

MINUTES
BUTLER COUNTY BOARD OF HEALTH
September 22, 2022 7:00 PM

I. Call to Order

The meeting was held at the Butler County General Health District and called to order by the Board President, Mr. Simpson. The following members were present: Mr. Baumgartner, Dr. Burley, Mr. Simpson and Mr. Woeste. Also present were staff members Erik Balster, Health Commissioner, Brittaney Gabbard, Director of Nursing, Bart Kelhoffer, Sewage Supervisor, Jennifer McCoy, Emergency Preparedness Director, Jerry Frederick, Chief Plumbing Inspector, Kim Geisler, Chief Fiscal Officer, Amber Chamberlain, Human Resources Manager, and Dr. Michelle Burch, Medical Director by conference call. One member of the public was present.

a. Monthly Financial Report

Mrs. Geisler presented the monthly District Health Fund Financial Report for August 2022. The August District Health revenue totaled \$266,175.67 and the District Health expenditures totaled \$258,064.86. The cash balance in the District Health Fund as of August 31, 2022 is \$2,108,713.29. Building expenditures for the month of August included electric work for the Harm Reduction Department move totaling \$1,000.00.

Mrs. Geisler presented the monthly Food Service Fund Financial Report for August 2022. The August Food Service Fund revenue totaled \$7,181.00 and the Food Service Fund expenditures totaled \$48,138.86. The cash balance in the Food Service Fund as of August 31, 2022 is \$930,359.34.

Mrs. Geisler presented the monthly Household Sewage Treatment System Fund Financial Report for August 2022. The August Household Sewage Treatment System Fund revenue totaled \$109,229.29 and the Household Sewage Treatment System Fund expenditures totaled \$54,948.55. The cash balance in the Household Sewage Treatment System Fund as of August 31, 2022 is \$204,298.18.

2022-09-001 Mr. Baumgartner made a motion to accept the August District Health Fund, the Food Service Fund, and the Household Sewage Treatment Fund financial reports as presented. Mr. Woeste seconded the motion. The motion passed unanimously.

b. Approval of Bills

Mrs. Geisler presented the September meeting bills list for board review and approval.

A copy of the bills list is attached to these minutes.

2022-09-002 Dr. Burley made a motion to approve the September meeting bills list. Mr. Urban seconded the motion. The motion passed unanimously.

c. Approval of Minutes

2022-09-003 Dr. Burley made a motion to approve the August 2022 board meeting minutes. Mr. Baumgartner seconded the motion. The motion passed unanimously.

II. Items from the Public

One member of the public was present at the meeting who addressed his concerns regarding the water in his community. The water in the community was shut off for a full day and resulted in a water boil advisory. When he called to see how long he must boil his water, he was not given a definite answer. He contacted BCGHD to see if a plumbing permit was pulled for the property in question, but was told there was not.

Mr. Simpson explained that the issue is not in Butler County General Health District's jurisdiction, but instead should contact the Ohio EPA and Butler County Sewer & Water.

III. Guest Staff Member

None.

IV. Old Business

The second reading for the proposed 2023 license and permit fees for Food Service operations, Retail Food Establishments, Mobile Units, Vending Machines, Temporary Licenses, Body Art Establishments, RV/Camps, Swimming Pools, Spas, Special Use Pools, Household Sewage Treatment Systems, Private Water Systems, Aerobic, Drip Distribution and Mound Household Sewage Treatment Systems were read. Mr. Kelhoffer stated that the department has not received any calls regarding complaints of the fee changes.

Copies of the letters sent to the license holders are attached to these minutes.

V. New Business

None.

VI. Items from Administrative Staff

a. Items from the Director of Nursing

Ms. Gabbard presented the Nursing Department report. Walk-in clinic hours are offered every Monday, Tuesday and Wednesday from 9AM-11AM and 1PM-3PM. Staff continues to message the community regarding clinic changes or add on events. The Moderna bivalent vaccine is being offered to anyone 18 years or older and monovalent vaccines for boosters is no longer available for those 12 years or older. The ability remains to utilize the Medical Reserve Corp as needed.

The overall estimated total of vaccines administered by BCGHD from December 2020 through August 2022 is approximately 42,642. Approximately 91 vaccinations were administered during the month of August. Of that total, 14 of those vaccines were 5-11 year old children, 4 were 6 month to 4 years, and 33 were first doses.

There were 15 clinics held at the Health District during the month of August.

Nursing staff continue to vaccinate homebound residents to provide vaccines for hard to reach and high-risk populations with various mobility/medical issues. There were 6 homebound visits made in the month of August.

The vaccine planning committee is still discussing methods in which to educate the community on the importance of receiving the COVID vaccine booster dose. The targeting will be those in the 60+ age-range.

During the month of August, there were 10 children vaccine clinics held. During those clinics, there was a total of 159 patients and 354 vaccines given. After fees are taken from collaborative, the total income from the clinics totaled \$6,666.62. Year to date income totals approximately \$9,340.10.

There were two children vaccine clinics a week scheduled for the month of August. The back to school clinic that was held on August 3rd at the Butler County Educational Services Center was a huge success, with over 40 patients being seen.

Training for the Children with Medical Handicaps Program was held at the Butler County General Health District the first week of June. Patient data will be loaded into the electronic medical records database to begin providing service once an RN is hired. A candidate to fill this position is still in process.

Nursing staff is continuing to support the Harm Reduction program by offering hygiene supplies and wound care at the SSPs in Middletown and Fairfield.

At the end of the month of August, there were 6 active tuberculosis disease cases. Nursing staff is currently following 19 Latent Tuberculosis Infection (LTBI) cases and will continue to follow until they have completed therapy or decide against therapy. There are currently 25 open investigations with results pending.

Nursing staff are currently following 8 perinatal Hepatitis B cases. 2 cases are in the process of completing the Hepatitis B vaccination shot #2. Nursing staff will follow these cases for 1 year post 3rd shot for follow up serology testing. 6 cases have completed vaccinations and will be getting their serology testing the beginning of 2023.

There have been 3 reported cases of Monkeypox in Butler County, and only 1 case in BCGHD's jurisdiction. The nursing department has the vaccine and will be administering it to high risk individuals. There is a survey posted on the BCGHD website that will give the individual a chance to identify in a certain tier and then nursing staff will call them to schedule the vaccine appointment due to limited supply.

b. Items from the Health Promotion Director

Ms. Smiley presented the Health Promotion report to the board. Ms. Smiley began with updates regarding the Ohio Equity Institute (OEI) grant. 57 out of 58 staff and/or board members completed the Racial Equity survey. The YWCA is analyzing the data and preparing a presentation for leadership.

