The Brown County Board of Health met in regular session on Wednesday June 12, 2019 with the following members present Mark Klump, Ralph Jennings, and Brian Garrett. Also attending was Administrative Assistant, Sara Parlin, Environmental Director Stephen Dick, Registered Sanitarian, Heather Sloat, and Emergency Preparedness Coordinator, Margery Paeltz. It is noted that Health Commissioner, Kyle Arn, is on vacation and not able to attend today. Board President Ralph Jennings called the meeting to order at 8:00 am.

Approval of Board minutes
Mr. Jennings asked if there were any questions or corrections to the minutes for May 8, 2019 provided to the Board. A motion was made by Mr. Garrett to approve the Board of Health meeting minutes. Mr. Klump seconded the motion. All members voted aye.

Approval of Bills and Mileage
Ms. Parlin went over the bills, explaining any unusual bills. Following a review of the Departments financial reports, Mr. Klump made a motion to approve the bills. Mr. Garrett seconded the motion. All members voted aye.

Environmental Division:
Mr. Jennings asked Mr. Dick for an update on nuisances. Mr. Dick updated the board on the Tri County Highway nuisance. Mr. Dick stated that the Prosecutor’s office will be filing on one of the properties because nothing has been done. Mr. Dick stated that the other is submitting receipts of clean up, he has removed approximately $500 worth of recycling, and only removed approximately $50 worth of garbage. Mr. Dick said they have spoken with him regarding using the money he is getting from recycling to use toward removing the garbage. Mr. Garrett asked where this nuisance was located. Mr. Dick and Mr. Jennings explained to him where the nuisance is located. Mr. Jennings pointed out that this is two parcels. Mr. Dick stated that Gil Jester owns the lots but leases them to two other men. Mr. Dick reminded that board that this nuisance originated from the township trustees, who contacted the health department and the prosecutor’s office to see if anything could be done.

Mr. Dick updated the board on the nuisance at the old Red Oak store on State Route 62. They’ve submitted an HSTS Grant application and it has been approved. We are now waiting on the soil test and system design to be submitted. Mr. Dick says that the owner indicated he will be paying the 15%.

Mr. Dick updated the board on the Wuebold nuisance on Shinkle Ridge Road. They did submit their sewage application; it does seem that they are moving forward. Mr. Jennings asked if they’ve submitted soil test results to see what type of system they can have. Mr. Dick stated that it looks like they can have a leach line system, but Mr. Wuebold will need to get pretreatment and leach lines.

Mr. Jennings updated Mr. Garrett on the HSTS Grant job that had to be awarded to Dave Vogel due to Burns Excavating backing out of the job. This was awarded to Dave Vogel at the last board meeting, May 8th. Miss Parlin provided the homeowner’s contract for Mr. Jennings to sign.

Mr. Dick updated the board on the HSTS Grant. Mr. Dick informed the board that we almost have the 2018 Grant wrapped up. We’ve got about $86,000 to spend on it and 6 bids were awarded. We are just waiting on contractors to spend the money and do the work. Three of those bids awarded we are going to use for the 2018 Grant and that should total $78,000 or $79,000, leaving $7,000 left over in the 2018 Grant funds. Mr. Dick stated that Miss Fetters figures that administrative costs and odds and ends will help cover some of that. We won’t send much back to the OEP. Mr. Dick stated that what is unusual is the 2019 grant we have $150,000 awarded to Brown County. We will have to carryover 3 of the 2018 jobs to the 2019 grant. That will leave us with approximately $89,000 in the 2019 grant to spend. Three of the jobs awarded are for sewer hookups and the remaining $89,000 grant funds can be used toward new septic systems. We’ve already received 6 applications for new septic systems, we are going to have a hard time providing help to those 6 applicants. Some of them may have to wait until 2020, if we receive a grant for that year. Mr. Dick stated that we did go ahead and move the Red Oak store application to the top of the list for 2019 to make sure it gets done. Mr. Dick stated that we received an influx of applications, we never advertised, and we received all 6 applications before being awarded the 2019 funds.

