



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 September 8, 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, absent
 Andrew Crum, present Dennis Brown, absent
 Eric Heiser, present

Others present included Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner; Dr. James Kaya, Medical Director; Keith Robinson, Communications Coordinator; Katrina Stapleton, Fiscal Officer; and others listed on Attachment #1.

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 August 11, 2021-** Recommendation to approve the minutes from the August 11, 2021 Board of Health Meeting.
- 2. Approval of Satisfactions of Mortgages Relative to the Septic System Rehabilitation Financing Program-** Recommendation to execute Satisfactions of Mortgages, certifying that the terms of the mortgages and promissory notes they secured have been satisfied, and authorizing the Recorder to release the mortgages of record as they relate to the Septic System Rehabilitation Financing Program.
 - a. Brittany L. Baker- 2924 Mt. Pisgah Road, New Richmond, OH 45157 (Attachment #2)
 - b. Jeffrey C. Schmidt- 3634 Merwin 10 Mile Road, Cincinnati, OH 45245 (Attachment #3)
- 3. Approval to Appoint Susan Reutman as a Full-Time Public Health Nurse 2 in the Nursing Division-** Recommendation to appoint Susan Reutman as a full-time Public Health Nurse 2 in the Nursing Division at the salary indicated on the attached salary sheet. (Attachment #4)
- 4. Approval to Appoint Caroline Brown as the Full-Time Communicable Disease Investigator in the Nursing Division-** Recommendation to appoint Caroline Brown as the full-time Communicable Disease Investigator in the Nursing Division at the salary indicated on the attached salary sheet. (Attachment #5)
- 5. Acceptance of Resignation of Kara Dalton, Clerk I/Breastfeeding Peer for the WIC Program in the Nursing Division-** Recommendation to accept the resignation of Kara Dalton, Clerk I/Breastfeeding Peer for the WIC Program in the Nursing Division, effective August 27, 2021.
- 6. Acceptance of Resignation of Sara B. Bertsch, Administrative Assistant I in the Administration Division-** Recommendation to accept the resignation of Sara B. Bertsch, Administrative Assistant I in the Administration Division, effective September 2, 2021.

Mr. Heiser made a motion to approve consent agenda items #1 through #6. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variance Requests:

Isolation Distance for Glenzer- 3106 Lindale Mount Holly Road, Monroe Township (31-V-21)-

Ms. Nesbit reported David Glenzer requested to construct an all-seasons room addition approximately three feet from the existing septic tank at 3106 Lindale Mount Holly Road, Monroe Township (31-V-21). Staff felt Mr. Glenzer would be vigilant in protecting the tank and recommended approval. Mr. Glenzer noted the tank had been exposed prior to inspection to ensure all components were protected.

Mr. Crum made a motion to approve the request to construct an all-seasons room addition approximately three feet from the existing septic tank at 3106 Lindale Mount Holly Road, Monroe Township (31-V-21). Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Isolation Distance for Tarvin- 5243 State Route 132, Stonelick Township (32-V-21)- Ms.

Nesbit explained the only placement for the new construction mound for Adam and Leanne Tarvin at 5243 State Route 132, Stonelick Township (32-V-21) was within ten feet of a recorded ingress/egress utility easement. Staff recommended approval.

Mr. Crum made a motion to approve the request to construct a mound at 5243 State Route 132, Stonelick Township (32-V-21) within ten feet of a recorded ingress/egress utility easement. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Connect a Room Addition to an Existing HSTS for Loftspring- 5 Waljo Trail, Miami Township (33-V-21)-

Ms. Nesbit stated David and Sally Loftspring requested to add a first floor bedroom to the home connected to the ATU system at 5 Waljo Trail, Miami Township (33-V-21). The system was designed for 500 GPD which would handle up to four bedrooms; the addition would bring the home to five bedrooms. The system passed all previous inspections; staff recommended approval with caution to keep the home's water usage within the design limits of the septic system and to protect the building sewer during construction. Mr. Loftspring noted the number of occupants would remain the same.

Mr. Heiser made a motion to approve the request to add a first floor bedroom to the home connected to the ATU system at 5 Waljo Trail, Miami Township (33-V-21) with caution to keep the home's water usage within the design limits of the septic system and to protect the building sewer during construction. Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

PUBLIC COMMENT:

No members of the public were present to offer comment.

NON-CONSENT AGENDA:

Abolish the Full-Time Clerk 1/Breastfeeding Peer in the Nursing Division Clerical Group for the WIC Program, Create a Part-Time Clerk 1 in the Nursing Division Clerical Group for the WIC program, Create a Part-Time Breastfeeding Peer in the Nursing Division WIC Program, and Update the Organizational Chart-

Ms. Nesbit explained the resignation of Ms. Dalton prompted a reevaluation of staffing in the WIC Program. Ms. Dalton filled a combined position that filled the rolls of Breastfeeding Peer and Clerk 1. She stated the dual roll made sense from the perspective of being able to back up positions; however, it did not work from an operational perspective. Ms. Nesbit proposed abolishing the full-time Clerk 1/Breastfeeding peer position in the Nursing Division clerical group for the WIC program, creating a part-time Clerk 1 position in the

Nursing Division clerical group for the WIC program, creating a part-time Breastfeeding Peer position in the Nursing Division WIC program, and updating the Organizational Chart.

