



## **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 May 13, 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  
Andrew Crum, present  
Eric Heiser, present

Dr. Joseph Khan, present  
Dennis Brown, present

Others present included Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner; Jackie Lindner, Director of Nursing; Maalini Vijayan, Director of Environmental Health; Kelly Shepherd, Director of Plumbing; Robert Wildey, Director of Water and Waste; Dr. James Kaya, Medical Director; Katrina Stapleton, Fiscal Officer; Amanda Myers, Operations Manager; Bethany Bertsch, Administrative Assistant and others as listed on Attachment #1.

**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 of Subordination of Mortgage for Donald W. and Christina M. Blankenship-** Recommendation to approve subordination of mortgage for Donald W. and Christina M. Blankenship. (Attachment #2)
- 3. Approval of Board of Health Meeting Minutes for April 8, 2020-** Recommendation to approve the minutes from the April 8, 2020 Board of Health Meeting.

Mr. Brown made a motion to approve consent agenda items #1 through #3. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

**NON-CONSENT AGENDA:**

**Variances:**

**Isolation Distance- 3240 Sugartree Rd., Tate Township (7-V-20)-** Ms. Nesbit stated an isolation distance variance was requested for a replacement mound to be 27 feet from the cut bank of a stream on the property at 3240 Sugartree Rd., Tate Township (7-V-20). Staff recommended approval.

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Mr. Crum made a motion to approve the isolation distance variance request for a replacement mound to be 27 feet from the cut bank of a stream at 3240 Sugartree Rd., Tate Township (7-V-20). Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #3)

**Isolation Distance- 326 Front St., Miami Township (10-V-20)**- Ms. Nesbit stated Jonathan and Jessica Ruhlman requested an isolation distance variance to pour a concrete pool patio four feet eight inches from the existing septic system at 326 Front St., Miami Township (10-V-20). Staff recommended approval.

Dr. Khan made a motion to approve the isolation distance variance request for the addition of a concrete patio to be poured four feet eight inches from the existing system at 326 Front St., Miami Township (10-V-20). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

**Isolation Distance- 5616 Wild Rose Ln., Stonelick Township (11-V-20)**- Ms. Nesbit stated James Burdette requested an isolation distance variance to construct a garage six feet from the gradient drain discharge line of the existing system at 5616 Wild Rose Ln., Stonelick Township (11-V-20). Staff recommended approval.

Mr. Brown made a motion to approve the isolation distance variance request to construct a garage six feet from the gradient drain discharge line of the existing system at 5616 Wild Rose Ln., Stonelick Township (11-V-20). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

**Isolation Distance- 6707 Smith Rd., Miami Township (13-V-20)**- Ms. Nesbit stated Monica Cooper requested an isolation distance variance to add a septic mound with no isolation distance from the Smith Road right of way and less than ten feet from the driveway and south property line at 6707 Smith Rd., Miami Township (13-V-20). Staff recommended approval.

Mr. Brown made a motion to approve the isolation distance variance request for a septic mound to be added with no isolation distance from the right of way and less than ten feet from the driveway and south property line at 6707 Smith Rd., Miami Township (13-V-20). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

**Keep a Well for Agricultural Use and Isolation Distance- 2289 Hulington Rd., Tate Township (8-V-20)**- Ms. Nesbit stated a variance was requested to retain a well for agricultural use with an isolation distance for the proposed mound to be constructed 28 feet from the well at 2289 Hulington Rd., Tate Township (8-V-20). Staff recommended approval.

