



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 June 14, 2023. President Janet Rickabaugh called the meeting to order at 3:30 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, present
 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; Brian Williamson, Director of Environmental Health; Robert Wildey, Director of Water and Waste; Katrina Stapleton, Fiscal Officer, Jessica Johnson, Administrative Assistant, Brianna Wolken, Injury Prevention Coordinator, Morgan Calahan, University of Cincinnati Practicum Student, and others as listed on Attachment #1.

CONSENT AGENDA:

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

1. **Approval of Board of Health Meeting Minutes for May 10, 2023** - Recommendation to approve minutes from the May 10, 2023, Board of Health Meeting.
2. **Approval of Satisfaction of Mortgage 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 have been satisfied, and authorizing the Recorder to release the mortgage of record as it relates to the Septic System Rehabilitation Financing Program
 - a. Gary Langford – 6001 Jess Thelma Dr., Goshen, OH 45122 (Attachment #2)
 - b. Rhonda Ward – 1186 White Oak Rd., Amelia, OH 45102 (Attachment #3)
3. **Black Water Holding Tank Variance Extension Requests** - Recommendation to approve extending the variances for black water holding tanks for an additional month.
 - a. CCET, LLC- 880 Roundbottom Road, Union Township (44-V-21)
 - b. Perry- 2702 Indian Summer Drive, Tate Township (18-V-22)
 - c. Colwell – 3016 Jackson Pike, Jackson Township (45-V-22)
 - d. Huber – 2070 Erion Rd., Batavia Township (2-V-23)
 - e. McCoy – 2435 Crane Schoolhouse Rd., Tate Township (9-V-23)
 - f. Planck – 2698 Indian Summer, Tate Township (13-V-23)
4. **Approval of Certification of State Subsidy Application** – Recommendation to approve the Certification of State Subsidy application. (Attachment #4)

5. **Approval of the Clermont County Family and Children First Memorandum of Understanding-** Recommendation to approve the Health Commissioner signing a memorandum of understanding with Clermont County Family and Children First for \$3,000 in support effective July 1, 2023, to June 30, 2024. (Attachment #5)
6. **Approval of the Smoke-Free Ohio Contract with the Ohio Department of Health-** Recommendation to approve the Smoke-Free Ohio Contract with the Ohio Department of Health. (Attachment #6)
7. **Approval to Sign the Cities Readiness Initiative Contract Renewal with the Hamilton County General Health District-** Recommendation to approve the Health Commissioner signing a contract renewal with the Hamilton County General Health District for support of a regional Cities Readiness Initiative Coordinator from July 1, 2023, to June 30, 2024, in the amount of \$7,489.00. (Attachment #7)
8. **Approval to accept \$2000.00 to participate in the Ohio State University – Ohio Safe Study Program** - Recommendation for approval to accept \$2000.00 for participation in the Ohio State University – Ohio Safe Study Program. (Attachment #8)
9. **Approval of Request for Advancement of All Available Township and Village Monies-** Recommendation to approve the request for the advancement of all available township and village monies. (Attachment #9)
10. **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. extending the audit deadline due to additional testing required by Auditor of State. (Attachment #10)
11. **Approval to Accept \$1,000 from Interact for Health to Sponsor Incentives for the Back-to-School Immunization Clinic** – Recommendation for approval to accept \$1,000 from Interact for Health to Sponsor Incentives for the Back-to-School Immunization Clinic.

Mr. Brown made a motion to approve consent agenda items #1 through #11. Dr. Khan seconded the motion. The vote was all ayes, motion carried.

NON-CONSENT AGENDA:

Variances:

Connect a New Home to an Existing Household Sewage Treatment System at 6349 SR 727, Wayne Township (17-V-23) – Ms. Vijayan stated the property owners, Billy and Elizabeth Hicks, are requesting a variance to connect a new two-bedroom home to an existing household sewage treatment system at 6349 SR 727, Wayne Township (17-V-23). The existing septic system is a sand filter-type system consisting of a septic tank located on the east/southeast side of the proposed home location, followed by a 546-square-foot sand filter bed. The sand filter discharge pipe discharges into a small drainage way on the southeast side of the property. The overall condition of the septic tank and sand filter appears to be in good working condition, with only minor code violations noted on the system inspection history. Staff recommended approval of the variance to connect the proposed new home to the existing septic system.

The property owner, Elizabeth Hicks, was present. She explained the referenced code violations were issued due to the presence of high grass and weeds.

