



## **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 November 8, 2023. Vice President Andrew Crum called the meeting to order at 3:30 p.m. Mr. Crum led the Board Members and guests in the Pledge of Allegiance.

**Call to Order:** Dr. Janet Rickabaugh, absent 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; Ariel Fronsoe, 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 October 11, 2023-** Recommendation to approve the minutes from the October 11, 2023 Board of Health Meeting.
2. **Approval of Satisfaction of Mortgage Relative to the Septic System Rehabilitation Financing Program-** Recommendation to execute a 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. Halma Lee Haas and Emilie Haas - 2082 Laurel Point Isabel Rd., Moscow, OH 45153 (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. **Accept Resignation of Kyle De'Nise, Water Quality Technician 1 -** Recommendation to accept the resignation of Kyle De'Nise, Water Quality Technician 1, in training in the Water and Waste Division, effective November 2, 2023.

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

**NON-CONSENT AGENDA:**

**Variances:**

**Connect a New Home to an Existing Household Sewage Treatment System at 6344 Marathon Edenton Rd., Wayne Township (36-V-23)** – Ms. Nesbit stated the property owners, Ashley Sizer and Shawn Ellis, are requesting a variance to connect a new home to an existing household sewage treatment system at 6344 Marathon Edenton Rd., Wayne Township (36-V-23). Ms. Nesbit stated this is a two-bedroom, Millennium Mound-type system. The owners wish to connect a new three-bedroom home. The inspection history revealed damage to the control panel, the dosing pump was inoperable, and the valve box lids were missing in July 2009. The property became vacant after these problems were identified and has been vacant since then. There is no indication the problems have been corrected. Staff recommended approval contingent upon obtaining an alternation permit and correcting the present conditions.

The property owners, Ms. Sizer and Mr. Ellis, were present and stated the new home was a three-bedroom home that will be used by the two of them, along with the baby they are expecting soon. The third bedroom is intended to be used for an office. They also indicated they are aware of the need for repairs prior to occupancy and have obtained estimates for the completion of those repairs.

Mr. Brown made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 6344 Marathon Edenton Rd., Wayne Township (36-V-23), with the contingency the homeowners obtain an alternation permit and repair the system prior to occupancy. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #3)

**Connect a Room Addition to an Existing Household Sewage Treatment System at 2489 Jett Hill Rd., Monroe Township (37-V-23)** – Ms. Nesbit stated the homeowner, Jeff Snyder, is requesting a variance to connect a room addition to an existing household sewage treatment system at 2489 Jett Hill Rd., Monroe Township (37-V-23). Ms. Nesbit stated this is a leach line type system with no recent history of failure. The homeowner is adding an addition to the home, which will include a master bedroom, two-car garage, mudroom, porch, and sitting room. Staff recommended approval on the condition should the current system ever need replacing, it would need to be replaced with a system capable of handling a four-bedroom home, plus the water usage from the agricultural barn.

Representatives from Paragon Custom Builders, Chad Heiden and Harry Snyder, were present.

Mr. Meadors asked if the current system was the original system and, if so, what the age of the system was. The builders indicated the system was the original system, and Mr. Wildey stated the home was built in 1998.

Dr. Khan made a motion to approve the variance request to connect a room addition to an existing household sewage treatment system at 2489 Jett Hill Rd., Monroe Township (37-V-23). Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #4)

**PUBLIC COMMENT:**

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

### **Public Hearing on Proposed Revision to the 2024 Plumbing and Medical Gas Fees**

At 3:38 p.m., Ms. Nesbit called to order the hearing concerning the Clermont County Board of Health's proposed fees for Plumbing and Medical Gas for 2024. She stated on October 11, 2023, the Board accepted the proposed Plumbing and Medical fees for Clermont County for 2024. All current licensed contractors or anyone directly impacted were notified by mail on October 12, 2023 of the hearing to be held at the November 8, 2023 Board meeting for public discussion on the proposed fees. She then reviewed the proposed fees for Plumbing and Medical Gas.

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 licensed contractors or anyone directly impacted, and the hearing was closed at 3:42 p.m.

