



## **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 September 14, 2022. President Janet Rickabaugh called the meeting to order at 6:30 p.m. 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, absent  
                                 Steve Meadors, present

Others present included Dr. James Kaya, Medical Director; Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Maalini Vijayan, Assistant Health Commissioner of Community Health Services; Tara Jimison, Director of Nursing; Robert Wildey, Director of Water and Waste; Brian Williamson, Director of Environmental Health; Katrina Stapleton, Fiscal Officer; Jessica Johnson, Administrative Assistant; and others as listed on Attachment #1.

#### **CONSENT AGENDA:**

Mr. Kelly stated a consent agenda was prepared for the Board and asked if any member wanted items moved to the non-consent agenda for further discussion and consideration. No members requested further discussion of items on the consent agenda. Mr. Kelly recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes for August 18, 2022** - Recommendation to approve the minutes from the August 18, 2022 Board of Health Meeting.
- 2. Approval of Satisfaction of Mortgage Relative to the Septic System Rehabilitation Financing Program** - Recommendation to execute a Satisfaction of Mortgage, certifying the terms of the mortgage and promissory note it secured have 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. Gary A. Dees, 2202 Taggart Dr., Monroe Township
- 3. Variances Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variances for a black water holding tanks for an additional month.
  - a. Gibson- 3532 Taylor Rd, Jackson Township (3-V-22)
  - b. Yackey- 5742 Baas Rd, Stonelick Township (5-V-22)
  - c. Burns- 2487 Cedarville Rd, Goshen Township (14-V-22)
  - d. Perry- 2702 Indian Summer Drive, Tate Township (18-V-22)
  - e. Kapraszewski- 2705 Indian Summer Drive, Tate Township (19-V-22)
  - f. Klein - 3010 Jackson Pike (26-V-22)
  - g. Downey - 5404 St. Rt. 133 (27-V-22)
- 4. Accept Resignation of Nancy Rowley, Temporary Contact Tracer/Vaccinator in the Nursing Division** - Recommendation to accept the resignation of Nancy Rowley, Temporary Contact Tracer/Vaccinator in the Nursing Division, effective Thursday, September 22, 2022.

**5. Approval of Contract with Woodland Lakes Retreat & Event Center for Employee In-Service Day-** Recommendation to approve the contract with the Woodland Lakes Retreat & Event Center for Employee In-Service Day on October 10, 2022. (Attachment #3)

Dr. Khan made a motion to approve consent agenda items #1 through #5. Mr. Meadors seconded the motion.

**NON-CONSENT AGENDA:**

**Variations:**

**Black Water Holding Tank Extension Requests** –Mr. Kelly stated no pump ticket for the black water holding tank variance extension requests for Wolfson – 3976 Greenbriar, Batavia Township (38-V-21) and CCET, LLC- 880 Roundbottom Road, Union Township (44-V-21) were received. He suggested tabling approval of the extensions until the October 12, 2022, meeting.

Mr. Crum made a motion to table approval of the black water holding tank variance extension requests for Wolfson – 3976 Greenbriar, Batavia Township (38-V-21) and CCET, LLC- 880 Roundbottom Road, Union Township (44-V-21) until the October 12, 2022 meeting. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

**New Black Water Holding Tank at 3794 St. Rt. 222, Batavia Township (28-V-22)** – Mr. Kelly reported Andrew S. Gabbard requested approval to install a black water holding tank at 3794 St. Rt. 222, Batavia Township (28-V-22). Mr. Kelly informed the Board all the paperwork was in order, and the staff recommended approval pending the installer obtaining a permit to install and the tank passing a water-tight test.

The homeowner, Sara Gabbard, was present and acknowledged the pump ticket instructions.

