

**Clermont County General Health District
Board of Health Meeting**

The monthly meeting of the Clermont County Board of Health was held on December 12, 2007. James Hansbauer, President, called the meeting to order at 7:30 p.m. Mr. Hansbauer led the Board members and guests in the Pledge of Allegiance.

Roll call:	James Hansbauer, present	Dr. William Miller, present
	Carlos Hamilton, present	Andrew Crum, present
	Larry Cadwallader, present	

Others present included: Marty Lambert, Health Commissioner; Julianne Nesbit, Assistant Health Commissioner; Dr. James Kaya, Medical Director; Rob Perry, Director of Environmental Health; Kevin Jester, Director of Plumbing; Deena Elliott, Director of Nursing; Donna Hart, Administrative Assistant; and others as listed on Attachment #1. (Attachment #1)

Two Systems on One Parcel – Ms. Lambert presented the variance request submitted by the owner of the property at 3561 Clover Road, Williamsburg Township. The owner requested approval to install a second household treatment system on his property. The existing system will serve the existing home and a new system will be installed for a proposed pole building She noted that the staff did not have any objections to this variance request.

Following a review of the request, Mr. Crum made a motion to approve two household sewage treatment systems on the property located at 3561 Clover Road, Williamsburg Township (43-V-07), contingent on the homeowners agreement to all terms and conditions specified by the Health District. The motion was seconded by Dr. Miller. The vote was all aye, motion carried.

New Business

1. Personnel Issues -

a) Christmas Eve Closing - Ms. Lambert requested the Board consider following its past practice of closing the office at noon on Christmas Eve. She noted that Christmas Eve is usually a very slow day for inspections and other client issues. A skeleton staff would be available in each division to cover any issues that might arise that morning.

Dr. Miller made a motion to approve closing the Health District office at noon on Christmas Eve. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried.

b) Personnel Policy Revision – Ms. Lambert reported that a few minor revisions needed to be made to the Personnel Policy. The first issue clarifies that failure to pass the required background check was considered grounds for disqualification from the hiring process and that passing a background check is considered a requirement before a job offer is valid. The second issue involves the update of cell phone and vehicle use policies. In order to ensure Clermont County is reporting in the manner required by the State Auditor, the County Auditor instituted new forms and reporting procedures. The proposed revision to the Personnel Policy will state that both cell phone use and vehicle use will be reported annually using the form indicated by the Auditor’s Office.

Following a review of the proposed revisions, Mr. Crum made a motion to adopt the proposed Personnel Policy revisions for Chapter 2, Sections 2.2 and 2.4, and for Chapter 8, Sections 8.5 and 8.6. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #2)

2. 3rd Reading of Resolution of Revised License Fees for Public Swimming Pools & Spas, Individual Special Use Pools, and Public School Swimming Pools – Ms. Lambert conducted the 3rd reading of the resolution for the proposed fee revisions. She noted that all license holders had been notified of the proposed fees.

3. Resolution Adopting Revised License Fees for Public Swimming Pools & Spas, Individual Special Use Pools, and Public School Swimming Pools Food Service Operation and Retail Food Establishment Fees - Mr. Cadwallader made a motion to adopt Resolution 24-07 establishing revised license fees for public swimming pools and spas, individual special use pools, public school swimming pools pursuant to Ohio Revised Code Section 3709.09 and 3709.21. The motion was seconded by Dr. Miller. The vote was as follows: Mr. Cadwallader, aye; Dr. Miller, aye; Mr. Hamilton, aye; Mr. Hansbauer, aye; Mr. Crum, abstained due to a possible conflict of interest.

The vote was 4 aye, 1 abstention, motion carried. (Attachment #3)

4. 3rd Reading of Resolution of Revised License Fees for Recreational Vehicle Parks, Recreation Camps, Combined Park Camps, and Temporary Parks and Camps – Ms. Lambert conducted the 3rd reading of the resolution for the proposed fee revisions. She noted that all license holders had been notified of the proposed fees.

5. Resolution Adopting Revised License Fees for Recreational Vehicle Parks, Recreation Camps, Combined Park Camps, and Temporary Parks and Camps – Mr. Crum made a motion to adopt Resolution 25-07 establishing revised license fees for recreational vehicle parks, recreation camps, combined park camps, temporary parks and camps pursuant to Ohio Revised Code Section 3709.09 and 3709.21. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #4)

6. 3rd Reading of Resolution of Revised License Fees for Tattoo Operations, Body Piercing Operations, Combined Tattoo/Body Piercing Operations and Temporary Tattoo/Body Piercing Operations – Ms. Lambert conducted the 3rd reading of the resolution for the proposed fee revisions. She noted that all license holders had been notified of the proposed fee revisions.

