



Clermont County Public Health

Prevent. Promote. Protect.

Leadership Team Meeting – Bi-Weekly Agenda

August 16, 2016

Health Commissioner: ☒ Julianne Nesbit

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

☐ Jackie Lindner - Vacation

Supervisors: ☒ Amanda Myers ☐ Katherine Schneider – staffing shortage

☒ Carol Kisner

1. Discussion of Board of Health Actions and Follow Up – the group discussed the following actions taken by the board at the August meeting.
 - a. Personnel SIT to RS promotions – Maalinii Vijayan and Doug Disbennett were promoted from SIT to RS and given a salary increase. Both had passed the exam and have the required amount of prerequisite time in to advance to RS.
 - b. Contract with Sherriff's Office for Delinquent Notices – the board approved the contract for the Sherriff's Office to deliver delinquent notices for fees owed to CCPH. They renewed the contract as the same rate it had been in the past.
 - c. Water Pollution Control Loan Fund Grant – The board approved moving forward with applying for funding for Septic Rehabilitation again. We would only be applying for \$150,000 this year as it is becoming difficult to get contractors to take the jobs with the increased insurance requirements.
 - d. First Reading of Environmental Health Fees – the fees were discussed and the initial reading was held.
 - e. Health Commissioner Position Description – Since the board is the supervising entity for the Health Commissioner they approved Julianne's updated job description.
 - f. Audit Report – The audit report was discussed in executive session and after executive session the board approved the report.
 - g. Septic and Private Water Fees – the septic and water and waste fees were discussed, the goal was to continue to have them fund on a three year cycle so they would likely be raised next year for 2018.
 - h. Swimming Pool Program Survey – Julianne shared the results of the Swimming Pool Program Survey with the board and with the group.
 - i. VMSG Report – Julianne mentioned she also shared the VMSG Performance Management System report with the board and would be sending it out to staff.
 - j. Opioid Overdose Data – The board's education session this month was done by Michelle Lydenberg on opioid overdose data. This continues to be a topic of interest for the board and is talked about frequently at meetings.
2. Accreditation Update – Tim indicated that staff was continuing to work on documentation selection for domains.

3. Customer Satisfaction Survey – Seven new surveys had come in since they were last reviewed in May. One individual indicated the disagreed on office hours meeting needs, but provided no specifics. The group discussed comments on one survey regarding septic, it appears they had issues with a contractor not CCPH staff. Rob Perry followed up from the previous period regarding the comments on inconsistency in the pool program and has taken action. He conducted a violation frequency survey of each inspector and will be following up in a staff meeting regarding the comments.
4. New Staffing Status
 - a. Water Quality Technician – Mark Owens started last week.
 - b. SIT, Water and Waste – Tyler Braasch started Monday.
 - c. Injury Prevention Coordinator – The position is posted.
 - d. Part-Time Clerk Nursing – The position closed; however there was interest from an internal candidate regarding splitting the position which is being considered.
5. Reminder Use of Flex Sheets – Julianne reminded everyone about the use of flex sheets. This was covered during the last Director's Meeting but she wanted to make sure all supervisors were aware.
6. Performance Evaluation Schedule – Julianne outlined the schedule for performance reviews as a reminder.
 - a. 8/1 – 8/12 – Supervisor Evaluations
 - b. 8/15 – 8/26 – Pre-evaluation meetings with staff
 - c. 8/29 – 9/9 – Performance Evaluations
 - d. 9/12 – 9/16 – Performance Evaluations for Julianne's staff
 - e. 9/26 – 9/30 – Staff meeting with Health Commissioner
7. Job Descriptions – Julianne mentioned that she had not received many job descriptions for review. She reminded everyone that she wanted to review them for consistency before going over them with staff. Please provide them to her electronically or in hard copy for review.
8. Trainings – Julianne passed around a training flier on How to Excel at Managing and Supervising People.
9. Director Updates:
 - a. Tim Kelly – The WBHBT Summit Road Section paving should start next week. The grant financials were sent to Interact for Health, match funding should be coming soon to pay for the other half of paving. Tim mentioned he had candidates for the Personnel Policy Committee from all divisions except Water and Waste. Robert said he will get their selection to Tim.



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- b. Rob Perry – Rob mentioned we had a bat test positive for rabies. The bat bit a woman in her home. Keith did some media releases and generated some interest and concerns from the community. Two bats have been submitted for testing. Rob mentioned that Environmental Health staff have been assisting with two Shiga Toxin producing E. Coli outbreaks that were occurring, one had a food service worker associated.
- c. Jackie Lindner – on vacation.
- d. Robert Wildey – Robert mentioned he watched a webinar on recognizing employee burnout through Concern. Robert thought it was good, he would be getting the slides. Robert mentioned the heavy rains have been impacting installation of septic systems throughout the county.
- e. Kevin Jester – Kevin asked about the fairgrounds and the shiga toxin producing E. Coli cases associated with the location. Initial cases raised a concern with the non-potable water sources at the camp ground; however, additional cases did not have exposure to the water from this area. A point source would be very difficult to narrow down.

10. Supervisor Updates:

- a. Amanda Myers – Amanda has been working on accreditation documentation selection and a subpoena on a plumbing case. Ashley and Karen are going to the vital statistics conference. Amanda planned for CCPH to host vital training in September; however, this still has not been confirmed with ODH.
- b. Katherine Schneider – short staffed, working clinic.
- c. Carol Kisner – Carol indicated they are ramping up for back to school, appointments are booked until October, the walk-in clinic is scheduled for Sept. 1st. ECW billing is going on. WIC farmers markets went well, waiting on final numbers.