

Clermont County Public Health

Clermont County General Health District
Prevent. Promote. Protect.
Board of Health Meeting

The monthly meeting of the Clermont County Board of Health was held on August 10, 2016. Janet Rickabaugh, President, called the meeting to order at 6:30 PM. Dr. Rickabaugh led the Board members and guests in the Pledge of Allegiance.

Roll Call:

Dr. Janet Rickabaugh, present
Andrew Crum, present
Larry Cadwallader, present

Dr. Joseph Khan, present
Dennis Brown, present

Others present included Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner; Kevin Jester, Director of Plumbing; Rob Perry, Director of Environmental Health; Robert Wildey, Director of Water and Waste; Jackie Lindner, Director of Nursing; Dr. James Kaya, Medical Director; Michelle Lydenberg, Injury Prevention Coordinator; Katrina Stapleton, Fiscal Officer and others as listed on Attachments #1 and #2.

VARIANCE REQUESTS:

Isolation Distance- 447 Loveland Miamiville Road, Miami Township (15-V-16)- Ms. Nesbit stated Sandra Maynard requested a variance to construct a detached garage five feet from the existing leach lines at 447 Loveland Miamiville Road, Miami Township (15-V-16). Staff recommended approval.

Dr. Khan made a motion to approve the variance request to construct a detached garage five feet from the existing leach lines at 447 Loveland Miamiville Road, Miami Township (15-V-16). The motion was seconded by Mr. Brown. The vote was all aye; motion carried. (Attachment #3)

Isolation Distance- 3618 Oakland Farm Drive, Pierce Township (17-V-16)- Ms. Nesbit stated Scott and Kimberly Taylor requested a variance to construct a garage addition five feet from the existing sand filter at 3618 Oakland Farm Drive, Pierce Township (17-V-16). Staff recommended approval.

Mr. Cadwallader made a motion to approve the variance request to construct a detached garage five feet from the existing sand filter at 3618 Oakland Farm Drive, Pierce Township (17-V-16). The motion was seconded by Mr. Crum. The vote was all aye; motion carried. (Attachment #4)

Isolation Distance- 475 Apple Road, Batavia Township (18-V-16)- Ms. Nesbit stated Jody Costa requested a variance to construct a room addition five feet from the existing septic tank at 475 Apple Road, Batavia Township (18-V-16). Staff recommended approval.

Mr. Brown made a motion to approve the variance request to construct a room addition five feet from the existing septic tank at 475 Apple Road, Batavia Township (18-V-16). The motion was seconded by Dr. Khan. The vote was all aye; motion carried. (Attachment #5)

Connect a Room Addition to an Existing Septic System- 855 Carpenter Road, Miami Township (16-V-16)- Ms. Nesbit stated Betsy Hite requested a variance to construct a second story addition with two bedrooms to her home at 855 Carpenter Road, Miami Township (16-V-16). The home is currently connected to a two bedroom, 600 gpd leach line system. However, the addition would

double the home's potential water usage; therefore, staff recommended denial.

Terry Mikolajewski, representative for Ms. Hite, explained the homeowner wanted to create a master bedroom.

Dr. Rickabaugh asked how old the home is. Mr. Mikolajewski estimated the home to be approximately fifty years old. Mr. Wildey added that the leach bed system was installed in the mid nineteen seventies and located in Rossmoyne soil. The system does not have a history of failures.

Dr. Rickabaugh asked how long the current occupant has owned the home. Mr. Mikolajewski stated the owner recently purchased the home. He explained the home's current bedrooms are small and the owner wants to construct the addition to create a larger master bedroom.

Mr. Crum reminded Mr. Mikolajewski that if the system failed the homeowner would have to replace it.

Mr. Crum made a motion to approve the variance request to construct a second story addition with two bedrooms at 855 Carpenter Road, Miami Township (16-V-16). The motion was seconded by Mr. Cadwallader. The vote was all aye; motion carried. (Attachment #6)

Blackwater Holding Tank Extension Request- This item was postponed until later in the meeting.

