

Clermont County Public Health

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Clermont County General Health District Board of Health Meeting

The monthly meeting of the Clermont County Board of Health was held on November 9, 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, absent
Dennis Brown, present

Others present included Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner; Robert Wildey, Director of Water and Waste; Kevin Jester, Director of Plumbing, Rob Perry, Director of Environmental Health; Jackie Lindner, Director of Nursing; Dr. James Kaya, Medical Director; Jan Napier, Communicable Disease Nurse; Katrina Stapleton, Fiscal Officer; and others as listed on Attachment #1.

VARIANCES:

Connect a Room Addition to an Existing Septic System- 2060 Cedarville Road, Goshen

Township (26-V-16)- Ms. Nesbit stated Dwayne Zugg requested a variance to connect a master bedroom and bathroom addition to the existing septic system at 2060 Cedarville Road, Goshen Township (26-V-16). The system only consists of a two bedroom half mound and the addition would bring the total number of bedrooms to five; therefore, staff recommended denial.

Mr. Zugg stated he purchased the property six months ago and has been working to renovate the home. He has discussed water conservation efforts with his builder and would be installing reduced flow fixtures throughout the home. Mr. Zugg noted the existing bedroom in the basement would be used as an office.

Dr. Rickabaugh asked how many acres the property is. Mr. Zugg stated it is approximately three acres. Mr. Brown asked how many occupants would be living in the home. Mr. Zugg stated there would be four occupants; two adults and two children.

Dr. Rickabaugh explained to Mr. Zugg that if the variance request is approved and the system fails it would need to be repaired or replaced. Mr. Zugg indicated that he understood that and added that he was signed up for the homeowner mound class.

Mr. Cadwallader asked if the family had moved into the house already. Mr. Zugg explained the home is still under construction. The family planned to move into the home once the lease on their current home expired.

Mr. Zugg stated he was of the understanding the mound was installed in 2006. Mr. Wildey clarified that the system is currently under a SNARP, which is why only a half mound was installed. If the system were to fail again, the other half of the mound would need to be installed.

Mr. Cadwallader made a motion to approve the variance request to connect a master bedroom and bathroom addition to the existing septic system at 2060 Cedarville Road, Goshen Township (26-V-16) contingent that Mr. Zugg has a contract with a registered service provider in place until he completes the homeowner mound training. The motion was seconded by Mr. Crum. The vote was all ayes; motion carried. (Attachment #2)

Connect a Room Addition to an Existing Septic System- 750 Deerwood Lane, Miami Township (27-V-16)- Ms. Nesbit stated Paul and Lou Ann Flint requested a variance to add a bedroom and bathroom to the home and construct a garage addition six feet from the existing septic system at 750 Deerwood Lane, Miami Township (27-V-16). Staff recommended approval as long as the discharge line of the curtain drain was rerouted.

Mrs. Flint explained the existing garage would be converted to a mother-in-law suite and a new garage would be constructed.

Mr. Crum made a motion to approve the variance request to to add a bedroom and bathroom to the home and construct a garage addition six feet from the existing septic system at 750 Deerwood Lane, Miami Township (27-V-16) contingent that the discharge line of the curtain drain be rerouted. The motion was seconded by Mr. Brown. The vote was all ayes; motion carried. (Attachment #3)

Isolation Distance- 3079 Angel Drive, Tate Township (28-V-16)- Ms. Nesbit stated John Crook requested a variance on behalf of the Ohio Environmental Development Limited Partnership to construct a building addition, parking lots, walk ways and storm water retention pond within ten feet of the new septic system at 3079 Angel Drive, Tate Township (28-V-16). Staff recommended approval.

Dan Brennan, septic designer for the property, presented a site plan and explained the proposed construction.

Mr. Crum made a motion to approve the variance request to construct a building addition, parking lots, walkways and retention pond within ten feet of the new septic system at 3079 Angel Drive, Tate Township (28-V-16). The motion was seconded by Mr. Cadwallader. The vote was all ayes, motion carried. (Attachment #4)

Isolation Distance- 1321 State Route 749, Pierce Township (29-V-16)- Ms. Nesbit stated Neil Burns requested a variance to install a leach field thirty feet from a stream at 1321 State Route 749, Pierce Township (29-V-16). Ms. Nesbit explained that due to the topography of the property, the best placement of the leach field was less than the required fifty feet isolation distance from the stream. Staff recommended approval.

Mr. Cadwallader made a motion to approve the variance request to install a leach field thirty feet from a stream at 1321 State Route 749, Pierce Township (29-V-16). The motion was seconded by Mr. Crum. The vote was all ayes, motion carried. (Attachment #5)

PRESENTATION:

Ohio Buckles Buckeyes Program- Ms. Napier explained the Ohio Buckles Buckeyes Program and reviewed age, weight and height requirements for car and booster seats.

