



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 January 10, 2024. President Dr. 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, absent
 Andrew Crum, absent 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; Brian Williamson, Director of Environmental Health; Tom Racke, Plumbing Director; Tara Jimison, Director of Nursing; Keith Robinson, Communications Coordinator; 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 December 13, 2023-** Recommendation to approve the minutes from the December 13, 2023 Board of Health Meeting.
- 2. Approval of Amendment of Contract with Mercy Health- Clermont Hospital LLC for Bloodborne Infectious Disease Prevention Services-** Recommendation to approve the amendment to extend the end date of the contract with Mercy Health- Clermont Hospital LLC for bloodborne infectious disease prevention services to February 28, 2025. (Attachment #2)
- 3. Accept Resignation of Jason Pruden, Plumbing Inspector 1** –Recommendation to accept the resignation of Jason Pruden, Plumbing Inspector 1, effective January 3, 2024.
- 4. Approval to Appoint Seth Stevens as a Water Quality Technician 1 in the Water and Waste Division** - Recommendation to appoint Seth Stevens 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 #3)
- 5. Approval of Professional Services Agreement with the Board of County Commissioners of Clermont County for Administration of Community Development Block Grant (CDBG) Fiscal Year 2023 Funding** - Recommendation to approve the Professional Services agreement with the Board of County Commissioners of Clermont County for administration of Community Development Block Grant (CDBG) Fiscal Year 2023 funding in the amount of \$100,000, pending prosecutor approval. (Attachment #4)

Mr. Brown made a motion to approve consent agenda items #1 through #5. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

OAC/REG: 3701-29-12(F)/Tank Depth at 4350 Mt. Carmel Rd., Union Township (1-V-24) – Ms. Nesbit stated the property owner, Reece Evans, is requesting a variance from the recommended four-foot burial depth of a septic tank at 4350 Mt. Carmel Rd., Union Township (1-V-24). Ms. Nesbit stated the homeowner wants to bury the concrete septic tank 18 inches deeper than the manufacturer's recommended depth. She explained the tank was approved for use in Ohio by ODH with a four-foot depth limit. The manufacturer, Wheeler Precast, provided written confirmation that the additional depth would not threaten the tank's structural integrity. Staff recommended approval contingent upon moving the diffuser box to be easily serviced.

The homeowner was not present.

Mr. Meadors asked if the tank had already been installed. Ms. Nesbit indicated the tank was already installed, and the burial depth was increased when additional grading was done, thus adding soil to the top of the tank.

Mr. Meadors indicated that as long as the manufacturer approved the increased tank depth, he had no issues with the variance.

Mr. Meadors made a motion to approve the variance request for the septic tank to be set 18 inches below manufacturer recommendations at 4350 Mt. Carmel Rd., Union Township (1-V-24), contingent upon moving the diffuser box to be easily serviced. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Connect a Room Addition to an Existing Household Sewage Treatment System at 2513 Bauer Rd., Batavia Township (2-V-24) - Ms. Nesbit stated the property owner, Olive Branch Holdings, is requesting a variance to connect a room addition to an existing household sewage treatment system at 2513 Bauer Rd., Batavia Township (2-V-24). Ms. Nesbit stated the home is currently a two-bedroom home, and the room addition will make the home a three-bedroom home. The room addition will go on the same footprint as the current garage. It will have two floors and will add one bedroom, one bath, a living space on the first floor, and a living space on the second floor. The septic system is a septic tank followed by leach lines. The septic tank size is unknown, and four leach lines, roughly 100 feet each, were found. In 2015, the system was written up as saturated, but no nuisances were observed, and the system passed. Upon inspection in 2021, the system was given an Acceptable Operation and Maintenance status. Staff recommended disapproval; however, if approved, they recommended the approval be contingent upon the condition that it would need to be replaced should the system begin to create a sewage nuisance.

Mike Brock and Travis Brock from Olive Branch Holdings were present. They indicated when they purchased the property, there was an efficiency apartment above the garage, so the system was technically supporting a three-bedroom home.

Dr. Rickabaugh asked how many people were living in the home. Mr. Brock stated he was unsure, but an estimated three to five people lived there.

Mr. Meadors asked if the property owners knew where the tank was located. Mr. Brock stated they were aware of the location and further stated it was a 1500-gallon tank, which a private company had inspected before they purchased the property. Mr. Brock also stated the tank had been revamped with new baffles and other components.

Dr. Rickabaugh asked if this was going to be a rental property. Mr. Brock stated it had not yet been determined if the property would be flipped or if they would rent the home.