### **Public Hearing on Proposed Revision to the 2024 Septic and Private Water Fees**

At 3:43 p.m., Ms. Nesbit called to order the hearing concerning the Clermont County Board of Health's proposed fees for Septic and Private Water for 2024. She stated on October 11, 2023, the Board accepted the proposed Septic and Private Water fees for Clermont County for 2024. All current licensed contractors or anyone directly impacted by the proposed revised fees were notified by mail on October 12, 2023 of the hearing to be held at the November 8, 2023 Board meeting for public discussion on the proposed fees. She then reviewed the proposed fees for Septic and Private Water.

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 licensed contractors or anyone directly impacted, and the hearing was closed at 3:47 p.m.

**Second Reading of a Resolution Establishing Revised Plumbing and Medical Gas Fees** – Ms. Nesbit held the second reading of the Resolution Establishing Revised Plumbing and Medical Gas Fees by title only. The third and final reading is scheduled for December 13, 2023.

**Second Reading of a Resolution Establishing Revised Septic and Private Water Fees** – Ms. Nesbit held the second reading of the Resolution Establishing Revised Septic and Private Water Fees by title only. The third and final reading is scheduled for December 13, 2023.

**Third Reading of a Resolution Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Food Service Operation or Retail Food Establishment Plan Reviews; Food Program Trainings; Individual Public Swimming Pools, Spas, or Special Use Pools; Government or Tax-Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreational Camps, or Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Establishments; Time-limited Tattooing, Body Piercing, or Combined Body Art Establishments; Tattooing, Body Piercing, or Combined Body Art Establishment Plan Reviews; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21** - Ms. Nesbit held the third reading of the Resolution Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile

Food Service Operations or Retail Food Establishments; Food Service Operation or Retail Food Establishment Plan Reviews; Food Program Trainings; Individual Public Swimming Pools, Spas, or Special Use Pools; Government or Tax-Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreational Camps, or Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Establishments; Time-limited Tattooing, Body Piercing, or Combined Body Art Establishments; Tattooing, Body Piercing, or Combined Body Art Establishment Plan Reviews; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 by title only.

**Adoption of Resolution 18-23 Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Food Service Operation or Retail Food Establishment Plan Reviews; Food Program Trainings; Individual Public Swimming Pools, Spas, or Special Use Pools; Government or Tax-Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreational Camps, or Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Establishments; Time-limited Tattooing, Body Piercing, or Combined Body Art Establishments; Tattooing, Body Piercing, or Combined Body Art Establishment Plan Reviews; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.** – Ms. Nesbit requested to Board adopt Resolution 18-23 Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Food Service Operation or Retail Food Establishment Plan Reviews; Food Program Trainings; Individual Public Swimming Pools, Spas, or Special Use Pools; Government or Tax-Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreational Camps, or Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Establishments; Time-limited Tattooing, Body Piercing, or Combined Body Art Establishments; Tattooing, Body Piercing, or Combined Body Art Establishment Plan Reviews; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.

Dr. Khan made a motion to adopt Resolution 18-23 Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Food Service Operations or Retail Food Establishments; Food Service Operation or Retail Food Establishment Plan Reviews; Food Program Trainings; Individual Public Swimming Pools, Spas, or Special Use Pools; Government or Tax-Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreational Camps, or Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Establishments; Time-limited Tattooing, Body Piercing, or Combined Body Art Establishments; Tattooing, Body Piercing, or Combined Body Art Establishment Plan Reviews; and Resident Camps Pursuant to Ohio Revised Code Section 3709.09 and 3709.21. 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; motion carried. (Attachment #5).

**Approval of an Update to the Organizational Chart to Make a Full-Time WIC Health Professional into Two Part-Time WIC Health Professionals** – Ms. Nesbit explained to the Board how positions within the agency are frequently advertised as two part-time or one full-time position if that approach works for the agency. She further explained there are times when it is harder to get

part-time applicants when people need health insurance benefits, but sometimes there are good candidates only looking for part-time employment. Recently, the agency received a good candidate who is only interested in part-time employment for the WIC Health Professional position, and she would like to hire this candidate and re-advertise for an additional part-time candidate. She stated this would not affect the budget, and the agency was technically getting eight more hours of work. She further stated a Dietitian, Dietetic Technician, Nutritionist, or Registered Nurse could fill the position. She asked the Board to update the Health District Table of Organization, abolishing the one full-time WIC Health Professional position and creating two part-time positions.