Through the grant, the goal is to serve at least 11 women each month until the end of the year in order to meet the grant deliverable of 120 served. So far this year, 77 women have been served. The Neighborhood Navigator has averaged 14.5 served over the last 4 months.

A social determinants of health (SDOH) report is in development based on data from the Ohio Department of Health, census, the Center of Disease Control and the World Health Organization. According to the data, West Chester has the best possible health outcomes in Butler County, compared to Middletown. It is important to note that this area in Middletown that the data compares to has the highest Black population rate and lowest white, which can infer that health inequities are present in this community. The data also shows that people in the zip code area 45069 live 18 years more compared to those living in the zip code area 45044. Those living in the zip code area 45044 have the highest rates for disability, diabetes, high blood pressure, obesity and the lowest access to food in the county.

Ms. Smiley gave an update on the Moms and Babies First (MBF) program. The program has a chart audit scheduled for September. The purpose of the audit is for the Ohio Department of Health to provide agency specific recommendations on how to maximize the reimbursable activities. Staff is also organizing storage units with the goal of creating procedures around inventory that will allow for better planning.

Ms. Smiley gave an update on the Cribs for Kids (CFK) program. Staff attended the WIC Farmers Market, an outreach opportunity to spread information and give family's access to Safe Sleep Education. Staff within the program also created a new partnership with Hamilton Treatment Center. This connection will help in being able to tap into an underserved population in Butler County.

Ms. Smiley stated that the Maternal and Child Health Program continue to train and guide the Specialist, who started at the end of June. Staff also distributed information on the Whole Woman Project, discussed a variety of health topics, offered blood pressure readings at the Community Baby Shower on September 10th. Staff are also designing an infographic that will summarize the work and data of the grant cycle, which ends at the end of September.

Ms. Smiley gave an update on COVID-19 marketing strategies. Stations that broadcast the Miami football games will include a verbal ad regarding the COVID-19 Vaccine Campaign. New branding and messaging for billboards on R129 and R4 Bypass will be displayed October through November. These branding and messaging addresses all vaccines, not only COVID-19.

Ms. Smiley proposed to the board separating the Public Information Officer (PIO) from her current role and hiring a full-time employee for this position. The position would be paid for

under the Workforce Development Grant. Ms. Smiley said she will provide a job description to the board for approval at the October board meeting.

c. Item by the Emergency Preparedness Director

Ms. McCoy presented the Emergency Preparedness report to the board. Ms. McCoy began by discussing training and exercises in process in her department. Planning for the Regional Anthrax Tabletop Exercise is currently being done for November. Partners in this tabletop include the City of Hamilton Health Department, the City of Middletown Health Department, the Emergency Management Agency, the Board of Developmental Disabilities, the Educational Service Center, the Police Chiefs Association, the Fire Chiefs Association and Christ Hospital—Liberty.

Ms. McCoy gave updates on COVID-19 Response. The Ohio Department of Health would like to see Local Health Departments do more targeted outreach to those 60 years of age or older as well high risk populations for the bivalent booster. During the month of August, BCGHD distributed 1,276 individual at home COVID-19 test kits.

Ms. McCoy gave the board an update on Monkeypox. The plan to distribute vaccine through Primary Health Solutions has been paused and the focus is now on offering the vaccine through the BCGHD clinic and at planned events. A survey has also been developed and published to capture information from individuals who are interested in education and/or vaccine information.

d. Items by the Chief Plumbing Inspector

Mr. Frederick presented the Plumbing Board Report.

There are no Plumbing action items for the board.

e. Items by the Environmental Health Director

Mr. Kelhoffer presented the Environmental Health Division Board Report.

WPCLF: Mr. Kelhoffer presented one bid to the board for the Water Pollution Control Fund:

The bid was for 490 Morman Road in Hanover Township for the soil and design of a replacement HSTS. CJ Septic Design was the lowest bidder at \$1,250.00. The Butler County General Health District would like to award the bid to CJ Septic Design, with the approval of the board.

2022-09-004 Mr. Urban made a motion to award the WPCLF contract for 490 Morman Road to CJ Septic Design at \$1,250.00. Mr. Baumgartner seconded the motion. The motion passed unanimously.

The 2023 WPCLF Grant was applied for on August 29th.

There were no sewage variances for the month of August.

The following properties were sent to the Prosecutor's Office:

- 1955 Hamilton Richmond Road -- reached out to SELF for help
- 2208 Renee Drive -- Failing system; Owner has submitted soil and design -- waiting on NOI
- 6052 Hamilton Richmond Road -- Repaired
- 5035 Mosiman Rd -- Will have fixed within 30 days -- Neither Prosecutor nor office has heard from the owner
- 5912 Trenton Franklin Road -- Motor not working -- Sent to Prosecutor's Office
- 796 Millville Oxford Road -- Motor not working properly -- Sent to Prosecutor's Office
- 426 Emerick -- Motor not working (unplugged) -- Sent to Prosecutor's Office
- 2332 Morman Rd -- Motor not working -- Sent to Prosecutor's Office
- 3809 Millville Oxford Rd -- Motor not working -- Sent to Prosecutor's Office
- 3019 Lane Mills Rd -- Leach field in failure -- Sent to Prosecutor's Office
- 3009 Lane Mills Rd -- Leach lines in failure -- leach lines on neighbor's property -- Sent to Prosecutor's Office.

There were no food service pre-administrative hearings conducted in the past month.

There are lots of plans for new facilities coming into the office and Food Service Staff are seeing new restaurants go into all areas of the county.

f. Items by the Chief Fiscal Officer

Mrs. Geisler presented the Fiscal report to the board and began by giving a grant update. So far this year, BCGHD has received \$1,811,048.33 in federal and state funding and have expended \$1,789,942.62. Ms. Geisler and Tyrina Taylor, Harm Reduction Coordinator, have been working on an additional Harm Reduction grant application through the National Association of County and City Health Officials (NACCHO) in the amount of \$300,000.00 to further fund the Harm Reduction program and Safe Syringe Program (SSP) sites.

