

## **BOARD OF HEALTH MINUTES AUGUST 2, 2018**

The Greene County Board of Health met in regular session Thursday, August 2, 2018, at the Greene County Public Health office. The meeting convened at approximately 6:33 p.m. In attendance: Andrew Root, President; William Beeman, Sharon Christman, Scott Filson, Scott Hammond, Elaine Hughes, Melvin Johnson, Charlene Montague, Tamisha Samiec, Thomas Selden, and Nancy Terwoord. Excused: Kathy Saunders and Teresa Zryd. Staff in attendance: Melissa Howell, Health Commissioner; Robyn Fosnaugh and Mark Isaacson.

### **ADOPTION OF AGENDA**

Mr. Root noted requested changes to the presented agenda.

#18-08-02-2. Ms. Montague moved to adopt the agenda. Ms. Hughes seconded the motion.

The agenda was adopted by acclamation.

### **MINUTES OF PREVIOUS MEETING**

#18-08-02-3. Ms. Terwoord moved for the approval of the minutes of the July 12, 2018, Greene County Board of Health special meeting. Dr. Johnson seconded the motion.

The minutes of the July 12, 2018 Greene County Board of Health special meeting were approved by acclamation with Mr. Selden abstaining.

### **FINANCIAL REPORTS**

Health Commissioner Howell highlighted items from the voucher summary, appropriation transfers, fund transfers, and July income and expenditure report and answered board questions satisfactorily.

#18-08-02-1. Mr. Selden moved to approve the bill/voucher summary, appropriation transfer(s), and accept the income and expenditure report pending the audit. Dr. Johnson seconded the motion.

The motion carried by acclamation.

The board held the third and final reading of the proposed 2019 fees as presented:

<b>GREENE COUNTY PUBLIC HEALTH</b>				
<b>2019 Proposed License Fees</b>				
	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>
<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
<b><u>Food License</u></b>				
<b>Operations &lt; 25,000 sq. ft.</b>				
Level 1	\$ 220.00	\$ 170.00	\$ 180.79	\$ 180.00
Level 2	\$ 250.00	\$ 195.00	\$ 204.13	\$ 200.00
Level 3	\$ 500.00	\$ 385.00	\$ 393.61	\$ 390.00
Level 4	\$ 650.00	\$ 490.00	\$ 500.01	\$ 500.00
<b>Operations &gt; 25,000 sq. ft.</b>				
Level 1	\$ 330.00	\$ 250.00	\$ 262.93	\$ 260.00
Level 2	\$ 350.00	\$ 260.00	\$ 276.93	\$ 270.00
Level 3	\$1,200.00	\$ 750.00	\$ 990.98	\$ 800.00
Level 4	\$1,350.00	\$ 900.00	\$1,050.72	\$ 900.00
Mobile Operation	\$ 130.00	\$ 145.00	\$ 165.56	\$ 150.00
Vending Location	\$ 43.79	\$ 44.90	\$ 40.29	\$ 40.00
Temporary Operation per Event	\$ 60.00	\$ 56.00	\$ 59.45	\$ 56.00
Food Operation Training - Level 1 per person		\$ 30.00		\$ 30.00
Food Operation Training - Level II per person		\$ 150.00		\$ 150.00
Food Operation Training - Level II per person - Proctor Test Only		\$ 75.00		\$ 75.00
Food Operation Training - Level 1 Onsite	\$ 250.00	\$ 250.00		\$ 250.00
Plan Review - Commercial	\$ 350.00	\$ 350.00		\$ 350.00
Plan Review - Noncommercial	\$ 150.00	\$ 150.00		\$ 150.00
Sampling Fee		\$ 100.00 + Lab Fee		\$ 100.00 + Lab Fee

