



## **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 October 11, 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; Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Maalini Vijayan, Assistant Health Commissioner of Community Health Services; Robert Wildey, Director of Water and Waste; Tom Racke, Director of Plumbing; Tara Jimison, Director of Nursing; Jessica Johnson, Administrative Assistant; Annabelle Terrell, Office Specialist; 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 September 13, 2023-** Recommendation to approve the minutes from the September 13, 2023 Board of Health Meeting.
2. **Approval of Satisfactions of Mortgages Relative to the Septic System Rehabilitation Financing Program-** Recommendation to execute Satisfactions of Mortgages, certifying that the terms of the mortgages and promissory notes they secured have been satisfied, and authorizing the Recorder to release the mortgages of record as they relate to the Septic System Rehabilitation Financing Program.
  - a. Michael B. Moore and Janis B. Moore – 1937 West 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 Joy Giel as an Office Specialist 1 in the Administration Division -** Recommendation to appoint Joy Giel as an Office Specialist 1 in the Administration Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #3)
5. **Approval to Appoint Carly Lansley as an Epidemiologist in the Nursing Division -** Recommendation to appoint Carly Lansley as an Epidemiologist in the Nursing Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #4)

6. **Accept Resignation of Colin McClurkin, Registered Environmental Health Specialist-In-Training** - Recommendation to accept the resignation of Colin McClurkin, Registered Environmental Health Specialist-in-Training in the Environmental Health Division, effective October 9, 2023.
7. **Accept Resignation of Brianna Wolken, Injury Prevention Coordinator** - Recommendation to accept the resignation of Brianna Wolken, Health Educator/Injury Prevention Coordinator, effective October 13, 2023.

Mr. Brown made a motion to approve consent agenda items #1 through #7. 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 6716 Edenton Pleasant Plain Rd., Wayne Township (35-V-23)** – Ms. Nesbit stated the property owner, JoAnn Lanham, is requesting a variance to connect a new home to an existing household sewage treatment system at 6716 Edenton Pleasant Plain Rd., Wayne Township (35-V-23). Ms. Nesbit stated this was a leach line type system which has passed all previous inspections; however, the system was not operating at the time of the inspection. Staff recommended disapproval due to the system being an older type of system.

The property owners were present and stated they were replacing the mobile home previously on the property with a two-bedroom home. They stated they have lived on the property for three years and have had no problems with the septic system.

Mr. Crum inquired why the system was not operating at the time of the inspection. Mr. Wildey clarified this was due to the property being vacant.

Mr. Meadors asked what year the system was installed. The homeowners responded the system was installed in approximately 1972 or 1973.

When asked, the homeowners indicated the lot size was approximately one acre, and only two people would live in the new home.

Mr. Crum asked Mr. Wildey what the options would be if the system should fail in the future. Mr. Wildey responded if the system should fail and could not be repaired, some type of discharging system would need to be installed.

Mr. Meadors asked if the homeowners had ever noticed any wet spots and how much dirt was covering the top of the tank. The homeowners stated they had never noticed any wet spots due to the septic system, and the tank was at ground level and not covered by any dirt.

Mr. Crum made a motion to approve the variance request to connect a room addition to an existing household sewage treatment system at 6716 Edenton Pleasant Plain Rd., Wayne Township (35-V-23), with the contingency that if the system should fail, it would need to be repaired or replaced. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #5)

**PUBLIC COMMENT:**

No members of the public offered any comments at this point in the meeting.

## **Public Hearing on Proposed Revision to the 2024 Environmental Health Fees**

At 3:37 p.m., Ms. Nesbit called to order the hearing concerning the Clermont County Board of Health's proposed fees for the 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 for 2024. She stated on September 13, 2023, the Board accepted the proposed Environmental Health fees for Clermont County for the 2024 licensing year. All current licensees were notified by mail on September 14, 2023 of the hearing to be held at the October 11, 2023 Board meeting for public discussion on the proposed fees. She then reviewed the proposed 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.

The hearing was then opened up to testimony. No one was present to comment on the fees. Ms. Nesbit added the notifications also provided the opportunity for comments to be sent via phone, email, or mail. She stated no comments were received from license holders, and the hearing was closed at 3:43 p.m.