Mr. Jennings asked Mr. Dick to update the board on the sewage treatment survey. Mr. Jennings stated that Mr. Arn
emailed out the survey to the board members a couple weeks ago. Mr. Jennings advised the other board members that they would not be acting on the survey today but does want to discuss it. Mr. Dick informed the board on the pretreatment item that was marked as in compliant. Mr. Dick said he believes Mr. Arn will be bringing the Resolution regarding the pretreatment to the next meeting in July. Mr. Jennings pointed out that this will be a noteworthy expense to people. Mr. Dick says this type of system uses a UV light to kill the bacteria and viruses to get it down to less than 1,000 fecal; it is aeration with UV light. Mr. Jennings and Mr. Dick discussed the additional costs this will be to people. Mr. Jennings said that they will discuss it more at the next meeting. Mr. Garrett asked if there was an explanation from the State on what the pretreatment system is. The board would like to have an explanation of the pretreatment system sent to them. Mr. Dick stated that he would email them the code and information. Mr. Jennings asked in regard to the pretreatment system resolution if those who apply for sewage system prior to the resolution will be grandfathered in? Mr. Dick said that we will honor that, though State may write that up as in compliance on the next survey, but he will explain to State at that time we were waiting to complete the resolution with our board.

Mr. Jennings informed the other board members that Mrs. Sloat would be doing the CEU presentation. Mrs. Sloat gave a presentation on Temporary and Mobile Food Licensing. Mr. Jennings asked questions about making the food on site and if Mrs. Sloat must work a lot of Saturdays.

**Nursing Division:**
Miss Partin informed the board that we have advertised for the part-time Clinical/Medical Billing position in the newspaper, on the website, and on indeed.com. She informed the board that we have currently received 14 resumes from indeed.com and 8 others that came by mail or walked in.

Miss Partin informed the board that Butler County Mental Health and Addiction Services sent an updated agreement to be signed by the board president. The updates were the removal of the indemnification clause and the addition of *Notice of Federal Sub-Award.*

Miss Partin mentioned the Mammogram Van coming up on June 21st. This date is due to the van being involved in an accident and damaged back in May. The van will not be coming in July due to repairs still needing to be done to the damaged van, they have pushed the July visit back to August.

Miss Partin also mentioned that the Health Fair will be on Saturday, August 10th at the Southern Hills Career and Technical Center. Mr. Jennings asked if blood draws would be done there? Miss Partin and Mrs. Paeltz confirmed that Adams County Regional Medical Center would be doing blood draws. Mr. Klump asked how in depth will it be? Will it be just a basic blood panel, or will it have extra? Would the extra cost more? Mrs. Paeltz told Mr. Klump she would find out and let him know.

**Emergency Preparedness / Accreditation:**
Mrs. Paeltz updated the board on the PHEP grant. She informed the board that for emergency response she received the letter of promulgation that completed the last deliverable for PHEP and CRI. This allows us to submit for all our grant funds, we will be receiving all our grant money.

Mrs. Paeltz updated the board on the accreditation process. She stated how difficult it is for the staff to work on the accreditation process with the office as busy as it has been. We also have staff out due to illness; we are not operating at full capacity. She informed the board that herself, Miss Partin, and Miss Fetters have been staying after work hours to work on the accreditation domains. Domain 1 is almost ready to be submitted. Mrs. Paeltz informed the board that she would like to talk with the board in executive session regarding accreditation and personnel.

**Administrative:**
Miss Partin requested a Supplemental Appropriation for $500.00 into 2605-6000-52530 (Food State Fees) and for $5,000.00 into 2611-6000-52116 (CRI Expenses). Mr. Garrett motioned to approve the supplemental appropriation and Mr. Klump seconded. All members voted aye.

**Executive Session:**
Mr. Klump motioned for the board to enter executive session at 8:41am. Mr. Garrett seconded the motion.

Roll call vote: Mr. Garrett: *aye*    Mr. Jennings: *aye*    Mr. Klump: *aye*

At 9:10am Mr. Klump made the motion to leave executive session, Mr. Garrett seconded the motion. Roll call vote:
Mr. Garrett: *aye*    Mr. Jennings: *aye*    Mr. Klump: *aye*
Mr. Klump made a motion to adjourn at 9:14am. Mr. Garrett seconded. All members voted aye.

Ralph Jennings, President

Mark Klump, Vice President

Brian Garrett, Member

absent

Tim O'Hara, Member (DLC)

Kyle D. (RN) MS, RS
Health Commissioner

Michael McHenry, MEd, Member