

GREENE COUNTY BOARD OF HEALTH
MINUTES
October 3, 2024

The Greene County Board of Health met in regular session on Thursday, October 3, 2024, in Conference Room 124 of the health district office. The meeting convened at approximately 6:30 p.m. In attendance: Jane Clifton, President; Sylvia Ellison, Vice President; Scott Hammond, William Harden, Marty Larson, Angelia Mickle, DNP; Timothy Roop, Andrew Root, and Nancy Terwoord Excused: Connie Helmuth, Ratna Palakodeti, M.D., and David Thompson. Employees in attendance: Melissa Howell, Health Commissioner; Noah Stuby, Deputy Health Commissioner; Shadrick Adams, Jennifer Barga, Olivia Detty, Stephanie Sanders, and Sheryl Wynn. The presenter employee in attendance is Jere Marks, Environmental Health Program Manager, Greene County Public Health.

Ms. Clifton called the meeting to order at 6:30 p.m., recognizing our guests Mr. Jere Marks and Ms. Stephanie Sanders.

ADOPTION OF CONSENT AGENDA/MINUTES OF PREVIOUS MEETINGS

#24-10-03-02. Ms. Clifton moved to adopt the consent agenda, including the September 5, 2024, meeting minutes.

Ms. Terwoord moved approval of the consent agenda and the minutes of the September 5, 2024, meeting; Mr. Roop seconded the motion.

The motion was carried by acclamation.

PRESENTATION

Tonight's presentation, Overview of HSTS Site Review and Installation, was presented by Jere Marks, Environmental Health Program Manager, Greene County Public Health. Mr. Marks gave an overview of the HSTS site review and installation application process. He discussed what applications and accompanying documents were required, final approval letters, and the inspection process. He adequately answered the board's questions. The presentation lasted 17 minutes.

FINANCIAL REPORTS

Mr. Stuby reviewed the September income and expenditure report, the September voucher summary and appropriation transfers, and the fund transfers/temporary advances. He adequately addressed the board's inquiries.

#24-10-03-01. Mr. Larson moved approval of the income and expenditure report, voucher summary, appropriation transfers, and fund transfers/temporary advances. Ms. Ellison seconded the motion.

The motion was carried by acclamation.

GOVERNANCE REPORTS

Governance Committee:

Ms. Terwoord reported that the Governance Committee met on September 5, 2024, to review 18 policy changes for the health district. The Governance Committee recommends approval of the following policy changes:

- 1. General Cash Transaction**
 - a. Update the EH cash drawer from \$25.00 to \$100.00
- 2. Budgeting and Accounting**
 - a. Update Easy Clocking to BambooHR
- 3. BambooHR Policy**
 - a. Updated a formatting error from last year's changes
 - b. Rename the "Rounding Hours Worked" section to "Punctuality"
- 4. Separation and Layoff**
 - a. Change "Sick leave will be paid out based on the number of years an employee has spent in county service" to "Sick leave will be paid out based on the number of years an employee has certified by the Greene County Auditor's office per the Years of Service Date in Visual Intelligence Portfolio"
- 5. Sick Leave**
 - a. Replace "Sick leave may not exceed seven hours per day" with "Sick leave may not exceed the number of hours in the employee's supervisor approved workday"
- 6. Reporting Times, Work Hours, and Overtime**
 - a. Replace "A workday that includes administrative leave, compensatory leave, personal leave, sick leave, vacation, or any combination thereof cannot exceed seven hours per day " with "A workday that includes administrative leave, compensatory leave, personal leave, sick leave, vacation, or any combination thereof cannot exceed the number of hours in the employee's supervisor approved workday"
- 7. Delegation of Signature Authority**
 - a. Add a "meetings" section with the following language
 - i. In the event a Board of Health member or the Health Commissioner is unable to attend any regular, special, or emergency meeting, he/she shall appoint a designee of his/her office to serve in his/her absence. Such designee shall be counted toward a quorum and have voting rights.
 - b. Update Easy Clocking to BambooHR
- 8. Vacation**

- a. Replace “30 days” with “210 hours” (*since the compressed work schedule policy allows every employee to have a different definition of day*)

9. Employee Selection

- a. Add “Employee applications for other positions within the Health District will not be considered if the application occurs during the first 180 days employment”
- b. Add a section under Procedure titled “Transfers” that states “The Health District may transfer any classified employee to a similar position in another department with the same pay.”

10. Teleworking

- a. Add “An employee must work for the Health District for at least 180 days before they are eligible to telework. After 180 days, teleworking is subject to supervisor approval.”