Mrs. Geisler gave the board a vehicle update. Ms. Geisler was notified by Enterprise that GM did go back and approve the order for the seven 2023 Chevrolet Malibu sedans. According to the E-Fleet portal, these vehicles are still in "Order Received" status and have not yet begun production.

The 2021 Chevrolet Malibu was delivered on Friday, August 19th, 2022.

The Butler County Engineer's Office looked at the 2006 Ford F150 that the Board decided to dispose of last month. They deemed it unsafe to drive and did not want to purchase the vehicle. Keven Gerrity, Assistant Prosecutor, informed Ms. Geisler that BCGHD needs a policy of disposal of equipment, and once approved, can dispose of the vehicle according to the policy. Ms. Geisler presented the policy to the board for approval.

2022-09-006 Mr. Urban made a motion to approve the Disposal Policy. Mr. Baumgartner seconded the motion. The motion passed unanimously.

The 2021 Single Audit is completed. The draft audit has been sent to the Federal Clearinghouse and is awaiting certification. It should be certified and ready to send to the Ohio Department of Health by September 30.

The Fiscal Department have continued a Performance Management project in Clear Impact to help ensure fiscal sustainability in the general fund throughout the year. For this project, staff will monitor the General Fund cash balance (not including grant funds) for expenditures each month with continuing a goal of 5% revenue over expenditures by the end of 2022. For the month of May, the general fund YTD revenue over expenditures was at -4.43%.

Trina Flowers, new Plumbing Secretary I, started her position at the beginning of August and is doing very well. Trina is working hard to learn not only her Plumbing duties, but about the Health District as a whole. She has been a true asset to the office staff. Hiring of an HSTS Secretary is still in process.

The Fiscal staff have been training on MUNIS 2019.1 financial system that is being rolled out by the Butler County Auditor's Office. It is scheduled to go live on October 5, 2022.

Joanna Murray, Assistant Fiscal Officer, is taking part in the newly formed Health Equity Committee and has presented at the first staff training.

Mrs. Geisler presented contracts to be approved by the Board of Health:

1. VanWagner Marketing Agreement – COVID Vaccinations Grant
2. SSP Service Agreement – City of Middletown
3. COSSAP Harm Reduction EPI Agreement – MHARS Board
4. C4K FY23 Memorandum of Agreement Template – C4K FY23 Grant
5. Management Consultant Agreement – Clemans, Nelson & Associates

2022-09-005 Dr. Burley made a motion to approve all contracts as listed as well as allow the Health Commissioner to sign on behalf of the Board of Health. Mr. Baumgartner seconded the motion. The motion passed unanimously.

g. Items by the Human Resources Manager

Mrs. Chamberlain began by giving the board updates on open positions within the Health District:

- Public Health Nurse – Still in process of collecting resumes
- HSTS Secretary – Received several resumes, will begin going through and scheduling potential interviews in the next week
- Emergency Preparedness Planner – Currently collecting resumes and conducting

interviews

- REHS Plan Examiner – In the process of interviewing

Mrs. Chamberlain presented the board with an action request regarding a mileage increase. Currently, eligible Health District Employees can acquire a company vehicle if they live within a 25 mile driving radius from the Health District. There is currently no policy in place that clearly states that an eligible Health District employee must live within the 25 mile driving radius to be issued a company vehicle. Mrs. Chamberlain requested of the board to allow eligible Health District Employees who live within a 35 mile driving radius to be able to obtain a company vehicle, once they are available. The 35 mile driving radius will not only help in attracting potential employees, but it will also help with employee retention by allowing current employees that may be eligible for a company vehicle to obtain one.

Mr. Woeste requested for this change to be reflected in a policy regarding company vehicles. Mrs. Chamberlain will work on this policy and present it at the October board meeting.

2022-09-008 Dr. Burley made a motion to allow eligible Health District Employees who live within a 35 mile driving radius to be able to obtain a company vehicle, once they are available. Mr. Woeste seconded the motion. The motion passed unanimously.

VII. Items by the Health Commissioner

Developments and Project Updates:

Mr. Balster reported that the final version of the records retention schedule was presented to the Butler County Commissioners and will be sent to the Auditor of the State's office for final approval.

In the past month, staff worked on inventory and removal of unneeded items at BCGHD's storage unit sites. This is a move to prep for a potential move to a proposed EMA/BCGHD joint storage venture and also for the destruction of documents that are no longer needed pending state approval of the updated records retention policy.

Reorganization of the main floor has been in development the past month. The Harm Reduction staff are now located in the old conference room and the HR Manager now has an office to conduct work such as interviews and address staff concerns. Next steps in this process is to have an interior designer review the overall space usage for the main and second floor.

Plans are in development for joint Monkeypox vaccine dissemination between BCGHD and the two city health departments.

Accreditation:

Mr. Balster stated that he and Mita Patel continue to meet with two specific Community Health Assessment (CHA) contractors to discuss needs as a collaborative group with the City of Hamilton and the City of Middletown Health Departments. Final proposals from the two contractors will hopefully be presented at the October board meeting. The projected completion for the CHA is June of 2023

Meetings:

Mr. Balster reported that he had attended several meetings during the month. He participated in

the first session of Hamilton Links, a localized Butler County/Hamilton based leadership training program. He also met with Stephen Roller of Primary Health Solutions to talk over collaborative efforts amongst the health department and Primary Health Solutions.

Mr. Balster met with Wright State University MPH Program to discuss student internships for BCGHD.

Mr. Balster met with the Sewer District, County administration and commissioners regarding sewage system capabilities in the county.

Mr. Balster attended many other meetings and events during the month of August, including the Butler County Family and Children First Council Meeting, Butler County Superintendents meeting, Butler County Overdose Awareness Day event, AOHC Board meeting, Public Affairs and all member meetings, as well as ODH Leadership Team with AOHC Leadership bi-weekly meetings.

Planning meetings with grants workgroup between AOHC and ODH Finance is currently in development.

Associations and Advocacy:

Mr. Balster stated that he attended the Association of Ohio Health Commissioners (AOHC) fall conference, where it was his final meeting as President of the Association.

Legislative Updates:

Mr. Balster stated that he is working with Tyrina Taylor to develop a proposal for a mobile harm reduction van through the One Ohio Opioid settlement money. He has spoken with Commissioner Carpenter on this matter and is hopeful to present the proposal by the beginning of October.

