



## **Clermont County Public Health**

Prevent. Promote. Protect.

### **Leadership Team Meeting – Bi-Weekly Agenda**

**November 15, 2016**

Health Commissioner: ☒ Julianne Nesbit

Directors: ☒ Tim Kelly    ☒ Rob Perry    ☒ Robert Wildey    ☒ Kevin Jester  
☒ Jackie Lindner

Supervisors: ☒ Amanda Myers    ☒ Katherine Schneider    ☒ Carol Kisner

1. Discussion of Board of Health Actions and Follow Up – Julianne discussed the following actions taken at the Board of Health Meeting on November 9, 2016.
  - a. 2017 Septic Rehab Committee – Dennis Brown was reappointed as the board's representative to the Septic Rehab Committee for 2017.
  - b. Updates to Personnel Policy Sections – The following personnel policies were discussed.
    - i. 05.02 Vacation – the update to this policy is to allow the Health Commissioner to allow staff to exceed the 200 hour vacation limit during times of staffing shortages.
    - ii. 06.03 Performance Evaluations – This section was updated to include staff work plans as part of the evaluation process. This has been occurring but was not specifically spelled out in the policy.
    - iii. 08.04 Department Equipment – There were no changes to this policy it simply needed to be re-approved by the board so the approval date was in the last three years for accreditation purposes.
    - iv. 12.04 Human Subject Research Policy – This policy needed to be added for accreditation purposes.
    - v. 12.05 Patient Photography and Video Policy – This policy was added due to concerns over HIPAA.
    - vi. 12.06 Health Equity Policy – This policy was also added for accreditation.
  - c. Purchase of Vaccine Refrigerator – The board approved the purchase of a new vaccine refrigerator as the large one purchased during H1N1 quit working. A decision was made to get a refrigerator/freezer combination in the event the current unit has a problem.
  - d. Additional Appropriations – Julianne discussed the budget and why additional appropriations were being done in certain funds.
  - e. 2017 Appropriations – Julianne discussed that the 2017 appropriations budget was approximately \$40,000 less than the original proposed budget. She was not concerned about this as it was related to grant funding and there were increases and decreases in multiple funds.
  - f. Raises – Julianne indicated the board approved the raise proposal at the BOH meeting. Updated salary sheets need to be signed and returned ASAP so Trina could put on all of the personnel actions in MUNIS for the upcoming pay period.

2. Accreditation Update – Tim indicated Jackie and he were reviewing Domain documentation. Domain 2 was completed and will be reviewed by Julianne. Work is going slow, but we are still on track to meet the deadline.
3. Customer Satisfaction Survey – The group pulled up the customer satisfaction survey results through Survey Monkey and filtered the results based on the last time the group met. Overall the ratings and comments were positive. One survey had come in via mail and later entered into Survey Monkey by Karen. The survey was from a food service facility and marked with very low rankings. There were no comments included with the survey. Julianne reviewed the survey with Rob Perry prior to the meeting and Rob discussed this with the entire group. He had spoken with the inspector who conducted the prior survey and indicated there were no issues during the inspection. Rob reviewed the inspection report and overall there were no major issues. Information was available that the operator had previously taken the Serve Safe course through the agency and had failed and had not retested to date. The group discussed there was not much that could be done internally with the review comments
4. House Bill 359 – Safe At Home Program, Public Records Requirements – Julianne and Amanda discussed House Bill 359 which allows victims of domestic violence to have their address changed on public records so that it was not publicly available to anyone. There was not much guidance from the state of the local Records Commission on how to implement this at the agency level. Amanda asked that Katherine follow up with the state WIC program to see if they had any guidance on how to deal with the electronic records in the WIC database. The group discussed how this could work with paper files in the office. People who are eligible for the program must apply and will be given a card. No one knew what the card would look like. There may have to be consultation with the Prosecutor's Office for further guidance if we are unsure on how to deal with the requirements.
5. Federal Work Study Program – Amanda covered the Federal Work Study Program and the group discussed how this may work with the agency. Students get paid by the university, there is a cap of \$3,000 per year and 20 hours a week and we must be able to accommodate the student's schedule. The group discussed jobs that we may have a student do. Nursing mentioned a project with BCMH files, Rob asked about sending them to the field, this is an option, and he mentioned possibly rabies follow up. Robert mentioned beach sampling, but this would be in the summer and we cannot count on the schedule of student. Amanda focused on clerical, filing, special projects, mailings, events, record purges, and rabies phone calls. Amanda is working on the contract.
6. Payroll when on Leave – Julianne mentioned there were issues when supervisors take leave and do not forward their payroll time sheets to another supervisor and do not submit their own time sheets. Supervisors need to start planning ahead. The payroll calendar should be on their calendar. If a supervisor is going to be on leave they need to submit their time sheet before taking leave and ensure their staff's time sheets are forwarded to another supervisor. If anyone needs help forwarding they can see Trina.



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7. Next Year's Meeting Schedule – Julianne discussed that next year's meeting schedule for the leadership team was going to change. Currently Directors meet on the first Tuesday of the month and Directors and Supervisors meet the third Tuesday. Julianne indicated it was becoming too hard to run two separate agendas and hold agenda items until the entire group met. There really is no reason for Director's to meet separately. Starting January of 2017 the entire leadership team will meet on first and third Tuesdays, this way if a meeting needs to be canceled the agenda item can simply be moved to the next meeting date.
8. Work Plans – Julianne indicated she was still waiting to hear about the Quality Improvement Grant that she submitted. Once word was received she would be emailing staff about work plans. They would be due by the first of December.
9. New Staffing Status
  - a. Injury Prevention Coordinator – Brian Ward stated last week.
  - b. Part-Time Breastfeeding Peer – Michelle Wilhoit was appointed by the board contingent upon meeting all of the pre-employment requirements.
  - c. Part-Time Dietitian – Jackie and Katherine are interviewing on the 28th
  - d. Plumbing Inspector – Kevin, Kelly, and Julianne are interviewing Thursday morning at 9:30 am.
  - e. Director of Environmental Health – Julianne and Tim will be interviewing next week.
10. Job Descriptions – All electronic copies must be in: [S:\General Health District\HD Data and Docs\Job Descriptions\2016 Job Descriptions](#)
11. Trainings – There were no training announcements.
12. Director Updates:
  - a. Tim Kelly – nothing to report. Working on accreditation and interviewing for the Director of Environmental Health position.
  - b. Rob Perry – The RFE program survey with the Ohio Department of Agriculture was completed, the exit interview will be Thursday.
  - c. Jackie Lindner – Jackie participated in the UC Clermont Allied Health Advisory Panel. They are looking for input from entities that have health occupations to improve their programs. The group talked about professional development and conducting oneself in a professional work environment. There may be some opportunities for mentoring. Jackie mentioned the Pertussis outbreaks, there are currently multiple throughout the county at schools.

- d. Robert Wildey – Robert discussed calls concerning bedbugs at a school. Rob mentioned he had a call too. He talked about a work plan for the Techs; he is looking for something for them.
- e. Kevin Jester – nothing to report.

13. Supervisor Updates:

- a. Amanda Myers – Ashley is on maternity leave, she is expected back in January.
- b. Katherine Schneider – The WIC management evaluation was completed. The program did very well with only one small area for improvement involving handing voter registration clipboards to clients versus just discussing it with them.
- c. Carol Kisner – Carol asked who phone calls go to about bedbug calls. Robert discussed what we do and that he would take the calls to assist if he can.