



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 April 9, 2025. President Dennis Brown called the meeting to order at 3:30 pm. Mr. Brown led the Board Members and guests in the Pledge of Allegiance.

Call to Order: Dennis Brown, present Dr. Joseph Khan, present
Dr. Janet Rickabaugh, present Trevor Seal, present
Steve Meadors, absent

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; Tyler Braasch, Director of Water and Waste; Brian M. Williamson, Director of Environmental Health; Tom Racke, Plumbing Director; Tara Jimison, Director of Nursing; Jessica Johnson, Administrative Assistant; and others as listed on Attachment #1.

Reorganization of the Board - Mr. Brown relinquished the Chair to Ms. Nesbit. Ms. Nesbit asked for nominations for the President of the Board of Health position. Dr. Rickabaugh made a motion to nominate Dennis Brown to the position of President of the Board of Health. The motion was seconded by Dr. Khan. The vote was all ayes; Dennis Brown was elected President of the Board of Health.

Ms. Nesbit returned the Chair to Mr. Brown. Mr. Brown asked for nominations for Vice President of the Board of Health. Dr. Khan made a motion to nominate Dr. Janet Rickabaugh as Vice President of the Board of Health. The motion was seconded by Mr. Seal. The vote was all ayes; Dr. Janet Rickabaugh was elected Vice President of the Board of Health.

Standard Meeting Date and Time - Ms. Nesbit asked the board members if anyone would like to discuss changing the standard meeting date and time. The board members had no issues with the current meeting date and time, which is the second Wednesday of every month at 3:30 pm.

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 – March 12, 2025** - Recommendation to approve the minutes from the March 12, 2025 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. Louis Schafer III – 1316 Libby Ln., New Richmond, OH 45157 (Attachment #2)

3. **Approval to Appoint Abigail Verderber as a Part-Time Communications Intern** – Recommendation to appoint Abigail Verderber as a Part-Time Communications Intern contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #3)
4. **Approval to Appoint Brian A. Williamson as a Water Quality Technician I** – Recommendation to appoint Brian A. Williamson as a Water Quality Technician I contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #4)
5. **Accept Resignation of David Dumford, Registered Environmental Health Specialist II** – Recommendation to accept the resignation of David Dumford, Registered Environmental Health Specialist II, effective April 1, 2025.
6. **Accept Resignation of Samantha Tipton, Public Health Nurse II** – Recommendation to accept the resignation of Samantha Tipton, Public Health Nurse II, effective April 3, 2025.
7. **Approval to Apply for the Interact for Health Sponsorship** – Recommendation for approval to apply for the Interact for Health Sponsorship in the amount of \$1,500 to support the back-to-school clinic and resource fair.
8. **Variances 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
 - b. Stutzman – 4778 Hawley Rd., Jackson Township, 3-V-25
 - c. Military Warriors Support – 6394 SR 133, Wayne Township, 6-V-25

Dr. Rickabaugh made a motion to approve consent agenda items #1 through #8. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Isolation Distance at 565 Locust Run Rd., Pierce Township, (9-V-25) – Ms. Nesbit stated the property owners, Lisa Love and Jeremy Minor, are requesting an isolation distance variance at 565 Locust Run Rd., Pierce Township (9-V-25). This is a sand filter system. The system passed inspection in November 2024. In 2005 and 2018, code violations involved cutting and maintaining a path to the end of the discharge pipe. In 2021, there was a code violation for a slow-draining system and roots in the chlorinator. The homeowners wish to build a deck and pool six feet six inches away from the septic tank portion of the existing septic system. Staff recommended approval and advised the homeowner to use caution when digging and not to place heavy equipment on the septic system.

The property owner, Jeremy Minor, was present and indicated the existing deck he wants to replace did not comply with existing rules and regulations.

Mr. Seal made a motion to approve the isolation distance variance at 565 Locust Run Rd., Pierce Township, (9-V-25). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Connect a Room Addition to an Existing Household Sewage Treatment System at 3484 Bootjack Corner Rd., Williamsburg Township (10-V-25) – Ms. Nesbit stated the property owner, Jerry Gray, is requesting a variance to connect a room addition to an existing household sewage treatment system at 3484 Bootjack Corner Rd., Williamsburg Township (10-V-25). This is a leach line system. The system passed inspections from 2004 through 2008 and was given an Annual Operation

and Maintenance (AO&M) designation in 2011. In 2018, the system passed with a note indicating the system was saturated. The system subsequently passed inspections in 2021 and 2024. The existing house is a two-bedroom house, and the owner is proposing to add a bedroom to the home. The existing system was installed in 1987, and 900 linear feet of leach lines are present at the property. Staff recommended approval, but water conservation was recommended since the system is undersized for an additional bedroom.

