



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 April 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.

Call to Order: 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; Dr. James Kaya, Medical Director; Bethany Bertsch, Administrative Assistant and others as listed on Attachment #1.

Reorganization of the Board- Dr. Rickabaugh relinquished the Chair to Ms. Nesbit. Ms. Nesbit asked for nominations for the position of President of the Board of Health. Mr. Crum made a motion to nominate Dr. Rickabaugh to the position of President of the Board of Health. The motion was seconded by Mr. Brown. The vote was all ayes; Dr. Rickabaugh was elected to the position of President of the Board of Health.

Ms. Nesbit returned the Chair to Dr. Rickabaugh. Dr. Rickabaugh asked for nominations for the position of Vice President of the Board of Health. Mr. Brown made a motion to nominate Mr. Crum to the position of Vice President of the Board of Health. The motion was seconded by Dr. Khan. The vote was all ayes; Mr. Crum was elected to the position of Vice President of the Board of Health.

CONSENT AGENDA:

Ms. Nesbit stated a consent agenda had been prepared for the Board of Health and requested whether any Board Member wanted any items removed from the consent agenda for further discussion and consideration. No items were requested to be moved from the consent agenda. Ms. Nesbit recommended approval of the following consent agenda items:

- 1. Variances Black Water Holding Tank Extension Requests-** Recommendation to approve extending the variance for a black water holding tank for an additional month.
 - a. Kennard- 7252 Thompson Rd., Goshen Township (11-V-19)
 - b. Schneider- 4177 Amelia Olive Branch Rd., Batavia Township (31-V-19)
 - c. Smith- 1928 Swings Corner Point Isabel Rd., Tate Township (2-V-20)
- 2. Approval to Appoint Kelly Shepherd to Full-Time Director of Plumbing in the Plumbing Division** – Recommendation to appoint Kelly Shepherd to Full-Time Director of Plumbing at the salary outlined in the attached salary sheet. (Attachment #2)
- 3. Approval to Appoint Megan Cox to Part-Time Seasonal, Temporary Intern in the Water and Waste Division** – Recommendation to appoint Megan Cox to Part-Time Seasonal, Temporary Intern in the Water and Waste Division at the salary outlined in the attached salary sheet. (Attachment #3)

4. Approval of Board of Health Meeting Minutes for March 11, 2020- Recommendation to approve the minutes from the March 11, 2020 Board of Health Meeting.

Mr. Crum made a motion to approve consent agenda items #1 through #4. Mr. Heiser seconded the motion. The vote was all ayes; motion carried.

EXECUTIVE SESSION:

At 6:36 PM, Mr. Crum made a motion to enter executive session to discuss the continued employment of a Health District employee. Mr. Heiser 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 6:38 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.

NON-CONSENT AGENDA:

Approval of Request for Voluntary Disability Separation for Mackinzie Dickman- Ms. Nesbit requested the Board approve Mackinzie Dickman's request for Voluntary Disability Separation from the agency.

Mr. Crum made a motion to approve Ms. Dickman's request for Voluntary Disability Separation. Mr. Brown seconded the motion. The vote was all ayes; motion carried.

Approval to Change the Full-Time Emergency Response Coordinator/Sanitarian Position to a Full-Time Emergency Response/Special Projects Coordinator Position in the Administration Division, Create a Full-Time Environmental Health/Water and Waste Sanitarian/Sanitarian-In-Training Position in the Environmental Health Division- Ms. Nesbit reminded the Board of staffing changes that were discussed previously for the 2021 budget. She recommended the Board move forward with changing the Full-Time Emergency Response Coordinator/Sanitarian Position to a Full-Time Emergency Response/Special Projects Coordinator Position in the Administration Division and create a Full-Time Environmental Health/Water and Waste Sanitarian/Sanitarian-In-Training Position in the Environmental Health Division.

Mr. Crum made a motion to approve to change the Full-Time Emergency Response Coordinator/Sanitarian Position to a Full-Time Emergency Response/Special Projects Coordinator Position in the Administration Division and create a Full-Time Environmental Health/Water and Waste Sanitarian/Sanitarian-In-Training Position in the Environmental Health Division. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval of the Updated Table of Organization- Ms. Nesbit stated with the approval to change positions the Table of Organization needed to be updated.

