



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 December 14, 2022. President Janet Rickabaugh called the meeting to order at 6:35 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, present
 Steve Meadors, present

Others present included Dr. James Kaya, Medical Director; Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Tara Jimison, Director of Nursing; Brian Williamson, Director of Environmental Health; Jessica Johnson, Administrative Assistant; and others as listed on Attachment #1.

CONSENT AGENDA:

Ms. Nesbit 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. Ms. Nesbit recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes for November 9, 2022** - Recommendation to approve the minutes from the November 9, 2022 Board of Health Meeting.
- 2. Variances Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variances for black water holding tanks for an additional month.
 - a. CCET, LLC - 880 Roundbottom Rd., Union Township (44-V-21)
 - b. Perry - 2702 Indian Summer Drive, Tate Township (18-V-22)
 - c. Klein - 3010 Jackson Pike, Jackson Township (26-V-22)
 - d. Downey - 5404 St. Rt. 133, Jackson Township (27-V-22)
- 3. Approval of Amendment of Contract with Mercy Health - Clermont Hospital LLC for Bloodborne Infectious Disease Prevention Services**- Recommendation to approve the amendment to extend the end date of the contract with Mercy Health- Clermont Hospital LLC for Bloodborne Infectious Disease Prevention Services to February 29, 2024. (Attachment #2)
- 4. Approval to Appoint Emma Rademacher as Part-Time Office Specialist 1 in the Administration Division** - Recommendation to appoint Emma Rademacher as Part-Time Office Specialist 1 in the Administration Division at the salary indicated on the attached salary sheet. (Attachment #3)

Dr. Khan made a motion to approve consent agenda items #1 through #4. Mr. Brown seconded the motion. Dr. Rickabaugh, Mr. Meadors, Dr. Khan, and Mr. Brown voted aye. Mr. Crum was not present for the vote. Motion carried.

NON-CONSENT AGENDA:

Variations:

Connect a New Home to an Existing Household Sewage Treatment System at 831 Locust Corner Rd., Pierce Township (42-V-22) - Ms. Nesbit stated the owners, Redemption Reno LLC, were requesting a variance to connect a newly renovated home to an existing septic system at 831 Locust Corner Rd., Pierce Township (42-V-22). The property has been listed as vacant in Clermont County Public Health inspection records since 2012. The home currently has one bedroom; after renovation, there will be three bedrooms. The existing system is a septic tank set near the surface with no risers, followed by a leach bed. Due to hard soil conditions, it was difficult to determine the size of the leach bed. The inlet baffles are intact, and a 1.5-inch PVC pipe is entering the tank from an unknown source. Staff recommended disapproval due to the septic system's very limited capacity and not being sized to support a modern three-bedroom home. It was noted there is a high likelihood of system failure unless very stringent water conservation measures are used in the home. If the variance is approved, the staff recommends full disclosure by the owners to any potential buyers of the information regarding the undersized septic system and the potential for failure.

The agents for the property, Alicia Gibson and Tonya Brownlee, were present. They indicated the home is approximately 1,200 square feet and had previously undergone an unsuccessful renovation. They believe the home previously had more than one bedroom, but it is now gutted. They intend to renovate and sell the home. The house has a cistern with no public water. They have had the septic system inspected.

Mr. Meadors asked the age of the leach bed. Mr. Kelly stated the home was constructed in 1956.

Dr. Khan asked the homeowners if they intended to divide the lot. The homeowners do not plan to divide the lot.

Dr. Rickabaugh asked the homeowners where the house was located on Locust Corner Road. The homeowners explained the house was close to the park and walking trails and has an easement that does not allow for any utilities, including public water.

Mr. Meadors asked Ms. Nesbit if the Board had ever specified a variance be contingent upon a homeowner making full disclosure regarding a septic system to potential buyers. Ms. Nesbit indicated this contingency had been previously used.

Dr. Khan inquired if the septic system has been used in the past decade. The homeowners indicated the system was pumped, and all structures were functional.

Mr. Meadors made a motion to approve the request to grant a variance to connect a newly renovated home to an existing septic system at 831 Locust Corner Rd., Pierce Township (42-V-22), contingent upon full disclosure by the owners to any potential buyers of the information regarding the undersized septic system and the potential for failure. Mr. Brown seconded the motion. Dr. Rickabaugh, Mr. Meadors, and Mr. Brown all voted aye. Dr. Khan opposed the motion. Mr. Crum was not present for the vote. Motion carried. (Attachment #4)

Mr. Crum arrived at the meeting at this time.

