with Mercy Health for the Bloodborne Infectious Disease Prevention Program (Syringe Services) through September 30, 2020.

Mr. Heiser made a motion to approve contracting with Mercy Health for the Bloodborne Infectious Disease Prevention Program (Syringe Services) through September 30, 2020. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

Approval to Apply for Ohio American Academy of Pediatrics Grant for Bike Helmets- Ms. Nesbit stated again this year the opportunity had arisen to apply for bike helmets that can be given away free to children. She explained last year the agency was approved using local funds, to purchase the helmets through the Ohio Academy of Pediatrics at a discounted rate. Ms. Nesbit asked for approval to apply for funding and if funding was not granted she would like approval to purchase helmets. She explained the agency gives them out at the Family Fun Adventure Challenge event in conjunction with Batavia Township and it was normal to run out of the size small helmets.

Mr. Crum made a motion to approve the application for the Ohio American Academy of Pediatrics Grant for Bike Helmets and to purchase helmets at a discounted rate if funding was not granted. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval to Apply for the OEPA Mosquito Control Grant FY20- Ms. Nesbit stated that notification was received that the Ohio Environmental Protection Agency (EPA) was offering grant funding again this year for mosquito surveillance. She explained that funding was not received last year from the grant but there was enough funds from the previous year to support operation of the program. Ms. Nesbit stated if funding was awarded it would cover a part-time intern for three months, equipment, educational materials for community outreach, and larvacides for larval control. Ms. Nesbit requested the Board approve the Mosquito Control Grant FY20 application requesting funding.

Dr. Khan made a motion to approve the Mosquito Control Grant FY20 application requesting funding. The motion was seconded by Mr. Crum. The vote was all ayes; motion carried.

Approval of Sick Leave Utilization Reward Program- Ms. Stapleton presented a summary of leave usage for the year. She indicated the agency had a slight decrease in the average sick leave used per full time equivalent from 61.08 hours in 2018 to 57.92 in 2019. She reported four staff members were on family medical leave, which was included in the sick leave totals. She reminded the Board that sick leave usage was documented on staff performance evaluations and Directors and Supervisors are to consider this when giving raises and performance rewards.

Ms. Stapleton stated twenty-three staff members were eligible to convert sick leave hours to personal leave; this represents 64% of the thirty-six eligible staff. Last year, fourteen of the twenty eligible employees converted sick leave to personal leave. She explained sixteen employees are eligible for the annual sick leave reward; this represents 46% of the thirty-five eligible staff. Last year, nineteen of the thirty-six eligible employees received the reward (51%). Thirteen of the employees that are eligible this year were also eligible last year. Two of the eligible staff used zero hours of sick leave in 2019.

16 hours or less-\$500:

Jenn Bauer, Charlie Benjamin, Karen Crump, Doug Disbennett, David Dumford, Marcella Ranieri, Julie Richmond, Paul Sanders, Katrina Stapleton, and Kimmy Williams

40 hours or less-\$200:

Kara Dalton, Mark Owens, Bela Perler, Tom Racke, Keith Robinson and Stephanie Shinkle

This represents a total of \$6,200 that will be paid to Public Health employees for good attendance.

The Board was reminded the sick leave reward program was approved on a year-to-year basis. Ms. Nesbit and Ms. Stapleton requested the Board approve the continuation of the sick leave reward program for 2020.

Dr. Khan made a motion to approve the continuation of the Sick Leave Utilization Reward Program for 2020. Mr. Brown seconded the motion. The vote was all ayes; motion carried.

Approval of 2021 Budget- Ms. Stapleton presented the 2021 proposed budget and stated in the past, the agency tried to be conservative with estimates and flat line the estimated resources based on the actual 2019 receipts. She explained there had been continued growth in several programs over the last few years and she anticipated the growth to continue. Ms. Stapleton stated flat funding was proposed in five of the fifteen funds, decreased in six funds and increased in four funds. She provided the Board a summary of her rationale on the increases and decreases in the funds.

Ms. Stapleton stated the proposed 2021 budget represented a 0.28% increase over what was appropriated for 2020. She indicated a 3.5% raise pool was factored into the 2021 budget and a 4% increase in healthcare costs budgeted. The budget reflected a 0.11% decrease in salaries, a 4.42% increase in benefits, and a 2.45% decrease in other expenses. Ms. Stapleton noted that for the past several years the agency had planned to dip into cash reserves; however, the reserves continued to grow.

Ms. Nesbit discussed the need to increase staffing within the agency which the budget supports. Ms. Nesbit requested approval of the proposed 2021 budget.

Dr. Khan made a motion to approve the proposed 2021 budget. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Approval of 2020 Employee Recognition Lunch- Ms. Nesbit stated this past year the employee recognition picnic was combined with the October In-Service Day, which seemed to work well for staff and the agency would like to continue the event in the future. Ms. Nesbit requested approval to purchase lunch for the staff and awards for the honorees at the annual in-service day to be held on October 12, 2020.

