



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 December 13, 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, arrived late Dr. Joseph Khan, present
Andrew Crum, present Dennis Brown, present
Steve Meadors, present

Others present included 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; Brian Williamson, Director of Environmental Health; Jessica Johnson, Administrative Assistant; and others as listed on Attachment #1.

CONSENT AGENDA:

Ms. Nesbit stated a consent agenda was prepared for the Board and asked if any member wanted items moved to the non-consent agenda for further discussion and consideration. No members requested further discussion of items on the consent agenda. Ms. Nesbit recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes November 8, 2023-** Recommendation to approve the minutes from the November 8, 2023 Board of Health Meeting.
- 2. Approval of Medicaid Administrative Claiming (MAC) Contract with the Ohio Department of Health** – Recommendation to approve the contract for Medicaid Administrative Claiming (MAC) Contract with the Ohio Department of Health. (Attachment #2)
- 3. Approval to Request Advancement of All Available Township and Village Monies** – Recommendation to approve the request for the advancement of all available township and village monies. (Attachment #3)

Mr. Brown made a motion to approve consent agenda items #1 through #3. Dr. Khan seconded the motion. The vote was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, absent; motion carried.

NON-CONSENT AGENDA:

Variances:

Connect a New Home to an Existing Household Sewage Treatment System at 1498 St. Rt. 749, Pierce Township (38-V-23) – Ms. Nesbit stated the property owners, Michael and Lois Lucius, are requesting a variance to connect a new home to an existing household sewage treatment system at

1498 St. Rt. 749, Pierce Township (38-V-23). Ms. Nesbit stated the system consists of a septic tank followed by 448 linear feet of leach lines. The system was originally connected to a four-bedroom home, which has been demolished, and the land is currently vacant. The owners wish to connect a new four-bedroom home to the existing system. The system inspection history stated there were no code violations noted. Staff recommended disapproval due to the septic system being older, undersized, and not installed to current standards.

The property owners, Michael and Lois Lucius, were present and stated they intend to build a four-bedroom ranch home on the property. They have had the existing structures torn down. They inquired about the history of the septic system prior to deciding to attempt to use the existing system and found there was no history of any problems.

Mr. Crum asked if the homeowners would be the house's occupants and, if so, how many people would be living there. They stated they would be occupying the new home, and it would just be the two of them living there.

The homeowners were asked if they knew the age of the system. They stated the age of the system was unknown to them. They also stated they have paperwork regarding the system dating back to 2007. They noted in approximately 2021, there was a clog in the system, and the system was subsequently cleaned and drained.

Dr. Rickabaugh arrived to join the meeting at 3:38 p.m., at which time Mr. Crum relinquished the chair to Dr. Rickabaugh.

Ms. Nesbit advised that the sanitarian assigned to the property, Paul Sanders, had outlined work that would need to be completed before the system is operational again, and an alteration permit would be required. The homeowners indicated they had a contractor in place and understood the work needed if the variance was approved.

Mr. Meadors inquired about the linear feet of leach lines and the soil condition. Ms. Nesbit stated there were approximately 400 feet of linear leach lines. Mr. Wildey stated the soil was average in that area.

Dr. Khan asked how long the previous home had been vacant. The homeowners indicated they tore down the existing home this year, but it was occupied prior to February 2023.

Dr. Khan reiterated due to the age and size of the system, it may fail in the future. The homeowners acknowledged this and stated they knew the system may need to be repaired or replaced if it fails.

Dr. Khan made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 1498 St. Rt. 749, Pierce Township (38-V-23), contingent upon all work being outlined by staff would be completed and an alteration permit was required. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #4)

Connect a New Home to an Existing Household Sewage Treatment System at 203 Bryant Lane, Jackson Township (39-V-23) – Ms. Nesbit stated the property owner, Jesse Sweeney, is requesting a variance to connect a new home to an existing household sewage treatment system at 203 Bryant Lane, Jackson Township (39-V-23). Ms. Nesbit stated the system consists of a septic tank followed by approximately 859 linear feet of leach lines, and the system was originally connected to a three-bedroom home. The owner wishes to connect a new three-bedroom home to the existing system. The

system inspection history indicates all previous inspections have passed. Staff recommended approval and stated the system was in good operating condition at the time of inspection.

Tonya Sweeney was present at the meeting.

Mr. Crum made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 203 Bryant Lane, Jackson Township (39-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #5)

Connect a New Home to an Existing Household Sewage Treatment System and Isolation Distance at 1957 Lindale Nicholasville Rd., Monroe Township (40-V-23) – Ms. Nesbit stated the property owner, Jerry Dempsey, is requesting a variance to connect a new home to an existing household sewage treatment system and an isolation distance at 1957 Lindale Nicholasville Rd., Monroe Township (40-V-23). Ms. Nesbit stated the system consists of a septic tank followed by 900 feet of gravel-less leach lines with a gravity flow gradient drain. She further stated the owner wishes to connect a new four-bedroom home to the existing system currently connected to the three-bedroom home, which will be removed. The system inspection history indicates the system failed a routine inspection in February 2017, wherein sewage was seeping to the ground's surface. The violation was corrected, and the system passed re-inspection in April 2017. It is also noted the end of the gradient drain discharge pipe is six feet nine inches from the proposed new home construction, thus requiring an isolation distance variance. Staff recommended disapproval due to the system being undersized for the proposed four-bedroom home and the system having previously identified problems operating properly.