Connecting a Room Addition to a Household Sewage Treatment System at 2121 Clermont Meadows Lane, Monroe Township (43-V-22) – Ms. Nesbit stated the owner, Brittany Bush, was requesting a variance to connect a proposed pole barn with a full bathroom and future bedroom to an existing septic system at 2121 Clermont Meadows Lane, Monroe Township (43-V-22). Ms. Nesbit also clarified while this was not technically a room addition, the request fell under the same code section as a room addition. The existing septic system consists of a 1,500-gallon septic tank followed by a 1,000-gallon dosing tank, three bedroom millennium mound with a gradient drain, a gradient drain pump basin, and a gradient drain discharge pipe which was installed in 2016. The system appears to be in proper operating condition. Staff recommended approval and noted a registered septic system installer will need to obtain an alternation permit to install new tanks and piping from the barn into the existing septic system.

The homeowner, Brittany Bush, was present. She indicated the barn would have limited use as an entertainment area.

Dr. Khan made a motion to approve the request to grant a variance to connect a proposed pole barn with a full bathroom and future bedroom to an existing septic system at 2121 Clermont Meadows Lane, Monroe Township (43-V-22). Mr. Crum seconded the motion. The vote was all ayes, motion carried. (Attachment #5)

Isolation Distance at 6234 C North Shadow Hill Way, Miami Township (44-V-22) – Ms. Nesbit stated the property owner, Sean Conlon, was requesting an isolation distance variance for a proposed sunroom addition to the home at 6234 C North Shadow Hill Way, Miami Township (44-V-22). The variance request was for an isolation distance of less than 10 feet from the proposed addition to the existing septic system components. The proposed addition will be nine feet, five inches from the existing sand filter septic system. Staff recommended approval with the condition to protect the septic system from construction damage during the construction project.

The property owner, Sean Conlon, was present. Mr. Conlon explained only one pillar of the proposed sunroom is nine feet, five inches away from the septic system.

Mr. Crum made a motion to approve the request to grant the isolation distance variance wherein a sunroom addition will be nine feet, five inches from the existing sand filter septic system at 6234 C North Shadow Hill Way, Miami Township (44-V-22). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #6)

New Black Water Holding Tank at 3016 Jackson Pike, Jackson Township (45-V-22) – Ms. Nesbit stated the property owner, Cory Colwell, requested a variance to install a black water holding tank at 3016 Jackson Pike, Jackson Township (45-V-22). Ms. Nesbit informed the Board all of the paperwork has not been received at this time; however, staff recommended approval contingent upon receiving all necessary paperwork from the bank, installer, and pumper.

The owner, Mr. Colwell, was present. Mr. Colwell stated he was actively working to obtain the necessary documents and understood the approval was contingent upon submitting all necessary paperwork. He also acknowledged there were several other required steps and inspections before he would be permitted to occupy the home.

Dr. Khan made a motion to approve the variance request to install a black water holding tank at 3016 Jackson Pike, Jackson Township (45-V-22), contingent upon receiving all necessary paperwork. Mr. Crum seconded the motion. The vote was all ayes, motion carried. (Attachment #7)

PUBLIC COMMENT:

No members of the public were present to offer comments.

Approval of DeBra-Kuempel Inc. Contract for Low Temp Preventive Maintenance – Ms. Nesbit recommended approval of the contract with DeBra-Kuempel Inc. for Low Temp Preventive Maintenance. The Federal Vaccines for Children Program requires this type of preventive maintenance on the vaccine storage units. She explained although several other local companies were available for most low-temperature preventive maintenance, very few of those companies provide services for the ultra-cold unit used in the Community Health Services Branch. DeBra-Kuempel is used by most other health departments and was used recently for emergency maintenance with great success.

Dr. Khan made a motion to approve the contract with DeBra-Kuempel Inc. for Low Temp Preventive Maintenance. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #8)

Second Reading of a Resolution Establishing Vital Statistics Fees For Birth And Death Records Pursuant To Ohio Revised Code Sections 3709.09 and 3709.21 – Ms. Nesbit held the second reading of the Resolution Establishing Vital Statistic Fees For Birth And Death Records Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 by title only. She advised the resolution has been posted to the Clermont County Public Health website, and there have been no comments to date. The third and final reading is scheduled for January 11, 2023.