<b>GREENE COUNTY PUBLIC HEALTH</b>				
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	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>
<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
<b>Swimming Pools, Spas, and Special Use Pool License</b>	\$ 450.00	\$ 380.00	\$ 358.54	\$ 355.00
Each additional Location	\$ 200.00	\$ 225.00	\$ 189.46	\$ 185.00
Bathing Beach Permit	\$ 225.00	\$ 225.00		\$ 225.00
<b>RV Parks and Camps</b>				
50 or fewer lots	\$ 400.00	\$ 400.00	\$ 423.74	\$ 400.00
More than 50 lots (each add'l lot)	\$ 400.00 + \$ 4.00 per lot	\$ 400.00 + \$ 4.00 per lot		
Temporary Park Camp (per event) 50 or fewer lots	\$ 250.00	\$ 250.00	\$ 309.47	\$ 250.00
Temporary Park Camp (per event) 50 lots or more	\$ 250.00 + 0.50 per lot	\$ 250.00 + 0.50 per lot		
<b>Resident Day Camp</b>	\$ 300.00	\$ 200.00	\$ 233.41	\$ 200.00
<b>Trash Truck Permits</b>	\$ 50.00	\$ 50.00		\$ 50.00
<b>Tattoo Parlor and Body Piercing</b>	\$ 550.00	\$ 384.00	\$ 449.00	\$ 384.00
Temporary Location-up to 5 days	\$ 200.00	\$ 200.00		\$ 200.00
Plan Review Fee	\$ 200.00	\$ 200.00		\$ 200.00
<b>Hunger Task Force Home Inspections</b>	\$ 50.00	\$ 50.00		\$ 50.00
<b>Private Water Systems</b>				
New Well Permit - Residential	\$ 250.00	\$ 235.00	\$ 260.59	\$ 260.00

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<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
New Well Permit - Commercial	\$ 260.00	\$ 245.00		\$ 260.00
Convert Well Permit - Residential	\$ 300.00	\$ 300.00		\$ 300.00
Convert Well Permit - Commercial	\$ 310.00	\$ 310.00		\$ 310.00
Alteration: Residential	\$ 200.00	\$ 250.00	\$ 265.62	\$ 255.00
Alteration: Commercial	\$ 210.00	\$ 245.00		\$ 255.00
Test Well Permit	\$ 150.00	\$ 125.00		\$ 125.00
Well Sealing Permit- Residential & Commercial	\$ 150.00	\$ 136.00	\$ 141.89	\$ 140.00
Pond Permit	\$ 600.00	\$ 600.00		\$ 600.00
Variance Application Fee	\$ 200.00	\$ 180.00	\$ 285.68	\$ 180.00
Water Contractor Inspection	\$ 250.00	\$ 250.00		\$ 250.00
Water Hauling Vehicle Registration	\$ 200.00	\$ 137.00	\$ 323.80	\$ 150.00
Water Hauling w/unapproved H2O	\$ 400.00			
Water System Certification	\$ 150.00	\$ 132.00	\$ 262.49	\$ 150.00
Water Sample - Bacteriological - w/permit	\$ 100.00	\$ 100.00	\$ 114.61	\$ 100.00 + Lab fee
Water Sample - Bacteriological - w/o permit	\$ 100.00	\$ 100.00	\$ 144.69	\$ 100.00 + Lab fee
Water Sample - All Others	\$ 100.00	\$ 100.00	\$ 114.61	\$ 100.00 + Lab fee
Water Sample - Lead				
Water Sample - Nitrate				
Water Sample - Nitrate-Nitrite				
Water Sample Filing Fee	\$ 100.00	\$ 100.00		\$ 100.00

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<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
<b>Household Sewage Program,</b>				
<b>Small Flow Sewage Program</b>				
<b>Gray Water Recycling Program</b>				
Installer Registration	\$ 150.00	\$ 150.00	\$ 153.73	\$ 150.00
Service Provider Registration	\$ 150.00	\$ 150.00	\$ 145.10	\$ 145.00
Septage Hauler Registration	\$ 150.00	\$ 150.00	\$ 152.25	\$ 150.00
Repair Mound Design Fee	\$ 700.00	\$ 700.00		\$ 700.00
Repair Design Fee	\$ 600.00	\$ 600.00	\$1,232.55	\$ 600.00
Site Review Application – (Preliminary)	\$ 150.00	\$ 150.00	\$ 161.60	\$ 160.00
Site Review Fee (Design)	\$ 400.00	\$ 353.00	\$ 364.16	\$ 360.00
Installation Permit Fee - New or Replacement	\$ 350.00	\$ 370.00	\$ 382.74	\$ 370.00
Small Flows Installation Permit Fee-New or Replacement				\$ 350.00
Installation Permit Fee - Alteration	\$ 350.00	\$ 350.00	\$ 730.64	\$ 350.00
Small Flows Installation Permit Fee-Alteration				\$ 350.00
Mound Installation Permit Fee	\$ 525.00	\$ 525.00	\$ 597.83	\$ 525.00
Abandonment Application	\$ 100.00	\$ 100.00		\$ 100.00
Lot Split	\$ 200.00	\$ 320.00	\$ 408.42	\$ 350.00