The property owner was present, reiterated his intention to add one room, and verified the length of the leach lines.

Dr. Khan made a motion to approve the variance to connect a room addition to an existing household sewage treatment system at 3484 Bootjack Corner Rd., Williamsburg Township (10-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Isolation Distance at 6645 Goshen Rd., Goshen Township (11-V-25) – Ms. Nesbit stated the property owners, Wendy Paul and Robert Smith, are requesting an isolation distance at 6645 Goshen Rd., Goshen Township (11-V-25). This is a leach line system. The system passed inspection in 2023 and a septic system loan inspection in 2024. The property was vacant during both of those inspections. In 2022, the system failed inspection due to the identification of the sewage discharge pipe. Prior to 2022, the system passed all inspections or was skipped due to an AO&M designation. The isolation distance variance is needed because the proposed garage is four feet six inches from the leach lines portion of the existing septic system. Staff recommended approval with the installation of a construction barrier between the building and leach lines to protect the septic system from construction damage.

The property owner, Wendy Paul, was present and indicated there was no alternative location to build the garage, and she would have no reservations about erecting a barrier to keep the construction traffic and heavy equipment off the system.

Dr. Khan made a motion to approve the isolation distance variance at 6645 Goshen Rd., Goshen Township (11-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Isolation Distance at 931 White Oak Rd., Pierce Township (12-V-25) – Ms. Nesbit stated the property owners, Randolph and Deborah Haun, are requesting an isolation distance variance at 931 White Oak Rd., Pierce Township (12-V-25). This is a leach line system. From 2002 through 2012, the system passed inspection and received an AO&M designation in 2012. From 2012 through 2024, the system passed inspection and continuously received an AO&M designation. The owners wish to construct a sunroom and two decks over the top and very close to the existing septic system. The structures will be supported by posts in the ground. A deck was previously located in the proposed construction area. The isolation distance variance is necessary because the gradient drain is one foot eight inches from the closest post, and the closest leach line is three feet away from the closest post supporting the proposed decks and sunroom structures. Staff recommended approval with contingencies to move the post closest to the leach line from three feet to a minimum of five feet away from the leach line. If the post cannot be moved, the closest post hole must be dug by hand. Equipment must also be kept off the system.

Gary White, a representative of the property owner, was present and indicated the deck could be redesigned to allow for the five-foot distance from the leach line.

Dr. Rickabaugh made a motion to approve the isolation distance variance with the redesigned deck at 931 White Oak Rd., Pierce Township (12-V-25). Mr. Seal seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

OAC 3701.28.17(D)(2) Keep a Well for Agricultural Use and Connect a New Home to an Existing Household Sewage Treatment System at 5036 Glancy Corner Marathon Rd., Jackson Township (13-V-25) – Ms. Nesbit stated the property owners, Emily and Ryan Mullen, are requesting a variance to keep a well for agricultural use and to connect a new home to an existing household sewage treatment system at 5036 Glancy Corner Marathon Rd., Jackson Township (13-V-25). This is a leach line system. The system has passed inspections since 2013 and received an AO&M designation continuously between 2016 and 2022. The property owners would like to keep the existing well for agricultural use and are proposing to construct and connect a new three-bedroom home to the existing system. Staff recommended approval with the contingency of the existing outhouse being permanently abandoned by pumping, crushing, and filling the existing outhouse vault, as well as providing pictures and a pump ticket as proof. The existing well must also be maintained to prevent future safety or public health hazards.

The property owner, Emily Mullen, was present and had nothing to add.

