



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 January 12, 2022. 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, absent

Others present included Tim Kelly, Assistant Health Commissioner of Environmental Services; Tara Jimison, Director of Nursing; Maalini Vijayan, Assistance Health Commissioner Community Health Services; Robert Wildey, Director of Water and Waste; Brian Williamson, Director of Environmental Health; Dr. James Kaya, Medical Director; Katrina Stapleton, Fiscal Officer; Megan Young, 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 December 8, 2021-** Recommendation to approve the minutes from the December 8, 2021 Board of Health Meeting.
2. **Blackwater Holding Tank Variance Extension Request-** Recommendation to approve extending the variance for a black water holding tank for an additional month.
 - 2.1. Wolfson- 3976 Greenbriar, Batavia Township (38-V-21)
 - 2.2. CCET, LLC- 880 Roundbottom Road, Union Township (44-V-21)
3. **Approval of Amendment of Contract with Mercy Health- Clermont Hospital LLC for Bloodborne Infectious Disease Prevention Services-** Recommendation to approve amendment to extend the end date of the contract with Mercy Health- Clermont Hospital LLC for bloodborne infectious disease prevention services to February 28, 2023. (Attachment #2)
4. **Approval of Modification Agreement with Auditor of State Keith Faber and Charles E. Harris & Associates, Inc-** Recommendation to approve a modification agreement with Auditor of State Keith Faber and Charles E. Harris & Associates, Inc. decreasing the annual audit cost by \$2,508 due to change in accounting principles from GAAP to AOS regulatory basis pending Prosecutor approval. (Attachment #3)

Mr. Brown made a motion to approve consent agenda items #1 through #4. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Isolation Distance- Hughes- 2149 Laurel Lindale RD, Monroe Township (1-V-22) - Mr. Kelly stated Chris Hughes requested an isolation distance variance for a room addition to be constructed five feet nine inches from the edge of the septic tank for the leach line at 2149 Laurel Lindale RD, Monroe Township (1-V-22) Staff recommended approval.

Charlie Hughes, a representative for the property added that no additional bathrooms would be connected to the system and the system did not have a history of failures. The addition would be constructed on a post pillar foundation to minimize the risk of damage to the system during construction.

Dr. Khan made a motion to approve the isolation distance variance request for a room addition to be constructed five feet nine inches from the edge of septic tank of the septic system at 2149 Laurel Lindale RD, Monroe Township (1-V-22) Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

Public Comment- None at this time.

Approval of Sick Leave Utilization Reward Program- Mr. Kelly reminded the Board that the sick leave utilization reward program for 2021 was approved last January. He noted the agency had been lenient and allowed staff to work from home during quarantine periods in 2020 which resulted in a substantial decrease in sick leave used in 2020 as compared to previous years.

Ms. Stapleton presented the agency's sick leave usage for the year. She indicated the agency had an increase in the average sick leave used per full-time equivalent from 34.25 hours in 2020 to 52 hours in 2021; which included 2 maternity leaves and 1 critical illness FML event. Despite the increase, the per FTE average for 2021 was still slightly below the average usage for the past 5 years with the exception of 2020.

Ms. Stapleton stated nineteen staff members were eligible to convert sick leave hours to personal leave and twenty-four employees were eligible for the annual sick leave reward. This represents 68% of the thirty-five eligible staff. Sixteen of the eligible staff used zero hours of sick leave in 2021.

16 hours or less-\$500: Jennifer Bauer, Tyler Braasch, Scott Bradley, Caroline Brown, Megan Davish, Douglas Disbennett, David Dumford, Betty Fitzpatrick, Orion Holden, Tom Racke, Marcella Ranieri, Keith Robinson, Paul Sanders, Katrina Stapleton, Meranda Tripp, and Kimberly Williams

Prorated 12.8 hours or less-\$400: Katherine Schneider

Prorated 6.4 hours or less-\$200: Kevin Cooper

40 hours or less-\$200: Cheryl Adams, Charles Benjamin, Mark Owens, Linda Fultz, and Lisa Streuer

Prorated 14.4 hours or less-\$180: Kara Hoerth

This represented a total of \$9,780.00 that would be paid to employees for good attendance. Mr. Kelly reminded the Board that the sick leave reward program is approved on a year-to-year basis and requested the Board approve the continuation of the sick leave reward program for 2022.

Dr. Khan made a motion to approve the continuation of the Sick Leave Utilization Reward Program for 2022. The motion was seconded by Mr. Brown. The vote was all, ayes; motion carried. (Attachment #5)

Adoption of Resolution 01-22 to enter into a Water Pollution Control Loan Fund Agreement- Mr. Kelly reported notice was officially received from Ohio Environmental Protection Agency (EPA) that the agency would be funded \$150,000 for the replacement or repairs of septic systems and connections to sanitary sewers for 2022.

Ohio EPA requires a resolution from the Board giving approval to administer the program. Mr. Kelly requested approval of Resolution 01-22 authorizing entering into a Water Pollution Control Loan Funding Agreement.

