

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

The monthly meeting of the Clermont County Board of Health was held on February 13, 2008. Carlos Hamilton, Vice-President, called the meeting to order at 7:30 p.m. Mr. Hamilton led the Board members and guests in the Pledge of Allegiance.

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

Others present included: Marty Lambert, Health Commissioner; Julianne Nesbit, Assistant Health Commissioner; Robert Wildey, Director of Water & Waste; 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)

Blackwater Holding Tank Request & Extensions - (#1 & 2) - Mr. Wildey 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)

Dr. Miller 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.

New Blackwater Holding Tank Variance Request – Ms. Lambert reported that the homeowner requesting approval to use a blackwater holding tank was present and all required documentation had been submitted. She recommended the Board approve a new blackwater holding tank variance request for 1196 Mystic Woods Drive.

Mr. Cadwallader made a motion to grant a blackwater holding tank variance for 1196 Mystic Woods Drive, Pierce Township (1-V-08). The motion was seconded by Dr. Miller. The vote was all aye, motion carried. The homeowner will receive a letter indicating the terms and conditions of the approval, including a reminder that all homeowners must obtain a temporary occupancy from the Building Department before they occupy their new home. Ms. Lambert also stressed to the homeowner that from this date forward he must attend the Board of Health meeting each month until his system has been installed, inspected and has received a “yellow tag”. In addition, if he is occupying the home, he must bring a copy of his pump ticket(s) to the meeting to verify he is having the blackwater holding tank pumped every month.

New Business

1. Personnel Issues -

a) Renewal of Dr. Halvonik’s Contract) - Ms. Lambert recommended the Board approve renewal of Dr. Halvonik’s contract for a period of one year with a 2% increase in compensation.

Dr. Halvonik serves as the pulmonary specialist and tuberculosis consultant for the Health District.

Dr. Miller made a motion to renew Dr. Halvonik's contract for a period of one year at the rate of compensation recommended. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #2)

b) Resignation of Ryan Peltier, Environmental Health Division Sanitarian – Ms. Lambert informed the Board that Ryan Peltier had submitted his resignation, effective February 8, 2008. She related that as authorized by the Board, she had accepted Mr. Peltier's resignation on the date it was submitted. Ms. Lambert noted that she was not recommending the vacant position be filled at this time. (Attachment #3)

c) Resignation of Noreen Peters, RN – Ms. Lambert informed the Board that Noreen Peters, RN, had submitted her resignation, effective March 28, 2008. She noted that Ms. Peters had been with the Health District for over 13 years, working part-time for the past several years. She related that Ms. Peters plans to retire later in the year. Ms. Lambert noted that she will present action on this vacant position at a later date.

Mr. Cadwallader made a motion to accept the resignation of Noreen Peters, RN, effective March 28, 2008. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #4)

d) Hire Angela McMurren, WIC Clerk – Ms. Lambert reported that interviews had been completed and recommended the Board take action to hire Angela McMurren to fill the vacant WIC clerk position. She requested the approval to hire be contingent on Ms. McMurren's successful completion of all pre-employment requirements.

Mr. Cadwallader made a motion to hire Angela McMurren to fill the vacant WIC clerk position at the salary indicated on Attachment #5, contingent on the Health District receiving satisfactory results of all pre-employment requirements. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #5)

e) Executive Session – No Executive Session was held.

f) Approval for Voluntary Disability Separation of Kaylee Bell – Ms. Lambert informed the Board that the 12 week Family Medical Leave for Kaylee Bell, WIC clerk, had expired on February 11, 2008, at which time Ms. Bell had submitted a doctor's note stating that she was still unable to return to work. Ms. Lambert noted that at this time the Health District's only choice was to place Ms. Bell on disability separation. The action would be classified as a voluntary disability separation and would allow Ms. Bell to return to work within two years if she submitted acceptable medical documentation. Ms. Lambert requested the Board approve placing Kaylee Bell on voluntary disability separation, effective February 11, 2008.

Dr. Miller made a motion to place Kaylee Bell, WIC clerk, on voluntary disability separation, effective February 11, 2008. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried.

g) Proposed Personnel Policy Revision of Chapter 11.3 – Ms. Lambert informed the Board that during research of the disability separation issue, she became aware that there was a gap between the three months of time allowed for Family Medical Leave and the six month time frame required to apply for the long term disability coverage offered as an option to Health District employees. She noted that no one had used the LTD coverage since it became available and the gap had not been taken into account. She requested the Board consider continuing to pay the long term disability premium for employees on disability separation during the three months between the end of Family Medical Leave and the time they are eligible to apply for long term disability. She noted that the cost would range from approximately \$24 to \$63 for the three months, depending on the salary of the employee. Ms. Lambert related that this policy is similar to the approach taken by the Board of County Commissioners to cover the gap in time.

Mr. Cadwallader made a motion to approve a modification to Chapter 11.3 of the Health District Personnel Policy to state that the Health District will pay the monthly premium of long term disability coverage for employees during the 3 month period between the end of Family Medical Leave and the start of the qualifying timeframe to apply for long term disability. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #6)

h) Approval to Fill Second WIC Clerk Position – Ms. Lambert noted that since it appears Kaylee Bell will be on disability leave for an extended period of time, she requested the Board approve filling her vacant position from the pool of applicants received for the first WIC clerk position. She noted that if or when Ms. Bell would be able to return to work, there was adequate work and grant funds to cover both positions.