Mr. Seal made a motion to approve the variance to keep a well for agricultural use and to connect a new home to an existing household sewage treatment system at 5036 Glancy Corner Marathon Rd., Jackson Township (13-V-25) with the contingency that the homeowners properly abandon the outhouse. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

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

Approval to Vary from the Clermont County Septic System Rehabilitation Financing Program Plan and Assist Flynn – 1785 Concord Rd. – Ms. Nesbit explained that Jacob and Bobbi Jo Flynn, owners of 1785 Concord Road, had applied for the 2021 Septic Rehab Program and were accepted. However, due to their income levels at the time, Mr. and Mrs. Flynn only qualified for fifty percent funding. At that time, Mr. and Mrs. Flynn were unable to pay their half of the lowest bid received before the spending deadline and were forced to withdraw from the program. The Flynns have reapplied and now meet the income levels for full funding as set forth by the funders. However, the local requirements have since been revised, which now disqualifies them. Specifically, Section II.a.vii and viii of the Clermont County Septic System Rehabilitation Financing Program Plan require a notice of violation to be issued to the homeowner and for the property to be declared a public health nuisance. The Flynn's system has passed all recent inspections because the malfunction is causing sewage to back up into the house, which is not observed on a routine Operation Permit assessment. Section III.c also requires the property to score 26 or higher to be funded, but again, the nuisance is contained in the house, so the property is not scoring high enough on the Site Assessment.

Since the property was awarded funding under the 2021 Program Plan, Ms. Nesbit is requesting approval to vary from Clermont County Septic System Rehabilitation Financing Program Plan Sections II.a.vii, II.a.viii, and III.c and provide funding to Jacob and Bobbi Jo Flynn at 1785 Concord Road.

Dr. Khan made a motion to approve varying from the Clermont County Septic System Rehabilitation Financing Program Plan and Assist Flynn – 1785 Concord Road. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried.

Approval to Appoint David Dumford as an Unclassified, Temporary, Intermittent Registered Environmental Health Specialist II Position with the Water and Waste Division – Ms. Nesbit explained to the Board after accepting Mr. Dumford’s resignation earlier in the meeting, she is now requesting for them to rehire him as an unclassified, temporary, intermittent Registered Environmental Health Specialist II in the Water and Waste Division. Mr. Dumford has agreed to work in this role to help transition until his replacement is hired. The focus of his employment will be completing a revision to the agency’s local septic installer’s manual. The position is temporary, and the appointment will be from April 14, 2025, through July 13, 2025.

Dr. Khan made a motion to approve appointing David Dumford as an Unclassified, Temporary, Intermittent Registered Environmental Health Specialist II Position with the Water and Waste Division from April 14, 2025, through July 13, 2025. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

Approval of Correction to the Appointment of Blaire Shamoun as a Part-Time Public Health Nurse I – Ms. Nesbit explained there was an oversight in last month’s appointment of Blaire Shamoun. She was appointed with the working title of WIC Health Professional. That title is used for all WIC health professionals, including registered dietitians, nutritionists, public health nurses, and dietetic technicians. Although the working title is used in the program, we must use our job classification titles when making formal appointments. Ms. Nesbit requested approval from the Board to correct Ms. Shamoun’s appointment to the proper job classification of Part-Time Public Health Nurse I.

Mr. Seal inquired if the salary for the various positions known as WIC health professionals was the same. Ms. Nesbit stated that the salaries vary by job classification as educational and certification requirements differ.

Dr. Rickabaugh made a motion to approve the correction of the appointment of Blaire Shamoun as a Part-Time Public Health Nurse I. Mr. Seal seconded the motion. The vote was all ayes; motion carried. (Attachment #11)

Approval of Additional Appropriation in Fund 7329 (Recreational Vehicle Fund) – Ms. Nesbit stated that when Fiscal Officer Katrina Stapleton completed her quarterly budget projection for this year, she realized there would be a shortage in the agency’s Recreational Vehicle Fund 7329. The Recreational Park/Campground Program is a small program with a small budget. She further stated that a staff member made changes to their benefit elections, which impacted the fund; therefore, she is requesting to increase the appropriations from cash carryover by \$6,000 to cover the shortage through the end of the fiscal year. The appropriation is as follows: \$4,000 for salary and \$2,000 for benefits.

Dr. Khan made a motion to approve an additional appropriation in Fund 7329 (Recreational Vehicle Fund) in the amount of \$6,000. Mr. Seal seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

Adoption of Resolution 05-25 Declaring Properties Public Health Nuisances – Ms. Nesbit presented the addresses of seven properties to be considered public health nuisances as stated in Attachments A and B of Resolution 05-25 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 05-25 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: Mr. Seal, aye; Dr. Khan, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to declare Resolution 05-25 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. Dr. Rickabaugh seconded the motion. The vote upon roll call was as follows: Mr. Seal, aye; Dr. Khan, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to adopt Resolution 05-25, 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 Mr. Seal, aye; Dr. Khan, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; 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. Rickabaugh made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #14)

Executive Session – At 4:01 pm, Dr. Rickabaugh made a motion to enter into executive session to discuss matters required to be kept confidential. Dr. Khan seconded the motion. The vote upon roll call was as follows: Mr. Seal, aye; Dr. Khan, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried.