Media:

Mr. Balster reported that in the past month, he has done interviews with Journal News and the Enquirer regarding COVID-19 and Monkeypox.

Action Items:

Mr. Balster did not have any action items this month for the board.

VIII. Items by the Medical Director

Dr. Burch gave a brief overview of the most recent COVID-19 report. The total number of cases in Butler County as of September 17, 2022 is approximately 108,590. There have been approximately 1,189 ODH verified deaths as of September 17, 2022. Per the COVID-19 report, Butler County's community COVID-19 levels are medium.

IX. Items from the Board Members

2022-09-009 Mr. Urban made a motion to adjourn into executive session. Mr. Woeste seconded the motion.

A roll call was made: Mr. Baumgartner – Yay, Dr. Burley – Yay, Dr. Emmert – Yay, Mrs. Johnson – Not Present, Mr. Simpson – Yay, Mr. Schulte – Not Present, Mr. Urban – Yay, Mr. Woeste – Yay. No Nays. The motion passed unanimously.

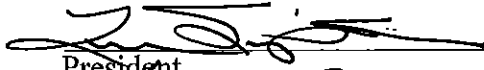
The Board went back on record at 8:59 p.m.

2022-09-009 Mr. Urban made a motion to approve the proposal of steps and salary scales for the Nursing and Epidemiology Departments. Mr. Woeste seconded the motion. The motion passed unanimously.

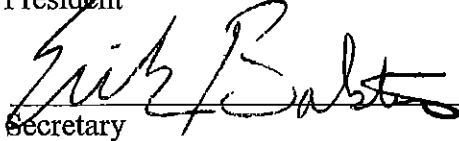
2022-09-010 Dr. Burley made a motion to approve the salary adjustments for the Nursing Department as presented. Mr. Woeste seconded the motion. The motion passed unanimously.

2022-09-011 Mr. Urban made a motion to approve the salary adjustments for the Epidemiology Department as presented. Mr. Woeste seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:05 p.m.



President



Secretary



Public Health
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Butler County
General Health District

TO: Butler County General Health District
301 S 3rd Street
Hamilton, OH 45011

DATE: August 1, 2022

FROM: Board of Health

RE: Proposed Household Sewage Treatment Fees effective January 1, 2023

Following are the proposed fee increases/decreases that will be considered by the Butler County Board of Health for the Household Sewage Treatment System program for 2023.

Application for Site Review of a Household Sewage Treatment System (HSTS), Small Flow On-site Sewage Treatment System (SFOSTS) Or Gray Water Recycling System (GWRS)	Increase from \$350.00 to \$375.00
Application for a Site Review "Small" for Alteration of a HSTS, SFOSTS or GWRS	Unchanged at \$175.00
Permit to Install New or Replacement HSTS, SFOSTS or GWRS (Includes 2 inspections and 1 HSTS 12-month follow-up)	Increase from \$424.00 to \$450.00 $\$450.00 + \$74.00^* = \$524.00$
Permit to Alter an Existing HSTS, SFOSTS or GWRS (Includes 2 inspections and 1 HSTS 12-month follow-up; Does not include septic tank abandonment)	decrease from \$390.00 to \$310.00 $\$310.00 + \$35.00^* = \$345.00$
Ten-Year Operation Permit: Non-Discharging Unit Natural Soil Absorption System	Unchanged at \$30.00
Ten-Year Operation Inspection: Non-Discharging Unit Natural Soil Absorption System	Unchanged at \$40.00
New Fee: Ten-Year Re-Inspection Fee Non-Discharging Unit Natural Soil Absorption System (assessed for 3rd and each additional inspections completed)	= \$62.00

Registration of Installers and Service Providers	Unchanged at \$100.00
Registration and Vehicle Permit for Septage Haulers	Unchanged at \$100.00
Each Additional Truck	Unchanged at \$20.00
Re-Inspection of a HSTS, SFOSTS, or GWRS	Unchanged at \$62.00
Abandonment of a STS or GWRS	Unchanged at \$65.00
Application for Board of Health Variance in accordance with OAC Chapter 3701-29	Unchanged at \$350.00
Zoning Variance	Unchanged at \$70.00
Sewage Samples	Unchanged at \$75.00 Base Fee; plus Lab Costs
HSTS Effluent Test (per sample)	Unchanged at \$75.00 Base Fee; plus Lab Costs
Subdivision Review (On-site HSTS only)	Unchanged at \$165.00
Sewage Surveys	Unchanged at \$210.00
Lot Split (Deed Transfer):	
First Split (1 st Lot)	Unchanged at \$159.00
Each Additional Split	Unchanged at \$58.00
Health Release (Building Permit)	Unchanged at \$35.00

*Denotes State Portion

Penalty fee of 25% of the permit fee will be assessed if work has commenced prior to a permit being issued for a new installation or alteration per ORC 3709.09.

Public hearings and readings of a resolution to adopt these fees for 2023 will occur at the monthly meetings of the Butler County Board of Health, held on the following Thursdays at 7:00 PM, at Butler County General Health District, 301 South Third Street, Hamilton, Ohio 45011 on the following dates:

First reading: August 18, 2022
Public hearing and second reading: September 22, 2022
Third and final reading: October 20, 2022

If you would like to attend, please contact the office at (513) 863-1770 before 3:00 PM on the day of the meeting. Should the proposed fees be approved and adopted, this letter shall serve as notification that the fee changes will be effective for the 2023 licensing year.

Fees are determined for each licensing year based on the requirements specified in OAC 3701-36-14. This code requires that health departments calculate costs of providing services by doing a cost

methodology based on sanitarian hours. If you have any questions or need additional assistance, please contact Carrie Yeager, REHS, Environmental Health Director at (513) 863-1770.

301 S. Third Street
Hamilton, OH 45011

513.863.1770
513.863.4372 (fax)
www.butlercountyohio.org/health



Public Health
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Butler County
General Health District

TO: Butler County General Health District
301 S 3rd Street
Hamilton, OH 45011

DATE: August 1, 2022
FROM: Board of Health
RE: Proposed License Fee Changes

Following are the proposed fee increases/decreases that will be considered by the Butler County Board of Health for Food Service Operations, Retail Food Establishments, Mobile Units, Vending Machines, and Temporary Licenses for the licensing year of 2023.

If approved, these prices will be effective December 1, 2022.