Mr. Heiser made a motion to approve updates to the Table of Organization. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

Approval to Appoint Tyler Braasch Full-Time Emergency Response/Special Projects Coordinator in the Administration Division- Ms. Nesbit explained the position was posted internally. She stated Tyler Braasch had been with the agency for three years and was an exceptional candidate for the position. Ms. Nesbit requested Mr. Braasch be appointed as Full-Time Emergency Response/Special Projects Coordinator in the Administration Division.

Mr. Brown made a motion to appoint Tyler Braasch as Full-Time Emergency Response/Special Projects Coordinator in the Administration Division. Mr. Crum Seconded the motion. Mr. Brown, aye; Dr. Khan, aye; Mr. Heiser, abstained; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. (Attachment #5)

Approval of Raises for Increased Responsibility for Katrina Stapleton, Fiscal Officer and Keith Robinson, Communications Coordinator- Ms. Nesbit indicated her intention to bring two raise proposals to the Board later in the year; however, due to the agency's current response Katrina Stapleton, Fiscal Officer and Keith Robinson, Communications Coordinator had more than exceeded their positions expectations. Ms. Nesbit requested approval of raises for increased responsibility for Katrina Stapleton and Keith Robinson.

Dr. Khan made a motion to approve raises for increased responsibility for Katrina Stapleton, Fiscal Officer and Keith Robinson, Communications Coordinator. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachments #6 and #7)

Approval to Enter into Agreements for Contract Employees and Hire Temporary Employees for COVID-19 Response- Ms. Nesbit stated she wanted to prepare in case there was a need for a quick staffing influx for the COVID-19 response. She explained temporary employees could include master's students, student nurses, or nurses to assist with contact tracing and if a vaccine became available contract nurses would be needed to assist with mass vaccination clinics. Ms. Nesbit indicated she worked closely with the Prosecutor's Office to determine the differences between contract and temporary employees; neither would require updating the organizational chart unless there was a transition from temporary to permanent employment status. Ms. Nesbit requested approval to enter into agreements with contract employees and appoint temporary employees for the COVID-19 response.

Mr. Brown made a motion for the Health Commissioner to enter into agreements for the use of contract employees and to appoint temporary employees for assistance with the COVID-19 response. Mr. Heiser seconded the motion. The vote was all ayes; motion carried.

Approval of the Use of Board Members Electronic Signatures or Stamped Signatures for Approved Board Documents and Resolutions- Ms. Nesbit indicated she spoke with the Prosecutor's Office about the use of Board Member's electronic signatures or stamped signatures. She stated the minutes could be signed by the Secretary after formal approval from the Board. Ms. Nesbit asked the Board to approve the use of Board Member's electronic or stamped signatures for approved documents and resolutions.

Mr. Crum made a motion to approve the use of Board Member's electronic or stamped signatures for approved documents and resolutions. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval to Increase the 2020 Estimated Resources and Appropriations in Fund 7301 (Environmental Fund)- Ms. Nesbit stated budget amendments needed to be made due to anticipated COVID-19 grant funds. She explained \$169,383.00 was awarded from the grant and an additional \$13,810.18 was received from the state for the COVID-19 response. The funds would be used to fund staff salaries and overtime for the response. Ms. Nesbit requested approval to increase the 2020 Estimated Resource and Appropriations in Fund 7301 (Environmental Health) by \$183,000.00.

Mr. Crum made a motion to approve the increase to the 2020 Estimated Resources and Appropriations in Fund 7301 (Environmental Health) by \$183,000.00. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

Approval to Increase the 2020 Estimated Resources and Appropriations in Fund 7323 (Infrastructure Fund)- Ms. Nesbit requested an increase to the 2020 Estimated Resources and Appropriations in Fund 7323 (Infrastructure Fund) by \$169,383.00 for the COVID-19 grant.