The Board returned from the executive session at 4:38 pm.

Approval to Authorize the Health Commissioner to Issue an Order on Behalf of the Board of Health Pursuant to Ohio Revised Code Section 339.84 – Ms. Nesbit asked for approval to authorize the Health Commissioner, on behalf of the Board, to issue an order compelling compliance of the person currently diagnosed with active tuberculosis, who is not compliant with Ohio Revised Code Section 339.82, pursuant to the authority of Ohio Revised Code Section 339.84.

Dr. Rickabaugh made a motion to authorize the Health Commissioner, on behalf of the Board, to issue an order compelling compliance of the person currently diagnosed with active tuberculosis, who is not compliant with Ohio Revised Code Section 339.82, pursuant to the authority of Ohio Revised Code Section 339.84. Mr. Seal seconded the motion. The vote was all ayes; motion carried.

Discussion:

Enhanced Operations Grant Funding – Ms. Nesbit stated the Ohio Department of Health was notified on March 25, 2025, that several federal grants from the Centers for Disease Control and Prevention were terminated as of March 24, 2025. This impacted four of the state's grants; however, the local grant of impact was EO23 – COVID-19 Enhanced Operations. Besides COVID-19, the agency was permitted to use the grant for Measles and Mpox and to enhance staffing, operations, facilities, and software, thereby preparing for potential future pandemics. She further stated that the grant differed from other grants as it was not a blanket award throughout the state. Entities had to apply for funds based on the projects they had and what they could expend. The agency was conservative in the funding request and in how it was spent. No expenses incurred after March 24, 2025, were permitted to be reimbursed, regardless of whether they were obligated or not. Previously, the Board approved a capital expense related to an AC split unit at the agency's Community Health Services Office using funds from the affected grant. Due to the termination of the grant, work on this project

was stopped. There will be additional impacts as these grants funded several state software system updates.

Dr. Khan asked Ms. Nesbit what the implications would be if additional grants were terminated. Ms. Nesbit indicated she had plans in place and was bracing for funding cuts. Some potential possibilities included not filling positions left vacant due to retirements or resignations, using some cash-carryover to fund positions deemed vital to the agency, or, in a worst-case scenario, laying off some grant-funded positions. She indicated there will be no impact on fee-for-service programs. She advised that there are potential opportunities to see increases in revenue with programmatic changes in areas such as vital statistics. She indicated she is continually looking for other potential revenue and funding sources.

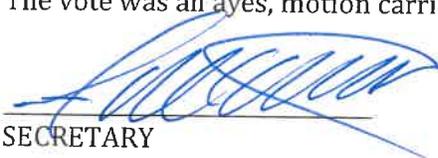
Dr. Kaya asked if the consolidation of local health departments and/or the sharing of employees was considered. Ms. Nesbit stated that those actions would require a change in the Ohio Revised Code for multi-county levy authority; however, there are currently jurisdictions that share staff.

Dr. Khan indicated he was curious about which programs may be affected and/or eliminated by grant funding cuts and requested a list of mandated vs. unmandated programs, what is done within those programs, and how much revenue the agency receives from those programs to be shared with the Board at an upcoming meeting.

Quality Improvement Projects – Assistant Health Commissioner of Community Health Services, Maalinii Vijayan, gave an overview of three Quality Improvement Projects undertaken by various agency staff members. These projects included the Evaluations – Phase I Quality Improvement Project, which addressed disparities within the agency’s performance evaluation process pertaining to general staff vs. supervisors, the Staff Retention Quality Improvement Project, which expanded upon the work of a similar project from 2017 which had a goal to limit agency resignations and turnover, and the Grants Quality Improvement Project which was developed to enhance in-house knowledge and resources regarding grant writing and grant management.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 5:35 pm. Dr. Rickabaugh seconded the motion. The vote was all ayes, motion carried.


SECRETARY


RESPECTFULLY SUBMITTED