Mr. Crum asked if, in the future, the position on the Table of Organization could be reflected as a full-time position "and/or" two part-time positions. Ms. Nesbit said she was unsure and would check with legal counsel.

Dr. Khan made a motion to update the Health District Table of Organization, abolishing the one full-time WIC Health Professional position and creating two part-time positions. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

**Approval to pay dues to the Clermont County Safety Net Alliance (CCSNA)** - Ms. Nesbit advised the Board the agency has been a member of the Clermont County Safety Net Alliance (CCSNA) since it started in 2012. The CCSNA is a network of social service organizations that work to provide emergency assistance to Clermont County residents in need. Most of the organizations are non-profit groups, but there are some government agencies and business partners. Since 2012, the CCSNA has grown from five groups to over 100. At this time, they have decided to start charging membership dues to support their work and administrative functions such as technology support, the website partner portal, and membership requests. The suggested dues are based on the budgets of the members and would be \$500 per year for our agency. Dues are not required to be a member, but in order to help a worthwhile cause, Ms. Nesbit requested the Board approve payment of dues to the CCSNA.

Mr. Brown made a motion to pay dues to the Clermont County Safety Net Alliance (CCSNA) from here going forward. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

**Adoption of Resolution 19-23 Rescinding Resolution 05-15 Granting a Variance, When a Soil Depth Credit is Not Part of the System Design from Ohio Administrative Code 3701-29-09 (A) (1) (b) Which Requires All New, Replacement, or Alterations of Household Sewage Treatment Systems to Have a Soil Evaluation as Part of an Application** – Ms. Nesbit explained to the Board Resolution 05-15 was adopted in 2015 as a blanket variance with the intent to not require soil work on every application as it increased the cost for homeowners on installations and also due to the fact there is a limited number of soil scientists to do the work. When Resolution 05-15 was originally adopted, due to their familiarity with the soil conditions in the county from soil maps, the staff did not feel the soil work was needed unless the homeowners were requesting a soil depth credit. However, based on feedback on the agency's Sewage Program Survey by the Ohio Department of Health objecting to this blanket variance, Ms. Nesbit requested the Board rescind the 2015 resolution. Ms. Nesbit acknowledged that if the resolution is rescinded, the costs for homeowners will increase.

Following a discussion, wherein Mr. Wildey explained the Ohio Department of Health will continue to object to this variance if it is not rescinded, Mr. Brown made a motion to adopt Resolution 19-23 Rescinding Resolution 05-15 Granting a Variance, When a Soil Depth Credit is Not Part of the System Design from Ohio Administrative Code 3701-29-09 (A) (1) (b) Which Requires All New, Replacement,

or Alterations of Household Sewage Treatment Systems to Have a Soil Evaluation as Part of an Application. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

**Adoption of Resolution 20-23 Declaring Properties Public Health Nuisances** – Ms. Nesbit presented the addresses of 11 properties to be considered public health nuisances as stated on Attachments A and B of Resolution 20-23 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at Identified Properties.

Following a review and discussion, Dr. Khan made a motion to waive the three required readings of Resolution 20-23 to declare the properties listed on Attachments A and B 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; motion carried. Dr. Khan then made a motion to declare Resolution 20-23 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. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; motion carried. Dr. Khan then made a motion to adopt Resolution 20-23 declaring the properties listed on Attachments A and B to be 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. Brown seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; motion carried. (Attachment #9)

**Approval of Additional Appropriations in Fund 7319 (Preventive Health Fund)** - Ms. Nesbit explained the need for additional appropriations in Fund 7319 (Preventive Health Fund) from the 2023 cash carryover to cover salaries, benefits, and purchased services shortages due to additional vaccine purchases and payroll expenses due to a lack of billable COVID activities that were originally estimated in the budget.

To alleviate a shortage in Fund 7319 due to these factors, Ms. Nesbit requested an additional appropriation for the Preventive Health Fund (7319) in the amount of \$20,000 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$9,000 for salaries, \$1,000 for benefits, and \$10,000 for purchased services.

Mr. Brown made a motion to approve an additional appropriation for the Preventive Health Fund (7319) in the amount of \$20,000 from the 2023 cash carryover, to be allocated as follows: \$9,000 for salaries, \$1,000 for benefits, and \$10,000 for purchased services. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #10)

**Approval of Additional Appropriation in Fund 7320 (Tuberculosis Special Fund)** - Ms. Nesbit explained the need for additional appropriations in Fund 7320 (Tuberculosis Special Fund) from the 2023 cash carryover to cover salaries, benefits, and purchased services shortages due to increased costs of a Tuberculosis patient treatment throughout the year.