Employees to be honored this year included Keith Robinson and Doug Disbennett with five years of service, Angela Lipps and Becky Bilby with fifteen years of service, Charlie Benjamin with twenty years of service, and Tim Kelly, Carol Kisner, and Robert Wildey with twenty-five years of service.

Mr. Crum made a motion to purchase lunch for the staff and awards for the honorees at the annual in-service day. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Adoption of Resolution 04-20 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 04-20 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 04-20 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 was all ayes; motion carried. (Attachment #11)

Approval of Board of Health Meeting Minutes for January 8, 2020- Dr. Rickabaugh inquired if there were any additions or corrections to the minutes from the January 8, 2020 Board of Health Meeting. There were no additions or corrections.

Dr. Khan made a motion to approve the minutes from the January 8, 2020 Board of Health meeting. Mr. Brown 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 #12)

DISCUSSION ITEMS:

Manufactured Home Park Inspection Contract- Ms. Nesbit indicated to the Board that she did not want the agency to re-sign the contract with the Ohio Department of Commerce to conduct manufactured home park inspections. She explained inspecting manufactured home parks originated with the Ohio Manufactured Homes Commission but had transferred to the Ohio Department of Commerce in 2018. She reminded the Board that with the switch she hoped the process for inspections and re-inspections would improve. Ms. Nesbit explained all complaints had to be directed to and dealt with by the Ohio Department of Commerce; re-inspections could not be conducted without the Department's permission. She stated the agency was not able to hold manufactured home parks or residents accountable for violations unless there was a present danger to the public.

Mr. Crum stated if accountability could not be enforced then the agency should not continue the contract. Ms. Nesbit stated she would prepare and present the contract to the Board, at which time they could take action on whether or not to sign the contract with the Ohio Department of Commerce to conduct manufactured home park inspections.

Mr. Heiser asked what would be done if a manufactured home was found with solid waste issues. Ms. Nesbit explained manufactured homes could still be deemed a public health nuisance and prosecuted accordingly if needed.

Southwest Ohio Air Quality Report for 2019- Ms. Nesbit stated the Southwest Ohio Air Quality Report for 2019 was received and only one complaint was listed for Clermont County. She explained the complaint was for open burning. (Attachment #13)

Solid and Infectious Waste Program Review- Ms. Nesbit stated the OEPA completed the review of the Solid and Infectious Waste Program in December and found the Agency to be in substantial compliance. Once again she thanked Mr. Wildey and Doug Disbennett, Sanitarian II, for their work in the program. (Attachment #14)

2019 Annual Report- Ms. Nesbit stated a copy of the annual report was sent to Board Members for their review and asked for any corrections they felt were needed prior to mailing them out for the District Advisory Council. Ms. Nesbit acknowledged that no corrections were requested. (Attachment #15)

WIC Administration Grant Compliance Letter- Ms. Nesbit reported a desk review was received from the Ohio Department of Health (ODH) stating WIC Administration was in compliance with all federal and state requirements. She thanked Ms. Stapleton for her hard work. (Attachment #16)

Update on Novel Coronavirus- Ms. Nesbit stated information on the Novel Coronavirus would be presented by Ms. Lindner. Mr. Crum requested the presentation and discussion be timed for Board of Health Education. Ms. Lindner began her presentation at 7:20 PM.

Ms. Lindner presented the Board with a slideshow presentation detailing the recent Novel Coronavirus and included a video from the World Health Organization, which named the particular strand of the virus found to cause the recent outbreak, Covid-19. She explained the United States had responded to the virus by initiating a travel advisory, developed a diagnostic test, and started vaccine development. Ms. Lindner explained the current risk for Ohio's general public was low but the agency had gone into Incident Command System (ICS) on January 28, 2020 to manage if a case

was found in Clermont County. She stated resources had been provided to emergency service providers, healthcare providers, schools, and businesses throughout the county. A discussion ensued following Ms. Lindner's presentation which concluded at 7:32 PM.

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

EXECUTIVE SESSION:


At 7:34 PM, Mr. Crum made a motion to enter executive session to discuss the Health Commissioner's performance evaluation and negotiate her contract. Dr. Khan seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Heiser, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried.

At 8:38 PM, Mr. Crum made a motion to come out of executive session. Dr. Khan seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Heiser, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 8:40 PM. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

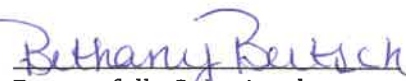

DR. JANET RICKABAUGH


ANDREW CRUM

ERIC HEISER


DR. JOSEPH KHAN


DENNIS BROWN


Respectfully Submitted