Mr. Crum made a motion to approve installing a black water holding tank at 3794 St. Rt. 222, Batavia Township (28-V-22). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #4)

**Connect a New Three-Bedroom Home to the Existing Household Sewage Treatment System at 5925 Moore Marathon Rd., Wayne Township (29-V-22)** – Mr. Kelly stated Kevin Chambers requested approval to connect a new three-bedroom home to the existing leach line system at 5925 Moore Marathon Rd., Wayne Township (29-V-22). The current system consists of a septic tank followed by 588 linear feet of leach lines. The existing septic system is located on the southwest side of the proposed house location. The top of the septic tank is unburied, and PVC baffles were present for the inlet and outlet openings of the septic tank. Large portions of the leach lines were overgrown with trees and bushes, and various equipment and large items were sitting over the top of the leach lines. Staff recommended denial.

Mr. Crum inquired as to the history of the system. Mr. Kelly reported the system had no history of failure.

Mr. Crum asked what size house the system was sized for. Mr. Kelly stated the system was 588 linear feet which is undersized by current standards; therefore, staff had recommended disapproval.

The property owner, Kevin Chambers, was present and indicated he believed the denial was based upon various pieces of equipment and items sitting on the leach lines. Mr. Chambers stated the equipment was there temporarily, and he had no issues with the system in the past ten years.

Mr. Crum asked Mr. Chambers if the original home was a manufactured home. Mr. Chambers indicated the original home was a three-bedroom manufactured home that was torn down and disconnected from the system.

Mr. Meadors asked Mr. Chambers if he knew the date of the original septic permit. Mr. Chambers did not know the date of the original septic permit.

Mr. Crum asked Mr. Kelly the reason for the disapproval. Mr. Kelly stated the disapproval was based upon poorly drained soils and a high water table.

Mr. Chambers indicated he used the system as recently as two months prior to the Board of Health meeting with no problems.

Mr. Crum explained to Mr. Chambers if the system failed, he must replace the system. Mr. Chambers understood and acknowledged this.

Mr. Crum made a motion to approve the request to connect a new three-bedroom home to the existing household sewage treatment system at 5925 Moore Marathon Rd., Wayne Township (29-V-22). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #5)

**Connect a New Three-Bedroom Home to the Existing Household Sewage Treatment System at 3308 Bishop Rd., Wayne Township (30-V-22)** - Mr. Kelly stated Michael Skolnik requested approval to connect a new three-bedroom home to the existing two-bedroom leach line system at 3308 Bishop Rd., Wayne Township (30-V-22). The prior home has been demolished, and a new manufactured home is being proposed to connect to the existing system. Staff was unable to assess the number or length of leach lines due to large piles of trees and brush debris over the area of the leach lines. Staff recommended approval.

The homeowner, Michael Skolnik, was present and indicated his father had lived in the prior home from 1963 until 2020 and had always maintained the pump and pumped the system every three to five years. He also indicated the system had never failed. He noted a three-bedroom home was connected to the system in the 1960s without issue.

Mr. Crum made a motion to approve the request to connect a new three-bedroom home to the existing household sewage treatment system at 3308 Bishop Rd., Wayne Township (30-V-22). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #6)

**Connect a New Three-Bedroom Home to the Existing Household Sewage Treatment System at 628 Neville Penn School House Rd, Washington Township (32-V-22)** - Mr. Kelly stated Candy Conway requested, on behalf of Todd Cartmel, approval to connect a new three-bedroom home to the existing leach field system at 628 Neville Penn School House Rd., Washington Township (32-V-22). The property is vacant, and the type of septic system on the property could not be confirmed due to the rocky soils. The septic system failed for a discharge pipe on May 1, 2009, and passed on July 2, 2009, after the discharge pipe effluent cleared up. The soil on site is well-drained soil suitable for leach lines. Staff recommended denial based on not being able to confirm the type of system or size due to the rocky soils.

The agents/builders, Paul and Candy Conway, were present.

Mr. Crum asked what size home was previously connected to the system. Mr. Crum was told a three-bedroom manufactured home was previously connected; however, the home was removed prior to his involvement with the project.

Dr. Khan inquired of the Conways about the type of home being constructed and when the system was last used. The Conways indicated a three-bedroom home was being constructed, and they were unsure when the system was last used.

Dr. Rickabaugh asked the Conways if the prior home was a manufactured home. The Conways indicated the prior home was a manufactured home, and the new home will be stick-built.