The property owner, Jerry Dempsey, was present and stated the new home would actually be a three-bedroom home with the option for a fourth bedroom. He also stated the new home could be moved if necessary to avoid the isolation distance issue.

Mr. Meadors asked how many acres the property included. The homeowner indicated there was a little over three acres.

Mr. Crum asked if the septic system would still be undersized for a three-bedroom home. Mr. Wildey indicated a system with 900 feet of leach lines would have been properly sized for a three-bedroom home when the system was originally installed. He also indicated gravel-less systems do have a history of problems. If the system would eventually need to be replaced, Mr. Wildey stated there might be the need for a discharging system or split-mound type system.

Dr. Rickabaugh asked how many people would be living in the home. Mr. Dempsey indicated three adults would be occupying the home.

Mr. Meadors made a motion to approve the variance request to connect a new home to an existing household sewage treatment system and an isolation distance variance at 1957 Lindale Nicholasville Rd., Monroe Township (40-V-23). Mr. Crum seconded the motion. The vote was all ayes, motion carried. (Attachment #6)

Isolation Distance at 880 Round Bottom Rd., Union Township (41-V-23) – Ms. Nesbit stated this was a commercial property owned by CCET LLC, which is requesting an isolation distance variance at 880 Round Bottom Rd., Union Township (41-V-23). Ms. Nesbit indicated the septic tank was originally to be used as a temporary Black Water Holding Tank under a New Construction Permit. The installer would now like to use the temporary septic tank as the permanent septic tank; however,

the tank does not meet the ten-foot isolation distance from the driveway. The tank is in the parking lot next to where vehicles park with an isolation distance of zero. The tank has already been tied into the dosing tank that sits outside the driveway, and the system is currently operational and can be finalized with variance approval. Staff recommended approval contingent upon constructing a permanent barrier with a minimum distance of ten feet from the septic tank on all sides.

Mr. Wildey stated CCET originally planned to use a gravity system but is now using a dosing tank. He also indicated they planned to install pylons or a concrete barrier ten feet from the tank. After discussion, it was decided that vertical barriers, such as bollards, should be permanently installed in concrete at a minimum distance of ten feet from the septic tank on all sides.

Mr. Brown made a motion to approve the isolation distance variance request at 880 Round Bottom Rd., Union Township (41-V-23), with the contingency that bollards be permanently installed as specified by Clermont County Public Health staff. Mr. Crum seconded the motion. The vote was all ayes, motion carried. (Attachment #7)

PUBLIC COMMENT:

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

Third Reading of a Resolution Establishing Revised Plumbing and Medical Gas Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 – Ms. Nesbit held the third reading of the Resolution Establishing Revised Plumbing and Medical Gas Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 by title only.

Adoption of Resolution 21-23 Establishing Revised Plumbing and Medical Gas Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 – Ms. Nesbit requested the Board adopt Resolution 21-23 Establishing Revised Plumbing and Medical Gas Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.

Dr. Khan made a motion to adopt Resolution 21-23 Establishing Revised Plumbing and Medical Gas Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21. 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 #8).

Third Reading of a Resolution Establishing Revised Septic and Private Water Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 – Ms. Nesbit held the third reading of the Resolution Establishing Revised Septic and Private Water Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 by title only.

Adoption of Resolution 22-23 Establishing Revised Septic and Private Water Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21 – Ms. Nesbit requested the Board adopt Resolution 22-23 Establishing Revised Septic and Private Water Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21.

Mr. Crum made a motion to adopt Resolution 22-23 Establishing Revised Septic and Private Water Fees Pursuant to Ohio Revised Code Section 3709.09 and 3709.21. 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 #9).

Adoption of Resolution 23-23 Declaring Properties Public Health Nuisances – Ms. Nesbit presented the address of one property to be considered a public health nuisance as stated on Attachment A of Resolution 23-23 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 23-23 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 23-23 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. 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 adopt Resolution 23-23 declaring the property listed on Attachment A to be a public health nuisance and ordering abatement of nuisances at the identified property. 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 #10)

Adoption of a Resolution Authorizing the Transfer of Cash in the Amount of \$45,500 from the PHHS Block Grand Fund (Fund #7322) to the Environmental Health Fund (Fund #7301) – Ms. Nesbit explained since CCPH no longer has an injury prevention program, the PHHS Block Grant Fund needs to be closed. Therefore, she requested the remaining funds in the PHHS Block Grant Fund, totaling \$45,500 be transferred to the Environmental Health Fund.