Mr. Crum made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 6349 SR 727, Wayne Township (17-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #11)

Connect a New Home to an Existing Household Sewage Treatment System at 6342 Manila Rd., Goshen Township (19-V-23) – Ms. Vijayan stated the property owner, Andrea Johnson, is requesting a variance to connect a new three-bedroom home to an existing household sewage treatment system at 6342 Manila Rd., Goshen Township (19-V-23). The home was damaged in a tornado. The existing system is a leach line system located on the east side of the proposed home location, consisting of a septic tank followed by 275 linear feet of leach lines. The existing septic tank is buried, and the baffles inside the tank could not be evaluated by staff. At the time of inspection, there was a brush pile and a large pile of wood on top of a portion of the leach lines. Upon inspection in 2005 and 2008, sewage was found to be pooling/seeping to the surface of the ground. Due to the existing septic system being older, undersized, and located in an area mapped with poorly draining soils, staff recommended disapproval of the variance.

The property owner, Andrea Johnson, and her attorney, Chris Travis, were present. Mr. Travis indicated a tornado destroyed the previous home. He further stated at the time of the tornado, he represented the property owner in a Chapter 13 Bankruptcy case. Since then, the case has been successfully finished. He stated funds for the home can be released through the bankruptcy, but issues with the builder have delayed construction. He came with Ms. Johnson to the Board meeting to formally request approval of the variance.

Mr. Meadors asked if there was room for a replacement system if the existing system should fail.

Mr. Wildey stated there would be room for a discharging type system, although he was unsure of the discharge point.

Dr. Rickabaugh asked how long ago the system was identified as failing. Ms. Vijayan indicated the system was identified as failing in 2005 and 2008.

Ms. Johnson stated before the tornado, she had lived at the property for eight years without problems.

Mr. Crum asked how many people would be living in the new home.

Ms. Johnson stated there would be three people living in the new home.

Dr. Khan asked how long the existing home had been vacant.

Ms. Johnson stated the home has been empty since July 2022.

Mr. Crum indicated he would be willing to approve the variance with the condition if the existing system should fail, they would repair or replace it.

Ms. Johnson indicated she agreed with this condition and stated the previous home was a four-bedroom home. She asked for clarification as to if there was a failure, would the entire system need to be replaced, or if only the leach lines would need to be replaced.

Mr. Crum indicated if the whole system should fail, then the whole system would need to be replaced.

Mr. Crum made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 6342 Manila Rd., Goshen Township (19-V-23), with the condition if the system should fail and could not be repaired, then it must be replaced. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #12)

Isolation Distance at 2535 Ireton Trees, Washington Township (18-V-23) – Ms. Vijayan stated the property owner, Steven Parker, Jr., is requesting an isolation distance variance at 2535 Ireton Trees, Washington Township (18-V-23). Ms. Vijayan stated the supply main of the new system would need to cross a power line easement, and the mound would be eight feet and eight inches from the easement. The system is a Hydro Action to soil absorption type system. Staff recommended approval of the variance.

The property owner was not present.

Mr. Wildey indicated this variance involved new construction on an older lot.

Mr. Brown made a motion to approve the isolation distance variance request at 2535 Ireton Trees, Washington Township (18-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #13)

Isolation Distance at 1821 Lindale Nicholasville Rd., Monroe Township (22-V-23) – Ms. Vijayan stated the property owner, Michael Marlow, is requesting an isolation distance variance at 1821 Lindale Nicholasville Rd., Monroe Township (22-V-23). Ms. Vijayan explained the property owner is installing a new swimming pool with a concrete apron. The apron will be six feet away from the mound system, but the pool will be further away from the system. Staff recommended approval of the variance.

The property owner was not present.

Mr. Crum made a motion to approve the isolation distance variance request at 1821 Lindale Nicholasville Rd., Monroe Township (22-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #14)

Vertical Separation Distance Variance (OAC 3701.29.15.(D-H), REG 415-10 A) and Locate a STS in Flood Plain (OAC/REG 3701-29-06(H)(1)) at 295 Bear Creek, Washington Township (20-V-23) – Ms. Vijayan stated the property owner, Michael Roberts, is requesting a vertical separation distance variance along with a variance from OAC/REG 3701-29-06(H)(1) to locate the septic and dosing tanks in a flood plain. The system only has a vertical separation distance of 18 inches, and the entire lot is in the flood plain, so there are no other suitable locations for the tanks. Staff recommended approval of the variances.

The property owner, Michael Roberts, was present. Mr. Roberts explained to the Board his original plan was to build a two-bedroom house and a separate three-car garage with an upstairs apartment; however, due to unforeseen medical issues, he has changed the plans, now only building the garage with an upstairs apartment.

Mr. Brown made a motion to approve the vertical separation distance variance and variance from OAC/REG 3701-29-06(H)(1) in order to locate a STS in the flood plain. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #15)

Black Water Holding Tank at 4000 Merwin Farms Dr., Pierce Township (21-V-23) - Ms. Vijayan stated the property owner, Lance Jacobs, is requesting a variance to install a black water holding tank at 4000 Merwin Farms Dr., Pierce Township (21-V-23). Ms. Vijayan informed the Board all of the paperwork had been received, the tank had been installed and had passed the water-tight test.

