

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

The monthly meeting of the Clermont County Board of Health was held on February 11, 2009. Andrew Crum, Vice-President, called the meeting to order at 7:30 p.m. Mr. Crum led the Board members and guests in the Pledge of Allegiance.

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

Others present included: Marty Lambert, Health Commissioner; Julianne Nesbit, Assistant Health Commissioner; Dr. James Kaya, Medical Director; Kevin Jester, Director of Plumbing; Deena Elliott, Director of Nursing; and Donna Hart, Administrative Assistant.

**Blackwater Holding Tank Request & Extensions - (#1)** - Ms. Lambert noted that paperwork for homeowner #1 was in order and recommended the Board approve the blackwater holding tank renewal request for: 1) Callahan - 6897 Goshen Road, Goshen Township (31-V-03)

Dr. Rickabaugh made a motion to grant a 1 month extension for the blackwater holding tank renewal #1. 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 variance renewal.

**New Business**

**1. Personnel Issues** – All personnel issues were tabled until later in the meeting.

**2. Health District/Sewer District Collaboration** – Ms. Lambert informed the Board that she had briefly discussed with the Sewer District the possibility of contracting for assistance in sewer system infiltration assessments. A plumbing inspector and possibly a Water and Waste Division sanitarian would be performing the work. She noted that due to the current slow-down of construction in the county, this would assist in covering expenses in the Plumbing Division and/or the Water and Waste Division in addition to assisting the county with the additional work load the assessments have added to their existing staff. Ms. Lambert related that if the Board approved moving forward with developing a contract with the Sewer District, a proposal would not be made unless it would benefit the Health District without having a negative impact on current Health District programs.

It was the consensus of the Board to proceed in developing a proposal to present to the Sewer District to cover contract services to be provided by the Plumbing and Water & Waste Divisions.

**3. Proposed Emergency Work at Home Policy** - Ms. Lambert related that due to the flood at the Nursing Division, windstorm in September and the recent ice storm, it was made apparent that there was a very real possibility that certain staff would have been more useful if they could have worked from home. She noted that the proposed work at home policy would only be implemented in emergency situations and the policy sets guidelines and restrictions for its implementation. Ms. Lambert stated that the Prosecutor's Office had reviewed and approved the proposed policy.

Following a review of the proposed policy and a discussion of potential Workers Compensation issues, Dr. Miller made a motion to adopt the proposed Emergency Work at Home Policy contingent on the

Board's concerns relating to the Health District's liability under Workers Compensation for employees working at home being satisfactorily addressed. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #1)

**4. Proposed 2010 Annual Budget** – Ms. Lambert presented the proposed Health District budget for 2010. She noted that the proposed budget was very conservative with amounts at or below 2008 levels. Ms. Lambert stated that due to the fact that the townships and villages are struggling financially as much as the Health District, she was not proposing an increase in their total contribution for 2010. She related that she felt it was important to share the economic burden with the townships and villages.

Ms. Lambert stated that as was requested by the District Advisory Council at their meeting in 2008, she had evaluated the contract with the City of Milford to verify that they were paying for services based on valuation similar to the amount assessed to the townships and villages. She noted that Milford's contract had originally been based on valuation and per capita expenditures but in recent years had been increased based on an average township and village increases. However, if the contract had been consistently based on valuation, similar to townships and villages, Milford would have paid \$5,977 more in 2009. Ms. Lambert related that she would propose a revised contract with the City of Milford for 2010 that is defined in the same manner as the townships and villages.

Following a review of the proposed budget for, Dr. Rickabaugh made a motion to adopt the Health District's 2010 budget as presented. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #2)

**5. Proposed Purchase of Clinic Scheduling Software** - Ms. Lambert reported that the Nursing Division is still using a single, hard copy scheduling book for their clinics. She noted that this is not a very efficient system especially when more than one staff member needs to access the scheduling book or if information is needed when the staff is out of their normal workspace. Ms. Lambert stated that appropriate, reasonably priced software had finally been identified and had been tested by staff. Ms. Lambert requested the Board approve \$905 for the purchase and first year of support for the clinic scheduling software.