Dr. Miller made a motion to fill the second WIC clerk position. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried.

2. 3rd Reading of Resolution for Training Course Fee – Ms. Lambert conducted the 3rd reading of the resolution to establish a training course fee for the Water and Waste Division. She noted that no comments were received regarding the proposed fees.

3. Adoption of Resolution Establishing Water & Waste Division Training Course Fee – Mr. Cadwallader made a motion to adopt Resolution 4-08 establishing a fee for attending Water and Waste Division training courses, effective April 1, 2008. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #7)

4. Professional Services Agreement for Septi Rehab Program – Ms. Lambert requested the Board approve the 2008 agreement for administration of the Septic Rehab Program. The agreement will provide \$5,000 in compensation to the Health District.

Dr. Miller made a motion to enter into a Professional Services Agreement with the County Commissioners for administration of the Septic Rehab Program funded by Community Development Block Grant funds. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #8)

5. Discussion of March Smoking Ban Administrative Hearings – Ms. Lambert informed the Board that as a result of the smoking complaints that have been investigated by staff, two violators have requested Administrative Reviews. She noted that the reviews will follow a more formal agenda, with a court reporter and attorneys present. Ms. Lambert suggested, since these will be the first reviews before the Board and the length of time they will take is unknown, the Board consider convening the March meeting at an earlier time. The reviews would be followed by normal Board meeting business.

Following a discussion, Mr. Cadwallader made a motion to convene the March Board of Health meeting at 7:00 p.m. for the purpose of holding administrative hearings for two establishments which have been found to be in violation of the State's smoking ban. The motion was seconded by Dr. Miller. The vote was all aye, motion carried.

Ms. Lambert noted that the change in the meeting time will be posted on the website and appropriate public notices will be made.

6. Proposed 2009 Budget – Ms. Lambert presented the proposed 2009 Health District budget, noting that it was a very conservative proposal, reflecting a decrease from the 2008 budget. She noted that the proposal included a 1.5% increase in contribution from the townships, villages and the City of Milford. Ms. Lambert related that she had kept the increase as small as possible since most public entities are facing the same revenue issues as the Health District.

Following a review of the proposal, Mr. Cadwallader made a motion to approve the 2009 Health District budget as presented. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #9)

Approval of Minutes

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

Mr. Cadwallader made a motion to approve the minutes of the January 9, 2008, Board of Health meeting. The motion was seconded by Dr. Miller. The vote was all aye, motion carried.

Payment of Bills – Ms. Lambert presented the Health District's bills for the Board's consideration. Following the Board's review, Mr. Cadwallader made a motion to pay the bills as presented. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #10)

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 #11 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. Cadwallader. The vote was all aye, motion carried. (Attachment #11)

2. Sewer Connection Notices – Ms. Lambert presented the addresses of the properties to receive orders to connection to public sewers.

Following a review of the files, Mr. Cadwallader made a motion to require that properties listed on Attachment #12 receive orders to connect to public sewer within the timeframe given for each property. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #12)

Other Information:

Ms. Lambert informed the Board that the Health District had received a report from the Ohio Department of Agriculture (ODA) on its audit of the Retail Food Establishment program. She noted that although the Health District had been asked to address a few small items, it had received an approved status. Ms. Lambert noted that this was the first survey of Health District programs conducted by ODA.

Ms. Lambert reported that a copy of the educational version of the Septic Gazette had been mailed to all new household sewage treatment system owners. The 1st inspection of a new installation is required by code and is covered by the initial permit fee. The staff is offering to make appointments to meet with homeowners on this first inspection to answer any questions they may have regarding their new system. Ms. Lambert noted that, to date, there has not been a lot of response from homeowners wanting to make an appointment to meet with an inspector. After the deadline for making an appointment, all new installations will receive an initial inspection. There is no charge for this first inspection.

Ms. Lambert reported that there had been a very poor response from homeowners regarding the service provider survey distributed by the Health District. She noted that no decision had been made on the next step in addressing this issue.

Ms. Lambert reminded the Board that the District Advisory Council meeting is scheduled for Thursday, March 20, 2008. The meeting will be held in the Engineer's meeting room on Clermont Center Drive. Dinner is served at 6:30 followed by the Trustee Association meeting at 7:00 and the District Advisory Council meeting at 7:45.

Ms. Lambert informed the Board that the Health District's request that the 2007 audit be conducted by independent auditors had missed the deadline and had been denied. However, a request has already been submitted for the 2008 audit and should be approved, hopefully saving the Health District a considerable amount of money.

Ms. Lambert noted that the Nursing Division was seeing a spike in reports of flu activity in the County.

ADJOURNMENT

As there was no other business to consider, Dr. Miller made a motion to adjourn the meeting at

8:20 p.m. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried.

JAMES HANSBAUER, PRESIDENT

CARLOS HAMILTON, V-PRESIDENT

DR. WILLIAM MILLER

ANDREW CRUM

LARRY CADWALLADER

Respectfully Submitted
