



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 August 11, 2021. 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; Robert Wildey, Director of Water and Waste; Tara Jimison, Director of Nursing; Dr. James Kaya, Medical Director; and Katrina Stapleton, Fiscal Officer.

CONSENT AGENDA:

Ms. Nesbit presented a consent agenda and asked if any member wanted items moved to the non-consent agenda for further discussion and consideration. No request for further discussion of the consent agenda was made. Ms. Nesbit recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes for July 14, 2021-** Recommendation to approve the minutes from the July 14, 2021 Board of Health Meeting.
- 2. Variances Black Water Holding Tank Variance Extension Requests-** Recommendation to approve extending the variance for a black water holding tank for an additional month.
 - a. Tindle- 5511 Aviator Ave, Goshen Township (7-V-21)
- 3. Approval of Contract with the Clermont County Sheriff's Office for Delivery of Delinquent Notices-** Recommendation to approve the contract with the Clermont County Sheriff's Office for the delivery of delinquent notices. (Attachment #1)
- 4. Approval of Satisfaction of Mortgage Relative to the Septic System Rehabilitation Financing Program-** Recommendation to execute a Satisfaction of Mortgage, certifying that the terms of the mortgage and promissory note it secured have been satisfied, and authorizing the Recorder to release the mortgage of record for 422 Loveland Branch Hill Road, Loveland, OH 45140, as it relates to the Septic System Rehabilitation Financing Program. (Attachment #2)
- 5. Acceptance of Resignation of Yvonne Wallace, Temporary Contact Tracer/Vaccinator in the Nursing Division-** Recommendation to accept the resignation of Yvonne Wallace, Temporary Contact Tracer/Vaccinator in the Nursing Division, effective August 19, 2021.

Mr. Brown made a motion to approve consent agenda items #1 through #5. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances Black Water Holding Tank Variance Extension Request for Buskirk- 5051 Nature Trail, Union Township (4-V-21)- Ms. Nesbit stated no pump ticket for the black water holding tank variance extension request for Buskirk- 5051 Nature Trail, Union Township (4-V-21) was

received. She suggested tabling approval of the extension until the September 8, 2021 meeting. She noted the current request would not expire until August 31, 2021.

Mr. Crum made a motion to table approval of the black water holding tank variance extension request for Buskirk- 5051 Nature Trail, Union Township (4-V-21) until the September 8, 2021 meeting. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval to apply for and receive the New Public Health Workforce Grant- Ms. Nesbit reported the Ohio Department of Health was awarded funds for New Public Health Workforce sub-grants through the CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Supplemental Funding. Clermont County Public Health would receive up to \$300,000 to recruit, hire, and train personnel to address projected jurisdictional COVID-19 response needs. At a minimum, half of the award was to be spent to hire or contract new staff. New personnel could include clinical staff, disease investigation staff, communications, and administrative staff, or interns.

Ms. Nesbit stated the grant would begin on September 1, 2021, and continue through June 30, 2023. She indicated the CDC was interested in continuing the funding beyond the initial grant period but additional funding would depend on future federal budgets. Ms. Nesbit requested approval to apply for and accept the New Public Health Workforce grant.

Mr. Brown made a motion to apply for and accept the New Public Health Workforce grant. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval to Abolish the Temporary Mass Vaccination Coordinator Position in the Nursing Division and the CDC Associate Position in the Administration Division; Create an Assistant Health Commissioner Position to Oversee the Community Health Services Group and a Communicable Disease Investigator Position; Move the Director of Nursing, Health Educator, Harm Reduction Coordinator, and CDC Associate in the Nursing Division under the Assistant Health Commissioner over Community Health Services Group; Move the Director of Environmental Health, Director of Water and Waste, and the Plumbing Inspection Group under the Assistant Health Commissioner over the Environmental Health Services Group; Move the Communications Coordinator under the Health Commissioner; Move the Administrative Assistant I in the Administration Division under the Operations Manager; Change the Temporary Plumbing Inspector 1 Position to a Permanent Plumbing Inspector 1 Position; and Approve the Updated Organizational Chart- Ms. Nesbit explained a small workgroup met to plan how funding from the New Public Health Workforce grant could be used to expand staffing and how to better balance workloads amongst existing staff. She presented the current organizational chart and proposed revisions.

