

**GREENE COUNTY BOARD OF HEALTH
MINUTES
September 7, 2023**

The Greene County Board of Health met in regular session on Thursday, September 7, 2023, in Conference Room 124 of the health district office. The meeting convened at approximately 6:30 p.m. In attendance: David Thompson, Vice President; William Beeman, Jane Clifton, Scott Hammond, Marty Larson, Angelia Mickle, J. Andrew Root, Kathy Saunders, and Nancy Terwoord. Excused: Sylvia Ellison, William Harden, and Connie Helmuch. Employees in attendance: Melissa Howell, Health Commissioner, Noah Stuby, Deputy Health Commissioner, Jennifer Barga, Carla DeBrosse, Jeff Webb, and Sheryl Wynn. Guests: Bob Brooks, Chief Information Officer, Greene County Public Health and Stephanie Sanders, Public Health Nurse, Greene County Public Health.

ADOPTION OF AGENDA/MINUTES OF PREVIOUS MEETING

#23-09-07-02. Mr. Larson moved to adopt the consent agenda including the minutes of the August 3, 2023, Greene County Board of Health meeting, and the monthly activity report. Ms. Clifton seconded the motion.

The motion carried unanimously.

PRESENTATION

Bob Brooks, Chief Information Officer presented an overview of IT and Cyber Security Infrastructure for the health department from 6:33 p.m. through 6:41 p.m. Mr. Brooks introduced Mr. Jacob Hyer, Information Technology Support Specialist; reviewed current speaking engagements at NACCHO Conferences; discussed data and insight, and the current year's progress.

FINANCIAL REPORTS

Mr. Stuby provided an overview of the financial reports and answered the board's questions satisfactorily. Ms. Mickle mentioned the contracted services with TCN Behavioral Health Services and complemented the health department for the utilization of their services.

#23-09-07-01. Mr. Root moved approval of the voucher summary, appropriation transfers, fund transfers, and acceptance of the Income and Expenditure report pending the audit. Ms. Saunders seconded the motion.

The motion carried unanimously.

GOVERNANCE REPORTS

Governance Committee – No report.
Performance and Evaluation Committee – No report.

Planning and Finance Committee – No report.

NEW BUSINESS

No new business.

OLD BUSINESS

The scheduled public hearing regarding the 2024 proposed Environmental Health fees was not held as no comments had been received by the health district and no licensees attended the meeting. Mr. Webb, Environmental Health Director, presented the 2024 proposed Environmental Health fees as the second reading by the board.

NEW BUSINESS

The City of Xenia comes before the board requesting a waiver of delinquent taxes on the following residential property:

960 Catherine Street (vacant) (Parcel IDs M40000100040014400 & M40000100040014300 – Case No. 2022 CV 0650;

The waiver of taxes applies to foreclosed or abandoned properties; once the properties are purchased or ownership is 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.

#23-09-07-03 Ms. Terwoord moved to approve the release of claim of delinquent and current taxes for the foreclosed and/or abandoned residential property. Ms. Clifton seconded the motion.

The motion carried unanimously.

Mr. Webb, Environmental Health Director presented revised Greene County Public Health Plumbing Regulations as the first reading by the board. Mr. Webb noted the current regulations were written in 1960, which predate the current plumbing codes. The changes reflected in the revised regulations would all fall under the current Ohio Plumbing Code.

Mr. Stuby discussed the following updates to employee policies:

Recognition Policy

Currently, the policy only outlines employee service award based upon their years of service. To meet the PHAB Domain 8 Measure, recommend changing the verbiage in the policy bullet to: All employees are eligible to be recognized for their exemplary behavior or performance through our PHABULOUS monthly recognition program. Additionally, employees are recognized for years of continuous service for five years, ten years and every five years thereafter. The PHABULOUS monthly recognition procedure will be added as follows:

Procedure: PHABULOUS nominations may be submitted by a coworker, Supervisor or Health commissioner.

1. Nominations are submitted to the employee's supervisor.
2. The supervisor then notifies the employee of their nomination and the employee signs the PHABULOUS form.
3. Supervisor routes PHABULOUS form to the Health Commissioner. The Health Commissioner posts the PHABULOUS nomination on the Greene County Public Health Sharepoint.
4. Accreditation Coordinator adds PHABULOUS nominations monthly to the Greene County Public Health monthly newsletter.
5. PHABULOUS forms are filed/uploaded into the employees personnel file to be included in their annual performance appraisal.

Payroll Policies

- a. Personal Leave
- b. Holidays
- c. Reporting Time Work Hours and Overtime
- d. Vacation
- e. Sick Leave

The policies need updated due to our switch from Easy Clocking to BambooHR. Most of these changes are simply replacing the name of the payroll software, but we suggest that we remove the "6-minute intervals" from the Sick and Vacation policy, and the "3.5-hour intervals" from the Personal Leave policy. With the new system, these restrictions make it difficult and sometimes not possible to process payroll at exactly 70 hours. None of the edits suggested change the policies we have in place to restrict employee's ability to abuse leave, it just makes it easier for them to take the time they need, when they need it, and it makes payroll processing easier.

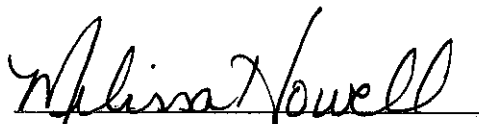
#23-09-07-04 Mr. Larson moved to approve the changes to the policies. Mr. Root seconded the motion.

The motion carried unanimously.

The Greene County Board of Health meeting for September 7, 2023, adjourned at approximately 6:58 p.m.



David Thompson
Vice President


Melissa A. Howell, Secretary