ACTION ITEMS:

Appointment of Michelle Wilhoit as Part-time Breastfeeding Peer/Clerk I for the WIC Grant in the Nursing Division- Ms. Nesbit reported Michelle Wilhoit was selected for the part-time Breastfeeding Peer/Clerk I position for the WIC Grant in the Nursing Division. Ms. Nesbit requested Ms. Wilhoit be appointed as part-time Breastfeeding Peer/Clerk I for the WIC Grant in the Nursing Division contingent upon her passing the pre-employment requirements including a physical, drug screen, criminal background check and driving record check.

Mr. Crum made a motion to appoint Michelle Wilhoit as part-time Breastfeeding Peer/Clerk I for the WIC Grant in the Nursing Division contingent upon her passing the pre-employment requirements including a physical, drug screen, criminal background check and driving record check. The motion was seconded by Mr. Brown. The vote was all ayes, motion carried. (Attachment #6)

Approval to Accept Resignation of Stephanie Humphries, Part-time Dietitian for the WIC Grant in the Nursing Division- Ms. Nesbit stated Stephanie Humphries, part-time Dietitian for the WIC Grant in the Nursing Division submitted her resignation on October 19, 2016 effective November 4, 2016. As authorized by the Board, Ms. Nesbit accepted the resignation on October 19, 2016. Ms. Nesbit requested the Board formally accept Ms. Humphries' resignation.

Mr. Cadwallader made a motion to accept the resignation of Stephanie Humphries, effective November 4, 2016. The motion was seconded by Mr. Brown. The vote was all ayes, motion carried.

Approval to Post for Part-time Dietitian Position for the WIC Grant in the Nursing Division- Ms. Nesbit requested approval to post for the vacant part-time dietitian position for the WIC Grant in the Nursing Division.

Mr. Brown made a motion to approve posting for a part-time dietitian for the WIC Grant in the Nursing Division. The motion was seconded by Mr. Cadwallader. The vote was all ayes, motion carried.

Approval of Community Development Block Grant (CDBG) Professional Services Agreement- Ms. Nesbit requested approval to renew the Professional Services Agreement with the Clermont County Board of County Commissioners for the administration of the Septic Rehab Program. She reported the department anticipated receiving \$150,000 from CDBG funds for the 2017 Septic Rehab Program. The agency requested \$5,000 in administrative fees.

Mr. Crum made a motion to approve and sign the Professional Services Agreement with the Clermont County Board of County Commissioners. The motion was seconded by Mr. Cadwallader. The vote was all ayes; motion carried. (Attachment #7)

Appointment of a Board Member to the 2017 Septic Rehab Committee- Ms. Nesbit requested the Board appoint one of its members to serve as their representative on the 2017 Septic Rehab Committee. She stated this commitment usually consisted of attending one meeting a year. She noted that Mr. Brown served on the committee for the past few years.

Mr. Cadwallader made a motion to appoint Mr. Brown to the 2017 Septic Rehab Committee. The motion was seconded by Mr. Crum. The vote was all ayes; motion carried.

Approval of Update to Personnel Policy Section 05.02 Vacation- Ms. Nesbit presented a revised version of Personnel Policy Section 05.02 Vacation. She proposed allowing the Health

Commissioner to approve staff exceeding the limit of 200 hours of accrued vacation in cases of staff shortages.

Mr. Crum asked how employees exceeding the limit would be tracked. Ms. Nesbit explained that she would notify employees in writing of their eligibility to exceed the limit and the timeframe in which they must have their vacation balance back under the 200 hour threshold. The Fiscal Officer currently monitors all employees' accruals as part of the payroll process.

Mr. Crum asked if an employee could exceed the limit and terminate employment. Ms. Nesbit did not see a way to prevent this from happening.

Mr. Crum requested to be notified when an employee exceeds the 200 hour vacation limit and to receive an accrual report showing their balance.

Mr. Crum made a motion to approve the proposed revision to Personnel Policy Section 05.02 Vacation. The motion was seconded by Mr. Brown. The vote was all ayes; motion carried. (Attachment #8)

Approval of Update to Personnel Policy Section 06.03 Performance Evaluation Procedure-

Ms. Nesbit presented a copy of Personnel Policy Section 06.03 Performance Evaluation Procedure. She explained the policy needed to be updated to ensure compliance with accreditation requirements. While work plans and group work plans are taken into consideration as part of annual employee evaluations, the wording was not in the policy regarding evaluations. Ms. Nesbit proposed stating that each employee will be evaluated against the established position description for his/her assignment and their individual work plans or participation in group work plans.