ACTION ITEMS:

Registered Sanitarian Salary Increase for Maalinii Vijayan and Doug Disbennett- Ms. Nesbit stated Maalinii Vijayan and Doug Disbennett achieved their Registered Sanitarian certification and were eligible for a \$1,200 salary increase and promotion to Sanitarian I as outlined in their job offers.

Mr. Crum made a motion to approve a \$1,200 salary increase and promotion to Sanitarian I for Maalinii Vijayan and Doug Disbennett. The motion was seconded by Dr. Khan. The vote was all aye, motion carried. (Attachments #7 and #8)

Approval to Accept Resignation of Lindsay Jones, Part-Time Clerk in the Nursing Division- Ms. Nesbit reported Lindsay Jones, Part-Time Clerk in the Nursing Division, submitted her resignation on July 27, 2016 to be effective August 11, 2016. As authorized by the Board, Ms. Nesbit accepted the resignation on July 27, 2016. Ms. Nesbit requested the Board formally accept Ms. Jones' resignation.

Mr. Cadwallader made a motion to accept Lindsay Jones' resignation as Part-Time Clerk in the Nursing Division. The motion was seconded by Mr. Crum. The vote was all aye; motion carried.

Approval to Post for Vacant Part-Time Clerk I Position in the Nursing Division- As authorized by the Board, Ms. Nesbit posted the vacant part-time Clerk I position in the Nursing Division for two weeks which will close on August 14, 2016. She requested the Board approve the posting of the vacant part-time Clerk I position in the Nursing Division. Ms. Nesbit noted that there is a possibility that a clerk in the WIC program may want to split her time between the immunization and WIC clinics.

Mr. Crum made a motion to approve posting of the vacant part-time Clerk I position in the Nursing Division. The motion was seconded by Mr. Brown. The vote was all aye; motion carried.

Approval to Accept Resignation of Michelle Lydenberg, Health Educator I for the Injury Prevention Grant- Ms. Nesbit reported Michelle Lydenberg, Health Educator I for the Injury Prevention Grant,

submitted her resignation on August 3, 2016 to be effective August 18, 2016. As authorized by the Board, Ms. Nesbit accepted the resignation on August 3, 2016. Ms. Nesbit requested the Board formally accept Ms. Lydenberg's resignation.

Mr. Crum made a motion to accept Michelle Lydenberg's resignation as Health Educator I for the Injury Prevention Grant. The motion was seconded by Mr. Cadwallader. The vote was all aye; motion carried.

Approval to Post for Vacant Health Educator I for the Injury Prevention Grant- As authorized by the Board, Ms. Nesbit posted the vacant Health Educator I position for the Injury Prevention Grant which will close on September 5, 2016. She requested the Board approve the posting of the vacant Health Educator I position for the Injury Prevention Grant.

Mr. Crum made a motion to approve posting of the vacant Health Educator I position for the Injury Prevention Grant. The motion was seconded by Dr. Khan. The vote was all aye; motion carried.

Approval to Sign Contract with Sheriff's Office for Delivery of Delinquent Notices- Ms. Nesbit stated the contract with the Sheriff's Office for delivery of delinquent notices expired on September 11, 2016. She indicated there would be no change in fees from the current contract. Ms. Nesbit requested the Board approve renewing the contract with the Sheriff's Office for delivery of delinquent notices effective September 12, 2016 through September 11, 2017.

Mr. Crum asked if the fee for the Sheriff's delivery was charged to the delinquent account. Ms. Nesbit thought it was but would confirm this and report back to the Board at the September 14, 2016 meeting.

Mr. Crum made a motion to approve renewing the contract with the Sheriff's Office for delivery of delinquent notices effective September 12, 2016 through September 11, 2017. The motion was seconded by Mr. Brown. The vote was all aye; motion carried. (Attachment #9)

Approval to Purchase Furniture- Ms. Nesbit reminded the Board that when they approved the furniture purchase for the Environmental Health and Water and Waste Division staff at the April 8, 2015 meeting, she indicated there were a few more areas that had very outdated furniture. There were once again staffing gaps and the cash reserves are in good standing; therefore, Ms. Nesbit wished to take the opportunity to replace furniture in three offices.

