

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

The monthly meeting of the Clermont County Board of Health was held on January 14, 2009. 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
	Dr. Janet Rickabaugh, present	Andrew Crum, present
	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; 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 Mr. Crum. 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** – There were no personnel issues to discuss.

**2. Adoption of Resolution to Revise the Health District’s Premium Only Plan** – Ms. Lambert informed the Board that creating a Flexible Spending Account benefit for employees requires that the current “cafeteria plan” be revised to include this new option. She noted that the Prosecutor’s Office had reviewed and approved the revised plan.

Mr. Cadwallader made a motion to adopt Resolution 1-09 adopting the Clermont County General Health District Flexible Spending Benefits Plan. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried. (Attachment #1)

**3. Approval to Sign Flexible Spending Account Agreement with Chard Snyder** – Mr. Crum made a motion to grant approval to the Health Commissioner to sign the Flexible Spending Account agreements with Chard Snyder, the company which will administer the Health District employees’ FSA accounts. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried. (Attachments 2, 3 & 4)

**4. Approval to Investigate Health Coverage Merger with County** – Ms. Lambert requested the Board’s input on investigating the Health District joining the county for benefits in 2010. Following a discussion of the issue, it was the consensus of the Board that Ms. Lambert proceed with gathering information on the possibility of the Health District joining the county for employee benefits in 2010.

**5. Sick Leave Usage Program for 2008-2009** - Ms. Lambert reported that 12 employees were eligible for the annual sick leave reward program bonuses, representing a total of \$3,330 to be paid to staff for good attendance. She related that the program is a relatively inexpensive way to recognize employees who strive to be at work every day but does not penalize the employees who have legitimate illness-related absences. Ms. Lambert requested the Board approve continuing the Sick Leave Reward program for 2009.

Dr. Miller made a motion to approve continuing the Health District's Sick Leave Utilization Reward Program for 2009. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried.

**6. 3<sup>rd</sup> Reading of Resolution Establishing a Fee for Sampling and Testing of the System Effluent from Discharging Household Sewage Treatment Systems (HSTS) Permitted under the National Pollution Discharge Elimination System (NPDES) General Permit #OHK000001** – Ms. Lambert conducted the 3<sup>rd</sup> reading of the proposed resolution. She noted that no public comments had been received by the Health District on the proposed fees.

**7. Adoption of Resolution Establishing a Fee for Sampling and Testing of the System Effluent from Discharging Household Sewage Treatment Systems Permitted Under the National Pollution Discharge Elimination System General Permit #)HK000001** – Mr. Crum made a motion to adopt Resolution 2-09 establishing a fee for sampling and testing of the system effluent from discharging household sewage treatment systems permitted under the National Pollution Discharge Elimination System General Permit #OHK000001 . The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #5)

Ms. Lambert reported that the Health District would mail a special edition of the “Septic Gazette” to homeowners who will be effected by the NPDES testing requirement.

**8. 3<sup>rd</sup> Reading of Resolution Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations and Retail Food Establishments, Mobile Food Operations, Vending Machine Locations and Temporary Food Operations** – Ms. Lambert conducted the 3<sup>rd</sup> reading of the proposed resolution. She noted that no public comments had been received by the Health District regarding the proposed fees.

**9. Adoption of Resolution Establishing Revised License Fees for Risk Levels I, II, III and IV Food Service Operations and Retail Food Establishments, Mobile Food Operations, Vending Machine Locations and Temporary Food Operations** - Dr. Rickabaugh made a motion to adopt Resolution 3-09 establishing revised license fees for risk levels I, II, III and IV food service operations, retail food establishments, mobile food operations, vending machine locations and temporary food operations. The motion was seconded by Dr. Miller. The vote was as follows: Dr. Rickabaugh, aye; Dr. Miller, aye; Mr. Cadwallader, aye; Mr. Hansbauer, aye; Mr. Crum abstained due to a possible conflict of interest. The vote was 4 aye, 1 abstention, motion carried. (Attachment #6)

**10. Sign State Subsidy Application** – Ms. Lambert reported that the Health District's state subsidy application had been submitted electronically on December 21, 2008. She requested the Board approve the application and the signing and submittal of the signature page.

Dr. Miller made a motion to approve signing and submitting the Board of Health signature page of the state subsidy application. The motion was seconded by Mr. Crum. The vote was all aye, motion carried. (Attachment #7)

Ms. Lambert related the Director of the Ohio Department of Health had stated he would try to maintain subsidy funding to local health districts. However, since the Governor has indicated that all state departments will have to reduce their budgets, she expected to see a decrease in state subsidy received by the Health District in 2009.

**11. Appointment of Septic Rehab Committee Member** – Ms. Lambert related that the Septic Rehab Program for 2009 would soon be under way and as required, one member of the Septic Rehab Committee must be a representative from the Board of Health. She noted that Mr. Cadwallader had served on the committee in 2008.