Mr. Brown made a motion to adopt Resolution 01-22 authorizing entering into a Water Pollution Control Loan Fund Agreement. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Appointment of a Board Member to the 2022 Septic Rehab Committee- Mr. Kelly stated a member of the Board needed to be appointed to the Septic Rehab Committee for 2022. He explained that Mr. Brown had been the appointed Board Member to the committee for the past couple of years.

Dr. Khan made a motion to appoint Mr. Brown to the 2022 Septic Rehab Committee. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried.

Adoption of Resolution 02-22 Authorizing Submittal of Application for FY22 Community Development Block Grant Funds to the Board of Clermont County Commissioners- Mr. Kelly requested adoption of Resolution 02-22 authorizing submittal of an application for fiscal year 2022 Community Development Block Grant funds to the Board of Clermont County Commissioners. The application requested \$150,000 in funding.

Mr. Brown made a motion to adopt Resolution 04-22 authorizing submittal of an application for Community Development Block Grant funds to the Board of Clermont County Commissioners. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Approval and Payment of Bills- Mr. Kelly 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 #8)

DISCUSSION ITEMS:

Health District's 2021 Close of Year Financial Standing- Ms. Stapleton stated the 2021 fiscal year ended with a \$3.9 million cash balance. She reported the agency's cash balance represents a reserve of 85% of the total 2022 appropriated budget, which leaves the agency secure.

Ms. Stapleton reported about 9% of the cash balance was in grant funds that were restricted to grant activities and 34% of the remaining cash was in other restricted funds such as food service, pool, and sewage funds which were also restricted for use in those programs. She stated this meant the remaining 57% of the cash reserves were unrestricted funds that could be used as the Board deemed fit.

Ms. Stapleton reminded the Board that the adopted 2021 budget called for spending \$408,000 from cash reserves for personnel restructuring and COVID expenses; however, no cash reserves were used. Cash reserves grew for every fund with the exception of CMH in 2021. Overall, cash reserves increased by \$1,040,484.

Ms. Stapleton explained a majority of the growth was in the General Fund due to COVID grant reimbursements as well as programmatic revenue increased. She reviewed the revenue and expenses explaining significant variances and noted the most growth was in the Plumbing Program where revenue increased \$190,000 from 2020 to 2021.

Ms. Stapleton stated she would be working on the 2023 Budget Proposal to be presented to the Board at the February 9, 2022 meeting.

Quality Improvement Project Updates- Mr. Kelly stated the quality improvement projects were completed in 2021 were: Progressive Discipline (Administrative QI) and Septic Rehab (Programmatic QI). The Progressive Discipline QI aimed to improve consistency and proper documentation in the progressive discipline process across the agency and increase director and supervisor knowledge of the progressive discipline processes and proper documentation.

Ms. Stapleton then presented the Septic Rehab QI aimed to simplify the bid process and increase the number of contractors that would bid jobs by developing a new process and utilizing MUNIS General Billing. CCPH will award the jobs within 45 days of being put out for bid and reimburse Septic Rehab Contractors within 30 days of the system passing final inspection. (Attachments #9 & 10)

Health Commissioner's Performance Evaluation- Mr. Kelly reminded the Board of Ms. Nesbit's annual evaluation would be conducted during the February 09, 2022 meeting. He asked if the Board would like any additional information. The Board requested the same information as previous years.

BOARD OF HEALTH EDUCATION:

COVID-19 Discussion- At 6:54 PM, Mr. Kelly opened a discussion on updates of COVID-19 to the Board of Health.

Mr. Kelly reviewed case rates, vaccination clinic schedules, test kit availability and pediatric boosters. Ms. Jimison explained COVID vaccination appointments were filling daily at this time. However, there was an increase in the no show rate over the last week. If appointment numbers start to fall then nursing will begin reminder calls for those that missed or have not yet received their second dose or booster. Ms. Jimison also stated her team started conducting home visits and vaccinating at the jail every month for those who are interested. Long term care facilities were experiencing outbreaks. Ms. Jimison was trying to keep her staff safe, while still vaccinating the most vulnerable populations. Ms. Jimison also delivered an update on the new formula for the Pfizer vaccine, which no longer requires diluent.

Ms. Vijayan reported at this time there was no word on test kits, ODH indicated schools will be the priority to receive test kits first. The CDC isolation guidelines are constantly evolving making it confusing. Ms. Vijayan stated regardless of vaccination status, CCPH employees will be quarantined for 10 days if they test positive for COVID-19. After the 10 days, they may return to work if they are fever free for 24 hours and symptoms starting to resolve. If employees are exposed to someone with COVID-19 and are fully vaccinated and boosted, they would need to wear a well-fitting mask for 10 days. If an employee is exposed and is not fully vaccinated or unvaccinated, he or she will need to quarantine for 5 days and may return to work if no symptoms develop. A well-fitting mask

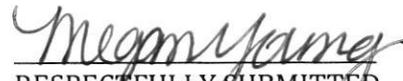
will need to be worn for an additional 5 days. Ms. Vijayan explained that for all exposures, testing on day 5 would be recommended. The discussion concluded at 7:05 PM.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 7:06 PM. Mr. Brown seconded the motion. The vote was all ayes; motion carried.



SECRETARY



RESPECTFULLY SUBMITTED