Level 1 < 25,000 sq. ft. increase from \$139.00 to \$145.00	\$ 145.00 + 28.00* = \$	173.00
Level 2 < 25,000 sq. ft. increase from \$157.00 to \$160.00	\$ 160.00 + 28.00* = \$	188.00
Level 3 < 25,000 sq. ft. decrease from \$302.00 to \$285.00	\$ 285.00 + 28.00* = \$	313.00
Level 4 < 25,000 sq. ft. decrease from \$384.00 to \$355.00	\$ 355.00 + 28.00* = \$	383.00
Level 1 > 25,000 sq. ft. decrease from \$202.00 to \$200.00	\$ 200.00 + 28.00* = \$	228.00
Level 2 > 25,000 sq. ft. decrease from \$213.00 to \$205.00	\$ 205.00 + 28.00* = \$	233.00
Level 3 > 25,000 sq. ft. decrease from \$760.00 to \$680.00	\$ 680.00 + 28.00* = \$	708.00
Level 4 > 25,000 sq. ft. decrease from \$805.00 to \$720.00	\$ 720.00 + 28.00* = \$	748.00
Mobiles – Decrease from \$174.00 to \$150.00	\$ 150.00 + 28.00* = \$	178.00
Vending – Increase from \$18.25 to \$19.50	\$ 19.50 + 6.00* = \$	25.50
Temporary – Increase from \$50.00 (Per Event) to \$60.00	\$ 60.00 = \$	60.00

There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline per ORC 3717.

*Denotes State Fees

(continued on reverse side)

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If you would like to attend, please contact our office at (513) 863-1770 by 3:00 PM the day of the meeting. Should the proposed fees be approved and adopted, this letter shall serve as notification that the fee changes will be effective for the 2023 licensing year.

Fees are determined for each licensing year based on the requirements specified in OAC 3701-36-14. This code requires that health departments calculate costs of providing services by doing a cost methodology based on sanitarian hours. If you have any questions or need additional assistance, please contact Carrie Yeager, REHS, Environmental Health Director at (513) 863-1770.



Public Health
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Butler County
General Health District

TO: Butler County General Health District
301 S 3rd Street
Hamilton, OH 45011

DATE: August 1, 2022
FROM: Board of Health
RE: Body Art Establishment Proposed Fee Changes

THIS IS NOT A BILL

Following is the proposed fee increase that will be considered by the Butler County Board of Health for Body Art Establishments for the licensing year of 2023. **If approved, these fees will be effective on December 1, 2022.**

Annual License – Increase from \$338.00 to \$450.00

There is a mandatory penalty fee of 25% of the license renewal fee for operating a Body Art Establishment after the deadline per ORC 3709.09.

Public hearings and readings of a resolution to adopt these fees for 2023 will occur at the monthly meetings of the Butler County Board of Health, held on the following Thursdays at 7:00 PM, at Butler County General Health District, 301 South Third Street, Hamilton, Ohio 45011 on the following dates:

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If you would like to attend, please contact our office at (513) 863-1770 by 3:00 p.m. the date of the meeting. Should the proposed fees be approved and adopted, this letter shall serve as notification that the fee changes will be effective for the 2023 licensing year.

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Butler County
General Health District

TO: Butler County General Health District
301 S 3rd Street
Hamilton, OH 45011

DATE: August 1, 2022
FROM: Board of Health
RE: Proposed Private Water System Fees effective January 1, 2023

Following are the proposed fee increases/decreases that will be considered by the Butler County Board of Health for the Private Water System Program for 2023. If approved, these fees will be effective on January 1, 2023.

New Private Water System (Well) Single Family Dwelling (Includes 1 site visit, 1 water sample, 1 inspection)	Increase from \$385.00 to \$400.00	\$400.00 + \$94.00* = \$494.00
New Private Water System (Well) Non-Single Family Dwelling (Includes 1 site visit, 1 water sample, 1 inspection)	Increase from \$391.00 to \$405.00	\$405.00 + \$94.00* = \$499.00
New Private Water System (Non-Well) Single Family Dwelling (Includes 1 site visit, 1 water sample, 1 inspection)	Increase from \$385.00 to \$400.00	\$400.00 + \$74.00* = \$474.00
New Private Water System (Non-Well) Non-Single Family Dwelling (Includes 1 site visit, 1 water sample, 1 inspection)	Increase from \$391.00 to \$405.00	\$405.00 + \$74.00* = \$479.00
Test Well	Unchanged at \$216.00	\$216.00 + \$94.00* = \$310.00
Alteration of a Private Water System Single Family Dwelling (Includes 1 water sample, 1 inspection)	Unchanged at \$235.00	= \$235.00
Alteration of a Private Water System Non Single Family Dwelling (Includes 1 water sample, 1 inspection)	Unchanged at \$250.00	= \$250.00

Conversion of a Private Water System Single Family Dwelling (Includes 1 water sample, 1 inspection)	Unchanged at \$235.00	= \$235.00
Conversion of a Private Water System Non Single Family Dwelling (Includes 1 water sample, 1 inspection)	Unchanged at \$250.00	= \$250.00
Abandonment of a Private Water System Single Family Dwelling (Sealing)	Unchanged at \$85.00	= \$ 85.00
Abandonment of a Private Water System Non Single Family Dwelling (Sealing)	Unchanged at \$92.00	= \$ 92.00
Private Water Variance	Unchanged at \$263.00	= \$263.00
Water Samples (Private Water)	Unchanged at \$75.00 Base Fee; plus Lab Costs	= \$ 75.00
Water Samples (Public Water) Bacterial/Coliform Only	Unchanged to \$75.00 Base Fee; plus Lab Costs	= \$ 75.00
Permit to Operate – Water Hauler (Each Truck)	Increased from \$65.00 to \$75.00	= \$ 75.00
Reinspection Fee (additional inspections of new or altered systems)	Increased from \$59.00 to \$62.00	= \$ 62.00

***Denotes State Portion**

A penalty fee of 25% of the permit fee for each new installation, alteration or sealing will be assessed if work has commenced prior to a permit being issued per ORC 3709.09.