The Conways indicated there was enough acreage available to install a replacement system if the current system happened to fail, and the land does not have much elevation change.

Mr. Crum asked how the system could be located. Mr. Kelly explained the environmental health specialist attempted to locate the system by probing the ground but was unable to determine the location and size of the system because of the rocky soils.

Dr. Khan asked Mr. Wildey, Director of Water and Waste, his opinion on the proposal. Mr. Wildey indicated the soil was good, and the only reason for denial was the environmental health specialist could not verify the system.

Mr. Crum indicated since the actual owner of the property was not present, he or she needs to be aware the system may fail.

The Conways indicated the owner purchased the property approximately two months ago and currently lives out of state.

Dr. Khan indicated any decision made by the Board stays with the property regardless of the owner and inquired as to the water source on the property. The Conways indicated the water source was city water.

Mr. Wildey indicated if any system fails, the Water and Waste division of Clermont County Public Health makes arrangements to have the problem corrected. They inspect all systems routinely and will work with the homeowner to make any necessary repairs.

Mr. Crum made a motion to approve the request to connect a new three-bedroom home to the existing household sewage treatment system at 628 Neville Penn School House Rd., Washington Township (32-V-22), with the condition being if the system fails, it must be repaired or replaced. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #7)

**Connect a Room Addition to the Existing Household Sewage Treatment System at 2830 Fair Oak Rd., Monroe Township (31-V-22)** – Mr. Kelly stated Robert Brunk requested approval to connect a room addition to the existing Millennium Mound system at 2830 Fair Oak Rd., Monroe Township (31-V-22). The mound was installed in 2017 and has passed all of its inspections. The existing system is three-bedrooms, and the connection will add a bedroom bringing the total bedrooms to four. Staff recommended approval.

The owner, Robert Brunk, was present at the meeting.

Mr. Crum made a motion to approve connecting a room addition to the existing Millennium Mound system at 2830 Fair Oak Rd., Monroe Township (31-V-22). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

**Installation of an Undersized System and an Isolation Distance at 2220 Elklick Rd., Batavia Township (33-V-22)** – Mr. Kelly stated PIF Investing LLC/Dan Hueber requested approval to install an undersized replacement system as well as a horizontal isolation distance at 2220 Elklick Rd., Batavia Township (33-V-22). The homeowner desired to upgrade or improve the system. The property is vacant and is on a cistern. After a site review, it was determined a full-sized replacement system was not possible; therefore, a scaled-down system was designed. The new system includes a 1,000-gallon ODH-approved septic tank and four 25-foot runs of Infiltrator Advanced Technology Leachfield (ATL). The length and area of the leach field does not meet ODH size requirements. The cistern should help keep water usage at reasonable volumes. Staff recommended approval.

Todd Huddleston was present on behalf of the property owner, PIF Investing/Dan Hueber. Mr. Huddleston indicated a consulting firm was hired, performed all necessary tests, and drew up the plans for the replacement system.

Mr. Crum asked what an Advanced Treatment Leachfield consisted of. Mr. Kelly stated the information was attached to the variance request, and the lines were wrapped with a particular material to prevent dirt from entering the lines.

Dr. Khan made a motion to approve the installation of an undersized system and an isolation distance at 2220 Elklick Rd., Batavia Township (33-V-22). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

**PUBLIC COMMENT:**

Mr. Chris Hicks of 444 Woodwick Ct., Cincinnati, Ohio, addressed the Board regarding Safe Haven Baby Boxes. Topics presented included the need for more information to be conveyed to the public regarding parents' rights to legally and confidentially surrender their infant under thirty days old and private companies making large profits by selling the boxes to states. Mr. Hicks proposed three signs to educate the parents regarding their rights and options, the resources available to them, and safe haven surrender locations. His proposal included posting these signs on various government buildings. (Attachment #10)

**Hearing to Suspend or Revoke the Food Service Operation License of The Ugly Goat Social Club, 416 Market St., Felicity, OH 45120** – The operator of The Ugly Goat Social Club was not yet present, so the hearing was postponed to later in the meeting.