Approval of Resolution 15-22 Granting A Variance From Ohio Administrative Code 3701-28-12 (J) For Single Large Capacity Roof Washers To Be Used Instead Of Individual Small Capacity Roof Washers When The Same Total Roof Square Foot Capacity Is Met - Ms. Nesbit explained this resolution will allow staff to grant a variance for the use of a single large capacity roof washer, such as the Wisy Vortex type system, to be used instead of multiple small capacity roof washers for appropriate situations instead of having to come through the board. These variances are routine, have come before the Board numerous times, and have always been approved. This resolution does not eliminate the requirement for the variance.

Mr. Crum asked for clarification as to if the variances will be added to the agenda for the meetings or will require a motion. Ms. Nesbit stated the Board will not see the variance requests at all.

Mr. Brown made a motion to approve Resolution 15-22 Granting a Variance From Ohio Administrative Code 3701-28-12 (J) For Single Large Capacity Roof Washers To Be Used Instead of Individual Small Capacity Roof Washers When The Same Total Roof Square Foot Capacity Is Met. Dr. Khan seconded the motion. The vote upon roll was Dr. Rickabaugh, aye; Mr. Crum, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #9)

Approval to Request Advancement of all Available Township and Village Monies – Ms. Nesbit requested the Board approve the request for the advancement of all available township and village monies.

Mr. Crum made a motion to approve the request for the advancement of all available township and village monies. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #10)

Approval of Manual of Personnel Policy Revisions – Mr. Kelly explained the Personnel Policy Manual undergoes a complete review and update every five years. He advised the suggested changes to the manual were submitted to the Prosecutor's Office for approval. Upon meeting with the Prosecutor, a summary of substantial changes was presented to the Board. The summary did not outline changes to fix wording and typos or to provide clarification; however, there were several new or significantly changed policies outlined as follows:

02.02 F 3 Added statement regarding CCPH reimbursing staff for certain professional costs

Recommendation: Staff would initially pay for, and then CCPH would reimburse staff for professional licenses, registration, and first examination fees required for the employee's position.

02.03 B 1, 1-3 Add statements regarding hiring 16 and 17-year-olds.

Recommendation: Add the requirements for hiring 16 and 17-year-olds for employment during the school year and summer vacation months.

03.03 A Remove requirements for TB testing for current employees working in the Nursing Division.

Recommendation: Remove the TB testing requirement for current employees in the Nursing Division per Medical Director, as CDC no longer recommends annual TB testing of health care personnel unless there is a known exposure or ongoing transmission.

03.03 B 1 Added language for strongly encouraging staff to receive an annual flu vaccination

Recommendation: The current policy makes it mandatory for staff hired after October 1, 2017, to be vaccinated against the flu. The committee wanted it not to be mandatory.

3.10 Eliminated the mandatory Flu vaccine policy

Recommendation: Committee felt strongly that flu vaccinations should not be mandatory for any staff. Instead, language was added to 3.03, strongly encouraging staff to be vaccinated against the flu.

03.04 B 1+2 Added statements for how a lunch break can be used

Recommendation: Allowing staff to add lunchtime to the beginning or end of any paid or unpaid leave provided the employee has worked four hours and meets the requirements of the entire policy. When leave is scheduled for the end of the day, employees must return to the office prior to leaving unless otherwise approved by their supervisor.

03.08 Removed the Bulletin Board Policy

Recommendation: Committee felt the Bulletin Board Policy was no longer needed.

03.08 Addition of a new Emergency Children at Work policy

Recommendation: A policy was needed to allow staff with children to bring them to work during business hours under limited circumstances.

04.01 D Add a statement indicating when an employee's daily activity needs to be submitted in CCPH's tracking database.

Recommendation: Employee's daily activity must be submitted into the time tracking database by noon the Monday after the end of a pay period unless otherwise indicated by the Fiscal Officer.

04.05 A 2 Overtime authorization

Recommendation: Add a clarifying statement that employees must receive email authorization from their immediate supervisor within three working days of the time the overtime hours are worked.

04.06 A 6 Reimbursement for travel clarification

Recommendation: Reimbursement will be based on the mileage from CCPH to the final location according to the shortest route calculated by the online mapping tool.

04.06 B 2 Removed Policy

Recommendation: Remove the policy stating, "employees of the same sex attending a meeting or conference may be asked to share a room based on budgeting constraints."