The first quote was to replace the furniture in the Plumbing Division office, which houses Kevin Kinzbach, Kelly Shepherd and Kevin Jester. The cost to replace their furniture with furniture similar to what was purchased last year is \$8,577.83. The next two quotes for Mr. Perry and Mr. Wildey's offices were \$3,240.27 and \$4,328.65 respectively. Ms. Nesbit explained the difference in the prices was due to Mr. Wildey having two shorter lateral file units and Mr. Perry having one taller unit. Additionally, front office staff chairs need to be replaced and two of those chairs were included on Mr. Wildey's quote. The final quote for \$1,811.52 was for twenty-four side chairs. Ms. Nesbit explained the current side chairs used in offices for meetings are very old; the fabric is discolored and the padding is breaking down.

Ms. Nesbit indicated there was still one office area in need of new furniture; however, she felt it was better to spread stagger the purchases over several years.

Mr. Brown made a motion to approve the purchase of office furniture for the Plumbing Division office in the amount of \$8,577.83, for Mr. Perry's office in the amount of \$3,240.27, for Mr. Wildey's office in the amount of \$4,328.65, and for twenty-four side chairs in the amount of \$1,811.52 for a total of \$17,958.27

including installation from Office Furniture Source. The motion was seconded by Dr. Khan. The vote was all aye; motion carried.

Approval to Submit 2017 Household Sewage Treatment System Project Nomination/Application to Ohio Environmental Protection Agency- Ms. Nesbit was informed of another opportunity to apply for funding from the Ohio Environmental Protection Agency (OEPA) for repairing and replacing onsite sewage systems. She noted the funding was again from the Water Pollution Control Loan Fund (WPCLF) from which Clermont County received funding in 2012 and 2016.

The agency received the maximum WPCLF funding level of \$300,000 along with \$150,000 in Community Development Block Grant (CDBG) funding to be used in the 2016 Septic Rehabilitation Program. Ms. Nesbit explained spending the combined \$450,000 has proven to be rather difficult given the limited number of installers willing to bid the septic jobs; therefore, she requested approval to apply for \$150,000 in funding from the OEPA Household Sewage Treatment System Repair/ Replacement Project.

Mr. Crum made a motion to approve applying for \$150,000 in funding from the OEPA Household Sewage Treatment System Repair/ Replacement Project. The motion was seconded by Mr. Cadwallader. The vote was all aye; motion carried.

First Reading of the Resolution Establishing Revised License Fees For Risk Levels I, II, III, and IV Food Service Operations and Retail Food Establishments, Vending Food Service Locations, Temporary Food Service Operations and Retail Food Establishments, Mobile Food Service Operations and Retail Food Establishments, Food Service Operation and Retail Food Establishment Plan Reviews, Food Program Training Fees, Public Swimming Pools, Public Spas, Special Use Swimming Pools, Public School Swimming Pools, Recreational Vehicle Parks, Recreational Camps, Combined Park Camps, Temporary Park Camps, Body Art Establishments, Temporary Body Art Establishments, and Resident Camps- Ms. Nesbit stated that each year fees were required to be evaluated for all licensed Environmental Health programs to ensure the fees being charged were not more than the costs incurred to run the programs. As part of the ongoing transition of some fiscal responsibilities, Ms. Stapleton completed the methodology. The Ohio Administrative Code set forth a proscribed cost methodology based on the most recent fiscal year data so the 2017 proposed fees were based on 2015 data.

Ms. Stapleton presented four handouts on the proposed fees. The first was the proposed fees for the food program and the second was the proposed fees for all other environmental health programs. The third sheet showed what the proposed fee would be with the state fee included and the fourth sheet showed the fees over time. She noted fluctuations in fees depending on the amount of time spent in each program. She explained small programs have a tendency to fluctuate more given the small number of facilities. Ms. Nesbit reminded the Board that a majority of the time worked by the Director of Environmental Health had to be calculated in overhead cost rather than direct program cost.