Dr. Khan made a motion approving the variance to keep a well for agricultural use with an isolation distance of 28 feet from the system's mound at 2289 Hulington Rd., Tate Township (8-V-20). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

**Black Water Holding Tank- 4707 Summerside Rd., Union Township (9-V-20)**- Ms. Nesbit reported Joe Thomas requested a variance to install a black water holding tank at 4707 Summerside Rd., Union Township (9-V-20). Ms. Nesbit informed the Board that all paperwork was in order; staff recommended approval contingent upon tank installation 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 tank installation and passing watertight testing at 4707 Summerside Rd., Union Township (9-V-20). Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

**Black Water Holding Tank- 3823 Hank Woods, Pierce Township (12-V-20)-** Ms. Nesbit reported Mathew Gast requested a variance to install a black water holding tank at 3823 Hank Woods, Pierce Township (12-V-20). Ms. Nesbit informed the Board that all paperwork was in order; staff recommended approval contingent upon tank installation and the system passing watertight testing.

Dr. Khan made a motion to approve the variance request to install a black water holding tank contingent on tank installation and passing watertight testing at 3823 Hank Woods, Pierce Township (12-V-20). Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

**Approval to Update the Table of Organization-** Ms. Nesbit reminded the Board of last month's approval to hire contract and temporary employees to assist with the COVID-19 response. She indicated it was not required to add the temporary positions to the organizational chart. However, she stated the addition of the positions to the chart would make the process smoother with the Auditor's office. Ms. Nesbit stated 20 temporary part-time contact tracer positions were added to the organizational chart but approximately six positions would be filled during the first round of hiring. She indicated more positions could be filled if there was a need during the response. Ms. Nesbit requested approval to update the organizational chart with 20 temporary part-time contact tracer positions.

Mr. Heiser made a motion to approve updating the organizational chart with 20 temporary part-time contact tracer positions. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Mr. Crum asked what work was involved with the positions. Ms. Nesbit stated disease investigation and contact tracing phone calls would be the main focus of the positions.

Dr. Rickabaugh asked if the position involved in-person work out in the community. Ms. Nesbit stated the work was all done remotely and over the phone. She indicated there was the potential for basic need supplies to be delivered to citizens; for example thermometers and over the counter medication which staff had delivered.

Dr. Khan asked what the schedule and number of contacts would be for the contact tracers. Ms. Nesbit explained the contact tracers would be scheduled on an on-call basis. Depending on the cases for that scheduled day the hours would depend on how quickly the contacts are made. Ms. Nesbit stated the goal for using contact tracers was to allow nursing staff to return to completing regular assigned tasks while overseeing the tracers.

**Approval of MOU with Clermont County for Purchase of PPE-** Ms. Nesbit reported as the response continued there was a potential need to purchase personal protective equipment (PPE); however, suppliers had been requiring large quantity purchases. She indicated the county had agreed to purchase PPE supplies in large quantities and the agency could purchase in smaller quantities from them at unit cost. Ms. Nesbit requested approval to move forward with the MOU with Clermont County to purchase PPE.

Mr. Brown made a motion to approve the MOU with Clermont County to purchase PPE. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

**Approval of Section 04.10 Public Health Emergency Response COVID-19 of the Manual of Personnel Policies-** Ms. Nesbit stated an emergency response policy was implemented during the H1N1 response but the COVID-19 response was proving to be different for the agency. She indicated the policy had been rewritten to better suit the current response. Ms. Nesbit reviewed the drafted policy with the Board and discussed the changes to the maximum vacation and comp time accumulations, overtime pay for exempt and non-exempt staff, and holiday pay for temporary part-time staff. Ms. Nesbit requested the addition of Section 04.10 Public Health Emergency Response COVID-19 to the Manual of Personnel Policies be approved and retroactive back to May 4, 2020.

Mr. Brown made a motion to approve Section 04.10 Public Health Emergency Response COVID-19 be added to the Manual of Personnel Policies and be retroactive from May 4, 2020. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

**Approval of Section 05.09.01 Emergency Family and Medical Leave Expansion Act of the Manual of Personnel Policies-** Ms. Stapleton explained that on April 1, 2020 the Families First Coronavirus Response Act (FFCRA) became effective. The act provided paid sick leave and expanded family and medical leave for employees until December 31, 2020. She indicated protection for six COVID-19 related events was extended to full-time and part-time employees that have worked for 30 day or more; whereas, only full-time employees that have been with the agency for a year are eligible for traditional Family Medical Leave Act (FMLA) coverage. Traditionally, FMLA coverage applies medical related events and military leave. The FFCRA expands qualifying events to include those without childcare due to COVID-19 closures for the full twelve weeks of protection.