04.06 D Purchasing cardholders

Recommendation: The cardholder is responsible for making reservations on behalf of the traveling employee and for all purchases made using their purchasing card.

4.07 and 4.08 Combine the two policies

Recommendation: Combine the Telework Policy and Emergency Work from Home Policy to create the 4.07 Work From Home Policy.

Justification: The policies are very similar, and the prosecutor recommended limiting all telework to "work from home" except in limited situations approved by HC/supervisor. New workers comp rules protecting employers for teleworkers apply to work "from home," and additional remote locations = additional liability concerns and potential tax concerns.

05.01 C 2 Add statement concerning voluntary insurance available.

Recommendation: Add employees regularly scheduled to work twenty hours or more per week are eligible for supplemental cancer coverage, critical illness, accident insurance, universal life insurance, voluntary short-term disability, and voluntary long-term disability.

05.02 B Add statement concerning temporary to permanent employment.

Recommendation: Add employees moving from temporary to permanent employment and have completed the 180-day probationary period are permitted to use vacation as it is earned.

05.03 C Remove holiday exemption.

Recommendation: Remove the Christmas and New Year's Eve holidays exemption. When Christmas Eve/Christmas and New Year's Eve/New Year's Day occur on a Friday/Saturday, the Christmas Eve and New Year's Eve holidays are observed on Thursday, and Christmas and New Year's Day holidays are observed on Friday. When Christmas Eve/Christmas and New Year's Eve/New Year's Day occur on a Sunday/Monday, the Christmas Eve and New Year's Eve holidays are observed on Monday, and Christmas and New Year's Day holidays are observed on Tuesday.

05.04 D Make policy consistent when a doctor's note is required for sick leave.

Recommendation: The policy states when an employee is off more than two work days may be required to present a physician's note verifying the illness and stating the employee's probable date to return to work. To be consistent, change the number of days to three to match when an employee is off three consecutive work days to care for a family member. They may be required to present a physician's note verifying the illness and stating the employee's probable return date.

05.04 K 8 Add to the definition of immediate family for the use of sick leave

Recommendation: Add significant other ("significant other" as used in this definition means one who stands in place of a spouse and who resides with the spouse), step-parents, step-children, step-siblings, aunt, uncle, and legal guardian.

05.05 C Increase sick leave rewards and hours to receive the award

Recommendation: Increase rewards from \$200 to \$300 for less than 40 hours used, \$300 to \$500 for less than 24 hours used, and \$500 to \$800 for less than 16 hours used.

5.08 G Increase the number of days permitted to be converted from sick leave to personal leave

Recommendation: The committee recommends increasing sick leave to personal leave conversion days from 3 to 5 days.

05.09 Provide reference to the BCC policy

Recommendation: Provide a link to the BCC policy.

Justification: The policy will not need to be amended when/if the BCC policy is amended.

05.13 Added a Parental Leave Policy

Recommendation: Adding a Parental Leave Policy to establish uniform guidelines for providing six weeks of paid time off to employees following a birth or adoption of a minor child or child over 18 if the child is incapable of caring for himself- or herself allowing the employee to bond with their new child while providing job and economic security. Employees may use leave within the twelve months after a birth or adoption (once the adoption is finalized or have legal custody) to take care of the child or bond with the child after birth. Leave may not be used intermittently. Any Parental Leave not used by an employee within the twelve months following the child's birth or adoption will not be paid out and cannot be carried over.

07.01 B Clarify the process when non-exempt employees are compensated for out-of-town trainings, meetings, and conferences

Recommendation: Add a statement to indicate the compensation for any non-exempt employee who attends an out-of-town training, meeting, or conference should be reviewed by the employee's supervisor in advance of the travel so that the appropriate time and compensation may be determined and agreed to in advance.

07.01 C 4 Clarify non-exempt employee compensation for required participation at trainings, meetings, and conferences

Recommendation: Add a statement to indicate non-exempt employees will be compensated for all time worked by the employee while attending any meeting, training, or conference at which the employee's attendance is required.

08.05 Telephone policy combined with Cell Phone Policy named Phone Policy

Recommendation: Combine the two policies into one.

08.05 B 3 Remove reimbursement of Personal cell phone calls

Recommendation: Remove the statements and the one example for reimbursement of personal phone calls on CCPH-issued cell phones.