Mr. Brown made a motion to approve the variance request to connect a room addition to an existing household sewage treatment system at 2513 Bauer Rd., Batavia Township (2-V-24). Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Connect a New Home to an Existing Household Sewage Treatment System at 1801 Lindale Nicholasville Rd., Ohio Township (3-V-24) – Ms. Nesbit stated the homeowners, Lauren and Jeremy Boswell, are requesting a variance to connect a new home to an existing household sewage treatment system at 1801 Lindale Nicholasville Rd., Ohio Township (3-V-24). Ms. Nesbit stated the current system is a new find, originally permitted by the Ohio EPA, and has never been inspected by Clermont County Public Health. It consists of a 1000-gallon two-compartment septic tank with two leach fields, each with 400 linear feet of leach lines. The system currently serves restrooms used when the property was a golf course and was designed to handle an average flow of 250 gallons per day and a peak flow of 400 gallons per day. The homeowners have requested to keep the existing restrooms currently connected to the system. By today's standards, a typical four-bedroom system is designed for an average flow of 288 gallons per day and a peak flow of 480 gallons per day. Staff recommended approval with the condition that an alteration permit be pulled to tie the new home into the existing septic system and that all trees and brush be removed over the leach lines.

The homeowners, Lauren and Jeremy Boswell were present. Mr. Boswell added the property was the former Lindale Golf Course, and they have owned the property for six years. He also stated he had the system inspected by Aaron Andrews to make sure the leach lines were flowing properly.

Mr. Meadors made a motion to approve the variance request to connect a new home to an existing household sewage treatment system and allow the homeowners to keep the existing restrooms currently connected to the system at 1801 Lindale Nicholasville Rd., Ohio Township (3-V-24). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Connect a New Home to an Existing Household Sewage Treatment System at 2180 St. Rt. 222, Tate Township (4-V-24) – Ms. Nesbit stated the homeowner, Brenda Martin, is requesting a variance to connect a new home to an existing household sewage treatment system at 2180 St. Rt. 222, Tate Township (4-V-24). She indicated this was a leach line system, and the last inspection while the system was operating was in November 2010. Ms. Nesbit stated the property owner resides in Texas, and she presented a letter from Ms. Martin to the Board. In the letter, Ms. Martin stated the new home will be a four-bedroom home, and her brother will be the only full-time occupant. She and her sister will visit every few months and stay for approximately one week at a time. The fourth bedroom will be used as a den. Staff recommended disapproval due to the septic system being out of operation since 2014, being overgrown with trees and vegetation, being undersized, and not meeting current standards. Staff also indicated the proposed driveway would need to be moved to meet the isolation requirements.

A representative from the builder, Clayton Homes, was present and indicated the driveway was mistakenly drawn on the wrong side of the home on the original site plan but has since been corrected and does now meet the isolation requirements. He presented a new site plan reflecting this.

Mr. Meadors made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 2180 St. Rt. 222, Tate Township (4-V-24). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

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

Approval to Apply for COVID-19 Bridge Vaccination (CB24) Grant – Ms. Nesbit explained the Ohio Department of Health has released a grant to assist with bridging the gap for uninsured and underinsured individuals who want to receive the COVID-19 vaccine. The funds are supported through the National Centers for Infectious and Respiratory Diseases (NCIRD) from the Provider Relief Fund in the PPPHCE Act P.L. 116-139 to "CDC-RFA-IP19-1901 Immunization and Vaccines for Children." It is a deliverable-based grant, and a portion is based on reimbursement for the number of vaccines provided to qualifying individuals. The agency would like to apply for the grant to provide services to the community for those who want it. Any grant money received is anticipated to be used to continue to fund the intermittent nurse position and staff time related to the deliverables of the grant. The maximum funding the agency could receive is \$89,374. However, Ms. Nesbit stated if the grant is awarded, she anticipates receiving closer to \$18,700 based on vaccine uptake. She requested approval to apply for and receive the funding if awarded.

Mr. Brown made a motion to approve applying for the COVID-19 Bridge Vaccination (CB24) Grant. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

Approval of Sick Leave Utilization Reward Program – Ms. Nesbit explained the Sick Leave Utilization Reward Program is approved year to year, so the rewards received by eligible staff at the beginning of 2024 were previously approved in 2023. She stated in 2023 the agency had a decrease in the average sick leave used per full-time equivalent from 69.69 hours in 2022 to 53.56 hours, which included three FMLA events to care for a family member. Seventeen staff members can convert sick leave hours to personal leave, and thirteen are eligible for the annual sick leave reward. These numbers represent 45% of the 40 eligible staff. Three reward-eligible staff used zero hours of sick leave in 2023.

The current payout to eligible employees for good attendance totals \$8,340.00 and breaks down as follows:

16 hours or less-\$800: Jenn Bauer, Charlie Benjamin, Tyler Braasch, Jessica Johnson, John Mentzel, Paul Sanders, Katrina Stapleton, Mary Ann Swing, and Kimberly Williams

Prorated 12.8 hours or less-\$640: Katherine Schneider

Prorated 6.4 hours or less \$320: Kevin Cooper

24 Hours of less \$500: Mary Ann Swing

40 hours or less-\$300: Keith Robinson

Prorated 24 hours or less \$180: Misty Louderback

Mr. Brown made a motion to approve the Sick Leave Utilization Reward Program. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

Approval to Purchase a Retirement Gift and Cake for Carol Kisner – Ms. Nesbit asked the Board to approve spending up to \$250 for a cake, paper products, and a gift from the Health District for Carol Kisner's upcoming retirement.

