



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 June 11, 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, absent
Dr. Janet Rickabaugh, present Trevor Seal, present
Steve Meadors, present

Others present included Dr. James Kaya, Medical Director; Julianne Nesbit, Health Commissioner; Maalini Vijayan, Assistant Health Commissioner of Community Health Services; Brian M. Williamson, Director of Environmental Health; Dr. Tara Jimison, Director of Nursing; Tyler Braasch, Director of Water and Waste; Tom Racke, Plumbing Director; Amanda Myers, Operations Manager; Katrina Stapleton, Fiscal Officer; Abigail Verderber, Communications Intern; and others as listed on Attachment #1.

CONSENT AGENDA:

Ms. Nesbit stated that a consent agenda had been prepared for the Board. She 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 – May 14, 2025** - Recommendation to approve the minutes from the May 14, 2025, Board of Health Meeting.
2. **Variations Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variations 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 – Black Water Holding Tank
 - c. Military Warriors Support – 6394 SR 133, Wayne Township, 6-V-25 – Black Water Holding Tank
3. **Approval of Request for Advancement of All Available Township and Village Monies**- Recommendation to approve the request for the advancement of all available township and village monies. (Attachment #2)
4. **Approval of Memorandum of Understanding with Caracole, Inc. for HIV and Hepatitis C Services** – Recommendation to approve the Memorandum of Understanding with Caracole, Inc. for HIV and Hepatitis C Services. (Attachment #3)
5. **Approval of Amendment #1 to the Letter of Arrangement with the Ohio Auditor of State**- Recommendation to approve Amendment #1 to the Letter of Arrangement with the Ohio Auditor of State increasing the price of conducting the FY 24 audit by \$820 for testing of additional charges for services, licenses, and permit receipts not initially budgeted, bringing the total audit cost to \$12,669. (Attachment #4)
6. **Approval to Appoint Rachel Franklin as an Office Specialist 1**- Recommendation to appoint Rachel Franklin as an Office Specialist 1 at the rate indicated on the attached salary

sheet, contingent on satisfactory completion of all pre-employment requirements.
(Attachment #5)

Dr. Rickabaugh made a motion to approve consent agenda items #1 through #6. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Connect a Room Addition to an Existing Household Sewage Treatment System at 397 Felicity Higginsport Rd, Franklin Township, 15-V-25 - Mr. Braasch stated Steven and Amber Johnson requested approval to connect a garage with a one-bedroom apartment to the existing leach line system at 397 Felicity Higginsport Rd, Franklin Township(15-V-25). Staff recommended approval.

Mr. Meadors made a motion to approve connecting a garage with a one-bedroom apartment to the existing leach line system at 397 Felicity Higginsport Rd, Franklin Township(15-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Connect a New Three-Bedroom Home to the Existing Household Sewage Treatment System at 6716 Edenton Pleasant Plain Rd, Wayne Township, 16-V-25- Mr. Braasch stated Hershel and Cathy Grindstaff requested approval to connect a new three-bedroom home to the existing leach line system at 6716 Edenton Pleasant Plain Rd, Wayne Township (16-V-25). Staff recommended disapproval due to the home being vacant and the system not being in use. Mr. Braasch noted there were no recent failures.

Mr. Brown asked about the age of the system. Mr. Braasch stated that the age of the system was unknown.

Mr. Grindstaff reported that a home was connected to the system in 2023, and the Board approved connecting a new home to the system at that time. However, the homeowners lost the funding for the new home, and the property was sold.

Dr. Rickabaugh asked about the inspection history. Mr. Braasch stated there was no history of failure.

Mr. Meadors asked how many people would be living in the home. Mr. Grindstaff stated it would only be himself. Mr. Meadors cautioned Mr. Grindstaff that if the system were to malfunction, it would need to be repaired or replaced.

Mr. Meadors made a motion to approve connecting a new three-bedroom home to the existing leach line system at 6716 Edenton Pleasant Plain Rd, Wayne Township, 16-V-25. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

Connect a New Four-Bedroom Home to the Existing Household Sewage Treatment System at 2393 Harvey Creek Road, New Richmond, Monroe Township, 17-V-25-Mr. Braasch stated Alicia and Rocky DeRose requested approval to connect a new four-bedroom home to the existing leach field system at 2393 Harvey Creek Road, New Richmond, Monroe Township (17-V-25). Staff recommended disapproval due to a discharge pipe being found at the time of inspection. However, the new home had already been connected without permits.