Justification: Cell phones have unlimited talk, and there is a statement in the policy stating individuals who are assigned a CCPH phone for use during the workday should primarily use the phone for business purposes.

08.01 C 2 i Add Inspector comment

Recommendation: Add "Employees with an "inspector" type position should avoid inspecting the work, facility, or home of those with whom they have a familial or close personal relationship."

08.08 B 1 c Add statement for emergent and non-emergent threats

Recommendation: Add "If you receive an emergent threat, please call 911. For non-emergent threats, please notify your supervisor and document the threat. (Use form # Potential Threat Report). Include all the information possible such as a copy of the email, mailing with envelope, phone number, or contact information of the individual. Send the form and all attachments to the Operations Manager."

08.13 Remove items from the Prohibited Items to Dress Standards

Recommendation: The committee recommended removing yoga pants, capris above the knees, skirts over three inches above the knee when standing, sundresses, and sleeveless tops. Shorts would be permitted unless of improper length.

09.01 D Increase the number of days to complete complaint activities

Recommendation: Increase the number of days to complete complaint activities from 5 to 10 days.

10.01 Disciplinary authority - classified and unclassified employees

Recommendation: Add statements.

Employees of the Clermont County General Health District may be Classified or Unclassified.

Unclassified employees may be terminated at any time, for any lawful reason, with or without a specific cause. Employees in the unclassified civil service are deemed "at-will" employees and serve at the pleasure of the Board of Health.

The discipline of Classified Employees is governed by Chapter 124 of the Ohio Revised Code and is subject to the Progressive Discipline policy.

10.02 G Suspension or Removal of classified employees - process

Recommendation: Add statements. Suspension of any classified employee will require a pre-disciplinary hearing. A reduction, suspension of more than three working days, fine in excess of three days' pay, or removal, requires issuance of an R.C. § 124.34 Order.

Records of suspensions will remain active in the employee's file for purposes of progressive discipline and be counted in the progressive scheme of discipline for 36 months. If at the end of 36 months, there has been no further discipline, the record of suspension will become inactive. If further

discipline occurs, the record of suspension will remain in effect until 36 months after the most recent incident.

10.03 Pre-suspension, reduction, or removal procedure of employees

Recommendation: Add clarifying statements to the processes per Prosecutor

11.01 D 2 a Involuntary Disability Separation and Reinstatement

Recommendation: Add a statement CCPH may request that the employee submit to a medical or psychological examination to determine the employee's continued fitness for duty. An employee's refusal to submit to an examination may result in the employee's discharge in accordance with R.C. Chapter 124.

11.02 C Abolishment of Position added to Layoffs

Recommendation: Add statement Any layoff or abolishment of any classified position will be conducted in accordance with R.C. Chapter 124.

11.04 C Separation Process and the collection of identification cards, equipment, and keys

Recommendation: Add a statement that CCPH reserves the right to withhold an employee's final paycheck until all CCPH equipment in the employee's possession is returned. If an employee fails to return any equipment provided by CCPH for the employee's use within thirty days of separation, CCPH may deduct from the employee's final pay the then-current value of the equipment, as determined by CCPH.

Justification: Prosecutor recommended the statement to add for enforcement

12.06 Add to the glossary of terms

Recommendation: Add Health Equity Lens and Social Determinants of Health (root causes) to the glossary of terms.

12.06 D Add policy section

Recommendation: Add "The policy of Clermont County Public Health is to include health equity in all policies, procedures, services, and interventions and treat clients, partners, stakeholders, and coworkers in a manner that does not discriminate. Specifically, discrimination includes prejudicial or unjust treatment on the basis of race, ethnicity, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status, military status, or any other basis prohibited by federal, state, or local law. If a health equity or discrimination concern is raised by a customer, member of the public, or staff person, the concern shall be forwarded to the CCPH Health Commissioner, or designee, for follow-up. A committee will convene to investigate the concern. This committee will include, but is not limited to, the Health Commissioner, Assistant Health Commissioner, Director/Supervisor, or Program Manager of the respective area and any other person deemed necessary. When necessary, the committee will seek legal counsel and medical counsel from the prosecutor's office and CCPH Medical Director, respectively."