Ms. Stapleton proposed the maximum allowable fee in most categories in order to attempt to recover costs. The fees for risk levels I, II, III and IV facilities would remain stable with less than a 1.5% increase or decrease. She reminded the Board that vending fee increases are forced by law not to exceed the Consumer Price Index for the year so the 2017 calculations could not increase the fee more than 0.7% even though it costs more to run the program. Following a discussion of the proposed fees, the Board agreed with Ms. Stapleton's proposal for 2017 Environmental Health fees.

Ms. Nesbit held the first reading of the resolution establishing revised license fees for risk levels I, II, III, and IV food service operations and retail food establishments, vending food service locations, temporary

food service operations and retail food establishments, mobile food service operations and retail food establishments, food service operation and retail food establishment plan reviews, food program training fees, public swimming pools, public spas, special use swimming pools, public school swimming pools, recreational vehicle parks, recreational camps, combined park camps, temporary park camps, body art establishments, temporary body art establishments, and resident camps by title only.

Ms. Nesbit stated an open hearing to accept public comment on all of the proposed fees would be held at the September 14, 2016 meeting.

Approval of Updated Position Description for Health Commissioner- Ms. Nesbit explained that one of the projects being worked on this year is updating the position descriptions for all employees. Supervisors are currently working on updating all of their staff's descriptions and will have staff sign them during the upcoming performance evaluations in August and September. Since the Board serves as Ms. Nesbit's supervisor, she requested approval of the updated position description for the Health Commissioner.

Mr. Brown made a motion to approve the updated position description for the Health Commissioner. The motion was seconded by Dr. Khan. The vote was all aye; motion carried. (Attachment #10)

Approval of Additional Appropriation to the Preventive Fund (#7319)- Ms. Nesbit requested the Board appropriate an additional \$25,000 from carryover funds in the Preventive Fund (#7319).

Mr. Crum made a motion to appropriate an additional \$25,000 from carryover funds in the Preventive Fund (#7319). The motion was seconded by Mr. Brown. The vote was all aye, motion carried. (Attachment #11)

Approval of Board of Health Meeting Minutes for July 13, 2016- Dr. Rickabaugh asked if there were any additions or corrections to the minutes of the July 13, 2016 Board of Health Meeting. There were no additions or corrections.

Mr. Brown made a motion to approve the minutes of the July 13, 2016 Board of Health meeting. The motion was seconded by Dr. Khan. The vote was all aye; motion carried.

Approval and Payment of Bills- Ms. Nesbit presented the Public Health bills for consideration. Following the Board's review and discussion, Mr. Crum made a motion to pay the bills as presented. The motion was seconded by Mr. Cadwallader. The vote was all aye; motion carried. (Attachment #12)

Adoption of Resolution 17-16 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the addresses of seven properties to be considered public health nuisances as stated on Attachment A of Resolution 17-16 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties.

Following a review and discussion, Dr. Khan made a motion to adopt Resolution 17-16 to declare the properties listed on Attachment A public health nuisances and to declare the resolution an emergency order and to waive the required three readings. 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. The motion was seconded by Mr. Crum. The vote was all aye; motion carried. (Attachment #13)

BOARD OF HEALTH EDUCATION:

Opioid Overdose Data- At 7:15 PM Ms. Lydenberg presented the most recent opioid overdose data to the Board. The presentation was followed by a brief discussion which concluded at 7:48 PM.

DISCUSSION ITEMS:

Septic and Private Water Fees- Ms. Nesbit reminded the Board that septic fees needed to be reviewed annually due to the changes that were made to the statewide septic rules in 2015. Her goal was to maintain the fees at the same level for three years so homeowners with operation permits pay the same fee during the cycle. Ms. Nesbit reviewed the cost for the septic program as a whole and the private water program to ensure they were still inline and presented a summary sheet showing the cost of the program using the cost methodology forms and the 2015 revenue.

Ms. Nesbit noted it cost more to run the programs than the revenue generated; however, there had also been staffing gaps in the Water and Waste Division. Ms. Nesbit felt the septic and private water fees should be maintained at the current rate for 2017; however, she would likely propose an increase for the 2018 fees next year.

Results of Swimming Pool Program Survey- Ms. Nesbit reported the Ohio Department of Health completed a survey of the Swimming Pool Program to determine if program requirements, as set forth in the Ohio Revised and Administrative Codes, were being carried out. The program was found to be in substantial compliance and was approved as the licensor for the program for Clermont County.