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<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
<b>Operation Permit &amp; Periodic Inspection Fee</b>				
Initial Operation Permit & Inspection Fee				
with permit (1-Yr Permit)	\$ 100.00	\$ 100.00	\$ 452.29	\$ 100.00
Operation Permit Renewal Fee - Mechanical & Non-Mechanical	\$ 50.00	\$ 50.00		\$ 50.00
Small Flows Initial Operating Permit				\$ 100.00
Small Flows Operation Permit Renewal Fee				\$ 50.00
Periodic Inspection Fee	\$ 150.00	\$ 100.00		\$ 100.00
Periodic Inspection Fee- Small Flows				\$ 100.00
Re-inspection Fee	\$ 150.00	\$ 150.00		\$ 150.00
Sewage Certification	\$ 200.00	\$ 195.00	\$ 317.52	\$ 200.00
Collector Tile Fee	\$ 200.00	\$ 200.00		\$ 200.00
Septage Hauler Vehicle	\$ 50.00	\$ 50.00	\$ 38.91	\$ 38.00
Domestic Septage Land Application				
Initial Fee	\$ 300.00	\$ 300.00		\$ 300.00
Renewal Fee	\$ 150.00	\$ 150.00		\$ 150.00
Sampling Fee	\$ 100.00 + Lab fee	\$ 100.00 + Lab fee		\$ 100.00 + Lab fee
Variance Application Fee	\$ 150.00	\$ 150.00		\$ 150.00
Consultation Fee per hour	\$ 200.00	\$ 200.00		\$ 200.00
Fees charged by GSWCD	COST	COST		COST

**GREENE COUNTY PUBLIC HEALTH**

**2019 Proposed License Fees**

	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>	<b>Health District Portion Only</b>
<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
<b>HB 110 - O &amp; M fees</b>				
Mechanical (1-Yr Permit)	\$ 200.00	\$ 200.00		\$ 200.00
Non-Mechanical (3-Yr Permit)	\$ 150.00	\$ 150.00		\$ 150.00
<b>Plumbing Program</b>				
Plumber Registration	\$ 200.00	\$ 200.00		\$ 200.00
Plumbing Permit	\$ 40.00	\$ 40.00		\$ 40.00
Additional for each fixture	\$ 12.00	\$ 12.00		\$ 12.00
Water Service Permit: Residential	\$ 75.00	\$ 75.00		\$ 75.00
per foot additional over 100 feet	\$ 0.50	\$ 0.50		\$ 0.50
Water Service Permit: Commercial	\$ 100.00	\$ 100.00		\$ 100.00
per foot additional over 100 feet	\$ 0.50	\$ 0.50		\$ 0.50
Sewer Permit: Residential	\$ 75.00	\$ 75.00		\$ 75.00
per foot additional over 100 feet	\$ 0.50	\$ 0.50		\$ 0.50
Sewer Permit: Commercial	\$ 100.00	\$ 100.00		\$ 100.00
per foot additional over 100 feet	\$ 0.50	\$ 0.50		\$ 0.50
Water Heater Permit	\$ 40.00	\$ 40.00		\$ 40.00
Water Softener Permit	\$ 40.00	\$ 40.00		\$ 40.00
Irrigation System Permits	\$ 60.00	\$ 60.00		\$ 60.00
Re-inspection Fee	\$ 50.00	\$ 50.00		\$ 50.00
Plan Review Fee - Commercial				
1-10 Fixtures	\$ 50.00	\$ 50.00		\$ 50.00
11-30 Fixtures	\$ 100.00	\$ 100.00		\$ 100.00
31-51 Fixtures	\$ 150.00	\$ 150.00		\$ 150.00

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<b>PROGRAM</b>	<b>2016</b>	<b>2018</b>	<b>2019 Max Fees</b>	<b>2019 Proposed Fees</b>
51 + Fixtures	\$ 200.00	\$ 200.00		\$ 200.00

#18-08-02-4. Mr. Beeman moved to approve the 2019 Environmental Health Fees. Ms. Hughes seconded the motion.

The motion carried by acclamation with Mr. Filson abstaining.

**COMMUNITY HEALTH SERVICES**

No Report.

**ENVIRONMENTAL HEALTH**

No Report.

**HEALTH COMMISSIONER’S REPORT**

Health Commissioner Howell discussed her activities for the month and highlighted the following items from the Health Commissioner’s Report and answered board questions satisfactorily:

1. Accreditation follow up was completed by July 29, 2018. The health district team worked extremely hard to meet the follow up deadline. The site visit is scheduled for September 12 – 13, 2018.
2. Interviews for the position of administrative officer were completed. Six applicants were interviewed. The position will be posted again. Consideration is being given to posting an accounting program manager position.
3. The Collective Impact group on substance use is meeting to align agendas and measures on reducing unintentional overdose deaths.
4. Conducted employee meeting.
5. Separated the Early Intervention budget from the Home Visiting budget for SFY2019.
6. Completed the financial reports for the Board of Health meeting.
7. Held meetings to have Asbestos removal and building demolition complete once construction contract is complete.
8. Submitted expenditure reports.
9. Met with representative to provide liability insurance update once we are moved.
10. Grand opening scheduled for August 13, 2018, from 3 – 6 p.m.