Public hearings and readings of a resolution to adopt these fees for 2023 will occur at the monthly meetings of the Butler County Board of Health, held on the following Thursdays at 7:00 PM, at the Butler County General Health District, 301 South Third Street , Hamilton, OH 45011 on the following dates:

- First reading: August 18, 2022
- Public hearing and second reading: September 22, 2022
- Third and final reading: October 20, 2022

If you would like to attend, please contact our office at (513) 863-1770 before 3:00 PM the day of the meeting. Should the proposed fees be approved and adopted, this letter shall serve as notification that the fee changes will be effective for the 2023 licensing year.

Fees are determined for each licensing year based on the requirements specified in OAC 3701-36-14. This code requires that health departments calculate costs of providing services by doing a cost methodology based on sanitarian hours. If you have any questions or need additional assistance, please contact Bart Kelhoffer, REHS, Environmental Health Supervisor at (513) 863-1770.

Updated Steps for EPI Department

Position	Description	Current Low Starting Hourly Rate	Current High Starting Hourly Rate	Proposed Low Starting Hourly Rate	Proposed High Starting Hourly Rate
Epidemiologist 1	Zero to five years experience	24.59	34.04	\$28.00	\$32.50
Epidemiologist 2	Five or more years experience	N/A	N/A	\$32.50	\$36.00
Epidemiologist 3	Supervisory Duties or Chief EPI?	N/A	N/A	\$36.00	\$42.50

EPI Staff	Status	Current Salary	Proposed Salary	Percent Increase	Total Annual Increase
Jordan Luttrell-Freeman		\$31.67	\$36.00	14%	\$7,880.60
Leah Elliott		\$29.42	\$29.42	0%	\$0.00
Jordan Meyer		\$29.42	\$29.42	0%	\$0.00
Grace Ryan		\$28.02	\$28.02	0%	\$0.00

Updated Steps for Nursing Department

Position	Description	Current Low Starting Hourly Rate	Current High Starting Hourly Rate	Proposed Low Starting Hourly Rate	Proposed High Starting Hourly Rate
Licensed Practical Nurse	Any number years experience	N/A	N/A	\$19.00	\$23.00
Public Health Nurse 1	Zero to five years experience	\$22.00	\$25.00	\$22.00	\$25.00
Public Health Nurse 2	Five or more years experience	\$25.00	\$35.00	\$25.00	\$27.80
Public Health Nurse 3	Program Coordinator For Example: VFC & Adult Clinic, TB Control Unit, Children with Medical Handicaps	N/A	N/A	\$28.00	\$35.00
Public Health Nurse 4	Five or more years experience with Supervisory Duties	\$28.00	\$38.00	\$30.00	\$37.00
Public Health Nurse 5	Director of Nursing	On Director Scale	On Director Scale	On Director Scale	On Director Scale

Nursing Staff	Status	Current Salary	Proposed Salary	Percent Increase	Total Annual Increase
Mary Beth Grollmus	Remain PHN 2	\$28.35	\$28.35	0%	\$0.00
James Karrer	Move from PHN 1 to PHN 3	\$23.00	\$28.00	22%	\$9,100.00
Julie McNabb	Remain LPN	\$22.00	\$22.00	0%	\$0.00
Betsy Waldeck	Move from PHN 2 to PHN 3	\$29.93	\$30.47	2%	\$991.90

Butler County General Health District
September 2022 Bills List

District Health Fund 7000

P.O. Number	Account	Vendor Name	Amount
22000327	529000	Lowes	\$ 64.05
22000328	529000	McKesson	\$ 6.04
22000344	529000	Office Depot	\$ 8.49
22000344	529000	Office Depot	\$ 24.38
22000344	529000	Office Depot	\$ 259.44
22000344	529000	Office Depot	\$ 12.09
22000344	529000	Office Depot	\$ 21.99
22000344	529000	Office Depot	\$ 394.95
22000344	529000	Office Depot	\$ 186.86
22000344	529000	Office Depot	\$ 24.19
22000344	529000	Office Depot	\$ 279.99
22000344	529000	Office Depot	\$ 36.45
22003716	529000	Office Depot	\$ 647.99
22000351	529000	Office Depot	\$ 83.99
22000344	529000	Office Depot	\$ (41.45)
22000344	529000	Office Depot	\$ 239.89
22000344	529000	Office Depot	\$ 38.30
22000344	529000	Office Depot	\$ 185.13
22003771	529000	Proforma Albrecht	\$ 245.56
22003982	529000	Sanofi Pasteur Inc	\$ 608.15
22002641	529000	Sanofi Pasteur Inc	\$ 3,148.00
22003865	529000	U-Line	\$ 68.31
22002251	529000	US Bank - Ohio Labor Law Poster Service	\$ 212.00
22003880	530500	AOHC Fall Conference (Registration Brittaney Gabbard)	\$ 100.00
	530500	Brittaney Gabbard - Fall Confererence Reimbursement	\$ 68.00
	530500	Erik Balster - Fall Conference Reimbursement	\$ 68.00
22000143	536000	Clemans Nelson & Assoc	\$ 175.00
22003711	536000	Enterprise	\$ 834.83
22000301	536000	Hartford	\$ 455.41
22003721	536000	House's Towing	\$ 150.00
22000314	536000	Liberty Storage - Unit #1112	\$ 1,512.00
22000320	536000	Liberty Storage - Unit E7009	\$ 1,252.80
22000333	536000	Mobile Analytical Services Inc	\$ 41.20
22000333	536000	Mobile Analytical Services Inc	\$ 32.30
22000333	536000	Mobile Analytical Services Inc	\$ 33.65
22000333	536000	Mobile Analytical Services Inc	\$ 32.30
22003981	536000	Momentive FKA SurveyMonkey, Inc.	\$ 2,700.00
22000335	536000	Monro / Mr Tire - #12	\$ 611.05
22000335	536000	Monro / Mr Tire - #3 (Plumbing)	\$ 440.93
22000356	536000	OPHA - Membership Renewal	\$ 75.00
22000424	536000	RICOH	\$ 617.55
22003934	536000	Rumpke - Storage Unit Clean-out Dump @ Transfer Station	\$ 225.00
22003831	536000	State of Ohio - Division of Industrial Compliance - Boiler	\$ 68.25

Butler County General Health District
September 2022 Bills List

22000713	536000	Stericycle	\$ 79.62
22000713	536000	Stericycle	\$ 170.30
22001017	536000	Verizon Wireless	\$ 189.60
22001025	536000	Vertical Systems Elevator	\$ 273.58
22002342	550000	Blanket Refunds - Sanner Funeral Home	\$ 10.00
22002342	550000	Blanket Refunds - Shannon M Moreno	\$ 1.95
22000679	550000	State of Ohio - Private Water Systems	\$ -
22000663	550000	State of Ohio - Burial Permits	\$ 127.50