Ms. Stapleton noted the Act classified Public Health Nurses and Sanitarians as Health Care Providers and Emergency Responders and allowed employers the option to exclude them from the extended coverage. She did not think it was necessary to include that exclusion in the local policy as staff have been able to telework thus far.

Ms. Nesbit requested the Board approve Section 05.09.01 Emergency Family and Medical Leave Expansion Act be added to the Manual of Personnel Policies.

Mr. Brown made a motion to approve Section 05.09.01 Emergency Family and Medical Leave Expansion Act be added to the Manual of Personnel Policies. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

**Approval of Section 05.13 Emergency Paid Leave of the Manual of Personnel Policies-** Ms. Stapleton explained the other component of the FFCRA provided additional paid leave to employees. She explained that under Section 05.13 Emergency Paid Leave employees would be paid at either their regular rate or two-thirds their regular rate depending on the reason for emergency leave. She explained regular accrued sick, vacation, or comp leave could be used to supplement those that only qualified for two-thirds their regular pay. Ms. Nesbit requested approval of Section 05.13 Emergency Paid Leave be added to the Manual of Personnel Policies.

Mr. Brown made a motion to approve Section 05.13 Emergency Paid Leave be added to the Manual of Personnel Policies. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #14)

**Approval of Updated Cost Allocation Plan-** Ms. Nesbit stated the Cost Allocation Plan was reviewed and updated each year. She indicated there were no changes to the plan for the 2020 year and requested approval of the Cost Allocation Plan.

Mr. Crum made a motion to approve the 2020 Cost Allocation Plan. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #15)

**Approval to Increase the 2020 Estimated Resources and Appropriations in Fund 7301 (Environmental Fund)-** Ms. Nesbit stated \$79,571.00 was awarded for the COVID-19 response; \$60,871.00 would be used to fund staff salaries, \$18,640.00 would be used to fund benefits, and \$60.00 would be used for purchased services. Ms. Nesbit requested approval to increase the 2020 Estimated Resource and Appropriations in Fund 7301 (Environmental Health) by \$79,571.00.

Mr. Crum made a motion to approve the increase to the 2020 Estimated Resources and Appropriations in Fund 7301 (Environmental Health) by \$79,571.00. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #16)

**Adoption of Resolution 07-20 Declaring Properties Public Health Nuisances-** Ms. Nesbit presented the addresses of three properties to be considered public health nuisances as stated on Attachment A and B of Resolution 07-20 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 07-20 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 #17)

**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 #18)

#### **DISCUSSION ITEMS:**

**Update on COVID-19-** Ms. Nesbit stated the agency had been busy responding to the COVID-19 related responsibilities. She indicated communicable disease staff were focused on disease investigations and, with assistance from other staff, contact tracing. Ms. Nesbit stated Ms. Vijayan, along with the Environmental Health Division, were working with the COVID-19 response to businesses opening. Other divisions have begun to integrate normal day-to-day functions while altering practices to include social distancing. She explained new techniques had been implemented to conduct inspections and work with the public. Ms. Nesbit stated the Permit Central lobby remained closed but business would continue online. A discussion ensued on COVID-19.

#### **BOARD OF HEALTH EDUCATION:**

**COVID-19 Discussion-** At 7:00 PM, Ms. Nesbit opened discussion on updates of COVID-19 to the Board of Health. A discussion occurred that concluded at 7:46 PM.

**ADJOURNMENT:**

Mr. Crum made a motion to adjourn the meeting at 7:47 PM. Dr. Khan seconded the motion. The vote was all ayes; motion carried.



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SECRETARY



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RESPECTFULLY SUBMITTED