



## **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 13, 2023. Due to the absence of President Dr. Janet Rickabaugh and Vice-President Andrew Crum, before calling the meeting to order, Mr. Kelly asked for nominations for the Chairman Pro Tem position of the Board of Health for the September 13, 2023 meeting. Mr. Meadors made a motion to nominate Dennis Brown to the position of Chairman Pro Tem of the Board of Health. The motion was seconded by Dr. Khan. The vote was all ayes; Mr. Brown was elected Chairman Pro Tem of the Board of Health for the September 13, 2023 meeting. Chairman Pro-Tem Dennis Brown then called the meeting to order at 3:30 p.m. Mr. Brown led the Board Members and guests in the Pledge of Allegiance.

#### **Call to Order:**

Dr. Janet Rickabaugh, absent  
Andrew Crum, absent  
Steve Meadors, present

Dr. Joseph Khan, present  
Dennis Brown, present

Others present included Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Tara Jimison, Director of Nursing; Robert Wildey, Director of Water and Waste; Brian Williamson, Director of Environmental Health; Tom Racke, Director of Plumbing; Katrina Stapleton, Fiscal Officer; Jessica Johnson, Administrative Assistant; Kimmy Williams, Vital Statistics Registrar, 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 9, 2023** - Recommendation to approve the minutes from the August 9, 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. Judith A. May - 2041 10 East Hall Rd., New Richmond, OH 45157 (Attachment #2)
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)
4. **Approval to Appoint Jason Pruden as a Plumbing Inspector 1 in the Plumbing Division** - Recommendation to appoint Jason Pruden as a Plumbing Inspector 1 in the Plumbing Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #3)
5. **Approval to Appoint Christopher T. Boss as a Registered Environmental Health Specialist-in-Training in the Environmental Health Division** - Recommendation to appoint Christopher T. Boss as a Registered Environmental Health Specialist-in-Training in

- the Environmental Health Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #4)
6. **Approval to Appoint Kyle De'Nise as a Water Quality Technician 1 in the Water and Waste Division** - Recommendation to appoint Kyle De'Nise as a Water Quality Technician 1 in the Water and Waste Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #5)
  7. **Accept Resignation of Tammi Guffey, WIC Public Health Nurse** - Recommendation to accept the resignation of Tammi Guffey, WIC Public Health Nurse, effective August 30, 2023.
  8. **Accept Resignation of Emilee P. Rice, Office Specialist 1** - Recommendation to accept the resignation of Emilee P. Rice, Office Specialist 1, effective September 14, 2023.
  9. **Accept Resignation of Mark Owens, Water Quality Technician 2** - Recommendation to accept the resignation of Mark Owens, Water Quality Technician 2, effective September 15, 2023.
  10. **Accept Resignation of Tyra Scherer, Epidemiologist** - Recommendation to accept the resignation of Tyra Scherer, Epidemiologist, effective September 13, 2023.
  11. **Approval to Apply for the Children's Practicing Pediatricians (CPP) Second Dose Grant Program** - Recommendation for approval to apply for the CCP Second Dose Grant Program in the amount of up to \$1,000.
  12. **Approval to Apply for a Stipend for the National Network of Public Health Institutes (NNPHI) 2023 Open Forum: Next Generation Conference** - Recommendation for approval to apply for a stipend for the National Network of Public Health Institutes (NNPHI) 2023 Open Forum: Next Generation Conference.
  13. **Approval of Lease Renewal with Quadiant Leasing USA for a Folding Machine** - Recommendation to Approve a Five-Year Lease Renewal with Quadiant Leasing USA for a Folding Machine at Permit Central for \$150.75 Per Month Pending Prosecutor Approval. (Attachment #6)
  14. **Approval of Lease Renewal with Quadiant Leasing USA for a Postage Machine** - Recommendation to Approve a Five-Year Lease Renewal with Quadiant Leasing USA for a Postage Machine with e-Certify Processing at Permit Central for \$198.89 per Month Pending Prosecutor Approval. (Attachment #7)

Dr. Khan made a motion to approve consent agenda items #1 through #14. Mr. Meadors seconded the motion. The vote was all ayes, motion carried.

