

NON-CONSENT AGENDA:

Variations:

Connect a New Home to an Existing Household Sewage Treatment System at 2984 Sargent Rd., Franklin Township (30-V-24) - Ms. Nesbit stated the property owner, Richard Spears, is requesting a variance to connect a new home to an existing household sewage treatment system at 2984 Sargent Rd., Franklin Township (30-V-24). This is a leach bed system which last passed inspection in October 2007. Inspections from January 2011 through 2024 were canceled due to the property being vacant. Staff recommended disapproval due to the age of the leach field system and indicated an alteration permit is required before construction of the new home if the variance is granted.

The property owners, Richard and Donna Spears, were present and indicated they purchased the property in late April/early May 2024. They advised the Board they had Jack Jackson from Tank Busters inspect the tank. Mr. Jackson indicated to them the tank was a coffin-style tank in great condition with a capacity of approximately 1700 to 1800 gallons. He stated the baffle system was working fine, and there were no undue drainages into the nearby creek. Mr. Spears further stated due to the gravity fall from the home's location as well as the sandy soil type, they are hopeful the leach system will work properly; however, they are prepared to make any necessary repairs should the system fail.

Dr. Rickabaugh inquired about the lot size. Mr. Spears advised there were 39 total acres.

Mr. Meadors indicated since the property was vacant for some time, the old system has probably rejuvenated and made a motion to approve the variance to connect a new home to an existing household sewage treatment system at 2984 Sargent Rd., Franklin Township (30-V-24). Dr. Khan 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.

Approval of Annual In-Service Day, 2024 Employee Recognition, Lunch, and Honoree Awards - Ms. Nesbit stated there are five honorees this year for the agency's annual In-Service Day Staff Recognition:

- 5 years - Shelby Simmons
- 10 years - Maalini Vijayan
- 20 years - Lisa Streuer
- 25 years - Amanda Myers
- 35 years - Dr. James Kaya

The committee plans to hold the event at Woodland Lakes again. She requested approval to pay for facility rental, lunch for all staff, and awards for honorees.

Dr. Rickabaugh made a motion to approve paying for facility rental, lunch for all staff, and awards for honorees at the annual 2024 In-Service Day. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

Approval of Medical Director's Contract - Ms. Nesbit presented Dr. Kaya's contract for Medical Director beginning September 1, 2024, and ending on August 31, 2025. Dr. Kaya has reviewed and

agreed to the contract terms presented to the Board. Ms. Nesbit stated Dr. Kaya was offered a five percent increase in his salary, which was consistent with staff raises from the prior year.

Mr. Meadors made a motion to approve the Medical Director's Contract as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Approval of Purchase of Furniture for the Water and Waste Division - Ms. Nesbit explained with the addition of the Water Quality Technician position, furniture needs to be purchased. Jessica Johnson, Administrative Assistant, has worked with the vendor, and the quote is \$6,342.11. She further explained, based on previous installations, small additional items are sometimes needed. To account for potential additional items, Ms. Nesbit asked the Board for approval to spend up to \$7,000 on furniture.

Mr. Meadors made a motion to approve the purchase of up to \$7,000 for furniture for the Water and Waste Division. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Approval of Personnel Policy Section 05.15 Volunteer Time Off (VTO) Program - Ms. Nesbit stated that based on research to improve employee morale, one proven method is to allow for volunteer time. Therefore, a committee of staff members created a Volunteer Time Off Policy. A policy overview indicated it would allow staff up to 16 hours per year to volunteer for community-related activities. The volunteer events must align with the mission and core values of the agency and benefit Clermont County. Employees wishing to volunteer will submit a request outlining the event to their appropriate supervisor who will forward the request to a three-person committee who will make a recommendation regarding the request to the Health Commissioner. The Health Commissioner will make the final decision, and if approved, the event will be added to a pre-approved list of eligible volunteer opportunities. Ms. Nesbit recommended approval of the policy, which was reviewed by the Prosecutor's Office.

Dr. Rickabaugh made a motion to approve Personnel Policy Section 05.15 Volunteer Time Off (VTO) Program. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Appropriations - Ms. Nesbit explained cash reserves in several special revenue funds have built up in excess of the recommended reserve levels. Funds are budgeted to balance each year, so when there are staffing gaps or unanticipated revenue, the cash reserves of the funds grow. In an effort to spend down cash reserves to appropriate levels, payroll for staff who work in the programs will be charged to the special funds instead of the general fund. She emphasized these appropriations do not change the overall budget. Therefore, Ms. Nesbit requested approval of additional appropriations for the following funds:

Approval of Additional Appropriation in Fund 7310 (Food Service Fund) - Ms. Nesbit requested an additional appropriation in Fund 7310 (Food Service Fund) in the amount of \$70,000 from cash carryover. The additional appropriation will be allocated as follows: \$30,000 for salaries and \$40,000 for benefits.