Dr. Khan made a motion to adopt Resolution 24-23 Authorizing the Transfer of Cash in the Amount of \$45,500 from the PHHS Block Grand Fund (Fund #7322) to the Environmental Health Fund (Fund #7301). Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #11)

Approval of Contract Between the Clermont County General Health District and the Clinton County General Health District for Professional Services for Back-up Plumbing – Ms. Nesbit explained the agency is establishing back-up contracts for plumbing inspections with the Clinton County General Health District. This is similar to the Clermont County Public Health and Hamilton County Public Health contracts the Board previously approved. She noted these contracts are not used unless there is a critical need for coverage due to staffing shortages. This particular contract allows Clinton County General Health District to act as a back-up to Clermont County.

Mr. Brown made a motion to approve the contract between the Clermont County General Health District and the Clinton County General Health District for Professional Services for Back-up Plumbing. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #12)

Approval of Contract Between the Clinton County General Health District and the Clermont County General Health District for Professional Services for Back-up Plumbing – Ms. Nesbit stated this is also a back-up contract for plumbing inspections wherein Clermont County Public Health will act as the back-up to Clinton County.

Mr. Crum made a motion to approve the contract between the Clinton County General Health District and the Clermont County General Health District for Professional Services for Back-up Plumbing. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #13)

Approval of an Update to the Table of Organization Moving Supervision of the WIC Director and Administrative Assistant 3 - Ms. Nesbit explained to the Board how she is asking for approval to move the WIC Director, Administrative Assistant 3, and all subordinate positions under them to be directly under the Assistant Health Commissioner of Community Health Services. This move makes the most sense from a communication and efficiency standpoint, as the Assistant Health Commissioners are responsible for grant administration in their respective branches. Also, the Administrative 3 position provides overall support to all programs in Community Health Services. The only change will be in supervisors, and staffing positions have no other changes. She further explained this involves moving positions, not adding or subtracting any positions from the Table of Organization.

Mr. Meadors made a motion to approve an update to the Table of Organization moving supervision of the WIC Director and Administrative Assistant 3. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #14)

Approval to Overlap the Administrative Assistant Position – Ms. Nesbit provided the Board with a copy of a letter provided earlier in the year from Carol Kisner, Administrative Assistant 3, advising of her intent to retire on June 1, 2024. Her position supervises all of the clerical staff at Community Health Services, handles medical billing, and supports all of Community Health Services. Ms. Nesbit asked the Board to overlap this position starting after the first of the year, hopefully allowing an internal promotion and the ability to fill the vacancy created by the promotion, ensuring a smooth transition before Ms. Kisner's retirement. Ms. Kisner's Administrative Assistant 3 position will be advertised for applicants after the holidays. The cost of the overlap would be taken out of cash reserves.

Mr. Crum made a motion to approve the overlap of the Administrative Assistant Position. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #15)

Approval of Personnel Policy 05.14 Sign-On Bonus - At the Board's request, Ms. Nesbit explained how she has been researching other health districts for policies regarding retention bonuses. She found this to be something not typical of other health districts. When the topic was discussed with the Leadership Team, they strongly felt the bonus should be designated as a "sign-on bonus" vs. "retention bonus." Based upon the bonuses given to current staff by the Board in November, Ms. Nesbit proposed giving new employees \$500 after six months and \$1,000 after one year of employment. This policy will apply to employees hired after November 9, 2023. The Prosecutor has reviewed and approved the policy.

Mr. Brown made a motion to approve Personnel Policy 05.14 Sign-On Bonus. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #16)

Approval of Changes to Board of Health Bylaws – At the November meeting of the Board of Health, Mr. Crum asked if there could be changes made to allow the Health Commissioner to advertise permanent full-time positions as either one full-time or two part-time positions based on what is best for the agency at the time of the vacancy and the available applicant pool. After speaking with the Prosecutor, Ms. Nesbit revised the Board of Health Bylaws to allow this. No other changes were made

to the bylaws, and if the Board approves the changes, the bylaws will become effective at the next meeting.

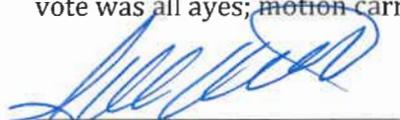
Mr. Crum made a motion to approve changes to the Board of Health Bylaws. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #17)

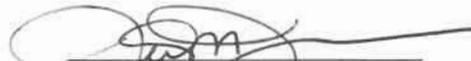
Approval and Payment of Bills – Ms. Nesbit presented the Health District's bills for consideration. Following the Board's review and discussion, Mr. Crum made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #18)

Vaccines For Children Program Site Visit – Ms. Nesbit provided the Board with a copy of the recent Vaccines for Children (VFC) Program site visit report. The only follow-up item indicated was the RSV vaccine must be provided since it is a newly ACIP-recommended pediatric vaccine. She stated a VFC order for the vaccine has been placed, and after the first of the year, an additional order will be placed for private insurance patients. She commended the immunization staff and Dr. Kaya for all their efforts to maintain compliance and serve the residents of Clermont County. (Attachment #19)

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 4:40 p.m. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.



SECRETARY

RESPECTFULLY SUBMITTED