



## **Clermont County Public Health**

Prevent. Promote. Protect.

### **Clermont County General Health District Board of Health Meeting**

The Clermont County Board of Health held its monthly meeting on November 10, 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, absent                        Dennis Brown, present  
                                 Eric Heiser, present

Others present included Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner; Tara Jimison, Director of Nursing; Maalini Vijayan, Director of Environmental Health; Kelly Shepherd, Director of Plumbing; Dr. James Kaya, Medical Director; Katrina Stapleton, Fiscal Officer; 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. Mr. Brown requested item #1, Black Water Holding Tank Extensions, be moved to the non-consent agenda for additional discussion. Ms. Nesbit recommended approval of the following consent agenda items:

- 2. Approval to Appoint Megan Davish to the Full-Time Health Educator Position in the Nursing Division-** Recommendation to appoint Megan Davish Health Educator position in the Nursing Division at the salary indicated on the attached salary sheet. (Attachment #2)
- 3. Approval to Appoint Solimar Jimenez to the Part-Time Intern Position in the Administration Division-** Recommendation to appoint Solimar Jimenez to the Part-Time Intern Position in the Administration Division at the salary indicated on the attached salary sheet. (Attachment #3)
- 4. Approval to Appoint Jennifer D'Alessandro and Kelly Fogwell to the Temporary Contact Tracer Positions in the Nursing Division-** Recommendation to appoint Jennifer D'Alessandro and Kelly Fogwell to the Temporary Contact Tracer Positions in the Nursing Division at the salaries indicated on the attached salary sheets. (Attachments #4-5)
- 5. Acceptance of Resignation of Sharon Ausman, Public Health Nurse II in the Nursing Division-** Recommendation to accept the resignation of Sharon Ausman, Public Health Nurse II in the Nursing Division, effective November 20, 2020.
- 6. Acceptance of Resignation of Linda Turner, Temporary Contact Tracer in the Nursing Division-** Recommendation to accept the resignation of Linda Turner, Temporary Contact Tracer in the Nursing Division, effective November 3, 2020.
- 7. Approval of MOU with Board of Clermont County Commissioners-** Recommendation to approve the Memorandum of Understanding with the Board of Clermont County Commissioners to receive CARES Act funding. (Attachment #6)
- 8. Approval of Board of Health Meeting Minutes for October 14, 2020-** Recommendation to approve the minutes from the October 14, 2020 Board of Health Meeting.

Mr. Brown made a motion to approve consent agenda items #2 through #8. Mr. Heiser seconded the motion. The vote was all ayes; motion carried.

**NON-CONSENT AGENDA:**

**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 homeowners #2 and #3 listed below were in the final stages and only administrative paperwork was needed to final the systems. She stated the agency did not require pump tickets be submitted for those properties and requested renewal of their extensions. Ms. Nesbit indicated homeowner #1 did not provide a pump ticket prior to the meeting and had allowed their permit to install to expire. She recommended not approving the extension of homeowner #1's black water holding tank variance and Water and Waste staff would follow up with the homeowner regarding the expired permit.

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)

Mr. Brown made a motion to approve extending the black water holding tank variance request for homeowners #2 and #3. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

**Variances:**

**Isolation Distance- 6470 Wardwood Dr., Miami Township (26-V-20)-** Ms. Nesbit stated Virgino and Anne Vanderputten requested an isolation distance variance for a room addition planned to be four feet eight inches from the upflow filter of the existing septic system at 6470 Wardwood Dr., Miami Township (26-V-20). Staff recommended approval.

Mr. Vanderputten indicated the addition was for a home office to accommodate his wife, which would be working from home.

Mr. Heiser made a motion to approve the isolation distance variance for a room addition that would be located four feet eight inches from the upflow filter of the existing septic system located at 6470 Wardwood Dr., Miami Township (26-V-20). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

**Connect a New Home to an Existing Household Sewage Treatment System- 2305 Maple Oak Dr., Wayne Township (27-V-20)-** Ms. Nesbit stated Eric Harcourt requested a variance to connect a three bedroom home to the existing leach bed system at 2305 Maple Oak Dr., Wayne Township (27-V-20). Staff recommended disapproval.

Mr. Wildey reported disapproval was recommended because the existing system was older but had passed all previous inspections.

Mr. Heiser made a motion to approve connecting a three bedroom home to the existing leach bed system at 2305 Maple Oak Dr., Wayne Township (27-V-20). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

**Third Reading of a Resolution Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary**

**Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks; Recreation Camps; Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.** Ms. Nesbit proceeded with the third reading of the resolution by title only.

**Adoption of Resolution 13-20 Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks; Recreation Camps; Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.**- Ms. Nesbit requested the Board adopt Resolution 13-20 Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks; Recreation Camps; Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.

Mr. Heiser made a motion to adopt Resolution 13-20 Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks; Recreation Camps; Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

**Approval of Update to Manual of Personnel Policies Section 04.10 Public Health Emergency Response COVID-19-** Ms. Nesbit proposed changes to the Manual of Personnel Policies Section 04.10 Public Health Emergency Response COVID-19 policy. Many of the staff that are integral to the COVID response have been unable to take vacations leave. One of the options to reduce balances while not taking the benefit away from staff was to offer a one-time vacation payout. She recommended staff which accumulated over 120 hours of vacation time would have the option to be paid out in eight hour increments up to 80 hours in December. She also recommended removing the cap on vacation time and would require staff to bring their vacation time back down within the limit six months after the state of emergency was lifted. Ms. Nesbit stated vacation time was a benefit earned by staff and she urged the Board to approve the changes to the policy.