Mr. Crum made a motion to approve the proposed revision to Personnel Policy Section 06.03 Performance Evaluation Procedure. The motion was seconded by Mr. Cadwallader. The vote was all ayes; motion carried. (Attachment #9)

Approval of Update to Personnel Policy Section 08.04 Department Equipment- Ms. Nesbit stated the personnel policy is updated every five years; however, accreditation required the policy addressing security and the use of department equipment be updated every three years. No changes were need to the content of the policy at this time, only the effective date needed changed.

Mr. Crum made a motion to approve the revision to Personnel Policy Section 08.04 Department Equipment. The motion was seconded by Mr. Cadwallader. The vote was all ayes; motion carried. (Attachment #10)

Adoption of Personnel Policy Section 12.04 Human Subject Research Policy- Ms. Nesbit presented a copy of Personnel Policy Section 12.04 Human Subject Research Policy. She explained accreditation required a policy on Human Subject Research. She clarified that this includes simple things such as the needle exchange survey conducted in 2015. Ms. Nesbit explained the Ohio Department of Health's Internal Review Board is used for this purpose, unless working with a University. When working with a university their Internal Review Board is used as they are typically completing the service.

Mr. Cadwallader made a motion to adopt Personnel Policy Section 12.04 Human Subject Research Policy. The motion was seconded by Mr. Crum. The vote was all ayes; motion carried. (Attachment #11)

Adoption of Personnel Policy Section 12.05 Patient Photography and Video Policy- Ms. Nesbit presented a copy of Personnel Policy Section 12.05 Patient Photography and Video Policy. She explained the policy has come up in conversation with other public health agencies in the southwest region as a concern with HIPAA. The agency needs to have a uniform policy in regards to photography and video in medical settings. The policy Ms. Nesbit presented was adapted from policies for physician offices and hospitals and edited based on feedback from the Prosecutor's Office.

Mr. Crum made a motion to adopt Personnel Policy Section 12.05 Patient Photography and Video Policy. The motion was seconded by Mr. Brown. The vote was all ayes; motion carried. (Attachment #12)

Adoption of Personnel Policy Section 12.06 Health Equity Policy- Ms. Nesbit presented a copy of Personnel Policy Section 12.06 Health Equity Policy. She explained this policy was another requirement of accreditation. This health equity policy was adapted from Columbus Public Health, an accredited agency, and modified to broaden and include D. (4) to address additional requirements which are in the new accreditation standards.

Mr. Brown made a motion to adopt Personnel Policy Section 12.06 Health Equity Policy. The motion was seconded by Mr. Crum. The vote was all ayes; motion carried. (Attachment #13)

Approval to Purchase Biomedical Refrigerator- Ms. Nesbit reported the commercial refrigerator purchased in 2009 to store vaccine was no longer working. She noted the temperature monitor on the refrigerator was working and no vaccine was lost. She noted the refrigerator would be a capital expense and there was money in cash reserves to cover the purchase.

Ms. Nesbit presented spec sheets on two vaccine refrigerators. Mr. Kelly explained the smaller option would be big enough for the vaccine; however, if the refrigerator that stores state vaccine were to malfunction the smaller option would not be large enough to temporarily house the additional vaccine.

Mr. Cadwallader made a motion to purchase a Panasonic MPR-414F vaccine refrigerator for \$5,579.00. The motion was seconded by Mr. Crum. The vote was all ayes, motion carried.

Approval of Additional Appropriation to Fund 7310 (Food Service)- Ms. Nesbit requested the Board appropriate an additional \$10,000 from carryover funds in the Food Service Fund (#7310).

Mr. Crum made a motion to appropriate an additional \$10,000.00 from carryover funds in the Food Service Fund (#7310). The motion was seconded by Mr. Cadwallader. The vote was all ayes, motion carried. (Attachment #14)

Approval of Additional Appropriation to Fund 7319 (Preventive)- Ms. Nesbit requested the Board appropriate an additional \$15,000 from carryover funds in the Preventive Fund (#7319).

Mr. Crum made a motion to appropriate an additional \$15,000.00 from carryover funds in the Preventive Fund (#7319). The motion was seconded by Mr. Brown. The vote was all ayes, motion carried. (Attachment #15)

Approval of Additional Appropriation to Fund 7323 (Infrastructure)- Ms. Nesbit requested the Board appropriate an additional \$10,000 from carryover funds in the Infrastructure Fund (#7323).

Mr. Cadwallader made a motion to appropriate an additional \$10,000.00 from carryover funds in the Infrastructure Fund (#7323). The motion was seconded by Mr. Crum. The vote was all ayes, motion carried. (Attachment #16)

Approval of Additional Appropriation to Fund 7326 (Sewage Program)- Ms. Nesbit requested the Board appropriate an additional \$8,000 from carryover funds in the Sewage Program Fund (#7326).