12.06 D 2 Add high-level equity policy guidelines for CCPH programs/services and grants

Recommendation: Add

- a. Include health equity and social determinants of health in community needs assessment, improvement planning, surveillance, and other community health status monitoring efforts.
- b. Utilize CCPH Standardized Services Evaluation Tool to apply a health equity lens to current and new programs, policies, services, and interventions to ensure they include public health actions that address health inequity in the community.
- c. Engage the community partners and stakeholders (surveys, feedback, committees, etc.) in strategic partnerships to design, develop and implement programs, policies, services, and interventions to eliminate health inequities.
- b. Provide institutional means (focus groups, surveys, etc.) for individual community members and partners working with population groups experiencing health inequalities to participate in decision-making for programs, policies, services, interventions, and materials.
- c. Support an ongoing, all-staff professional development program that aspires to attain core competencies in health equity and cultural competency.

- d. Identify opportunities to understand the social determinants of health for program participants (clients, users, customers, etc.).
- e. Establish, benchmark, and report on community and participant-level measures of health equity as part of a performance and quality improvement system
- f. Monitor the delivery of services and budget allocations to ensure equitable distribution. When necessary, CCPH shall accomplish the monitoring efforts by forming a committee that will include, but is not limited to, the Health Commissioner, Assistant Health Commissioner, Director/Supervisor, or Program Manager of the respective area and any other person deemed necessary.

Ms. Nesbit requested the Board approve the updates to the Personnel Policy effective December 15, 2022.

Mr. Crum asked for clarification regarding the hiring of 16 and 17-year-olds. Ms. Nesbit explained all Ohio high schools now have requirements known as "seals," two of which must be earned by students to graduate. These seals include academic, job-related, military, or other categories. The goal of the personnel policy in this respect is to provide a place of employment for students to earn a job-related seal. The capacity of their employment at Clermont County Public Health would be very limited such as filing and clerical work for a few hours per day.

Mr. Crum expressed some concerns with potential HIPPA violations and asked if the students would work in the Health Services Division or with Vital Statistics. Ms. Nesbit stated the students would not be working with Vital Statistics and, most likely, would not be utilized in the Health Services Division. The civil prosecutor, Mr. Fountain, concurred with Ms. Nesbit any student hired and their parent/legal guardian would need to sign a HIPPA agreement due to potential exposure to health-related information. Mr. Crum further reiterated beyond signing the HIPPA paperwork, it would be best to have both the student and parent participate in training regarding this matter.

Mr. Brown made a motion to approve the updates to the Personnel Policy effective December 15, 2022. The motion was seconded by Mr. Crum. The vote was all ayes, motion carried. (Attachment #11)

Approval of Amended Board of Health Meeting Minutes for October 12, 2022 - Ms. Nesbit noted an error was found in the October 12, 2022 Board of Health Meeting Minutes. More specifically, the recommendation to accept the resignation of Ryan Peltier, Environmental Health Specialist in the Environmental Health Division, effective Friday, October 14, 2022, was not recorded in the minutes; however, it was captured on the consent agenda and approved during the meeting. Ms. Nesbit stated the minutes had been corrected and asked the Board to approve the amended minutes.

Dr. Khan made a motion to approve the amended minutes of the October 12, 2022 Board of Health meeting. The motion was seconded by Mr. Brown. The vote was all ayes, motion carried. (Attachment #12)

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. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #13)

Approval Resolution 16-22 Revising the License Fees for Risk Levels I and II Food Service Operations or Retail Food Establishments; Pursuant to Ohio Revised Code Section 3709.09 - Ms. Nesbit explained to the Board Resolution 14-22 adopted on November 9, 2022 contained an error regarding four fees for Commercial and Non-Commercial Risk Level 1 and 2 license fees. This error

occurred in transferring the fees from the cost methodology to the resolution, and perimeters are now in place to avoid these types of mistakes in the future. The particular fees need to be lowered as follows:

Program	2023 Health District Fee	State Fee	Total Fee
Commercial Risk Level 1 less than 25,000 sq. ft.	\$133.00	\$28.00	\$161.00
Commercial Risk Level 2 less than 25,000 sq. ft.	\$151.00	\$28.00	\$179.00
Non-Commercial Risk Level 1 less than 25,000 sq. ft.	\$66.50	\$14.00	\$80.50
Non-Commercial Risk Level 2 less than 25,000 sq. ft.	\$75.50	\$14.00	\$89.50

Ms. Nesbit asked the Board to approve the new resolution lowering the fees, to declare the resolution an emergency order, and to waive the three required readings.