Dr. Khan made a motion to approve an additional appropriation in Fund 7310 (Food Service Fund) in the amount of \$70,000 from cash carryover, to be allocated as follows: \$30,000 for salaries and \$40,000 for benefits. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

Approval of Additional Appropriation in Fund 7312 (Solid Waste Fund) - Ms. Nesbit requested an additional appropriation in Fund 7312 (Solid Waste Fund) in the amount of \$5,000 from cash carryover. The additional appropriation will be allocated as follows: \$3,000 for salaries and \$2,000 for benefits.

Dr. Rickabaugh made a motion to approve an additional appropriation in Fund 7312 (Solid Waste Fund) in the amount of \$5,000 from cash carryover, to be allocated as follows: \$3,000 for salaries and \$2,000 for benefits. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

Approval of Additional Appropriation in Fund 7314 (Private Water Fund) - Ms. Nesbit requested an additional appropriation in Fund 7314 (Private Water Fund) in the amount of \$7,000 from cash carryover. The additional appropriation will be allocated as follows: \$5,000 for salaries and \$2,000 for benefits.

Mr. Meadors made a motion to approve an additional appropriation in Fund 7314 (Private Water Fund) in the amount of \$7,000 from cash carryover, to be allocated as follows: \$5,000 for salaries and \$2,000 for benefits. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Approval of Additional Appropriation in Fund 7316 (Swimming Pool Fund) - Ms. Nesbit requested an additional appropriation in Fund 7316 (Swimming Pool Fund) in the amount of \$7,000 from cash carryover. The additional appropriation will be allocated as follows: \$3,000 for salaries and \$4,000 for benefits.

Dr. Khan made a motion to approve an additional appropriation in Fund 7316 (Swimming Pool Fund) in the amount of \$7,000 from cash carryover, to be allocated as follows: \$3,000 for salaries and \$4,000 for benefits. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

Approval of Additional Appropriation in Fund 7320 (Tuberculosis Fund) - Ms. Nesbit requested an additional appropriation in Fund 7320 (Tuberculosis Fund) in the amount of \$25,000 from cash carryover. The additional appropriation will be allocated as follows: \$12,000 for salaries and \$13,000 for benefits.

Mr. Meadors made a motion to approve an additional appropriation in Fund 7320 (Tuberculosis Fund) in the amount of \$25,000 from cash carryover, to be allocated as follows: \$12,000 for salaries and \$13,000 for benefits. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

Approval of Additional Appropriation in Fund 7329 (Recreational Vehicle Camp Fund) - Ms. Nesbit requested an additional appropriation in Fund 7329 (Recreational Vehicle Camp Fund) in the amount of \$30,000 from cash carryover. The additional appropriation will be allocated as follows: \$19,000 for salaries and \$11,000 for benefits.

Dr. Rickabaugh made a motion to approve an additional appropriation in Fund 7329 (Recreational Vehicle Camp Fund) in the amount of \$30,000 from cash carryover, to be allocated as follows: \$19,000 for salaries and \$11,000 for benefits. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

Adoption of Resolution 15-24 Declaring Properties Public Health Nuisances - Ms. Nesbit presented the addresses of four properties to be considered public health nuisances as stated on Attachments A and B of Resolution 15-24 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 15-24 Declaring the Properties listed on Attachments A and B Public Health Nuisances. Dr. Rickabaugh seconded the motion. The vote upon roll call was as follows: Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to declare Resolution 15-24 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: Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to adopt Resolution 15-24 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. Dr. Rickabaugh seconded the motion. The vote upon roll was Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. (Attachment #14)

Approval and Payment of Bills – Ms. Nesbit presented the Health District's bills for consideration. Following the Board's review and discussion, Dr. Rickabaugh made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #15)

Auditor of State Fraud Reporting and Training - Board members completed free training provided by the Ohio Auditor of State on reporting fraud, waste, and abuse. Following the training, there was a short discussion regarding employer requirements to ensure the completion of this required training. (Attachment #16)

Fiscal Year 2023 Audit - Ms. Nesbit stated the audit was finalized and ready to be signed off on when Harris and Associates requested a 15-day extension on the contract to investigate a citizen complaint the Auditor of State received. There was no cost for the contract extension. When the audit is finalized, a full copy will be provided to the Board members.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 4:12 p.m. Mr. Meadors seconded the motion. The vote was all ayes, motion carried.


SECRETARY


RESPECTFULLY SUBMITTED