#### **NON-CONSENT AGENDA:**

##### **Variances:**

**Isolation Distance at 3697 Todds Run Foster Rd., Williamsburg Township (33-V-23)** - Mr. Kelly stated the property owners, Christy and Gary Haynes, are requesting an isolation distance variance at 3697 Todds Run Foster Rd., Williamsburg Township (33-V-23). Mr. Kelly stated the owners wished to build a cover over an existing deck, and the septic tank will be five feet away from the proposed deck cover. Staff recommended approval.

The property owners were present, and Mr. Haynes indicated only one post on the proposed deck cover will be five feet away from the septic tank.

Dr. Khan made a motion to approve the isolation distance variance request at 3697 Todds Run Foster Rd., Williamsburg Township (33-V-23). Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #8)

**Connect a Room Addition to an Existing Household Sewage Treatment System at 3520 Island Trail Dr., Williamsburg Township (34-V-23)** - Mr. Kelly stated the property owners, Jerry and Ada Simpson, are requesting a variance to connect a room addition to an existing household sewage treatment system at 3520 Island Trail Dr., Williamsburg Township (34-V-23). Mr. Kelly explained the owners were replacing an existing outside structure with a new pole barn containing living quarters in the back of the structure. The existing system is a leach line type system installed in 2004 and is in good operating condition. Staff recommended approval.

The property owners were present and stated the living quarters will be an in-law suite for their parents, who currently reside in the home with them. The living quarters will include one bedroom and one bathroom.

Dr. Khan asked what the current septic system is sized for and how many people will be using the system. Mr. Wildey indicated the current system is sized for a four-bedroom home. The owners stated seven people will be using the system, and this is the same number of people who are currently using the system.

Mr. Brown asked if there had been any problems with the system in the past. Mr. Wildey stated the system had passed all prior inspections.

Mr. Meadors made a motion to approve the variance request to connect a room addition to an existing household sewage treatment system at 3520 Island Trail Dr., Williamsburg Township (34-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #9)

**PUBLIC COMMENT:** Three members of the public were present who stated they wanted to deliver sealed envelopes to the Board members who were present. After delivering the letters, they left the meeting.

**First Reading of a Resolution Establishing Revised License Fees for Risk Levels I, II, III, IV Food Service Operations and Retail Food Establishments, Vending Machines, Temporary Food Service Operations and Retail Food Establishments, Mobile Food Service Operations and Retail Food Establishments, Food Service Operation and Retail Food Establishment Plan Reviews, Food Program Training Fees, Public Swimming Pools, Public Spas, Special Use Swimming Pools, Public School Swimming Pools, Recreational Vehicle Parks, Recreational Camps, Combined Park Camps, Temporary Park Camps, Body Art Establishments, Temporary Body Art Establishments, and Resident Camps** – Katrina Stapleton, Clermont County Public Health Fiscal Officer, completed the cost methodologies and presented fee summary documentation to the Board consisting of a breakdown of current Environmental Health license fees compared with the proposed license fees. She noted only the food service fees have been reviewed and revised over the past two years.

Regarding the food service fees for food service operations and retail food establishments, Ms. Stapleton reminded the Board that the fees for 2022 and 2023 were based on data from 2020 and 2021. During this time period, the staff was focusing on the COVID response; therefore, the fees were lower than the previous years, so while the proposed fees for 2024 seem quite high compared to 2022 and 2023, they are only slightly increased when compared to the pre-pandemic years. She further explained vending fees are capped at the consumer price index of 6.5%. The proposed fees for temporary food service operations and retail food establishments decreased, while the proposed fees for mobile food service operations and retail food establishments increased. Proposed plan review fees, Person-In-Charge, and ServSafe fees remained the same.

Fees for swimming pools have remained the same over the three prior years, and the 2024 proposed fee has decreased. Proposed fees for recreational vehicle parks and camps increased by 25%, while proposed fees for body art and body art plan review decreased. Proposed fees for resident camps remained the same.