**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**

Mr. Kelly reminded the Board only food program fees were required to be evaluated annually; all other fee-based programs required a cost methodology if an increase or decrease in fees was anticipated.

Katrina Stapleton, CCPH Fiscal Officer, addressed the Board and explained the agency was required to use the staff time and financial data from 2021 for the 2023 licensing year's fee calculation. As in the past, the COVID-19 response efforts seriously impacted the food program fee calculations, resulting in an anticipated \$35,000 deficit in fee revenue for 2023. Fees for risk levels I, II, III, and IV facilities would decrease by 35% - 40%. However, \$105,382.80 in relief funding was received in April, which will offset this deficit. She reminded the Board vending fee increases, by law, are capped by the Consumer Price Index of 7%. However, less staff time was spent on the program in 2021; therefore, the fee was set at \$19.89, which would be a 35% decrease from 2022. The maximum amount allowed for temporary license fees would be \$70.64 (a 35% increase from the 2022 fee of \$52.00); however, Ms. Stapleton indicated Ms. Nesbit suggested a 15% increase to \$60.00. She further indicated upon reviewing the temporary license fees over time, the increase was in line with the 2017 fee of \$58.00. The proposed fees for mobile licenses increased by 7.5% to \$101.00 for 2023.

Mr. Crum asked how Clermont County's temporary food license fee compares to other health districts' fees. Ms. Stapleton advised she would provide the Board with this information from neighboring counties at the next meeting.

Dr. Khan confirmed with Ms. Stapleton the proposals must be based upon data from 2021.

Dr. Khan also confirmed with Ms. Stapleton there would be a budget deficit even using the maximum amounts allowed for fees.

The Board agreed with the proposal for the 2023 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.

Mr. Kelly 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.

Mr. Kelly stated a hearing to accept public comment on the proposed fees would be held at the October 12, 2022, Board meeting.

**Approval of Additional Appropriations in Fund 7310 (Food Service)** – Mr. Kelly requested an additional appropriation for the Food Service Fund (7310) in the amount of \$40,000.00 from the 2022 cash carryover. He indicated the additional appropriation would be allocated as follows: \$20,000.00 for salaries, \$15,000.00 for benefits, and \$5,000.00 for purchased services.

Dr. Khan made a motion to request an additional appropriation for the Food Service Fund (7310) in the amount of \$40,000.00 from the 2022 cash carryover. Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

**Approval of Additional Appropriations in Fund 7314 (Private Water)** – Mr. Kelly requested an additional appropriation for the Private Water Fund (7314) in the amount of \$4,000.00 from the 2022 cash carryover. He indicated the additional appropriation would be allocated as follows: \$2,500.00 for salaries, \$1,000.00 for benefits, and \$500.00 for purchases.

Mr. Crum made a motion to request an additional appropriation for the Private Water Fund (7314) in the amount of \$4,000.00 from the 2022 cash carryover. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

**Approval and Payment of Bills-** Mr. Kelly 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. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

**Adoption of Resolution 12-22 Declaring Properties Public Health Nuisances-** Mr. Kelly presented the address of one property to be considered a public health nuisance as stated in Attachment A of Resolution 12-22 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified property.

Following a review and discussion, Dr. Khan made a motion to adopt Resolution 12-22, to declare the property listed in Attachment A, a public health nuisance, 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 case 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 #14)

**Hearing to Suspend or Revoke the Food Service Operation License of The Ugly Goat Social Club, 416 Market St., Felicity, OH 45120** – At 7:08 p.m., Mr. Kelly called to order the hearing to suspend or revoke the food service operation license of The Ugly Goat Social Club located at 416 Market Street, Felicity, OH 45120. He went on to outline how the presentation of testimony and opportunities for questions would proceed during the hearing. Joseph Mooney, Clermont County Assistant Prosecuting Attorney, then swore in Brian Williamson, Director of Environmental Health.