Brown made a motion to approve purchasing a retirement gift and cake for Carol Kisner. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

Approval to appoint Mark Owens as an Unclassified, Temporary, Intermittent Water Quality Technician 2 Position with the Water and Waste Division – Ms. Nesbit stated the Board had previously appointed Mark Owens until December 31, 2023 to help train the previous newly hired Water Quality Technician 1. Since the previously hired new employee abruptly resigned, Mr. Owens helped fill in on a temporary, intermittent basis until December 31, 2023. Ms. Nesbit advised a new candidate for the Water Quality Technician 1 position has now been chosen, and Mr. Owens has agreed, pending Board approval, to help train the new employee until March 31, 2024 on a temporary, intermittent basis. Ms. Nesbit asked the Board for approval to appoint Mr. Owens as an Unclassified, Temporary, Intermittent Water Quality Technician 2 with the Water and Waste Division effective January 15, 2024 through March 31, 2024 at the salary indicated on the attached salary sheet.

Mr. Meadors made a motion to approve the appointment of Mark Owens as an Unclassified, Temporary, Intermittent Water Quality Technician 2 with the Water and Waste Division at the salary indicated on the attached salary sheet. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Approval of Additional Appropriations in Fund 7322 (PHHS Block Grant Fund) - Ms. Nesbit explained it was anticipated this fund would be closed at the end of 2023; however, there was money left over, which was carried over in 2024. This money needs to be appropriated from the 2024 cash carryover to the fund and spent in order to close the fund properly. The money will be spent on medication bags and lock boxes.

Therefore, Ms. Nesbit requested an additional appropriation for the PHHS Block Grant Fund (7322) in the amount of \$3,341.21 from the 2024 cash carryover. The additional appropriation will be allocated as follows: \$3,341.21 for purchased services.

Mr. Brown made a motion to approve an additional appropriation for the PHHS Block Grant Fund (7322) in the amount of \$3,341.21 from the 2024 cash carryover, to be allocated as follows: \$3,341.21 for purchased services. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

Approval and Payment of Bills – Ms. Nesbit 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. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

Discussion Items –

- 1) Health Commissioner's Performance Evaluation** – Ms. Nesbit asked the Board if they needed any additional information for her upcoming performance evaluation for

contract negotiations other than what they previously reviewed in past years. The Board stated they did not need anything different from what they had previously reviewed in her prior evaluations and contract negotiations.

2) Health District's 2023 Close of Year Financial Standing - Ms. Nesbit indicated Katrina Stapleton, Fiscal Officer, completed the 2023 close of year financial report. The agency's cash reserves stayed steady at \$3.8 million, only decreasing by \$3,220.96. Ms. Nesbit reported the agency's cash balance represents a reserve of 80% of the total 2024 appropriated budget, which leaves the agency secure. She reported that 40% of the cash balance was in restricted funds, 6% was limited to grant activities, and 34% was in restricted funds such as food service, pool, and sewage funds. The remaining 60% of the cash reserves are unrestricted to be used as the Board deems fit.

She further stated best practices call for a reserve of 100% of the budgeted expenses in the general fund and 50% in all other funds. Except for the grant funds, which ebb and flow with the timing of reimbursements, and the Health Fund, which is spent every year, the only fund that did not meet this benchmark was the Preventive Fund. All other funds were well above the recommended reserve level. (Attachment #13)

3) Update on Operation Permit Tax Lien Project - Amanda Myers, Operations Manager, provided a hand-out to the Board summarizing the result of the tax lien project, which started in April 2023 and ended in November 2023. The report indicated 828 of the 1,041 accounts/properties with overdue fees were cleared, resulting in \$94,341.80 in direct payments and \$67,594.20 in tax lien placements, amounting to a total of \$161,936 in outstanding fees recouped in the Operation Permit Program.

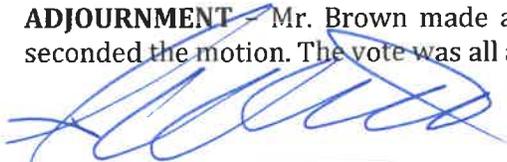
Regarding the remaining 213 properties with outstanding fees, the owners refused to sign for certified mail or take delivery from the Clermont County Sheriff; thus, the delivery requirements set forth in the Ohio Revised Code were unmet.

Ms. Nesbit stated valuable information was learned during this project, and improvements in processes may be implemented for the 2024 project. (Attachment #14)

Board of Health Education - Due to the absence of some Board members, Ms. Nesbit suggested tabling Board of Health Education until the next meeting.

Mr. Brown made a motion to table Board of Health Education until the February 14, 2024 Board of Health meeting. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

ADJOURNMENT - Mr. Brown made a motion to adjourn the meeting at 4:15 p.m. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.



SECRETARY



RESPECTFULLY SUBMITTED