District Health Fund 7000 Total: \$ 17,100.61

District Health Fund 7000 - Cribs for Kids Grant (HC4K) (Ends 9/30/22)

P.O. Number	Account	Vendor Name	Amount
22000315	536000	Liberty Storage - Unit #1131	\$ 1,749.60

Fund 7000 (HC4K) Total: \$ 1,749.60

District Health Fund 7000 - Cribs for Kids (HCK23) (Begins 10/1/22)

P.O. Number	Account	Vendor Name	Amount
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Fund 7000 (HCK22) Total: \$ -

District Health Fund 7000 - COVID Enhanced Operations (HCEO) (Ended 7/31/22)

P.O. Number	Account	Vendor Name	Amount
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Fund 7000 (HCK23) Total: \$ -

District Health Fund 7000 - COVID (HCN22)

P.O. Number	Account	Vendor Name	Amount
22003933	529000	Uline	362.25
22002347	530500	Betsy Waldeck	\$ 28.13
22000127	536000	Hamilton City	\$ 5,838.50
22001004	536000	Stericycle	\$ 79.62
22001004	536000	Stericycle	\$ 170.30

Fund 7000 (HCN22) Total: \$ 6,478.80

Butler County General Health District
September 2022 Bills List

District Health Fund 7000 - COVID Commissioners Funding (HCVDC)

PO Number	Account	Vendor Name	Amount
22002392	529000	Dell Technologies	\$ 243.99
22003902	529000	Dell Technologies	\$ 836.69
Fund 7000 (HCVDC) Total:			\$ 1,080.68

District Health Fund 7000 - Drug Overdose Prevention (HDOP) (Ended 8/31/22)

PO Number	Account	Vendor Name	Amount
22003882	529000	Tyrina R Taylor	\$ 102.49
22003898	529000	Smokin Dews BBQ & Shakes (Overdose Awareness Day)	\$ 1,020.00
22003468	529000	US Bank - Amazon (Overdose Awareness Supplies)	\$ 12.61
22003468	529000	US Bank - Amazon (Overdose Awareness Supplies)	\$ 106.76
22003468	529000	US Bank - Amazon (Overdose Awareness Supplies)	\$ 18.98
22003468	529000	US Bank - Amazon (Overdose Awareness Supplies)	\$ 118.98
22003468	529000	US Bank - Amazon (Overdose Awareness Supplies)	\$ 734.32
22003468	529000	US Bank - Party City (Overdose Awareness Day)	\$ 129.60
22003468	529000	US Bank - Party City (Overdose Awareness Day)	\$ 100.80
22003531	530500	Tyrina R Taylor	\$ 293.75
22003832	536000	Aaron Laine - MC (Overdose Awareness)	\$ 250.00
22003845	536000	Breanna Booz - Photography (Overdose Awareness)	\$ 400.00
Fund 7000 (HDOP) Total:			\$ 3,288.29

District Health Fund 7000 - Drug Overdose Prevention (HDR23) (Began 9/1/22)

PO Number	Account	Vendor Name	Amount
22003894	529000	Office Depot	\$ 79.74
Fund 7000 (HDR23) Total:			\$ 79.74

District Health Fund 7000 - Enhanced Operations 2022 (HEO22) (Began 8/1/22)

PO Number	Account	Vendor Name	Amount
22003698	529000	McKesson	\$ 347.75
22003698	529000	McKesson	\$ 416.61
22000120	536000	Hamilton City	\$ 9,400.86
Fund 7000 (HEO22) Total:			\$ 10,165.22

Butler County General Health District
September 2022 Bills List

District Health Fund 7000 - Help Me Grow Home Visiting (HHMG)

P.O. Number	Account	Vendor Name	Amount
22000028	530500	Francine Kuwonu	\$ 51.25
22000028	530500	Michelle Tubbs	\$ 201.25
Fund 7000 (HHMG) Total:			\$ 252.50

District Health Fund 7000 - Interact for Health (HIFH)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HIFH) Total:			\$ -

District Health Fund 7000 - Integrated Naloxone (HIN24) (Begins 9/30/22)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HIN24) Total:			\$ -

District Health Fund 7000 - (Integrated Naloxone Access & Infrastructure (HINA1)

P.O. Number	Account	Vendor Name	Amount
22003895	529000	Lowes Companies - SSP Supplies	\$ 343.08
22003980	529000	Tyrina Taylor - SSP Supply Reimbursement	\$ 95.83
22003255	530500	Mita Patel	\$ 36.25
22003255	530500	Mita Patel	\$ 21.25
22003145	536000	T-Mobile	\$ 30.80
Fund 7000 (HINA1) Total:			\$ 527.21

District Health Fund 7000 - (Harm Reduction EPI 2023 (HIP23) (Begins 10/2/22)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HIP23) Total:			\$ -

District Health Fund 7000 - Injury Prevention EPI (HIPE) (Ends 9/30/22)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HIPE) Total:			\$ -

Butler County General Health District
September 2022 Bills List

District Health Fund 7000 - Maternal Child Health (HMC23) (Begins 10/1/22)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HMC23) Total:			\$ -

District Health Fund 7000 - Maternal Child Health Grant (HMCP) (Ends 9/30/22)

P.O. Number	Account	Vendor Name	Amount
	530500	Kayla Manuel - Mileage	\$ 5.85
Fund 7000 (HMCP) Total:			\$ 5.85

District Health Fund 7000 - Ohio EPA Mosquito Grant (HMOSQ)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HMOSQ) Total:			\$ -

District Health Fund 7000 - Moms Quit for Two Grant (HMQ2) (Ended 6/30/22)

P.O. Number	Account	Vendor Name	Amount
	22002433	536000 Welco LKA	\$ 480.00
Fund 7000 (HMQ2) Total:			\$ 480.00

District Health Fund 7000 - NACCHO MRC Rise Grant (HMRC) (Ends 12/31/22)

P.O. Number	Account	Vendor Name	Amount
Fund 7000 (HMRC) Total:			\$ -

District Health Fund 7000 - Ohio Equity Institute Grant (HOEI) (Ends 12/31/22)