Ms. Nesbit proposed abolishing the vacant temporary Mass Vaccination Coordinator position in the Nursing Division and the CDC Associate Position in the Administration Division. She suggested creating an additional Assistant Health Commissioner position to oversee the Community Health Services Group and a Communicable Disease Investigator position to be funded by the New Public Health Workforce grant. The new Communicable Disease investigator would allow the Public Health Nurse Practitioner, who also serves as the current Communicable Disease Nurse, to expand nursing services that generate revenue. Ms. Nesbit explained that during the COVID-19 response the agency surged nursing staff; however, that staffing surge placed a great strain on the Administration Division which was unable to surge its capacity. She felt an additional Assistant

Health Commissioner that would oversee the Community Health Services Group would ease some of the burdens on the Administration Division.

Ms. Nesbit proposed moving the Director of Nursing, Health Educator, Harm Reduction Coordinator, and CDC Associate in the Nursing Division under the Assistant Health Commissioner over Community Health Services Group and to move the Director of Environmental Health, Director of Water and Waste, and the Plumbing Inspection Group under the Assistant Health Commissioner over the Environmental Health Services Group to help better balance supervisory duties. She suggested changing the supervisor of the Communications Coordinator to the Health Commissioner since the work that position performs is agency-wide. The Administrative Assistant I in the Administration Division would now be supervised by the Operations Manager as this position was meant to serve as a back-up to the Permit Central front office staff. The last change proposed was to change the status of the temporary Plumbing Inspector 1 position to a Permanent Plumbing Inspector 1 position. Ms. Nesbit reminded the Board that the temporary position was established in anticipation of the Director of Plumbing's retirement to ensure a smooth transition during the busy construction months.

Dr. Khan asked how Ms. Nesbit planned to sustain the two new positions beyond the June 30, 2023 end of the New Public Health Workforce grant. Ms. Nesbit stated, despite budgeting for a deficit, the agency's cash reserves have continued to grow over the last several years due to staffing turnover. She noted, the CDC indicated its desire to continue the grant funding beyond 2023; however, that was not guaranteed. If grant funding ceased, she hoped revenue from the expanded nursing services would support the positions. If those options did not come to fruition, Ms. Nesbit stated cash reserves could be used until positions were eliminated through attrition.

Mr. Heiser asked if the positions would be filled internally. Ms. Nesbit felt there was a strong internal candidate for the Communicable Disease Investigator position. The Assistant Health Commissioner position required a Master's Degree which limited the pool of internal candidates so that position would be posted both internally and externally.

Ms. Nesbit added that the creation of the two new positions did not fill all of the agency's needs. She and the workgroup felt additional IT and human resources support was needed; however, she hoped these new positions would allow some duties to be shifted and would add an extra layer of support as several positions had little to no backup.

Dr. Khan asked how the additional positions benefited the community. Ms. Nesbit reminded the Board that the communicable disease rates in Clermont County had steadily increased over the years while staffing levels remained constant. The Communicable Disease Investigator would allow for better follow-up and support for individuals. The position would also allow for a shift in duties and free-up time for the Public Health Nurse Practitioner to establish sexually transmitted infection (STI) services. Ms. Nesbit explained that when the Planned Parenthood office in Withamsville closed in 2014, the County was left with no STI services and infection rates increased. Ms. Nesbit felt the Assistant Commissioner position would allow the agency to perform at the level community partners expect and need. She noted the two additional positions still left staffing levels below what they were before the 2009 recession while the population continued to increase.