Mr. Brown made a motion to approve Resolution 16-22 Revising the License Fees for Risk Levels I and II Food Service Operations or Retail Food Establishments; Pursuant to Ohio Revised Code Section 3709.09, to declare the resolution an emergency order, and to waive the three required readings. Dr. Khan seconded the motion. The vote upon roll was Dr. Rickabaugh, aye; Mr. Crum, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #14)

Adoption of Resolution 17-22 Declaring Properties Public Health Nuisances - Adoption of a Resolution Declaring Properties Public Health Nuisances - Ms. Nesbit presented the addresses of three properties to be considered public health nuisances as stated in Attachments A and B of Resolution 17-22 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties.

Following a review and discussion, Mr. Crum made a motion to adopt Resolution 17-22, to declare 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. Dr. Khan seconded the motion. The vote upon roll was Dr. Rickabaugh, aye; Mr. Crum, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried. (Attachment #15)

EXECUTIVE SESSION

Pursuant to Section 121.22 (G)(3) of the Ohio Revised Code to Confer With The Board's Legal Counsel Concerning Disputes Involving The Board That Are Subject of Pending or Imminent Court Action- At 7:11 p.m., Dr. Khan made a motion to enter into executive session pursuant to Section 121.22 (G)(3) of the Ohio Revised Code to confer with the Board's legal counsel concerning disputes involving the Board that are subject of pending or imminent court action. Mr. Crum seconded the motion. The vote upon roll was Dr. Rickabaugh, aye; Mr. Crum, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried.

At 8:01 p.m., the Board returned from executive session, except for Dr. Rickabaugh, who exited the meeting while in executive session, and resumed regular session after having conferred with the Board's legal counsel concerning disputes involving the Board that are the subject of pending or imminent court action, with no action taken and no decisions made.

Addition of One Additional Item to the Agenda of the Regular Session of December 14, 2022 to Consider a Motion to Authorize the Board's Legal Counsel to Dismiss the Complaint Filed on Behalf of the Board in Clermont County Court of Common Pleas Case No. 2022 CVH 578 – Mr. Crum made a motion to add one additional item to the agenda of the regular session of December 14, 2022 to consider a Motion to authorize the Board's legal counsel to dismiss the complaint filed on behalf of the Board in Clermont County Court of Common Pleas Case No. 2022 CVH 578, subject to and in accordance with the Settlement Agreement executed by and between the parties in said matter. Mr. Brown seconded the motion. The vote upon roll was Dr. Rickabaugh, absent; Mr. Crum, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried.

Approval to Authorize the Board's Legal Counsel to Dismiss the Complaint Filed on Behalf of the Board in Clermont County Court of Common Pleas Case No. 2022 CVH 578 – Mr. Crum made a motion to authorize the Board's legal counsel to dismiss the complaint filed on behalf of the Board in Clermont County Court of Common Pleas Case No. 2022 CVH 578, subject to and in accordance with the Settlement Agreement executed by and between the parties in said matter. Mr. Brown seconded the motion. The vote upon roll was Dr. Rickabaugh, absent; Mr. Crum, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Brown, aye; motion carried.

ADDITIONAL INFORMATION:

- 1) **Vaccination-At-Home Program** - Ms. Nesbit stated the Vaccination-At-Home program has been a success, and the agency has received many accolades from people served by this program. She also discussed possibly expanding the program to include additional vaccines in the future.
- 1) **Suicide Fatality Review** – Ms. Nesbit explained Clermont County Public Health is a member of the Suicide Prevention Coalition for the county, and in late 2021, Ohio Revised Section 307.641 laws were created to allow the creation of a county-level suicide fatality review committee (SFR). The law required the county commissioners to appoint the health commissioner to establish the committee. Ms. Nesbit further explained as part of the coalition goals and the goals of the Community Health Improvement Plan to lower suicide deaths, she would like to establish a SFR which would work closely with the Mental Health and Recovery Board and include a law enforcement representative, a physician and the Coroner. The committee aims to look for possible interventions, policies, systems, or environmental changes to decrease the incidence of preventable suicide deaths. (Attachment #16)

ADJOURNMENT:

Mr. Crum made a motion to adjourn the meeting at 8:10 p.m. Mr. Brown seconded the motion. The vote was all ayes; motion carried.


SECRETARY


RESPECTFULLY SUBMITTED