11. Fairs and Festivals

- a. Remove Bellbrook Sugar Maple Festival, Fairborn Sweet Corn Festival, Jamestown Fall Festival, Spring Valley Potato Festival
- b. Change “placed in the kitchen” to “emailed to all employees”

12. Social Media

- a. Grammar correction

13. Disciplinary Action

- a. Number formatting correction

14. Cultural Diversity and Competency

- a. Add “Client accessible Services” policy to related polices section

15. Employee Recognition

- a. Add a new Procedure section for Retirement as follows:
 - i. Procedure: Retirement
 - 1. The Health District will pay for one cake and a plaque for the Board of Health resolution commemorating the employee’s retirement.
 - 2. All party supplies, including but not limited to food other than cake, beverages, cutlery, paper products, decorations, etc. will be paid for by donations to the Strictly Social fund
 - 3. Employees will be paid for a maximum of one hour for attending employee retirement parties.

16. Operational and Personnel Policies

- a. Replace “The Greene County Board of Health will approve the policies” with “The Health Commissioner may approve minor policy changes to correct grammatical errors, update position titles or systems names, and any other minor change that does not affect the intent of the policy. All major changes will be approved by the Board of Health. A major change would constitute more than a .6 change in the document version.”

17. Replace “Visitors” policy with “Visitors Access” policy

18. Adopt the following Information Technology polices to the Operational Polices manual

- a. Data Loss Prevention
- b. Social Media Management Procedure
- c. Acceptable Use
- d. Change Control
- e. Encryption Management Policy
- f. Equipment Lifecycle Policy
- g. IT Asset Inventory
- h. Network Management Policy
- i. Onboarding-Offboarding
- j. Vulnerability Management

#24-10-03-03. Ms. Terwoord moved approval of the 18 policy changes for the health district. Ms. Ellison seconded the motion.

Performance and Evaluation Committee – No report.

Planning and Finance Committee:

Mr. Root reported that the Planning and Finance Committee met on October 3, 2024, at 5:30 pm to review the 2024 mid-year report, also referred to as the Second Quarter Performance Management Review. During the meeting, Mr. Stuby gave an overview of the layout and discussed what items are being tracked. Mr. Stuby also reviewed the Second Quarter Performance Management Review highlights report that was presented in last month's Board of Health meeting. Mr. Root stated that GCPH was doing well and meeting all goals. The Planning and Finance Committee recommended acceptance and approval of the 2024 Mid-year report.

#24-10-03-04. Mr. Root moved approval of the 2024 mid-year report. All members were in favor.

OLD BUSINESS

Mr. Shadrick Adams, Environmental Health Director, presented, as the second reading by the board, an overview of the 2025 proposed environmental health fees for 2025. The following programs have proposed changes for 2025: Body Art, Food, Private Water Systems, Swimming Pools, and RV & Campgrounds.

NEW BUSINESS

Mr. Adams and Mr. Marks reviewed information regarding a variance request on behalf of Mr. and Mrs. Allan and Barbara Day from the location, operation, and maintenance of the sewage treatment system located at 1770 Stewart Road, Xenia, Ohio, 45385, Sugarcreek Township, Parcel ID L32000200320001300.

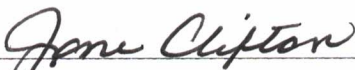
#24-10-03-05 Mr. Roop moved approval of the variance request. Mr. Root seconded the motion.

ADDITIONAL BUSINESS

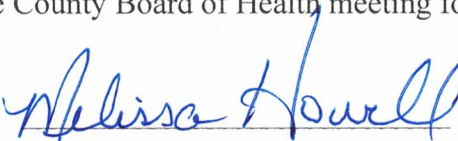
Dr. Sharrett shared that the CDC is projecting that flu and COVID cases will be mild (based on flu activity in South America) and will be the same as the last two seasons. There will be a COVID surge in February and March and a flu surge in December and January. People can now receive 4 free COVID tests per house via USPS by visiting covid.gov.

Health Commissioner Howell gave an update on finding a replacement for Mr. Beeman, sharing that she has been in contact with Bellbrook's city manager. However, Bellbrook is also struggling to fill seats within its own city council. She asked if any board members knew of any good candidates, they should please let her, Mr. Stuby, or Ms. Detty know.

There being no further business, the Greene County Board of Health meeting for October 3, 2024, adjourned at 7:21 pm.



Jane Clifton, President



Melissa Howell, Secretary