P.O. Number	Account	Vendor Name	Amount
22003986	529000	Bethart Printing	\$ 125.00
22001556	529000	Capital One - Walmart (Client Incentive Gift Cards)	\$ 500.00
22001556	529000	Capital One - Walmart (Client Incentive Gift Cards)	\$ 500.00
22003141	529000	Quality Publishing	\$ 225.00
22003256	530500	Brein Everhart	\$ 131.75
	530500	Count the Kicks Training	\$ 40.00
22003256	530500	Mita Patel	\$ 20.63
	526000	Butler County Family & Children First - booth	\$ 50.00
22000316	536000	Liberty Storage - Unit #1102	\$ 1,231.20
22001019	536000	Verizon Wireless	\$ 40.11
Fund 7000 (HOEI) Total:			\$ 2,863.69

Butler County General Health District
September 2022 Bills List

District Health Fund 7000 - Public Health Emergency Preparedness Grant (HPH23) (Began 7/1/22)

P.O. Number	Account	Vendor Name	Amount
22003985	529000	Capital One - Walmart (Storage Unit supplies)	\$ 26.25
22003490	529000	Office Depot	\$ 135.99
22003490	529000	Office Depot	\$ 182.74
22003995	529000	US Bank - Amazon (Security Cameras)	\$ 519.01
22001001	536000	Hamilton County General Health District	\$ 13,732.00
22000318	536000	Liberty Storage - #1187	\$ 1,749.60
22000660	536000	T-Mobile	\$ 154.00
22003929	536000	US Bank - Uhaul Truck Rental - PHEP Storage Clean-Out	\$ 70.79
Fund 7000 (HPH23) Total:			\$ 16,570.38

District Health Fund 7000 - Public Health Emergency Preparedness Grant (HPHEP) (Ended 6/30/22)

P.O. Number	Account	Vendor Name	Amount
22000668	536000	State of Ohio - MARCS Radios	\$ 150.00
Fund 7000 (HPHEP) Total:			\$ 150.00

District Health Fund 7000 - Tuberculosis (HTBS)

P.O. Number	Account	Vendor Name	Amount
22002641	529000	Sanofi Pasteur Inc	\$ 186.54
22000026	536000	James Karrer	\$ 64.38
22000310	536000	Language Line Services Inc	\$ 100.13
22001020	536000	Verizon Wireless	\$ 63.20
Fund 7000 (HTBS) Total:			\$ 414.25

District Health Fund 7000 - Workforce Development (HWFD) (Ends 6/30/23)

P.O. Number	Account	Vendor Name	Amount
22003770	529000	Office Depot	\$ 36.89
22003770	529000	Office Depot	\$ 29.99
22003983	536000	Amber Chamberlain - SPBR Conference - Hotel Reimbursement	\$ 143.35
22000122	536000	Hamilton City	\$ 8,409.73
Fund 7000 (HWFD) Total:			\$ 8,619.96

Food Service Program Fund 7001

P.O. Number	Account	Vendor Name	Amount
22000351	529000	Office Depot	\$ 862.80
22000351	529000	Office Depot	\$ 33.99

Butler County General Health District
September 2022 Bills List

22000351	529000 Office Depot	\$ 103.97
22000351	529000 Office Depot	\$ 9.99
22000351	529000 Office Depot	\$ 13.17
22000351	529000 Office Depot	\$ 8.89
22000351	529000 Office Depot	\$ 69.98
22003010	529000 Proforma Albrecht	\$ 389.26

22003772	536000 Cox First Media - FSO Legal Ad	\$ 95.76
22000336	536000 Monro / Mr Tire - #9	\$ 543.60
22000425	536000 RICOH	\$ 423.18
22000690	536000 State of Ohio Auditor	\$ 1,804.00

22002586	550000 Blanket Refunds - Miami University	\$ 27.00
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Food Service Fund 7001 Total: \$ 4,385.59

Pools Program Fund 7004

P.O. Number	Account	Vendor Name	Amount
22002746	529000	Taylor Technologies	\$ 29.51

Pools Program Fund 7004 Total: \$ 29.51

RV/Camps Program Fund 7005

P.O. Number	Account	Vendor Name	Amount
			\$ -

RV / Camps Fund 7005 Total: \$ -

Household Sewage Treatment Fund 7006

P.O. Number	Account	Vendor Name	Amount
22003948	536000	CJ Septic - WPCLF Septic Designs	\$ 2,500.00
22003847	536000	Clear Creek Environmental - 6078 Reily Millville - WPCLF	\$ 1,442.00
22003847	536000	Clear Creek Environmental - 840 Woodbine - WPCLF	\$ 1,442.00
22003928	536000	Viox Excavating - WPCLF 3051 Kirchling	\$ 33,390.00

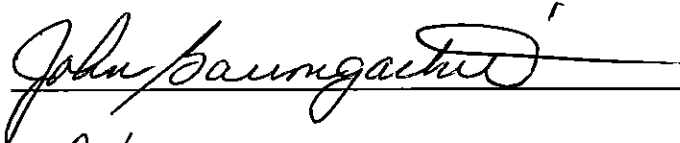

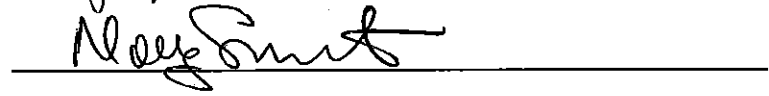


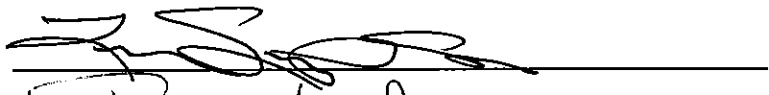
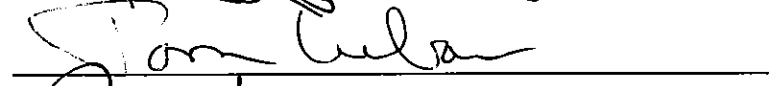
22000666	550000	State of Ohio - HSTS Fees	\$ 514.00
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HSTS Fund 7006 Total: \$ 39,288.00

Total for the month of August 2022 \$ 113,529.88

Butler County General Health District
September 2022 Bills List

Board of Health Approved:

Mr Baumgartner	
Dr Burley	
Dr Emmert	
Mrs Johnson	
Mr Schulte	
Mr Simpson	
Mr Urban	
Mr Woeste	