



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 October 13, 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, absent Dennis Brown, present
 Eric Heiser, present

Others present included Julianne Nesbit, Health Commissioner; Tara Jimison, Director of Nursing; Robert Wildey, Director of Water and Waste; Dr. James Kaya, Medical Director; Siara Petrey, Vital Statistics Registrar; 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 September 8, 2021-** Recommendation to approve the minutes from the September 8, 2021 Board of Health Meeting.
- 2. Approval of Satisfactions of Mortgages Relative to the Septic System Rehabilitation Financing Program-** Recommendation to execute Satisfaction of Mortgage, certifying that the terms of the mortgage and promissory note it secured has been satisfied, and authorizing the Recorder to release the mortgage of record as it relates to the Septic System Rehabilitation Financing Program. (Attachment #2)
 - a. Lester Robinson, Jr. and Shirley Robinson- 209 Bryant Lane, Williamsburg, OH 45176
- 3. Approval of Subordination of Mortgage for Jeremy Perry at 1328 Wilson Dunham Hill Road-** Recommendation to approve subordination of mortgage for Jeremy Perry at 1328 Wilson Dunham Hill Road to Rocket Mortgage, LLC ISAOA. (Attachment #3)
- 4. Approval of Salary Adjustment for John Mentzel, Plumbing Inspector 1 in the Plumbing Division-** Recommendation to grant a one-time salary increase to John Mentzel, Plumbing Inspector 1 in the Plumbing Division for achieving plumbing inspector certification at the salary indicated on the attached salary sheet. (Attachment #4)
- 5. Approval to Appoint Maalinii Vijayan as Assistant Health Commissioner of Community Health Services in the Administration Division-** Recommendation to appoint Maalinii Vijayan as Assistant Health Commissioner of Community Health Services in the Administration Division at the salary indicated on the attached salary sheet. (Attachment #5)
- 6. Approval to Appoint Siara Petrey as the Administrative Assistant 1 in the Administration Division-** Recommendation to appoint Siara Petrey as the Administrative Assistant 1 in the Administration Division at the salary indicated on the attached salary sheet. (Attachment #6)
- 7. Approval to Appoint Marie Shirkey as a Part-time Breastfeeding Peer in the Nursing Division-** Recommendation to appoint Marie Shirkey as a part-time Breastfeeding Peer in

- the Nursing Division at the salary indicated on the attached salary sheet. (Attachment #7)
8. **Approval to Appoint Desiree Bertenshaw as a Part-time Clerk in the Nursing Division-** Recommendation to appoint Desiree Bertenshaw as a part-time Clerk in the Nursing Division at the salary indicated on the attached salary sheet. (Attachment #8)
 9. **Approval to Appoint Kelly Fogwell as Temporary Contact Tracer Coordinator in the Nursing Division-** Recommendation to appoint Kelly Fogwell as Temporary Contact Tracer Coordinator in the Nursing Division at the salary indicated on the attached salary sheet. (Attachment #9)
 10. **Approval to Appoint Maribeth Taylor and Summer Attinger as Temporary Contact Tracer/Vaccinators in the Nursing Division-** Recommendation to appoint Maribeth Taylor and Summer Attinger as Temporary Contact Tracer/Vaccinators in the Nursing Division at the salary indicated on the attached salary sheet. (Attachments #10-#11)
 11. **Accept Resignation of Sydney Hine, Environmental Health Specialist-in-Training in the Environmental Health and Water and Waste Divisions-** Recommendation to accept the resignation of Sydney Hine, Environmental Health Specialist-in-Training in the Environmental Health and Water and Waste Divisions effective October 8, 2021.
 12. **Approval to Renew Contracts for COVID-19 Vaccinations with Donna Boys, Amanda Burgher, Patricia Crawford, Teresa Ernst, Barbara Friend, Bernardine Hartley Taylor, Barbara Jean Stokes, Marian Marcks, Monica Nerl, Amy Neuzil, Mollie Pegram, Mary Sacco, Dianna Schuster, and Nancy Wilson-** Recommendation to contract with Donna Boys, Amanda Burgher, Patricia Crawford, Teresa Ernst, Barbara Friend, Bernardine Hartley Taylor, Barbara Jean Stokes, Marian Marcks, Monica Nerl, Amy Neuzil, Mollie Pegram, Mary Sacco, Dianna Schuster, and Nancy Wilson to assist with COVID-19 vaccinations. (Attachments #12-#25)

Mr. Brown made a motion to approve consent agenda items #1 through #12. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variations Requests:

Connecting a New Home to an Existing HSTS for Shinkle- 1198 Richey Road, Franklin Township (34-V-21) - Ms. Nesbit stated Josh Shinkle requested approval to replace the existing three-bedroom home connected to the leach line septic system at 1198 Richey Road, Franklin Township (34-V-21) with a new three-bedroom home. She noted staff recommended denial of the variance due to poor soil conditions and the system being undersized by current standards. Mr. Shinkle stated the system has been well maintained and he had not experienced any issues with the system.