7. Resolution Adopting Revised License Fees for Tattoo Operations, Body Piercing Operations, Combined Tattoo/Body Piercing Operations and Temporary Tattoo/Body Piercing Operations - Dr. Miller made a motion to adopt Resolution 26-07 establishing revised license fees for tattoo operations, body piercing operations, combined tattoo/body piercing operations and temporary tattoo/body piercing operations pursuant to Ohio Revised Code Section 3709.09 and 3709.21. The motion was seconded by Mr. Crum. The vote was all aye, motion carried. (Attachment #5)

8. 3rd Reading of Resolution of Revised License Fees for Marinas - Ms. Lambert conducted the 3rd reading of the resolution for the proposed fee revisions. She noted that all license holders had been notified of the proposed fees.

9. Resolution Adopting Revised License Fees for Marinas – Mr. Crum made a motion to adopt Resolution 27-07 establishing revised license fees for marinas pursuant to Ohio Revised Code

Sections 3709.09 and 3709.21. The motion was seconded by Mr. Hamilton. The vote was all aye, motion carried. (Attachment #6)

10. Establishment of Fee for Onsite System Sanitarian Training Courses – Ms. Lambert requested the Board consider establishing a fee for Health District staff conducting training courses for sanitarians from other counties. She noted that since the Health District has considerable expertise in alternative onsite systems, members of the Water & Waste Division staff have been asked to provide training for sanitarians for other counties where they are just beginning to explore these types of technology. Establishing a per person fee for conducting these trainings would allow the Health District to recoup the cost of providing the services. Ms. Lambert noted that a minimum of \$60 per person would be needed to cover the time involved in preparing for and conducting a training session. The minimum number of participants required to hold a training would be set at 15 and any travel cost would be an additional charge. These charges would only be applied to training sessions conducted for other counties – the Health District will continue to offer trainings to Clermont County installers free of charge.

Following a discussion of the proposed fee and associated costs, Dr. Miller made a motion to accept the revised proposed amount of \$75 per person for training courses conducted by the Health District staff. The motion was seconded by Mr. Crum. The vote was all aye, motion carried.

11. 1st Reading of Resolution Establishing Fee for Onsite System Sanitarian Training Courses
Ms. Lambert conducted the 1st reading of the resolution establishing a fee for onsite system sanitarian training courses.

12. Lease Renewal for Hospital Space - Ms. Lambert informed the Board that the Nursing Division had investigated moving the TB clinic from the leased hospital space to their new office space in the Medical Social Services Building. However, it was determined that it was not possible to hold the clinic for TB patients at a time that when children would not be in the office. Therefore, she recommended the Board approve continuing the lease agreement with Mercy Clermont for the space used by Dr. Halvonik to see TB patients. She noted that the lease fee was the same as last year, \$85.00 per month.

Mr. Cadwallader made a motion to renew the one year office space lease for Dr. Halvonik at Mercy Clermont Hospital at a rate of \$85 per month. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #7)

13. Agreement with Hamilton County for Cities Readiness Initiative Planning Grant – Ms. Lambert informed the Board that Hamilton County Public Health had received grant monies which they in turn provide to counties in the Cincinnati Metropolitan Statistical Area. The money is used to fund the development of a regional plan to provide mass prophylaxis to the entire population of the region within 48 hours. She noted that the agreement would provide \$7,074 upon execution of the agreement and a set amount upon the Health District's completion of each of the deliverables for a total of \$50,525. The agreement would end on August 30, 2008. Ms. Lambert noted that Clermont County had a similar agreement with Hamilton County, for a smaller amount, which ended in August, 2007.

Mr. Hamilton made a motion to enter into an agreement with Hamilton County Public Health for

the City Readiness Initiative Planning Grant. The motion was seconded by Mr. Crum. The vote was all aye, motion carried. (Attachment #8)

Blackwater Holding Tank Request & Extensions - (#1 & 2) - Ms. Nesbit reported the paperwork for the homeowners requesting an extension to their blackwater holding tank variance request was in order. Ms. Lambert recommended the Board approve the renewal requests for:

- 1) Brunk, 2238 Clermont Meadows, Monroe Township (142-V-06)
- 2) Callahan - 6897 Goshen Road, Goshen Township (31-V-03)

Mr. Crum made a motion to grant a 1 month extension for the blackwater holding tank renewals #1 & 2. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. The homeowners will receive a letter indicating the terms and conditions of the variance renewals.