Ms. Stapleton estimated the overall impact of the proposed fees on the preliminary 2024 budget amounted to a loss of \$11,446.18 in revenue. The Board agreed with the proposal for the 2024 license fees.

Mr. Kelly held the first reading of the Resolution Establishing Revised License Fees for Risk Levels I, II, III, IV Food Service Operations and Retail Food Establishments, Vending Machines, Temporary Food Service Operations and Retail Food Establishments, Mobile Food Service Operations and Retail Food Establishments, Food Service Operation and Retail Food Establishment Plan Reviews, Food Program Training Fees, Public Swimming Pools, Public Spas, Special Use Swimming Pools, Public School Swimming Pools, Recreational Vehicle Parks, Recreational Camps, Combined Park Camps, Temporary Park Camps, Body Art Establishments, Temporary Body Art Establishments, and Resident Camps by title only.

Mr. Kelly stated a hearing to accept public comment on the proposed fees would be held at the October 11, 2023 Board meeting.

**Approval of Contract Between the Clermont County General Health District dba Clermont County Public Health and the Hamilton County General Health District dba Hamilton County Public Health for Professional Services for Back-up Plumbing Pending Prosecutor Approval –** Mr. Kelly stated with recent staffing issues and discussions within the region, having a back-up for plumbing inspectors in an emergency was a good idea. Therefore, this contract allows Hamilton County Public Health to back up the CCPH plumbing department if necessary. He asked the Board to approve this contract pending prosecutor approval.

Dr. Khan made a motion to approve the contract between the Clermont County General Health District dba Clermont County Public Health and the Hamilton County General Health District dba Hamilton County Public Health for Professional Services for Back-up Plumbing Pending Prosecutor Approval. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #10)

**Approval of Contract Between the Hamilton County General Health District dba Hamilton County Public Health and the Clermont County General Health District dba Clermont County Public Health for Professional Services for Back-up Plumbing Pending Prosecutor Approval -** Mr. Kelly stated this contract mirrors the previous contract and allows Clermont County Public Health to back up Hamilton County Public Health if necessary.

Dr. Khan made a motion to approve the contract between the Hamilton County General Health District dba Hamilton County Public Health and the Clermont County General Health District dba Clermont County Public Health for Professional Services for Back-up Plumbing Pending Prosecutor Approval. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #11)

**Approval to appoint Mark Owens as an Unclassified, Temporary, Intermittent Water Quality Technician 2 Position with the Water and Waste Division –** Mr. Kelly explained to the Board that Mark Owen resigned his position as a full-time Water Quality Technician 2 due to other family commitments he needs to fill. However, due to staff shortages and the time it takes to train

replacements, Mr. Owens has offered to come back part-time through the end of the year to help with training and keeping routine inspections running smoothly. Mr. Kelly stated legal counsel has indicated because this will be a temporary position, the organizational chart does not need to be updated, and there does not need to be a posting for an open position since it will be unclassified. Mr. Kelly asked the Board for approval to appoint Mark Owens as an unclassified, temporary, intermittent Water Quality Technician 2 position with the Water and Waste Division from September 18, 2023 through December 31, 2023 at the salary indicated on the salary sheet.

Dr. Khan made a motion to approve the appointment of Mark Owens as an Unclassified, Temporary, Intermittent Water Quality Technician 2 Position with the Water and Waste Division from September 18, 2023 through December 31, 2023 at the salary indicated on the salary sheet. 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. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

**DISCUSSION ITEMS:**

**2023 Centers for Disease Control and Prevention's Public Health Associate Program (PHAP) -**

Mr. Kelly informed the Board that CCPH will receive a Public Health Associate who will start November 6, 2023. This associate will be working in the Nursing Division primarily working with the STI program by attempting to determine if partners of people with sexually transmitted diseases are being tested and treated and also working with staff to determine which services would be best to provide to the public.

**ADJOURNMENT:**

Dr. Khan made a motion to adjourn the meeting at 4:10 p.m. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

  
SECRETARY

  
RESPECTFULLY SUBMITTED