Ms. DeRose stated that the existing home was disconnected ten days ago, and Clayton Homes subcontracted with Blue Ridge Construction, which was supposed to obtain all applicable permits. Mr. Braasch said no permits had been pulled yet, and all relevant work without permit fees would be charged. He spoke with the septic installer, who reported the bleeder line had already been capped. Mr. Brassch's concern was that since a bleeder line had been installed, the system was failing and unable to meet the demands of the previous home. If the system were to fail, it would need to be repaired or replaced.

Mr. Brown asked if there was enough room for a replacement system. Mr. Braasch stated there was not a lot of room, but the parcel was fairly flat, which would help with the placement of a new system.

Dr. Rickabaugh asked how many people would occupy the new home. Ms. DeRose stated that there would be five people living in the home: two adults and three children.

Dr. Rickabaugh cautioned Ms. DeRose that if the system were to fail, it would need to be repaired or replaced. Ms. DeRose indicated that she was aware of the risk, given the system's age. Mr. Meadors recommended conserving water to help preserve the system.

Mr. Meadors made a motion to approve connecting a new four-bedroom home to the existing leach field system at 2393 Harvey Creek Road, New Richmond, Monroe Township (17-V-25). Dr. Rickabaugh 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.

NON-CONSENT AGENDA (continued):

Approval of Annual In-Service Day and 2025 Employee Recognition Lunch- Ms. Nesbit reported five employees would be honored at the annual In-Service Day Staff Recognition:

5 years – Claudia Kadon and Meranda Tripp

20 years – Becky Bilby and Angela Lipps

30 years – Tim Kelly

Ms. Nesbit reminded the Board that, since the honorees are receiving a bonus, no additional gifts would be purchased for them beyond certificates of service and frames for staff at the 5-year mark. Ms. Vijayan was chairing the planning committee, which plans to hold the event at The Lemming House in Milford. The Lemming House was not charging a rental fee.

A survey was sent to ask staff if they would prefer to have an extended lunch where they are free to go where they choose, at their own expense, or if they would prefer to have lunch provided. Staff preferred to have lunch provided. Ms. Nesbit requested approval to provide lunch for all staff on October 13, 2025, at the annual In-Service Day.

Mr. Seal asked if the event was for all staff or only honorees. Ms. Nesbit explained the day was for all staff. Since the agency floats the Columbus Day holiday for the day after Thanksgiving, it is a normal working day for staff; however, the office is closed. The day is used for training and team-building activities. Ms. Vijayan invited the Board members to attend as well.

Mr. Seal made a motion to provide lunch for all staff at the In-Service Day on October 13, 2025. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

Approval to Purchase an Environmental Health Software System- Ms. Nesbit reminded the Board that in 2011, the agency purchased and implemented the HealthSpace licensing and inspection software at its own expense, even though the Ohio Revised Code required the Ohio Department of Health to provide a statewide system. When ODH implemented a statewide system in 2014, they chose HealthSpace. While CCPH no longer had to pay for licenses, staff lost the flexibility to make changes and upgrades to the system that they had with the local contract. Five years ago, ODH solicited bids for a new statewide licensing and permitting software and chose Accela.

Ms. Nesbit explained that the implementation of Accela was delayed due to COVID-19; however, the contract with HealthSpace was not extended, which necessitated an accelerated implementation of Accela. During the development phase of implementation, several local health districts participated in a workgroup for beta testing and providing recommendations for changes to ODH. Several of those departments withdrew from the workgroup because ODH was not considering feedback for development.

Once the system went live on May 12, 2025, it quickly became evident that the system was unusable for local health districts. Ms. Nesbit cited several issues staff were experiencing with the Accela system, including the inability to conduct proper inspections, access inspection histories, the automatic classification of violations as either critical or non-critical, missing or incorrect license data being imported, and the inability to batch issue licenses. She stated that some departments have reverted to conducting paper inspections.

Ms. Nesbit felt that while using the state-provided system was a fiscally sound decision, the Accela system was unusable as built by ODH. She explained the new system lost numerous compliance and clerical efficiencies that will likely result in the agency having to increase staffing resources to run the system, which will cost more than moving to an independent system. She added that Accela was not to blame for the software's inefficiencies; the system appeared to be designed to meet the needs of ODH rather than the local health departments that carry out the work.