Mr. Heiser reiterated the importance of maintaining the system and reminded Mr. Shinkle that if the system were to fail it would need to be repaired or replaced. Dr. Rickabaugh encouraged water conservation due to the system size. Mr. Shinkle noted he had high-efficiency appliances.

Mr. Heiser made a motion to approve the variance request to replace the existing three-bedroom home connected to the leach line septic system at 1198 Richey Road, Franklin Township (34-V-21) with a new three-bedroom home. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #26)

Isolation Distance for Reece- 5966 Newtonsville Road, Wayne Township (35-V-21) - Ms. Nesbit reported Kelly Reece requested to construct a sunroom three feet from the building sewer at 5966 Newtonsville Road, Wayne Township (35-V-21). Staff recommended approval with caution to protect the system during construction.

Mr. Heiser made a motion to approve the request to construct a sunroom three feet from the building sewer at 5966 Newtonsville Road, Wayne Township (35-V-21). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #27)

Private Water for Paul- 1876 Trees Road, Tate Township (36-V-21) - Ms. Nesbit stated Tim Paul requested approval to use a Wisy Vortex roof washer with the private water system at 1876 Trees Road, Tate Township (36-V-21). Staff recommended approval because the filter was designed to handle rainwater from more than fifteen hundred square feet of roof area.

Mr. Brown made a motion to approve the variance request to use a Wisy Vortex roof washer with the private water system at 1876 Trees Road, Tate Township (36-V-21). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #28)

Septic in Flood Plan for Carmack- 1311 US 52, Monroe Township (37-V-21) - Ms. Nesbit explained Jason Carmack requested approval to install a septic tank in a flood plain area at 1311 US 52, Monroe Township (37-V-21). Staff recommended approval with caution to protect the pre-treatment device from flooding as much as possible. Mr. Wildey noted the tank and Hydro-Action pre-treatment device would be placed in the flood plain then would pump to leach lines that would not be located in the flood plain.

Mr. Brown asked if there was a risk of the tank floating in the event of a flood. Mr. Wildey explained an anti-floatation device was to be installed to prevent the tank from floating; however, if the tank did float, an alteration permit to reset the tank could be obtained.

Mr. Brown made a motion to approve the variance request to install a septic tank in a flood plain area at 1311 US 52, Monroe Township (37-V-21). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #29)

Blackwater Holding Tank and to Connect a New Home to an Existing HSTS for Wolfson- 3976 Greenbrier, Batavia Township (38-V-21) - Ms. Nesbit reported Mark and Pam Wolfson requested approval to install a temporary black water holder tank connected to a temporary housing unit and to connect a new home to the existing leach bed system at 3976 Greenbrier, Batavia Township (38-V-21). She explained the original home burned down and they wished to rebuild and connect the new home to the existing system. While the home was rebuilt, the family was living in temporary housing located on the property which would be connected to a black water holding tank. Staff recommended approval contingent on an alteration permit to connect the new home to the existing septic system being obtained and the black water holding tank passing a watertight test.

Mr. Brown made a motion to approve the variance request to install a temporary black water holder tank connected to a temporary housing unit and to connect a new home to the existing leach bed system at 3976 Greenbrier, Batavia Township (38-V-21). Mr. Heiser seconded the motion. The vote was all ayes, motion carried. (Attachment #30)

Public Hearing on Proposed Revision to the 2022 Food Fees- Ms. Nesbit opened the hearing on the proposed revisions to the 2022 Food Program Fees. She stated all public hearing notices were sent to licensees on September 14, 2021, giving 20 days' notice of the hearing on the fees. She reviewed the proposed 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.

Ms. Nesbit added that the notifications also provided the opportunity for comments to be sent via phone, email, or mail. She stated no comments were received from license holders and the hearing was closed.

PUBLIC COMMENT:

No members of the public were present to offer comment.

NON-CONSENT AGENDA:

Second 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 held the second 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.

Approval to Create a Full-time Office Specialist 1 in the Administration Division and Update the Organizational Chart-

Ms. Nesbit explained the appointment of Ms. Petrey as the Administrative Assistant left a vacancy in the Permit Central front office. She wanted to leave the Vital Statistics Registrar position, which was also a team lead role, vacant for the time being and evaluate the need for the team lead position in the future. Ms. Petrey would retain the Vital Statistics Registrar certification in the Administrative Assistant role to comply with the State's registrar requirement. Ms. Nesbit requested approval to create an additional Office Specialist 1 position to bring the front office staffing level back to four full-time staff positions as needed to maintain the workload.