Ms. Nesbit noted one recommendation was given on the field portion of the survey which Mr. Perry will be addressing this with staff. She commended the entire Environmental Health Division on the great job they have done with the program.

VMSG Performance Management System Update- As part of the implementation of the VMSG Performance Management System, all directors and supervisors met with their staff after the second quarter of 2016 to discuss progress on work plans, Quality Improvement Projects, and division and program performance initiatives. Ms. Nesbit reviewed the progress that was made on these projects.

Evaluation of VMSG Performance Management System Contract- At the October 14, 2015 meeting, the Board requested an update on the use of the VMSG Performance Management System prior to the contract's auto-renewal for the following year. Ms. Nesbit reported she is very happy with the system. She felt staff are still learning ways to make tracking items better and thinks it is working very well in monitoring overall progress.

Ms. Nesbit reminded the Board the cost is \$100 for each license holder and last year 10 licenses were purchased. She suggested purchasing three additional licenses for 2017 for the Emergency Response Coordinator, Injury Prevention Coordinator and Communications Coordinator. Ms. Nesbit explained these individuals have a lot of content in the system related to meeting performance goals that are currently monitored and updated by their supervisor. She felt it will be easier in the future to have additional licenses to assist in monitoring items. The total cost for the year would be \$1,300.00.

Mr. Crum asked if the system is used to monitor staff performance. Ms. Nesbit explained the system is used to monitor employees' progress on their workplans and division goals. A discussion of future objectives relating to overdose prevention followed.

Dr. Rickabaugh asked if any other health departments are using the VMSG system. Ms. Nesbit stated Franklin County uses the system currently, and several other departments that are considering the system have contacted her about how things are going.

Employee Picnic September 24, 2016- Ms. Nesbit invited the Board to the second annual employee picnic. The picnic is scheduled for September 24, 2016 at Sycamore Park.

EXECUTIVE SESSION:

To Monitor the Progress of the 2015 Financial Audit- At 8:09 PM Mr. Crum made a motion to enter into executive session to discuss to monitor progress of the 2015 Financial Audit. The motion was seconded by Mr. Brown. The vote was all aye, motion carried.

At 8:18 PM Mr. Crum made a motion to come out of executive session. The motion was seconded by Dr. Khan. The vote was all aye, motion carried.

Mr. Crum made a motion to acknowledge receipt of the audit, to waive the post audit conference and to sign the required communications form and management representation letter. The motion was seconded by Dr. Kahn. The vote was all aye, motion carried.

VARIANCE REQUESTS: (continued)

Blackwater Holding Tank Extension Request- Ms. Nesbit reported that the property owner listed below requested approval to renew their black water holding tank variance requests until completion of the septic system. Ms. Nesbit stated the black water holding tank extension request paperwork was not in order for homeowner #1.

1. Bailey- 1 Rose Lane Farms, Miami Township (1-V-16)


Mr. Cadwallader made a motion to table the extension request for the black water holding tank variances for homeowner #1 listed above. The motion was seconded by Mr. Crum. The vote was all aye; motion carried.

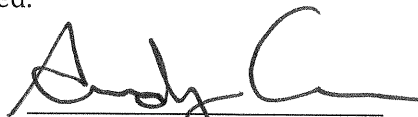
ADDITIONAL INFORMATION:

Newtonsville Sewer Project- Ms. Nesbit reported that the Water Resources Department is moving forward with the Newtonsville sewer project. A discussion occurred about the project and the need for the project to move forward.


ADJOURNMENT:

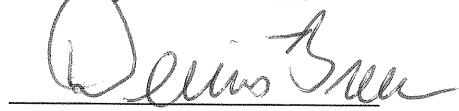
Mr. Cadwallader made a motion to adjourn the meeting at 8:29 PM. The motion was seconded by Dr. Khan. The vote was all aye; motion carried.


DR. JANET RICKABAUGH


ANDREW CRUM


LARRY CADWALLADER


DR. JOSEPH KHAN


DENNIS BROWN

K. Stapleton
Respectfully Submitted