To alleviate a shortage in Fund 7320 due to this factor, Ms. Nesbit requested an additional appropriation for the Tuberculosis Special Fund (7320) in the amount of \$4,000 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$2,000 for salaries, \$1,000 for benefits, and \$1,000 for purchased services.

Mr. Meadors made a motion to approve an additional appropriation for the Tuberculosis Special Fund (7320) in the amount of \$4,000 from the 2023 cash carryover, to be allocated as follows: \$2,000 for salaries, \$1,000 for benefits, and \$1,000 for purchased services. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #11)

**Approval of Additional Appropriation in Fund 7322 (PHHS Block Grant Fund)** - Ms. Nesbit explained the need for additional appropriations in Fund 7322 (PHHS Block Grant Fund) from the 2023 cash carryover to cover purchased services shortages due to the repayment of the general fund in December 2023 in anticipation of closing the fund next year.

To alleviate a shortage in Fund 7322 due to this factor, Ms. Nesbit requested an additional appropriation for the PHHS Block Grant Fund (7322) in the amount of \$44,616.72 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$44,616.72 for purchased services.

Dr. Khan made a motion to approve an additional appropriation for the PHHS Block Grant Fund (7322) in the amount of \$44,616.72 from the 2023 cash carryover, to be allocated as follows: \$44,616.72 for purchased services. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #12)

**Approval of Additional Appropriation in Fund 7326 (Sewage Program Fund)** - Ms. Nesbit explained the need for additional appropriations in Fund 7326 (Sewage Program Fund) from the 2023 cash carryover to cover benefits and purchased services shortages due to the Sheriff's bill for collection services and increased vehicle leases.

To alleviate a shortage in Fund 7326 due to these factors, Ms. Nesbit requested an additional appropriation for the Sewage Program Fund (7326) in the amount of \$21,000 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$2,500 for benefits and \$18,500 for purchased services.

Dr. Khan made a motion to approve an additional appropriation for the Sewage Program Fund (7326) in the amount of \$21,000 from the 2023 cash carryover, to be allocated as follows: \$2,500 for benefits and \$18,500 for purchased services. Mr. Meadors 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, Dr. Khan made a motion to pay the bills as presented. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #14)

#### **EXECUTIVE SESSION**

**Discuss Proposed Staff Compensation, Cost of Living Adjustments, Promotions, and Performance Raises Pursuant to O.R.C. 121.22(G)(1)** - At 4:10 p.m., Dr. Khan made a motion to enter into executive session to discuss proposed staff compensation, cost of living adjustments, promotions, and performance raises pursuant to O.R.C. 121.22(G)(1). Mr. Meadors seconded the motion. The vote upon roll was Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; motion carried.

At 5:26 p.m., Dr. Khan made a motion to return from executive session and resume regular session after discussing proposed staff compensation, cost of living adjustments, promotions, and performance raises, with no action taken and no decisions made. 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; motion carried.

**Approval to Add an Additional Item to the Agenda to Consider a Motion to Approve Additional Appropriation in Fund 7301 (Environmental Fund)** – Dr. Khan made a motion to add an additional item to the agenda of the regular session of November 8, 2023, to consider a Motion to Approve Additional Appropriation in Fund 7301 (Environmental Fund). Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

**Approval to Add an Additional Item to the Agenda to Consider a Motion to Approve Staff Bonuses** – Mr. Brown made a motion to add an additional item to the agenda of the regular session of November 8, 2023, to consider a Motion to Approve Staff Bonuses. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

**Approval of Additional Appropriation in Fund 7301 (Environmental Fund)** - Ms. Nesbit explained the need for additional appropriations in Fund 7301 (Environmental Fund) from the 2023 cash carryover to cover salaries for proposed staff bonuses.

To alleviate a shortage in Fund 7301 due to this factor, Ms. Nesbit requested an additional appropriation for the Environmental Fund (7301) in the amount of \$50,000 from the 2023 cash carryover. The additional appropriations will be allocated as follows: \$50,000 for salaries.