The builder, Chris Gorman, was present.

Mr. Crum made a motion to approve the variance request to install a black water holding tank at 4000 Merwin Farms Dr., Pierce Township (21-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #16)

PUBLIC COMMENT:

No members of the public were present to offer comments.

Approval of Annual In-Service Day, 2023 Employee Recognition Lunch, and Honoree Awards

– Ms. Vijayan stated a committee had been formed to plan the annual In-Service Day/Employee Recognition Luncheon scheduled for October 9, 2023, at Woodland Lakes. There will be two five-year honorees, three twenty-year honorees, and one thirty-year honoree. Ms. Vijayan requested the Board pay for the facility rental, food and beverages for all staff, and awards for the honorees.

Mr. Crum made a motion to pay for the facility rental, food and beverages for all staff, and awards for honorees at the October 9, 2023 In-Service/Employee Recognition Day. Mr. Brown seconded the motion. The vote was all ayes, motion carried.

Adoption of Resolution 12-23 Abolishing COVID-19 Contact Tracer/Vaccinator Position from the Health District Table of Organization

– Ms. Vijayan explained to the Board the position of COVID-19 Contract Trace/Vaccinator, which is currently filled by Betsy Taylor, ends on June 30, 2023. Ms. Taylor has accepted the Intermittent Public Health Nurse 1 position and will move into this role on June 26, 2023. Ms. Vijayan requested the Board abolish the COVID-19 Contact Tracer/Vaccinator Position and approve the updated Organizational Chart effective July 1, 2023.

Dr. Khan made a motion to abolish the COVID-19 Contact Tracer/Vaccinator Position and approve the updated Organizational Chart effective July 1, 2023. Mr. Crum seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. (Attachment #17)

Adoption of Resolution 13-23 Establishing Start Year, Name, and Address of the Clermont County General Health District

– Ms. Vijayan explained to the Board in order for the agency to receive federal funds, it is necessary to obtain a unique entity identifier via the System For Award Management (SAM) registration. The application requires the submission of certain documents showing the health district's legal name, address, and start date. The same documents which have been previously accepted have now been rejected on three separate registration attempts. Ms. Vijayan requested the Board adopt formal Resolution 13-23, Establishing Start Year, Name, and Address of the Clermont County General Health District, in order to fulfill the specific requirements of the SAM registration.

Dr. Khan made a motion to adopt Resolution 13-23, Establishing Start Year, Name, and Address of the Clermont County General Health District. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. (Attachment #18)

Adoption of Resolution 14-23 Authorizing the Advance of Cash in the Amount of \$50,000 from the Environmental Health Fund (Fund #7301) to the WIC Grant Fund (Fund #7324)

– Mr. Vijayan stated due to a delay in the second quarter monies from the Ohio Department of Health (ODH), the WIC Grant Fund (#7301) does not have adequate operating funds. The fiscal officer for

Clermont County Public Health has been in contact with ODH and was advised we should be receiving the funds in July. Ms. Vijayan asked the Board to advance \$50,000 from the Environmental Health Fund (Fund #7301) to the WIC Grant Fund (Fund #7324) to cover operating expenses until the money from ODH is received.

Dr. Rickabaugh asked if the funds from ODH are received monthly or quarterly.

Mr. Vijayan indicated the funds from ODH are received quarterly.

Ms. Stapleton indicated the documents necessary to receive the funds were submitted to ODH in April 2023.

Mr. Crum made a motion to adopt Resolution 14-23 Authorizing the Advance of Cash in the Amount of \$50,000 from the Environmental Health Fund (Fund #7301) to the WIC Grant Fund (Fund #7324). Mr. Brown seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. (Attachment #19)

Approval to Rescind Personnel Policy Section 04.08 Public Health Emergency Response (PHER) COVID-19 – Ms. Vijayan stated Section 04.08 of the Personnel Policy was previously implemented for ease of operation during the COVID-19 response. It allowed staff to exceed vacation and compensation hours and pay for exempt staff overtime hours. With the end of the federal COVID-19 public health emergency and the continued phase-out of COVID-19 funding and workers, Ms. Vijayan recommended the Board rescind Personnel Policy Section 04.08 Public Health Emergency Response (PHER) COVID-19 effective June 30, 2023. Staff will have six months from rescission to reduce excessive vacation and compensation hours accumulated during the public health emergency. Ms. Vijayan indicated the agency still employs one Temporary Contact Coordinator who will become eligible for vacation, holiday pay, and sick leave benefits.