Mr. Selden requested additional information on the four reported cases of Legionnaires' disease. Ms. Fosnaugh will investigate and get back to Mr. Selden.

### **COMMITTEE REPORTS**

Ad Hoc Committee – No report.

Administrative Evaluation Committee – Mr. Beeman asked that anyone interested in assisting in reviewing the health commissioner evaluation process to please let him know.

Finance/Audit Committee – Mr. Selden reported that the Finance/Audit Committee met just prior to the board meeting to review the estimated retirement payouts for Brenda Black and Geralene Huffman.

#18-08-02-5. Mr. Selden moved on behalf of the committee approval of the estimated retirement payouts for Brenda Black and Geralene Huffman.

The motion carried by acclamation.

Personnel Committee – No report.

Planning and Evaluation Committee – No report.

### **EXECUTIVE SESSION**

No Executive Session.

### **PERSONNEL**

Health Commissioner Howell noted that Sarah Jensen received her Certified Hazard Analysis Critical Control Points Manager credential from the National Environmental Health Association (NEHA).

### **NEW BUSINESS**

Mr. Isaacson provided background on the request for release of claim of delinquent taxes in Jefferson Township.

#18-08-02-6. Mr. Selden moved to approve the release of claim of delinquent taxes for the following foreclosed residential properties:

Parcel ID: E13-0001-0011-0-0089-00

Parcel ID: E13-0001-0011-0-0090-00

Parcel ID: E13-0001-0011-0-0091-00

The waiver of taxes applies to foreclosed or abandoned properties; once the properties are purchased or ownership assumed, the full taxes will be reinstated. If the properties are sold, the total maximum amount of taxes waived minus the cost of upkeep, should then be reimbursed from the proceeds of the sale on a prorated basis with all other Greene County taxing entities who have waived taxes.

Ms. Hughes seconded the motion. The roll call vote was recorded as follows:

Mr. Beeman	Yes	Ms. Montague	Yes
Ms. Christman	Yes	Mr. Root	Yes
Mr. Filson	Yes	Dr. Samiec	Yes
Mr. Hammond	Yes	Mr. Selden	Yes
Ms. Hughes	Yes	Ms. Terwoord	Yes
Dr. Johnson	Yes		

The motion carried by acclamation.

**OLD BUSINESS**

Dr. Johnson expressed concern about the Administrative Evaluation Committee report at last month’s meeting and suggested going forward that the health commissioner’s evaluation should be completed in Executive Session. Mr. Root recommended including the suggestion for the committee to develop a better plan for the health commissioner’s evaluation.

Health Commissioner Howell explained the need for board volunteers for participating in the Accreditation Site Visit on September 13, 2018, 9 a.m. – 9:45 a.m. Possible volunteers included Mr. Beeman, Ms. Hughes, Dr. Johnson, Ms. Montague, and Mr. Selden. Health Commissioner Howell suggested a brief meeting at 5:30 p.m., prior to the September board meeting to review for the site visit.

**ADDITIONAL BUSINESS**

Health Commissioner Howell noted that she had been tasked with finding legal counsel for the Greene Community Health Foundation to explore possible dissolution. Ms. Hughes reported that the first item of discussion was turning current foundation funds over to Greene Giving for a scholarship program and then discussed the process of filing with the Ohio Attorney General to dissolve the Greene Community Health Foundation. The presenting attorney will have paperwork ready during the next quarterly meeting in November for a vote by the foundation board and then the board of health would need to vote. Mr. Beeman noted that a board committee would need to be formed to evaluate healthcare-related scholarship applications on an annual basis. The board discussed the process and options.

Mr. Root noted that the board had taken no action on Health Commissioner Howell’s vacation time during her annual evaluation and recommended approval of five weeks. Ms. Terwoord asked if there had been a consideration of a salary increase. Health Commissioner Howell stated that her only request during the evaluation process was that the board consider the bonus structure for approval in November to reward the entire health district team.

#18-08-02-7. Ms. Christman moved to approve five weeks of vacation for Health Commissioner Howell. Ms. Terwoord seconded the motion.