Mr. Meadors made a motion to approve an additional appropriation for the Environmental Fund (7301) in the amount of \$50,000 from the 2023 cash carryover, to be allocated as follows: \$50,000 for salaries. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #15)

**Approval of Staff Bonuses** – Dr. Khan made a motion to approve staff bonuses in the amount of \$1,500 for each staff member on the payroll as of November 8, 2023, including Health Commissioner Julianne Nesbit. Mr. Brown seconded the motion. The vote was all ayes, motion carried.

**Approval to Update the Pay Ranges for Classified Positions-** Ms. Nesbit requested approval to update the pay ranges for classified positions.

Mr. Brown made a motion to update the pay ranges for classified positions. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #16)

**Approval to Appoint Naycalie Y. Rodriguez as a Public Health Nurse 1/WIC Health Professional in the Nursing Division** – Ms. Nesbit explained to the Board how her request for approval to add another part-time WIC Health Professional was presented at this time in the meeting due to the necessity of obtaining the approval to update the Organization Chart first and also to reflect the updated pay ranges previously approved. At this time, she requested approval to appoint Naycalie Y. Rodriguez as a Public Health Nurse 1/WIC Health Professional in the Nursing Division, contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet.

Dr. Khan made a motion to approve the appointment of Naycalie Y. Rodriguez as a Public Health Nurse 1/WIC Health Professional in the Nursing Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #17)

**Approval to Appoint Lakeda Thomas-Johnson as a Public Health Nurse 2 in the Children with Medical Handicaps Program in the Nursing Division** – Ms. Nesbit explained to the Board how her request for approval of Ms. Thomas-Johnson was presented at this time in the meeting in order to reflect the updated pay ranges previously approved. At this time, she requested approval to appoint Lakeda Thomas-Johnson as a Public Health Nurse 2 in the Children with Medical Handicaps Program in the Nursing Division, contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet.

Dr. Khan made a motion to approve the appointment of Lakeda Thomas-Johnson as a Public Health Nurse 2 in the Children with Medical Handicaps Program in the Nursing Division, contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #18)

**Approval of Staff Salary Adjustments, Raises** –Ms. Nesbit requested approval of staff salary adjustments and raises effective November 13, 2023.

Dr. Khan made a motion to approve staff salary adjustments and raises effective November 13, 2023. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #19)

**Approval of Promotions for Claudia Kadon to Environmental Health Specialist 2 and John Mentzel to Plumbing Inspector 2** - Ms. Nesbit requested approval to promote Claudia Kadon to Environmental Health Specialist 2 and John Mentzel to Plumbing Inspector 2 at the salaries indicated on the attached salary sheets.

Mr. Meadors made a motion to approve the promotions of Claudia Kadon to Environmental Health Specialist 2 and John Mentzel to Plumbing Inspector 2 at the salaries indicated on the attached salary sheets. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachments #20 and #21)

**Approval of 2023 Appropriations Budget**- Ms. Nesbit presented the 2023 Appropriation Budget to the Board. Fiscal Officer Katrina Stapleton was asked to join the meeting to answer any questions the Board members may have had regarding the budget. After review and discussion, the Board had no questions.

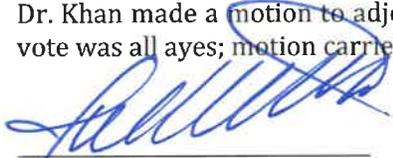
Mr. Brown made a motion to approve the 2024 appropriations budget as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #22)

**Workforce Development Plan** - Ms. Nesbit indicated that in the past, she has brought the Workforce Development Plan to the Board for approval. Since this is a fluid document that needs to be updated occasionally, she would like to have this plan moved to the Leadership Team for approval. The Board will still approve the Strategic Plan. The Board indicated they had no issues moving the plan to the Leadership Team for approval.

**Reaccreditation** – Ms. Nesbit stated the new Reaccreditation Specialist has re-opened 37 measures, which must be addressed and responded to. She is working with staff to accomplish this by the December 2, 2023 due date.

**ADJOURNMENT:**

Dr. Khan made a motion to adjourn the meeting at 5:42 p.m. Mr. Brown seconded the motion. The vote was all ayes; motion carried.



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SECRETARY



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RESPECTFULLY SUBMITTED