**Second 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** - Ms. Nesbit held the second 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. The third and final reading is scheduled for November 8, 2023.

**First Reading of a Resolution Establishing Revised Plumbing and Medical Gas Fees** – Ms. Nesbit stated the plumbing program is not a state-mandated program and does not have to follow cost methodologies. However, the agency is planning to implement this on a regular basis in the future. She explained plumbing fees have not been increased in four years. Prior to reading the proposed fees, she further stated Tom Racke, the Director of Plumbing, has been working on innovative ideas to adjust fees based on disparities among smaller operations and some of the larger industrial and institutional buildings in the county. Ms. Nesbit then outlined the proposed Plumbing and Medical

Gas fees. (Attachment #6)

Mr. Crum inquired if a fee comparison has been completed regarding current large commercial projects vs. projected new large commercial projects, and if so, what does that look like. Ms. Nesbit indicated the comparisons had been completed and were significantly different. Mr. Racke gave examples of the comparisons and indicated many variables are not being considered with the current fee structure, such as time spent for safety meetings, badging in and out of the facilities, documentation, and responding to numerous emails and phone calls.

Mr. Crum asked if comparisons of projected fees vs. other counties have been completed. Ms. Nesbit stated comparisons had been made.

Mr. Crum stated he had concerns with some of the increases impacting potential new development. Ms. Nesbit explained that, overall, the fees are much lower than other departments within the county. She explained that every plumbing contractor currently registered in Clermont County will be notified of the proposed fee increases and has ample opportunities to voice their concerns. Mr. Racke stated with the fee increases, permits will not be expiring, so this is an advantage to multi-year projects. He also shared that when speaking with the contractors, they would rather be aware of all costs upfront than tacking on additional fees in the future.

In light of the discussion regarding losses from large commercial/industrial projects, Mr. Crum asked if, as of right now, only the small businesses and residential projects make money for the program. Ms. Nesbit stated this is the situation, along with revenues from multi-family units.

Mr. Crum asked if plumbing revenues could be used for other areas. Ms. Nesbit confirmed this.

Mr. Crum asked if the agency could request additional revenue from the townships and villages for staffing budgets. Ms. Nesbit stated they have done this in the past; however, she does not feel this is a good option given the tight budgets or the jurisdictions, particularly the smaller jurisdictions.

Dr. Khan asked if current projects will be impacted by raising fees at this time. Ms. Nesbit stated current projects will not be impacted.

Dr. Khan inquired if it is known what large projects may be on the horizon and how often the larger commercial projects occur. Mr. Racke stated it is unknown what larger projects may be on the horizon but anticipated several as the county grows.

Mr. Crum stated if the proposed fees are passed, he would like to help the smaller projects with fees if there are larger commercial projects that help increase revenue in the future.

Ms. Nesbit held the first reading of the Resolution Establishing Revised Plumbing and Medical Gas Fees by title only.

Ms. Nesbit stated a hearing to accept public comment on the proposed fees would be held at the November 8, 2023, Board meeting.

**First Reading of a Resolution Establishing Revised Septic and Private Water Fees** - Ms. Nesbit presented the proposed revised septic and private water fees to the Board. She stated these fees have not been revised since 2018 and further stated that sewage is a single program, and operation permit fees are not included at this time as there is an ongoing quality improvement project. She explained

that private water is a very small program and technically will still show a loss even with significant increases. The hope is the program will eventually even out. (Attachment #7)

The Board had no questions or comments.

Ms. Nesbit held the first reading of the Resolution Establishing Revised Septic and Private Water Fees by title only.

Ms. Nesbit stated a hearing to accept public comment on the proposed fees would be held at the November 8, 2023, Board meeting.

**Adoption of Resolution 16-23 Abolishing Health Educator and Plumbing Inspector Positions from the Health District Table of Organization** – With the recent loss of funding for the agency's Drug Overdose Grant through the Ohio Department of Health, Ms. Nesbit explained the Health Educator (Injury Prevention Coordinator) position held by Brianna Wolken will be abolished. Ms. Wolken submitted her resignation and has accepted another position. Ms. Nesbit further explained the Drug Overdose Grant is now based on a regional model, which, upon review, was determined not to be a good fit for the agency and did not meet the goals the agency is trying to accomplish related to drug overdose deaths. There may be the possibility of receiving funding from the regional grantee in the future, but the specifics of the grant were very vague, and there were many uncertainties.