Mr. Crum made a motion to reconvene the Hearing for The Ugly Goat Social Club. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Mr. Williamson stated the Board of Health Orders signed on June 8, 2022, had two deadlines included: the hood was to be installed at The Ugly Goat Social Club by August 30, 2022, and the second deadline was to provide documentation of work permits and inspections by the September 14, 2022, Board of Health meeting. Those dates have come and passed, and there has not been compliance by those two dates. In the interim period, on June 17, 2022, a temporary agreement was signed for what The Ugly Goat Social Club would be able to do regarding cooking outside until August 30, 2022. The temporary agreement was to end by August 30, 2022, the same compliance date for the Board of Health orders, and it also required all outdoor cooking equipment to be removed from the premises. With the passing of August 30, 2022, a consultation was performed on September 1, 2022. No one was present at The Ugly Goat Social Club, and the facility was not operating during the visit because it was a Thursday before the Board Meeting; however, it appeared the Blackstone grill was still in the outdoor cooking area. After the consultation, conversations with Mr. Jefferies attempted to verify the menu has been scaled back, but nothing had been received to confirm it has been scaled back. A permit was approved on September 13, 2022, but it appears the permit is being held until payment is received. At this time, the hood has not been installed, inspections have not been completed, and there has been no success confirming completion of the work.

Mr. Crum asked when the last time an inspector was on site was, and Mr. Williamson stated he was the last inspector on-site on September 1, 2022, and there were phone conversations after September

1, 2022. The owner was given time to consider his menu options and follow up with CCPH, but nothing has been received.

Mr. Crum asked if it was known if Mr. Jeffries is still operating or if he had decided to close the doors. Mr. Williamson stated he appears to be operating. Social media has been monitored, and the comments made on social media indicate things are scaled back, but the issue is the hours of operation are weekends or after CCPH business hours.

Mr. Crum asked if there was any indication Mr. Jeffries would not be present tonight and if Mr. Jeffries was aware of the hearing. Mr. Williamson stated there was no indication Mr. Jeffries would not be present at the meeting, and Mr. Jeffries was aware of the hearing.

Mr. Meadors confirmed the last decision of the Board of Health was to go back to the original menu. Mr. Kelly replied the order stated Mr. Jeffries would install the hood system and fire suppression, revert back to the menu as approved, complete by August 30, 2022, and present documentation to the Board indicating compliance with the order.

Dr. Khan inquired as to when the whole process started regarding Mr. Jeffries first being made aware of these issues with compliance. Mr. Williamson stated Mr. Jeffries was first made aware of the issues with compliance in October 2021.

Dr. Rickabaugh asked if Mr. Jeffries has a service license of any kind. Mr. Kelly stated Mr. Jeffries has a Risk III food service license. Mr. Williamson clarified Mr. Jeffries currently has a Risk IV food service license because there was a time when chili was added to his menu. Mr. Kelly stated Mr. Jeffries' license was a Risk III food service license at the beginning of the year. It was later discovered he was preparing chili, which is a cook/cool/reheat operation, putting him into the Risk IV category. However, he cannot be charged a Risk IV food service license until the new licensing period. When the new licensing period begins, Mr. Jeffries will have a Risk IV food service license instead of a Risk III food service license.

Mr. Crum asked if the Board of Health was clear with Mr. Jeffries his food service license would be revoked or suspended if he did not do as requested. Mr. Kelly stated Mr. Jeffries was made aware his license could be suspended or revoked based on his actions.

Dr. Khan asked what would happen if Mr. Jeffries' license was suspended or revoked as of September 14, 2022. Mr. Kelly replied signage would be posted on the door of The Ugly Goat Social Club informing the public of the suspension and The Ugly Goat Social Club was no longer permitted to operate because the food service license would no longer be active.

Mr. Crum asked if the Board was allowed to request deliberative session. Mr. Kelly advised the Board of the option to go into deliberative session to discuss enforcement actions, or, in the alternative, they could deliberate in open session. He also advised the Board a motion would need to be made and completed by roll call to go into deliberative session.

Mr. Crum asked and was advised witnesses could be requested to stay in the deliberative session.

