



## **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 January 8, 2025. President Dennis Brown called the meeting to order at 3:30 p.m. Mr. Brown led the Board Members and guests in the Pledge of Allegiance.

**Call to Order:** Dennis Brown, present Dr. Joseph Khan, absent  
Dr. Janet Rickabaugh, present Andrew Crum, absent  
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; Tom Racke, Plumbing Director; Tara Jimison, Director of Nursing; Katrina Stapleton, Fiscal Officer; 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 11, 2024** - Recommendation to approve the minutes from the December 11, 2024 Board of Health Meeting.
2. **Approval of Satisfaction of Mortgage Relative to the Septic System Rehabilitation Financing Program**- Recommendation to execute 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. Denzil Blanton – 2219 Berry Rd., Amelia, OH 45102 (Attachment #2)
3. **Variiances Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variances for black water holding tanks for an additional month.
  - a. Cell Properties – 2554A Bergen Rd., Stonelick Township, 47-V-24
4. **Accept Resignation of Naycalie Rodriguez, Public Health Nurse 1/WIC Health Professional** – Recommendation to accept the resignation of Naycalie Rodriguez, Public Health Nurse 1/WIC Health Professional, effective January 10, 2025.
5. **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, 2027. (Attachment #3)
6. **Approval to Appoint Alessandra Boler as a Registered Environmental Health Specialist-in-Training in the Environmental Health Division** – Recommendation to appoint Alessandra Boler as a Registered Environmental Health Specialist-in-Training in the

Environmental Health Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #4)

**7. Approval of Purchase of Board Appreciation Gift for Andrew Crum**

Dr. Rickabaugh made a motion to approve consent agenda items #1 through #7. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

**NON-CONSENT AGENDA:**

**Variations:**

**Isolation Distance at 2928 B Mt. Pisgah Rd., Ohio Township (01-V-25)** – Ms. Nesbit stated the property owners, William and Misty Troutt, are requesting an isolation distance variance at 2928 B Mt. Pisgah Rd., Ohio Township (01-V-25). The system is a leach line system and has passed all inspections from September 2018 through November 2024. The septic tank and dose tank are located on the side of the house. The proposed pool with a patio/deck will be located behind the home. The closest leach line is approximately five feet from the proposed patio/deck for the pool. The septic system was observed to be in good operating condition at the time of inspection. Staff recommended approval.

Alex Atkinson, a representative for the property owner, was present and stated the isolation distance variance was necessary due to the distance between the deck and the closest leach line. He stated the pool would be an in-ground fiberglass pool.

Mr. Meadors made a motion to approve the isolation distance variance at 2928 B Mt. Pisgah Rd., Ohio Township (01-V-25). Dr. Rickabaugh 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.

**Approval to Apply for the OEPA Mosquito Control Grant FY25** – Ms. Nesbit requested approval to apply for the OEPA Mosquito Control Grant FY25. However, she indicated there were several remaining factors to be considered regarding whether the agency would apply, but she wanted approval from the Board in case the final decision was made to submit the application. She explained to the Board how the grant cannot be used to pay existing employees and does not cover administration costs. She and Mr. Wildey are having continued discussions about whether to apply for the grant.

Mr. Meadors made a motion to approve applying for the OEPA Mosquito Control Grant FY25 if the agency chooses to do so. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried.

**Approval to Appoint Scott Bradley as a Part-Time Registered Environmental Health Specialist II in the Environmental Health Division** – Ms. Nesbit stated public notice was given regarding the Board's potential action to re-employ Scott Bradley, a retiree, to the position as part-time Registered Environmental Health Specialist II in the Environmental Health Division at this Board meeting. No members of the public were present to voice any concerns regarding the re-employment of Mr. Bradley. Ms. Nesbit requested approval to appoint Scott Bradley as a Part-Time Registered Environmental Health Specialist II in the Environmental Health Division at the salary indicated on the salary sheet presented to the Board.