Mr. Crum asked if would be better to leave positions vacant rather than abolishing. Ms. Nesbit stated she would consult the agency's legal counsel on what the best practice would be. She noted that the County Prosecutor previously recommended abolishing positions that were inactive. Ms. Nesbit added that some positions needed to be abolished due to layoff procedures.

Mr. Crum made a motion to abolish the full-time Clerk 1/Breastfeeding peer in the Nursing Division clerical group for the WIC program, create a part-time Clerk 1 in the Nursing Division clerical group for the WIC program, create a part-time Breastfeeding Peer in the Nursing Division WIC program, and update the Organizational Chart. Mr. Heiser seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

First 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; and Mobile Food Service Operations or Retail Food Establishments Pursuant to Ohio Revised Code Section 3709.09 and 3709.21-

Ms. Nesbit reminded the Board that only food program fees were required to be evaluated annually; all other fee based programs required a cost methodology if an increase or decrease of fees was anticipated. She explained that the agency was required to use the prior year's staff time and financial date for the next year's fee calculation, meaning the 2020 data determined the 2022 fees. The COVID-19 response efforts had a serious impact on the food program fee calculations resulting in an anticipated \$65,000 deficit in fee revenue for 2022. Fees for risk levels I, II, III and IV facilities would decrease by 31.12% to 46.49%. She reminded the Board that vending fee increases, by law, were not to exceed the Consumer Price Index for the year of 1.4% and therefore, the fee was set at \$31.14. The temporary license fees were a flat rate that decreased 40.38% to \$31.00 and the mobile license fees increased by 3.19% to \$97 for 2022.

Ms. Nesbit noted the Association of Ohio Health Commissioners, the Ohio Environmental Health Association, and the Ohio Department of Health proposed applying for COVID-19 relief funding to help local health districts bridge the gap in lost revenue for the 2022, and likely 2023, licensing years. The proposal was being reviewed by the Ohio Office of Management and Budget. Ms. Nesbit stated staff would be working to increase communication with food program operators to ensure they understand that while fees went down significantly for 2022 and would likely remain low for 2023, fees would increase in future years as normal operations resumed. She noted the Ohio Restaurant Association was in support of the proposal as it gave the license holders a break while still allowing health departments to fund environmental specialist staff.

Mr. Crum asked if other health districts were realizing the same level of decreases in their fees. Ms. Nesbit explained a state-wide survey of the anticipated deficit was conducted in preparation for the funding proposal but it did not collect the percentage of individual fee decreases.

The Board agreed with the proposal for the 2022 Environmental Health fees.

Ms. Nesbit held the first reading of the 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; and Mobile Food Service Operations or Retail Food Establishments Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 by title only.

Ms. Nesbit stated a hearing to accept public comment on the proposed fees would be held at the October 13, 2021 Board meeting.

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 #10)

DISCUSSION:

Update on In-Service Day/Employee Recognition 2021- Ms. Nesbit reminded the Board the CCPH offices would be closed on October 11, 2021 for the staff in-service day. She noted that while the offices will be closed to the public she was weighing options for an in-person outdoor day or having a virtual in-service day. She felt staff deserved significant recognition for all of their hard work and efforts over the last two years. Ms. Nesbit noted the day was used as a training day to meet national accreditation requirements as well as a day for team building and to recognize and honor staff for meeting major milestones in their careers. She was concerned about the ongoing mental health strain on staff due to the COVID-19 response and continued staffing shortages and wanted to maintain the day to give staff a very small break.

ADDITIONAL INFORMATION:

October 13, 2021 Meeting Location- Ms. Nesbit reported the Permit Central lobby would be under construction for a security upgrade starting September 17, 2021. During the construction the large conference room would need to be utilized for staff relocation and public access. The October 13, 2021 meeting of the Clermont County Board of Health would be held at the Clermont County Engineer's Office, 2381 Clermont Center Dr, Batavia, OH 45103.

COVID-19 Supplemental Report- Ms. Nesbit called the Board's attention to supplemental COVID-19 case information which was included in the monthly communicable disease report. A discussion on hospitalized cases, booster doses, flu prevalence and reporting, and COVID transmission in school settings followed.

ADJOURNMENT:

Mr. Heiser made a motion to adjourn the meeting at 7:34 PM. Mr. Crum seconded the motion. The vote was all ayes; motion carried.



SECRETARY


RESPECTFULLY SUBMITTED