Ms. Nesbit reminded the Board that \$30,000 for a replacement system was included in the 2025 budget as a safety net in the event Accela was not ready before ODH's contract with HealthSpace expired. She presented three quotes for replacement software. Staff recommended contracting with HS GovTech, which is the updated version of HealthSpace. HS GovTech would reinstate the legacy version of HealthSpace immediately upon contract approval while working with staff to migrate to the new HS Cloud system.

HS GovTech quoted \$32,725 for implementation, \$5,000 for integration with Tyler Payments, \$18,480 for report writing, and an annual hosting fee of \$26,775. Ms. Nesbit felt the report writing cost could be negotiated down.

Tim Kelly, Assistant Health Commissioner of Environmental Health Services, obtained a quote of \$12,895 from The Baldwin Group, Inc. for their Health Department Information System (HDIS). Ms. Nesbit noted that the significantly lower cost was because HDIS is not a true licensing and inspection software. It is software that essentially converts inspection information into a PDF inspection report and would not meet the agency's needs.

The third quote was for Citizenserve. The implementation cost for Citizenserve was \$69,000, with an annual subscription of \$31,500.

Ms. Nesbit stated staff were still working on quote negotiations; however, at the time, she felt HS GovtTech's HSCloud software was the best choice. She requested approval to purchase and contract for an environmental health software system, totaling up to \$43,000 for implementation and annual subscription costs of \$27,000.

Ms. Nesbit recommended paying for the implementation costs from cash reserves and not passing the expense to license holders. The annual subscription fees would be captured in cost methodologies and absorbed into the local license fees. She provided cost distribution for each affected program and the estimated fee increases based on the adopted 2025 fee changes. The fee increase ranged from 0% to 6.89%.

Mr. Brown asked if any hardware would be supplied. Ms. Nesbit explained that hardware has never been provided by any of the vendors or ODH; however, existing hardware could be utilized with any of the proposed systems. Dr. Rickabaugh stated that she did not see a choice other than purchasing a replacement system.

Mr. Brown inquired about the speed at which the legacy HealthSpace system could be reactivated. Ms. Nesbit estimated a few weeks for contract negotiation, then the legacy system would be available within a few days. Ms. Myers added that the past three weeks of work entered into Accela would need to be re-entered into the legacy HealthSpace system, which would take approximately a week to complete. The legacy HealthSpace system was slow due to not being upgraded during the ODH contract, but it was still usable. Ms. Myers projected that the HSCloud software would be implemented and ready for use by December 2025. Ms. Nesbit noted that of the 60 agencies that originally agreed to use the ODH system, she is aware that several other agencies are considering obtaining a new system.

Dr. Rickabaugh made a motion to authorize Ms. Nesbit to contract for and purchase a replacement Environmental Health software system for up to \$43,000 in implementation and \$27,000 in annual subscription fees. The motion was seconded by Mr. Seal. The vote was all ayes; motion carried. (Attachments #9-12)

Adoption of a Resolution Declaring Properties Public Health Nuisances- Ms. Nesbit presented the address of four properties to be considered a public health nuisance as stated on Attachment A of Resolution 07-25 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties.

- a. 2291 SR 222- Restore gradient drain pump, fill holes in mound, mound lateral disconnected near the center, allowing sewage to pool on mound, and trim trees and shrubs.
- b. 4125 Tollgate Rd- Wastewater is reaching the surface of the ground, sewage is pooling over leach lines in the woods, and the area of sewage has spread since the time of last inspection.
- c. 765 Barg Salt Run Rd- Motor not running, and the upflow filter needs to be pumped and cleaned.
- d. 2871A SR 132- Sewage is seeping to the surface of the ground, samples of wastewater surfacing were found to be above the limit of 1030 colony-forming units per 100ml.

Following a review and discussion, Dr. Rickabaugh made a motion to waive the three required readings of Resolution 07-25 declaring the properties listed on Attachment A public health nuisances. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Mr. Seal, aye; motion carried.

Mr. Seal then made a motion to declare Resolution 07-25 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. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Mr. Seal, aye; motion carried.