Mr. Heiser made a motion to abolish the Temporary Mass Vaccination Coordinator position in the Nursing Division and the CDC Associate position in the Administration Division; create an Assistant Health Commissioner position to oversee the Community Health Services Group and a Communicable Disease Investigator position; move the Director of Nursing, Health Educator, Harm

Reduction Coordinator, and CDC Associate in the Nursing Division under the Assistant Health Commissioner over Community Health Services Group; move the Director of Environmental Health, Director of Water and Waste, and the Plumbing Inspection Group under the Assistant Health Commissioner over the Environmental Health Services Group; move the Communications Coordinator under the Health Commissioner; move the Administrative Assistant I in the Administration Division under the Operations Manager; change the Temporary Plumbing Inspector 1 position to a permanent Plumbing Inspector 1 position; and approve the updated Organizational Chart. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachments #3 and #4)

Approval to Update the Pay Scale Ranges for Classified Positions- Ms. Nesbit stated the new Communicable Disease Investigator position, along with the Harm Reduction Coordinator position that was created at the October 14, 2020 meeting needed to be added to the pay scale.

Mr. Crum made a motion to update the pay scale ranges for classified positions. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Approval to Change Status of John Mentzel from Temporary Plumbing Inspector 1 to the Permanent Plumbing Inspector 1 Position- Ms. Nesbit explained John Mentzel currently filled the temporary Plumbing Inspector 1 position that was reclassified to a permanent Plumbing Inspector 1. She noted Mr. Mentzel had been a good addition to the Plumbing Division and was fitting in well with staff and the contractors in the field. She requested Mr. Mentzel's status be changed from temporary Plumbing Inspector 1 to a permanent Plumbing Inspector 1.

Mr. Crum made a motion to change the status of John Mentzel from temporary Plumbing Inspector 1 to permanent Plumbing Inspector 1. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Approval to Increase the 2021 Estimated Resources and Appropriations in Fund 7301 (Environmental Fund)- Ms. Nesbit explained that when the 2021 budget was established, funds were appropriated from cash reserves in Fund 7301 because at the time, continued grant funding had not been confirmed. Since the first of the year, the agency received several new COVID-related grants as well as increased awards to existing COVID grants in excess of the cash reserves originally appropriated. While that meant the agency had not dipped into the reserves, the 2021 estimated resources and appropriations needed to be increased to match the increased awards.

Ms. Nesbit requested an increase of \$637,000 (\$233,500 for CT20, \$378,500 for CO21, and \$25,000 the new WF21 grant). She noted the agency had received about \$1.2 million in additional funding, but Ms. Stapleton currently projected only a \$637,000 shortfall based on anticipated spending.

Mr. Brown made a motion to increase the 2021 estimated resources and appropriations in Fund 7301 (Environmental Fund) by \$637,000. Mr. Heiser seconded the motion. The vote was all ayes, motion carried. (Attachment #7)

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. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

Adoption of Resolution 11-21 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the addresses of six properties to be considered public health nuisances as stated on

Attachment A of Resolution 11-21 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 11-21 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 #9)

BOARD OF HEALTH EDUCATION:

COVID-19 Discussion- At 7:11 PM, Ms. Nesbit opened a discussion on updates of COVID-19 to the Board of Health. Ms. Nesbit discussed ongoing vaccination clinic operations, predominant Delta variant, rapid increase in cases reported, and the potential need for booster doses of the COVID vaccination. The discussion concluded at 7:25 PM.

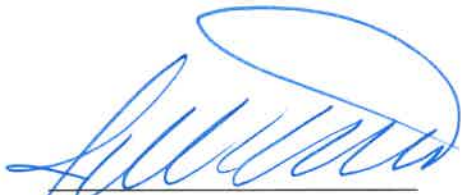
ADDITIONAL INFORMATION:

Retirement Reception for Kelly Shepherd and Kevin Jester- Ms. Nesbit invited the Board members to join the staff in celebrating the 2020 retirement of Kevin Jester as Director of Plumbing and the August 31, 2021 retirement of Kelly Shepherd as Director of Plumbing. A reception would be held from 2 pm to 4 pm on August 12, 2021, at the Permit Central office.

Wings Bar & Grill- Mr. Brown asked if there was an update on action against Wings Bar & Grill at 2235 Bauer Rd #1, Batavia, OH 45103. Ms. Nesbit stated an administrative meeting was held earlier in the day. A corrective action plan was issued that required a person-in-charge to be onsite at all times to ensure proper sanitation and safe food handling practices were observed.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 7:33 PM. Mr. Crum seconded the motion. The vote was all ayes; motion carried.


SECRETARY


RESPECTFULLY SUBMITTED