The motion carried by acclamation.

Health Commissioner Howell requested an hour of time off for the health district team as a reward for everyone’s hard work getting ready for and moving and accreditation. The board discussed the idea.



#18-08-02-8. Ms. Terwoord moved to approve three and a half (3.5) hours of administrative leave to all Greene County Public Health employees. Dr. Samiec seconded the motion.

The motion carried by acclamation.

Mr. Root has had requests from board members to have employee reports and asked for board input. Health Commissioner Howell stated that the teams will be coming in over the next few months to address the needs of the strategic plan. Mr. Root suggested a 10-minute presentation, including a presentation from Kirsten (Bean).

Mr. Root, "One more thing, I just want to run by the board, a couple of members have discussed with me that it would be nice to have, perhaps, if not at every meeting at least periodically reports from different employees. Just giving us an update on what they are doing. You know, kind of like, Melissa (Howell) when you give us your report and you note that Dr. Brannen did this and this; maybe he could come once for 10 minutes, but I want to get the pulse of the board on that. Anybody have comments about that? I think Elaine (Hughes), you would like to hear from and I wrote her name down...:

Ms. Hughes, "Kirsten (Bean)."

Mr. Root, "Kirsten (Bean)."

Ms. Terwoord, "Didn't we do that for a while?"

Ms. Hughes, "We did."

Ms. Terwoord, "We kind of got away from that."

Ms. Hughes, "We got away from it, I think, as we were doing the little..."

Health Commissioner Howell, "Education."

Ms. Hughes, "Educational things."

Ms. Montague, "We did when you first came. You called it a retreat and you had everybody come through."

Health Commissioner Howell, "That was a very long evening. We already kind of have that planned probably over the next probably, September, October, November, I would say for each area. So, Robyn (Fosnaugh) and her team will come in one night. Jeff (Webb) and his team will come in one night. And, then the Admin team will. And, really, that is to prepare for the next strategic planning process, as well. Because, you want to know where your program are at and what they are doing."

Mr. Selden, "And there is no way you can't call that training."

Health Commissioner Howell, "That's correct."

Ms. Hughes, "Well, I think a lot of times if you look at the report you see an alphabet soup of meetings and I look at them and I think 'what was that meeting for?' It's OIDCR whatever, and I think, what is that? You know, and whoever went how is that impacting our community? Because really the focus has changed and so there is a lot of things going on and I think it would be good to hear from these people that are going to these meetings. And, not necessarily a whole team but, we used to years ago, it wasn't while I was on the board. But, it was when I was coming and giving a report. We used to have people in difference programs just one person, one report, at a meeting. So, it took at most 10 to 15-minutes but we learned what that person was doing with that program. And, I think, now there is new programs and I just think it would be interesting to hear from staff what they are doing."

Mr. Beeman, "And you'll be amazed at the spectrum of things that go on around here."

Mr. Selden, "Absolutely."

Mr. Beeman, "Because when I was new we would have these meetings and we would do that too and that taught me that we do so much around here."

Ms. Terwoord, "I think it is a great idea. I don't want to over burden the staff or anything but I think..."

Ms. Hughes, "I don't think a 15-minute presentation in a board meeting is over burdening the staff."

Mr. Root, "I don't want to drag out the meetings either but, I think, at a typical meeting we could add 10 minutes."

Mr. Selden, "It doesn't have to be a formal presentation. I would settle for like a Q&A. Okay. 'What do you do? How do you do that?'"

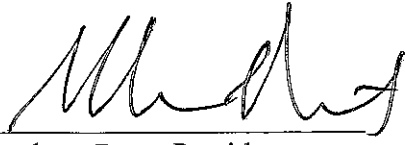
Ms. Terwoord, "They don't have to have a PowerPoint. If they want to, they will."

Ms. Hughes, "They'll want to."

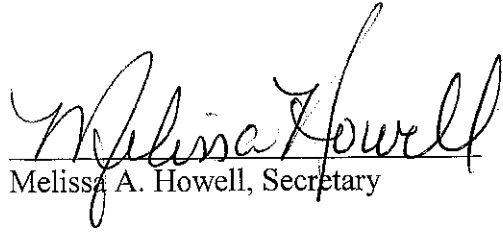
Ms. Montague attended June Johnson's beautiful memorial service.

Ms. Montague moved to adjourn the August 2, 2018, Greene County Board of Health meeting. Ms. Terwoord seconded the motion.

The August 2, 2018, Greene County Board of Health meeting adjourned at 7:22 p.m.



Andrew Root, President



Melissa A. Howell, Secretary