Dr. Rickabaugh then made a motion to adopt Resolution 07-25, declaring the properties listed on Attachment A 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. Mr. Meadors seconded the motion. The vote upon roll was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Mr. Seal, aye; motion carried. (Attachment #13)

Adoption of a Resolution Declaring a Public Health Nuisance, Ordering Abatement of Nuisance at 4435 Aicholtz Road, Suite 800 C, Cincinnati, OH 45245 and Declaring an Emergency- Ms. Nesbit received notification from the Ohio Environmental Protection Agency (OEPA) of a mercury spill from a blood pressure cuff at 4435 Aicholtz Road, Suite 800 C, Cincinnati, OH. Mr. Williamson spoke with the property manager about how to properly mitigate the spill. Concern was initially raised that the hazard would not be properly mitigated because the tenant canceled all their patient appointments; however, staff were still on the premises despite OEPA's report of unacceptable and rising mercury levels. They had since seemed to be compliant.

Ms. Nesbit stated that, due to the timing of the incident and the regularly scheduled Board meeting, she recommended adopting a resolution to declare a public health nuisance if an order to abate was needed.

Acceptable mercury vapor concentrations for re-occupancy after a spill in an occupational or commercial setting are 3.0 micrograms (μg) per cubic meter. The vapor concentration in the doorway to the room of impact was 15.7 and rising. Mr. Williamson spoke with a representative of the company contracted to mitigate the spill. The contractor's biggest concern was that the room of impact had plank vinyl tile installed, and the mercury may have seeped into the subfloor. The company planned to begin remediation that evening.

Following a review and discussion, Mr. Seal made a motion to waive the three required readings of Resolution 08-25 declaring a public health nuisance, ordering abatement of the nuisance at 4435 Aicholtz Road, Suite 800 C, Cincinnati, OH 45245. Dr. Rickabaugh seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Mr. Seal, aye; motion carried.

Dr. Rickabaugh then made a motion to declare Resolution 08-25 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. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Mr. Seal, aye; motion carried.

Mr. Meadors then made a motion to adopt Resolution 08-25, declaring the property at 4435 Aicholtz Road, Suite 800 C, Cincinnati, OH 45245, to be a public health nuisance and ordering abatement of the nuisance. The motion further stated if corrections were not made within the allotted time, the nuisance case would be referred to the Health District's legal counsel for

appropriate action. Dr. Rickabaugh seconded the motion. The vote upon roll was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Mr. Seal, aye; motion carried. (Attachment #14)

Approval of Bills- Ms. Nesbit presented the Health District's bills from May 15, 2025, through May 31, 2025, for consideration. Following the Board's review and discussion, Mr. Seal made a motion to approve the bills as presented. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #15)

DISCUSSION ITEMS:

Fiscal Year 2024 Fraud Risk Assessment Questionnaire (FRAQ)- Ms. Nebit reminded the Board members that the Fiscal Year 2024 Fraud Risk Assessment Questionnaire from the Auditor of State (AOS) needed to be completed. She instructed that the questionnaire could be sent to Rebecca Brewster with AOS or to Ms. Stapleton, and she would forward it to Ms. Brewster. Mr. Seal stated he returned his questionnaire to Ms. Brewster. (Attachment #16)

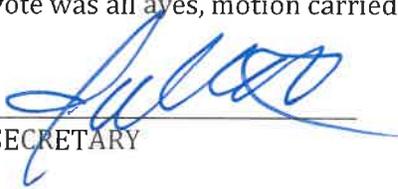
Additional Information- Ms. Nesbit provided flyers for and invited the Board to two upcoming events- the Clermont County Board of Developmental Disabilities' Red, White, and Bloom event on July 10, 2025, and the Clermont County Sheriff's Office National Night Out on August 5, 2025. (Attachments #17 & #18)

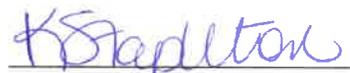
BOARD OF HEALTH EDUCATION:

Financial and Audit Processes - At 4:21 pm, the Board participated in a presentation on "Financial and Audit Processes" given by Ms. Stapleton. The presentation was followed by a brief discussion, which concluded at 4:48 pm. (Attachment #19)

ADJOURNMENT:

Mr. Meadors made a motion to adjourn the meeting at 4:49 pm. Mr. Seal seconded the motion. The vote was all ayes, motion carried.


SECRETARY


RESPECTFULLY SUBMITTED