Ms. Nesbit also stated with the promotion of Tom Racke to the Director of Plumbing, there is now a vacant plumbing inspector position on the organizational chart, which is not needed at this time.

Due to the lack of funding for the Health Educator position and the lack of need for a third plumbing inspector at this time, Ms. Nesbit asked the Board to adopt Resolution 16-23 abolishing these positions.

Mr. Crum made a motion to adopt Resolution 16-23 Abolishing Health Educator and Plumbing Inspector Positions From The Health District Table of Organization. Dr. Khan 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 #8)

**Approval of Amended Board of Health Meeting Minutes for April 12, 2023 (Amended June 14, 2023), May 10, 2023, July 12, 2023, and August 9, 2023** – Ms. Nesbit stated it was recently discovered certain attachment numbers and respective attachments were missing in the meeting minutes for April 12, 2023 (Amended on June 14, 2023), May 10, 2023, July 12, 2023, and August 9, 2023. The actual attachments had been provided to the Board and referenced in the minutes, but the attachment numbers and actual attachments were not included in the official minutes. Therefore, Ms. Nesbit asked the Board to approve amending the referenced minutes to include the missing information.

Dr. Khan made a motion to Amend the Board of Health Meeting Minutes for April 12, 2023 (Amended June 14, 2023), May 10, 2023, July 12, 2023, and August 9, 2023. Mr. Crum seconded the motion. The vote was all ayes; motion passed. (Attachment #'s 9, 10, 11, and 12)

**Approval of Additional Appropriations in Fund 7319 (Preventive Fund)** - Ms. Nesbit explained the need for additional appropriations in Fund 7319 (Preventive Fund) from the 2023 cash carryover to cover salaries and benefits shortages caused by recent vaccine purchases. Ms. Jimison indicated

100 COVID-19 vaccine doses were ordered for persons ages 12 and up, and ten doses were ordered for persons under 12. Additional influenza vaccines were also ordered.

Mr. Crum asked what the charges were for the vaccines. Ms. Jimison stated the cost of the vaccines was \$115.00 per dose, plus the administration fee. She also explained insurance pays for the vaccine, if applicable.

Mr. Crum asked if there was a combined COVID and flu vaccine at this time. Ms. Jimison stated combined vaccines are being worked on but are not available yet.

To alleviate a shortage in Fund 7319 due to these factors, Ms. Nesbit requested an additional appropriation for the Preventive Fund (7319) in the amount of \$25,000 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$20,000 for salaries and \$5,000 for benefits.

Mr. Brown made a motion to approve an additional appropriation for the Preventive Fund (7319) in the amount of \$25,000 from the 2023 cash carryover, to be allocated as follows: \$20,000 for salaries and \$5,000 for benefits. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #13)

**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 #14)

**Adoption of Resolution 17-23 Declaring Properties Public Health Nuisances** – Ms. Nesbit presented the address of three properties to be considered public health nuisances as stated in Attachment A of Resolution 17-23 Declaring Properties 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 17-23 to declare the properties listed on Attachment A public health nuisances. 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 17-23 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 nuisances. 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. Dr. Khan then made a motion to adopt Resolution 17-23 declaring the properties listed on Attachment A public health nuisances and ordering abatement of nuisances at the identified properties. 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. Mr. Crum 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 #15)

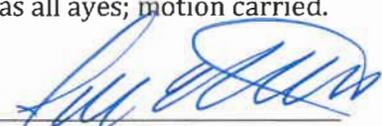
**Additional Information** – Ms. Nesbit introduced Annabelle Terrell to the Board and explained how she was hired as an Office Specialist through Grant Career Center. She indicated how happy we are to have Annabelle onboard and how nice it has been working with Grant in this matter.

Ms. Nesbit also informed the Board the first day for the new CDC Associate has been pushed back to November.

She also informed the Board she will present the appropriations budget and proposed raises at the November meeting.

**ADJOURNMENT:**

Dr. Khan made a motion to adjourn the meeting at 4:45 p.m. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

  
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SECRETARY  
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RESPECTFULLY SUBMITTED