Mr. Brown made a motion to approve the increase to the 2020 Estimated Resources and Appropriations in Fund 7323 (Infrastructure Fund) by \$169,383.00. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

Variances:

Private Water Cistern Using a Single Roof Washer- 4621 Olive Branch Stonelick Rd., Union Township (5-V-20)- Ms. Nesbit stated Christopher Hillman requested to install a single roof washer for the private water cistern on his home at 4621 Olive Branch Stonelick Rd., Union Township (5-V-20). Staff recommended approval.

Mr. Crum made a motion to approve the variance request to install a single roof washer for the private water cistern at 4621 Olive Branch Stonelick Rd., Union Township (5-V-20). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Connect a Room Addition to an Existing HSTS- 3672 US Route 50, Jackson Township (6-V-20)- Ms. Nesbit stated Victor Nelson requested to replace an existing one bedroom pole barn apartment with a new two bedroom pole barn apartment on the existing septic system at 3672 US Route 50, Jackson Township (6-V-20). Staff recommended disapproval.

Mr. Brown made a motion to approve the variance request to replace a one bedroom pole barn apartment with a new two bedroom pole barn apartment on the existing septic system at 3672 US Route 50, Jackson Township (6-V-20). Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

Approval of Amendment to Variance 38-V-19 at 5599 Belfast Owensville Rd., Stonelick Township to Extend the Isolation Distance- Ms. Nesbit stated the agency was contacted by Hometown Contracting who had been working to complete a room addition that received an isolation distance variance on August 14, 2019. They stated a six foot six inch isolation distance would be needed instead of the seven foot isolation distance variance that was granted. Ms. Nesbit requested approval of the amendment to variance 38-V-19 at 5599 Belfast Owensville Rd., Stonelick Township for an isolation distance of six foot six inches.

Mr. Crum made a motion to approve the amendment to variance 38-V-19 for a six foot six inch isolation distance at 5599 Belfast Owensville Rd., Stonelick Township. Mr. Brown seconded the motion. The vote was all ayes; motion carried.

Adoption of Resolution 06-20 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 06-20 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 06-20 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 #12)

Approval and Payment of Bills- Ms. Nesbit presented the Health District's bills for consideration. Following the Board's review and discussion, Dr. Khan made a motion to pay the bills as presented. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

DISCUSSION ITEMS:

Update on COVID-19- Ms. Nesbit stated the agency was busy supporting the ever changing COVID-19 response. Every staff member had been participating in daily response efforts. She explained communicable disease staff had been working 24/7 since the beginning of the outbreak in Ohio. Ms. Nesbit indicated case investigations were being completed for all positive cases and strike teams were being assembled to assist with case investigations. She stated the Water and Waste Division had been assisting with Personal Protective Equipment (PPE) by collecting donations, creating an inventory, and assisting with shipments from the Strategic National Stockpile. The Environmental Health Division, headed by Maalinii Vijayan, had been working with business complaint investigations and issuing cease and desist orders for non-compliance with the social distancing orders from Governor DeWine. Tim Kelly had been working on completing required documents for the COVID-19 Response Grant, with the assistance of Katrina Stapleton. Ms. Nesbit stated the agency had been participating in daily meetings with the Emergency Operations Center (EOC) which would be reducing the meetings to Monday, Wednesday, and Friday so more work can be done to focus on the response. Ms. Nesbit explained PPE had been prioritized to needed groups throughout the county however there was not enough to fill all requests. A discussion ensued on COVID-19.

BOARD OF HEALTH EDUCATION:

COVID-19 Discussion- At 6:57 PM, Ms. Nesbit opened discussion on updates of COVID-19 to the Board of Health. A discussion occurred that concluded at 7:40 PM.

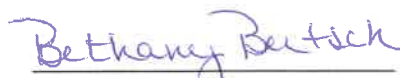
ADDITIONAL INFORMATION:

The Board thanked Clermont County Public Health staff for their continued hard work during the COVID-19 response.

ADJOURNMENT:

Mr. Heiser made a motion to adjourn the meeting at 7:41 PM. Mr. Crum seconded the motion. The vote was all ayes; motion carried.


SECRETARY


RESPECTFULLY SUBMITTED