Approval of Minutes

Mr. Hansbauer asked if there were any additions or corrections to the minutes of the November Board of Health Meeting. There were no additions or corrections.

Mr. Cadwallader made a motion to approve the minutes of the November 14, 2007, Board of Health meeting. The motion was seconded by Mr. Crum. The vote was all aye, motion carried.

Amended Certificate for Sewage Fund – Ms. Lambert presented the amended certificate for the sewage fund requesting that estimated receipts be lowered by \$77,000.

Mr. Hamilton made a motion to approve the amended certificate for the Sewage Fund lowering the estimated receipts by \$77,000. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #9)

Amended Certificate/Additional Appropriation for IAP Fund – Mr. Crum made a motion to approve the amended certificate/additional appropriation for the IAP Fund in the amount of \$1,900. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #10)

Additional Appropriation for Environmental Fund – Mr. Cadwallader made a motion to approve an additional appropriation for the Environment Fund in the amount of \$15,000. The motion was seconded by Mr. Hamilton. The vote was all aye, motion carried. (Attachment #11)

Additional Appropriation for Food Service Fund – Dr. Miller made a motion to approve an additional appropriation for the Food Service Fund in the amount of \$15,000. The motion was seconded by Mr. Hamilton. The vote was all aye, motion carried. (Attachment #12)

Additional Appropriation for IAP Fund – Mr. Crum made a motion to approve an additional appropriation for the IAP Fund in the amount of \$151.74. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #13)

Additional Appropriation for Infrastructure Fund – Mr. Hamilton made a motion to approve an additional appropriation for the Infrastructure Fund in the amount of \$7,500. The motion was

seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #14)

Additional Appropriation for Private Water Fund – Mr. Crum made a motion to approve an additional appropriation for the Private Water Fund in the amount of \$3,500. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #15)

Payment of Bills – Ms. Lambert presented the Health District's bills for the Board's consideration. Following the Board's review, 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 #16)

Advancement of Township & Village Monies – Ms. Lambert presented a request for the advancement of township and village monies in the amount of \$200,000. She noted that a portion of the money would be needed to cover salaries and expenses in the first part of January, 2008.

Mr. Hamilton made a motion to approve a request for an advancement of township and village monies in the amount of \$200,000. The motion was seconded by Mr. Crum. The vote was all aye, motion carried. (Attachment #17)

OLD BUSINESS

1. Public Health Nuisances- Ms. Lambert presented the addresses of the properties to be considered as public health nuisances.

Following a review of the files, Dr. Miller made a motion to declare the properties listed on Attachment #18 public health nuisances and if corrections are not made within the allotted time frame, to refer the cases 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 #18)

2. Abatement of Garbage Nuisances – Ms. Lambert recommended further discussion of the abatement of garbage nuisances remain tabled until after the first of 2008.

Mr. Hamilton made a motion that discussion relating to the Health District's abatement of garbage nuisances remain tabled until after the first of 2008. The motion was seconded by Mr. Crum. The vote was all aye, motion carried.

Other Information -

Ms. Lambert informed the Board that the staff had taped a holiday greeting which will be aired on the county government access channel during December.

Ms. Lambert informed the Board that the Health District had received notice that it was not qualified to apply for the Smoking Enforcement Grant. She noted that she did not agree with this determination and was requesting further clarification of the decision. Ms. Lambert noted that although the grant was not for a large sum of money, it would have assisted in paying overtime for staff to follow-up on smoking complaints in the evenings and on weekends when it was most likely the violations were occurring.

Ms. Lambert related that a few establishments have had multiple smoking complaints lodged against them but it can be difficult for staff to be there at the right time to observe the violation. One establishment has received two fines and if the second fine is appealed, the Board will likely have

its first appeal hearing in February, 2008.

ADJOURMENT

Dr. Miller made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Mr. Crum. The vote was all aye, motion carried.

JAMES HANSBAUER, PRESIDENT

CARLOS HAMILTON, V-PRESIDENT

DR. WILLIAM MILLER

ANDREW CRUM

LARRY CADWALLADER

Respectfully Submitted