Mr. Brown made a motion to appropriate an additional \$8,000.00 from carryover funds in the Sewage Program Fund (#7326). The motion was seconded by Mr. Crum. The vote was all ayes, motion carried. (Attachment #17)

Approval of 2017 Appropriations- Ms. Nesbit stated appropriations for the 2017 budget year needed to be established. She presented her recommendations with an overall \$40,251 decrease in estimated resources from the previously approved budget which was a result if decreases in grant funds and license fees. Ms. Nesbit requested approval of the appropriations for the Clermont County Public Health 2017 budget.

Mr. Brown made a motion to approve the appropriations for the Clermont County Public Health 2017 budget as presented. The motion was seconded by Mr. Crum. The vote was all ayes, motion carried. (Attachment #18)

Approval of Board of Health Meeting Minutes for October 12, 2016- Dr. Rickabaugh asked if there were any additions or corrections to the minutes of the October 12, 2016 Board of Health Meeting. There were no additions or corrections.

Mr. Brown made a motion to approve the minutes of the October 12, 2016 Board of Health meeting. The motion was seconded by Mr. Crum. The vote was all ayes, motion carried.

Approval and Payment of Bills- Ms. Nesbit presented the Health District's 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 ayes, motion carried. (Attachment #19)

Adoption of Resolution 22-16 Declaring Properties Public Health Nuisances- Ms. Nesbit presented the address of one property to be considered a public health nuisance as stated on Attachment A of Resolution 22-16 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties.

Following a review and discussion, Mr. Crum made a motion to adopt Resolution 22-16 to declare the property listed on Attachment A a public health nuisance 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 case would be referred to the Health District's legal counsel for appropriate action. The motion was seconded by Mr. Brown. The vote was all ayes, motion carried. (Attachment #20)

DISCUSSION ITEMS:

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 third quarter of 2016 to discuss progress on work plans, Quality Improvement Projects, and division and program performance initiatives. Ms. Nesbit reviewed the progress that has been made on these projects.

Update on Plumbing Inspector Position- Ms. Nesbit reported that Jay Abner, the candidate appointed as Plumbing Inspector II at the October 12, 2016 meeting, notified her and Mr. Jester October 24, 2016 that he would not be taking the position. Mr. Abner indicated Warren County offers better benefits and he would receive a salary increase and additional vacation time on his employment anniversary. Ms. Nesbit stated the position was immediately reposted and she hoped to have another candidate for appointment at the December 14, 2016 meeting.

Update on 2015 Financial Audit- The final cost of the 2015 financial audit was \$13,120.00.

NACCHO Training Opportunity for the Establishment of a Public Health Ethics Committee- Ms. Nesbit informed the Board that she submitted an application to NACCHO for training to establish an Ethic Committee. If received, technical assistance for establishing an ethics committee would be received.

NALBOH Membership- As requested, Ms. Nesbit notified the Board of the opportunity to join NALBOH. She presented a summary of member benefits and affiliated state associations.

Mr. Crum asked if the training opportunities offered by NALBOH would satisfy their CEU requirement. Ms. Nesbit stated she would look into the trainings available.

ADDITIONAL INFORMATION:

Rob Perry's Retirement Party- Ms. Nesbit invited the Board to Mr. Perry's retirement reception and party on November 30, 2016.

EXECUTIVE SESSION:

To Discuss Proposed Staff Performance Raises- At 7:47 PM, Mr. Crum made a motion to enter into executive session to discuss proposed staff performance raises. The motion was seconded by Mr. Cadwallader. The vote was all ayes; motion carried.

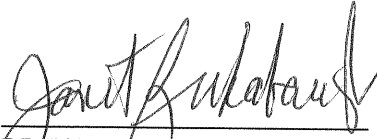
At 9:01 PM, Mr. Crum made a motion to come out of executive session. The motion was seconded by Mr. Cadwallader. The vote was all ayes; motion carried.

ACTION ITEMS (continued):


Approval of Staff Performance Raises- Mr. Crum made a motion to approve the proposed staff performance raises and to revise the agency salary ranges accordingly. The motion was seconded by Mr. Brown. The vote was all ayes; motion carried. (Attachments #21 & 22)


ADJOURNMENT:

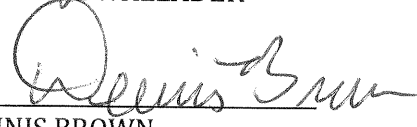
Mr. Crum made a motion to adjourn the meeting at 9:02 PM. The motion was seconded by Mr. Brown. The vote was all ayes, motion carried.

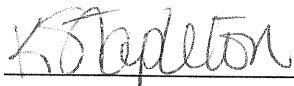

DR. JANET RICKABAUGH


ANDREW CRUM


LARRY CADWALLADER


DR. JOSEPH KHAN


DENNIS BROWN


Respectfully Submitted