Mr. Brown made a motion to approve updating the Manual of Personnel Policies Section 04.10 Public Health Emergency Response COVID-19 to reflect a vacation payout and to remove the cap on vacation time accumulation. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

**Approval of 2021 Appropriations Budget-** Ms. Nesbit asked Ms. Stapleton to present the 2021 Appropriation Budget. Ms. Stapleton proposed budgeting \$408,000 from cash reserves for the 2021 budget. She explained \$312,000 in reserves was budgeted to cover COVID-19 response activities and staff; however, she did not anticipate actually needing to use the entire reserve amount. While official Notices of Award had not yet been received, additional grant funding was anticipated; therefore, setting a higher appropriation now would alleviate appropriation increases throughout the year. Ms. Stapleton reminded the Board of the \$7,000 previously approved in the initial budget to be taken out of cash reserves for the Community Health Improvement Plan (CHIP) Intern's salary. She indicated the Sanitarian position previously approved to be split between the Water and Waste and Environmental Health Divisions would still be funded by splitting the cost between the Food Service and Sewage funds; \$25,000 from each. The remaining \$39,000 from cash carryover was to cover the anticipated retirement payout for the Director of Plumbing, Kelly Shepherd, and for six months of salary overlap to allow for training of a new Plumbing Inspector. The proposal included a 3.5% raise pool.

Ms. Stapleton compared the 2021 Estimated Resources with those of 2021 for each fund. She noted that while the overall budget was 12.07% higher than the 2020 budget, the Township and Village contribution was not increased. Ms. Nesbit noted that she advised the District Advisory Council at their March 19, 2020 meeting to anticipate an increased request to compensate for the decreased revenue that would be realized by the termination of the Get Vaccinated Ohio Grant program. That request would be postponed until 2022. Ms. Nesbit recommended the Board approve the 2021 appropriations budget as presented.

Mr. Heiser made a motion to approve the 2021 appropriations budget as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

**Approval to Increase the 2020 Estimated Resources and Appropriations in Fund 7301 (Environmental Fund)-** Ms. Nesbit stated that with the approval of Consent Agenda item 7, \$542,000.00 would be received from the Board of County Commissioners from the CARES Act; therefore the 2020 Estimates Resources and Appropriations needed to be increased. She indicated funding from the CARES Act could be used for the response to purchase basic office supplies and items needed for mass vaccinations; unlike the COVID-19 grant and the Contact Tracing grant which had parameters on how the funds could be used. Ms. Nesbit stated \$110,200.00 would be used to fund staff salaries, \$31,800.00 to fund benefits, and \$400,000.00 for purchased services. Ms. Nesbit requested approval to increase the 2020 Estimated Resource and Appropriations in Fund 7301 (Environmental Health) by \$542,000.00.

Mr. Heiser made a motion to approve the increase to the 2020 Estimated Resources and Appropriations in Fund 7301 (Environmental Health) by \$542,000.00. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

**Adoption of Resolution 14-20 Declaring Properties Public Health Nuisances-** Ms. Nesbit presented the addresses of eight properties to be considered public health nuisances as stated on Attachments A and B of Resolution 14-20 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 14-20 to declare the properties listed on Attachments 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. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

**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 #14)

#### **DISCUSSION ITEMS:**

**Memorandum of Understanding with Board of Clermont County Commissioners-** Ms. Nesbit indicated the Board of County Commissioner had received CARES funding that could be used to support public health. The agency had personnel expenses that could not be covered through any of the grant funding the agency had received as the funding coming directly to public health was frequently siloed for contact tracing and disease investigation. The funding the county received could be used for some of the personnel costs and for materials and supplies that will be necessary for the mass vaccination response. A group of staff came together to plan for needed items which was further vetted through the CARES funding committee at the county. The Memorandum of Understanding will allow for reimbursement up to \$400,000 in supplies and \$142,000 in personnel cost.

**Update on COVID-19 Response-** Ms. Nesbit stated the county had 3,214 total cases and 508 active cases prior to the meeting. She indicated the county had 33 hospitalizations and 42 total deaths. The new case rate per 100,000 over the last 14 days had increased to 389 cases, the prior week it was at 256. Ms. Nesbit indicated disease investigations and contact tracing were behind by approximately four to five days due to the large number of cases received daily. Schools began contacting their exposed cases for quarantine to assist and the agency follows up with emails. Ms. Nesbit reported there were 2,806 total contact identified from May through September and in October alone there were 2,041 contacts. Ms. Nesbit reported cases were of all age ranges and the majority were from community spread. A discussion ensued on COVID-19.

#### **ADDITIONAL INFORMATION:**

**Update on Nuisance Campground-** Ms. Vijayan indicated the owner at 1351 US Rt. 52, Andrew Moran, was again found to be over the four recreational vehicle limit without the appropriate campground license. Upon inspection seven recreational vehicles were found in use on the property. Ms. Vijayan stated she had been working with the Prosecutor's Office to determine the next steps for enforcement. She indicated the Board would be informed as to which form of action was taken.

**Buffalo Wings and Rings-** Ms. Vijayan stated Buffalo Wings and Rings located at 2235 Bauer Road had a cockroach infestation. She reported the owner had been working with an extermination company but the infestation continued to be an issue. She indicated she would be holding an Administrative Meeting to get compliance. If that did not work she would bring the matter to the Board.

**Auditor of State Award-** Ms. Stapleton stated the Auditor of State Award was received for the sixth year in a row. Ms. Nesbit congratulated Ms. Stapleton for all of the hard work she does.

**ADJOURNMENT:**

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



SECRETARY

Bethany Butler  
RESPECTFULLY SUBMITTED