Mr. Crum made a motion to go into deliberative session and requested the Prosecutor, Joe Mooney, Tim Kelly, and Brian Williamson, to stay. Mr. Meadors seconded the Motion. A vote was taken by roll call: Dr. Rickabaugh – Aye, Mr. Crum – Aye, Mr. Meadors – Aye, Dr. Khan – Aye; Motion carried.



The Board entered deliberative session at 7:16 p.m.

At 8:08 p.m., Mr. Crum made a motion to come out of deliberative session. Dr. Khan seconded the motion. A vote was taken by roll call: Dr. Rickabaugh – Aye, Mr. Crum – Aye, Mr. Meadors – Aye, Dr. Khan – Aye; Motion carried.

Mr. Crum then made a motion to suspend the food service operation license of The Ugly Goat Social Club, 416 Market Street, Felicity, Ohio 45120. Dr. Khan seconded the motion. A vote was taken by roll call: Dr. Rickabaugh – Aye, Mr. Crum – Aye, Mr. Meadors – Nay, Dr. Khan – Aye; Motion carried.

Dr. Rickabaugh read the following Order titled: *Clermont County Board of Health Order to Suspend the Food Service Operation License of The Ugly Goat Social Club, Nathan Jeffries, 416 Market St., Felicity, Ohio 45120, September 14, 2022.* The Clermont County Board of Health hereby suspends the food service operations license of The Ugly Goat Social Club, Nathan Jeffries, 416 Market St., Felicity, OH 45120, effective September 14, 2022. This suspension is being ordered for the continued failure to install a commercial ventilation hood and fire suppression in accordance with ORC 3701.21 and Ohio Uniform Food Safety Code 3717-1. The Ugly Goat Social Club, Nathan Jeffries, may not operate until the following corrective actions are met: 1. The commercial ventilation hood and fire suppression system must be installed, inspected, and approved by CCPH, the Clermont County Building Department, and the Felicity Franklin Fire Department. Documentation of receipts of work and all approved inspections must be produced. If at any time during the suspension period, the food service operation is found to be in operation, action will be immediately sought via the Clermont County Prosecuting Attorney's Office for further prosecution.

Dr. Rickabaugh signed the original Order, which was sent both by certified and regular mail to Mr. Jeffries. A copy of the Order was retained. (Attachment #15)

At 8:12 p.m., Mr. Crum made a motion to close the hearing. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

#### **DISCUSSION ITEMS:**

**Outsourcing Operation Permit Postcards** - Mr. Kelly indicated as part of the Operation Permit Quality Improvement Project, the printing of the postcards sent to homeowners advising of upcoming septic inspections could be outsourced to a local printer at a cost equivalent to or cheaper than completing the job in-house. Mr. Kelly also explained to the Board printing and mailing the postcards in-house was also hard on the printers, wasted supplies when the cards failed to print correctly, and took considerable time for the staff.

Mr. Crum asked if the outside printing company was provided with the address of the homeowners. Mr. Kelly explained CCPH provides a file to the printing company with the homeowners' information. The printing company will then print and mail the postcards.

Mr. Crum also asked if there were any screening processes CCPH must do before providing this information. Mr. Kelly indicated screening was unnecessary, as the only information provided is the owner's name and the mailing address.

Dr. Khan inquired if the cost methodology included costs regarding the printers and stock and/or the staff's time. Mr. Kelly advised all aspects were considered for the cost methodology.

Mr. Crum inquired if the selected printing company was located in Clermont County. Mr. Kelly stated the printing company chosen was Relevant Works, located in Milford, Ohio.

Mr. Crum asked if the postcards were colored. Mr. Kelly advised the current postcards were green, and the outsourced postcards would be full color.

**BOARD OF HEALTH EDUCATION:**

**Observations on Group Governance** - At 8:18 p.m., the Board watched a presentation on Observations on Group Governance by Dave Yost, Auditor of the State of Ohio. The presentation was followed by a brief discussion and concluded at 8:30 p.m.

**ADJOURNMENT:**

Dr. Khan made a motion to adjourn the meeting at 8:30 p.m. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

  
SECRETARY

  
RESPECTFULLY SUBMITTED