Dr. Miller made a motion to appoint Larry Cadwallader as the Board of Health representative on the Septic Rehab Committee. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried.

Ms. Lambert informed Mr. Cadwallader that the Committee would likely meet in late March.

**12. Approval to Sign Medical Reserve Corp Agreement** - Ms. Lambert informed the Board that as a result of the proposal submitted to the National Association of County and City Health Officials (NACCHO) in August, the Health District would receive an additional \$5,000 in funding to support efforts in recruiting and maintaining the local Medical Reserve Corps unit. She requested the Board's approval to sign the agreement.

Mr. Cadwallader made a motion to grant approval for the Health Commissioner to sign the National Association of County and City Health Officials Medical Reserve Corp Funding Agreement. The motion was seconded by Dr. Miller. The vote was all aye, motion carried. (Attachment #8)

**13. Southwest Ohio Local Health District Mutual Aid Agreement** - Ms. Lambert noted that in 2003 the Board had entered into a Mutual Aid Agreement with the other jurisdictions in Southwest Ohio. Since there have been many new Health Commissioners and some purchases of regional equipment, it was felt the agreement should be updated. She stated the Prosecutor's Office had reviewed and approved the document. Ms. Lambert requested the Board adopt the revised MAA resolution.

Mr. Crum made a motion to adopt Resolution 4-09, the Southwest Ohio Local Health District Mutual Aid Agreement and to authorize the Health Commissioner to sign the signature page on behalf of the Clermont County General Health District. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried. (Attachment #9)

**14. Agreement with Perry & Associates for Independent Audit** - Ms. Lambert reported that the Health District's independent audit contract had been awarded to Perry and Associates. She stated that based on technical scoring and recommendations of other Health Districts, Perry and Associates were the Health District's first choice of the five proposals received. Ms. Lambert noted that the contract was a 5-year contract in the amount of \$70,000. She related that while the \$14,000 per year is slightly higher than

the total the Health District paid the State Auditor in 2008, it is hoped that the independent auditor will be able to complete the audit in a much more timely fashion, thus saving a considerable amount of staff time.

Dr. Rickabaugh made a motion to approve entering into the 5-year agreement with Perry and Associates, in the amount of \$70,000, to provide audit services to the Health District. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #10)

Mr. Crum asked if Ms. Lambert would be able to track the time spent on the audit to verify a savings in time. Ms. Lambert stated that audit activities can be coded out to get a total of staff time spent on the audit.

**15. Agreement for Contract Services with Recovery Center** – Ms. Lambert presented the yearly renewal agreement which provides for TB testing for Recovery Center clients and staff.

Dr. Miller made a motion to approve the Agreement for Contract Services with the Clermont Recovery Center and to grant approval for the Health Commissioner to sign the agreement. The motion was seconded by Mr. Crum. The vote was all aye, motion carried. (Attachment #11)

**16. Time-Share Lease Agreement for TB Office Space at Mercy Clermont** – Ms. Lambert presented the time-share lease agreement renewal for TB space at Mercy Clermont. She stated the space is used by Dr. Halvonik ½ day per month to see TB patients. Ms. Lambert requested the Board approve renewing the lease agreement but noted that she had asked the Nursing Division staff to develop a coordinating schedule that would allow Dr. Halvonik to see the TB patients in their area, thus eliminating the need to lease space at the hospital in 2010.

Dr. Miller made a motion to approve renewing the Time-Share Lease Agreement with Mercy Clermont for office space for Dr. Halvonik to provide services to TB patients. The motion was seconded by Mr. Cadwallader. The vote was all aye, motion carried. (Attachment #12)

**17. November Board Meeting Date** – Ms. Lambert noted that in reviewing the Board meeting schedule for 2009, it was found that the date for the November meeting would fall on a holiday, Veteran's Day. She asked if the Board members preferred to change the date or to meet on Veteran's Day. It was the consensus of the Board to hold the November meeting on the regular date of November 11.

#### **Approval of Minutes**

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

Mr. Crum made a motion to approve the minutes of the December 10, 2008, 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, Mr. Crum made a motion to pay the bills as presented. The motion was seconded by Dr. Rickabaugh. The vote was all aye, motion carried. (Attachment # 13)

**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 #14 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 Mr. Crum. The vote was all aye, motion carried. (Attachment #14)

**Other Information:**

Ms. Lambert presented a summary of the Health District's gas usage and cost for 2008. The Board discussed the summary and the possibility of obtaining gas at a lower price from a local station. Ms. Lambert will investigate this issue.

Ms. Lambert reported the Nursing Division was seeing a reduction in the number of pertussis cases in the county.

**ADJOURNMENT**

Dr. Miller made a motion to adjourn the meeting at 8:00 p.m. The motion was seconded by Dr. Rickabaugh. 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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