Ms. Nesbit noted, she followed up with the Prosecutor's Office on Mr. Crum's suggestion during the September 8, 2021 meeting to leave vacant unfunded positions on the organizational chart. The Prosecutor's Office recommended not keeping vacant positions on the organizational chart as it may cause issues if positions need to be abolished or during layoffs in the future. She noted it also gave staff the perception that there are open positions to transfer to within the agency which may not be the case. Ms. Nesbit felt the Vital Statistics Registrar position circumstance was a little different as she wanted to leave the position vacant temporarily until she could determine what would be best moving forward.

Mr. Heiser made a motion to create a full-time Office Specialist 1 position in the Administration Division and update the Organizational Chart. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #31)

Approval of Update to Personnel Policy Section 04.10 Public Health Emergency Response (PHER) COVID-19-

Ms. Nesbit reminded the Board that she previously indicated the need to keep the PHER policy in effect until December 31, 2021; however, she now anticipated needing to keep the policy active until July 2022 when COVID-19 emergency response grant funding would likely end. She explained a few staff again had significant vacation accruals and an inability to take time off due to the Delta variant surge and staffing shortages. Ms. Nesbit suggested updating the policy to allow another vacation buyout but not capping the buyout at 80 hours. Staff would still need to maintain a balance of 120 vacation hours after the buyout.

Dr. Khan made a motion to update Personnel Policy Section 04.10 Public Health Emergency Response (PHER) COVID-19. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #32)

Approval of Contract for Services with ArchiveSocial, Inc. - Ms. Nesbit explained there was an increased need for assistance with archiving social media posts since they are considered public records. She also noted threats against staff were made and then deleted which was difficult to capture unless staff was able to capture them via screenshots. Ms. Nesbit signed a contract with ArchiveSocial, Inc. for the initial purchase at \$2,988.00 annually and asked that the Board fully ratify her decision to sign the contract.

Dr. Khan made a motion to approve the contract for services with ArchiveSocial, Inc. Mr. Heiser seconded the motion. The vote was all ayes, motion carried. (Attachment #33)

Adoption of Resolution 12-21 Authorizing the Establishment of the COVID Grant Special Fund (7330) - Ms. Nesbit reminded the Board of its approval at the August 11, 2021 meeting to apply for and accept the Workforce Development grant from the Ohio Department of Health. She explained all COVID response funding thus far was processed through the general fund and tracked using a project number since it was temporary funding. Since the Workforce Development grant was anticipated to be ongoing funding, a separate fund needed to be established. Ms. Nesbit noted any future COVID funding grant awards would be processed through this fund as well.

Dr. Khan made a motion to adopt Resolution 12-21 authorizing the establishment of the COVID Grant special fund (7330). Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #34)

Approval to Increase Estimated Resources and Appropriations in the COVID Grant Fund (7330) - Ms. Nesbit explained that estimated resources and appropriation for the newly established COVID Grant Fund (7330) needed to be established to spend the funding since they were not included in the agency's original budget.

Dr. Khan made a motion to increase the estimated resources and appropriations in the COVID Grant Fund (7330). Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #35)

Adoption of Resolution 13-21 Authorizing the Temporary Advance of Cash in the Amount of \$57,000 from the Environmental Health Fund (7301) to the COVID Grant Fund (7330) - Ms. Nesbit stated the Workforce Development Grant was a reimbursement based grant; therefore, \$57,000 cash needed to be advanced to the COVID Grant Fund (7330) to cover the first quarter and a half of expenses. Once funding for the grant ceased and the fund was closed, the \$57,000 would be repaid to the Environmental Health Fund (7301).

Mr. Brown made a motion to adopt Resolution 13-21 authorizing the temporary advance of cash in the amount of \$57,000 from the Environmental Health Fund (7301) to the COVID Grant Fund (7330). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #36)

Approval and Payment of Bills- Ms. Nesbit presented the Health District's bills for consideration. Following the Board's review and discussion, Mr. Brown made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #37)

Adoption of Resolution 14-21 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the addresses of five properties to be considered public health nuisances as stated on Attachments A and B of Resolution 14-21 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 14-21 declaring 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 #38)

BOARD OF HEALTH EDUCATION:

COVID-19 Discussion- At 7:05 PM, Ms. Nesbit opened a discussion on updates of COVID-19 to the Board of Health. Ms. Nesbit discussed the trends of daily case counts and deaths; booster vaccines; vaccination clinic schedules; quarantine, isolation, and contact tracing of school-aged children; and the Warren County Schools COVID testing pilot project. The discussion concluded at 8:01 PM.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 8:10 PM. Mr. Brown seconded the motion. The vote was all ayes; motion carried.


SECRETARY


RESPECTFULLY SUBMITTED