Dr. Rickabaugh made a motion to approve appointing Scott Bradley as a Part-Time Registered Environmental Health Specialist II in the Environmental Health Division at the salary indicated on the salary sheet presented to the Board. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachments # 6 and 7)

**Approval of Sick Leave Utilization Reward Program** – Ms. Nesbit reminded the Board how the Sick Leave Utilization Reward Program is approved on a yearly basis. Based on the approval of the Board in January 2024, the payout for the 2024 Sick Leave Utilization Reward Program included 13 employees who missed 16 hours or less, one employee who missed 16 to 24 hours, and two employees who missed 24 to 40 hours. Part-time employees received pro-rated reward amounts. The payout for the sick leave rewards totaled \$10,520. Ms. Nesbit also indicated that 19 full-time employees who used less than 60 hours of sick time and had at least 240 hours of sick time banked were eligible to use the sick-to-personal-time conversion in 2025. Ms. Nesbit then requested approval of the Sick Leave Utilization Reward Program for 2025.

Mr. Meadors made a motion to approve the Sick Leave Utilization Reward Program for 2025. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

**Adoption of a Resolution Authorizing Submittal of Application for FY 2025 Community Development Block Grant Funds to be Used for the Septic System Rehabilitation Financing Program to the Board of Clermont County Commissioners** – Ms. Nesbit requested the Board adopt Resolution 01-25 Authorizing Submittal of Application for FY 2025 Community Development Block Grant Funds to be Used for the Septic System Rehabilitation Financing Program to the Board of County Commissioners.

Dr. Rickabaugh made a motion to adopt Resolution 01-25 Authorizing Submittal of Application for FY 2025 Community Development Block Grant Funds to be Used for the Septic System Rehabilitation Financing Program to the Board of Clermont County Commissioners. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. (Attachment #9)

**Approval of Salary Increase for Andrew Jansen in Accordance with Conditions of Employment** – Ms. Nesbit requested a salary increase as indicated on the salary sheet presented to the Board for Andrew Jansen in accordance with obtaining his plumbing certifications as a condition of his employment.

Dr. Rickabaugh made a motion to approve the salary increase at the salary listed on the salary sheet for Andrew Jansen in accordance with the conditions of employment. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment # 10)

**Approval of Proposal from Revize – The Government Website Experts for Website Design and Implementation** – Ms. Nesbit explained to the Board how there have been continued delays in the redevelopment of the agency's website due to multiple county web designers leaving before completing the project. Because of this, the agency would like to outsource the project separately from the county. Money has been set aside in the budget, and Enhanced Operations funds can be used to cover the upfront costs. There will be continued maintenance fees in the future. Ms. Nesbit then asked Keith Robinson, Communications Coordinator, to speak to the Board regarding the need for an updated website and review proposals and quotes from four vendors to create and maintain the website.

Mr. Robinson stated the current website was created in 2016 and has not been updated or supported for nine years. There are various issues with formatting and font type. When researching a new web designer, Revize was the least expensive and was also one of the biggest companies that created websites for governmental agencies. They also provide for ADA compliance, which is required by 2026, and offer 24/7 support. They estimated the timeframe needed to build the new website would be approximately four to six months.

Ms. Nesbit requested approval of the proposal from Revize – The Government Website Experts for Website Design and Implementation for redeveloping the agency’s website.

Mr. Meadors made a motion to approve the proposal from Revize – The Government Website Experts for Website Design and Implementation. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachments #11 and 12)

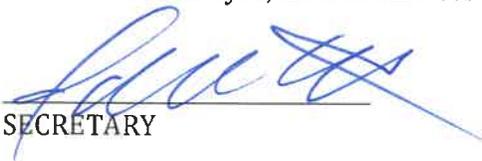
**Approval and Payment of Bills** – Ms. Nesbit presented the Health District’s bills for consideration. Following the Board’s review and discussion, Mr. Meadors made a motion to pay the bills as presented. Dr. Rickabaugh seconded the motion. The vote was all ayes, motion carried. (Attachment #13)

**Discussion – Health District’s 2024 Close-of-Year Financial Standing** - Ms. Nesbit indicated Katrina Stapleton, Fiscal Officer, completed the 2024 close-of-year financial report. The agency’s cash reserves increased by \$82,136. Ms. Nesbit reported the agency’s cash balance represents a reserve of 78% of the total 2025 appropriated budget, which leaves the agency secure. She noted 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 chooses.

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 funds that did not meet this benchmark were the Preventive and CMH Funds. All other funds meet the recommended reserve level. She reminded the Board that the 2025 budget is structured to spend down excess reserves in restricted funds.

**ADJOURNMENT:**

Dr. Rickabaugh made a motion to adjourn the meeting at 4:09 p.m. Mr. Meadors seconded the motion. The vote was all ayes, motion carried.

  
SECRETARY

  
RESPECTFULLY SUBMITTED