Mr. Brown made a motion to rescind Personnel Policy Section 04.08 Public Health Emergency Response (PHER) COVID-19 effective June 30, 2023. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #20)

Approval of Revisions to Personnel Policy Section 04.03 Payroll Deductions – Ms. Vijayan explained to the Board two of the deferred compensation vendors had changed their names. Section 04.03 of the Personnel Policy currently lists the names of each vendor. To stay current and avoid frequent revisions to the Personnel Policy, Ms. Vijayan recommended the Board update the current policy to refer to Clermont County's human resources webpage for the current list of deferred compensation vendors and their contact information.

Mr. Crum made a motion to update Personnel Policy Section 04.03 Payroll Deductions to refer to Clermont County's human resources webpage for the current list of deferred compensation vendors and their contact information. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #21)

Approval of Additional Appropriations in Fund 7319 (Preventive Fund) – Ms. Vijayan explained to the Board the initial appropriation in Fund 7319 (Preventive Fund) was less considering the COVID-19 grants and activities.. However, the staff is not spending the anticipated time on COVID-19 activities. Also, the Children with Medical Handicaps Program is short-staffed, which has created a lag in billing and a pause in performing new billable activity. To alleviate a shortage in Fund 7319 due to these factors, Ms. Vijayan requested an additional appropriation for the Preventive Fund

(7319) in the amount of \$120,000 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$75,000 for salaries, \$20,000 for benefits, and \$25,000 for purchased services. In 2019, prior to COVID-19, approximately \$40,000 more was appropriated to this fund.

Mr. Brown made a motion to approve an additional appropriation for the Preventive Fund (7319) in the amount of \$120,000 from the 2023 cash carryover, to be allocated as follows: \$75,000 for salaries, \$20,000 for benefits, and \$25,000 for purchased services. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #22)

Approval of Additional Appropriations in Fund 7322 (Injury Prevention) – Ms. Vijayan requested an additional appropriation for the Injury Prevention Fund (7322) from the 2023 cash carryover. Ms. Vijayan explained the Ohio Department of Health requires all grant money to be spent by the end of the grant year. To fulfill this requirement, Clermont County Public Health contracted with an advertising company to provide billboards for overdose awareness/prevention. The payment for the billboards was projected to be evenly billed; however, the cost of the billboards was billed in full, upfront, leaving a shortage in the fund. The additional appropriations will be allocated as follows: \$20,000 for salaries, \$9,000 for benefits, and \$30,000 for purchased services.

Dr. Khan made a motion to approve an additional appropriation for the Injury Prevention Fund (7322) from the 2023 cash carryover, to be allocated as follows: \$20,000 for salaries, \$9,000 for benefits, and \$30,000 for purchased services. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #23)

Approval of Amended Board of Health Meeting Minutes for April 12, 2023 – Ms. Vijayan stated there was an error in the Board of Health meeting minutes from April 12, 2023, involving the starting time of the meeting. She requested the Board approve the Amended Minutes for the April 12, 2023, Board of Health meeting reflecting the correct starting time.

Mr. Brown made a motion to approve the amended minutes from the April 12, 2023 Board of Health Meeting. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #24)

Approval and Payment of Bills - Ms. Vijayan 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 #25)

Adoption of Resolution 15-23 Declaring Properties Public Health Nuisances - Ms. Vijayan presented the address of one property to be considered a public health nuisance as stated in Attachment A of Resolution 15-23 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the Identified Properties.

Following a review and discussion, Dr. Khan made a motion to waive the three required readings of Resolution 15-23 to declare the property listed on Attachment A a public health nuisance. Mr. Crum seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. Dr. Khan then made a motion to declare Resolution 15-23 an emergency measure necessary for the immediate preservation of the public peace, health, or safety and for the purpose of the immediate need to abate or remove the dangerous public health nuisance. Mr. Crum seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. Mr. Crum then made a motion to adopt Resolution 15-23 to declare the property listed on Attachment A a public health nuisance. 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. Dr. Khan seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. (Attachment #26)

Board of Health Education -

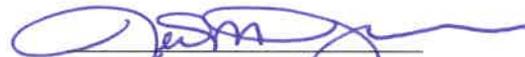
Overdose Fatality Review, Brianna Wolken, Injury Prevention Coordinator – Brianna Wolken, Injury Prevention Coordinator for Clermont County Public Health, presented the Overdose Fatality Review - 2022 to the Board, which entails an overview of unintentional overdose fatalities in Clermont County in 2022. The data and findings included the total number of drug overdose deaths in the county, a summary of the demographic information for the deaths reviewed, a summary of trends or patterns identified by the Clermont County Overdose Fatality Review Committee, and recommendations for possibly preventing future deaths. (Attachment #27)

ADJOURNMENT:

Mr. Crum made a motion to adjourn the meeting at 5:15 p.m. Dr. Khan seconded the motion. The vote was all ayes; motion carried.



SECRETARY



RESPECTFULLY SUBMITTED