Following a review of the summary of the project, Dr. Miller made a motion to approve the purchase of the selected clinic scheduling software and the first year of support. The motion was seconded Dr. Rickabaugh. The vote was all aye, motion carried.

**6. Professional Services Agreement for Septic Rehab Program** - Ms. Lambert presented the agreement between the Board of County Commissioner and the Health District for administration of the Septic Rehab Program. She noted that the agreement reimburses the Health District for a portion of the administrative costs associated with the Septic Rehab Program.

Dr. Rickabaugh made a motion to approve the Professional Services Agreement between the Board of County Commissioners and the Health District for the Septic Rehab Program, which provides compensation in the amount of \$5,000 to the Health District. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #3)

**7. Agreement with Felicity Franklin Board of Education for Hepatitis B** – Ms. Lambert presented the agreement with Felicity Franklin schools for providing Hepatitis B immunizations to their staff. She noted that the Health District did not previously have an agreement with the Felicity Franklin Board of Education to provide this service.

Mr. Cadwallader made a motion to approve the agreement between the Health District and the Felicity Franklin Board of Education to provide Hepatitis B immunizations services to the school staff. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #4)

**8. Conflict of Interest Statements** - The Board of Health members present completed the conflict of interest statements requested by Perry & Associates, the independent audit company contracted by the Health District to perform its annual audit.

#### **Approval of Minutes**

Mr. Crum 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 14, 2009, Board of Health meeting. The motion was seconded by Dr. Rickabaugh. 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, Dr. Rickabaugh made a motion to pay the bills as presented. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #5)

**Advancement of Township and Village Monies** – Mr. Cadwallader made a motion to approve the request for an advancement of all available township and village monies. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried. (Attachment #6)

#### **OLD BUSINESS**

**1. Public Health Nuisances/Code Violations**- Ms. Lambert presented the addresses of the properties to be considered as public health nuisances/code violations.

Following a review of the files, Dr. Miller made a motion to declare the properties listed on Attachment #7 public health nuisances/code violations and if corrections are not made within the allotted time, to refer the cases to the Health District's legal counsel for appropriate action. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried. (Attachment #7)

**Personnel Issues** – At 8:00 p.m., Dr. Miller made a motion to go into Executive Session to discuss personnel issues. The motion was seconded by Mr. Cadwallader.

At 8:25 p.m., Dr. Rickabaugh made a motion to return to Regular Session. The motion was seconded by Dr. Miller. The vote was all aye, motion carried.

Dr. Rickabaugh made a motion to approve disciplinary action against Sarah Pounder, Environmental Health Division, for willful disregard and violation of Health District policies and procedures (Policy 8.1

and 8.4) and performing personal business on Health District time using Health District computers and County internet access. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #8)

Dr. Miller made a motion to approve the renewal of Dr. Halvonik's contract to provide TB consulting services to the Health District for one year, effective February 28, 2009 through February 28, 2010. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #9)

**Other Information:**

Ms. Lambert informed the Board that the District Advisory Council meeting is scheduled for March 19<sup>th</sup> at the Engineer's Office on Clermont Center Drive. She noted that Mr. Cadwallader's term on the Board of Health expires this year and he has indicated he is willing to serve another term if elected.

Ms. Lambert reported that in looking at the Health District's budget and ways to cut costs, it was decided to eliminate the outreach clinic in New Richmond. She noted that attendance had been monitored for the past year and due to the very low number of attendees and it was determined that the Health District costs were averaging \$100 to \$125 per child to hold the clinic.

Mr. Crum suggested that if after the New Richmond clinic was discontinued and there were residents who complained because they could not attend a clinic at another site in the county, it may be more cost effective for the Health District to secure transportation for these clients rather than restart the clinic.

**ADJOURNMENT**

Dr. Miller made a motion to adjourn the meeting at 8:40 p.m. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried.

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JAMES HANSBAUER, PRESIDENT

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ANDREW CRUM, V-PRESIDENT

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DR. WILLIAM MILLER

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LARRY CADWALLADER

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DR. JANET RICKABAUGH

Respectfully Submitted

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