

**MINUTES OF
July 17, 2018
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, July 17, 2018 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, Mr. Dick Staten, called the meeting to order at 6:00 pm.

Members Responding to Roll Call:

Mr. Dick Staten, Mr. George Long, Dr. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, Mr. Ed Porginski, Mrs. Joan Hayes, and Mrs. Terri Zajo were present (Dr. James Sosnowski was absent)

Others Present:

Duane Stansbury, Health Commissioner; Dr. Scott Swope, Medical Director; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Lori Smyth, Nursing Director

Board of Health Educational Session (6:00 to 6:25 pm)

Environmental Health Director, Chris Balster presented the Board of Health with an educational session providing them an update and summary of the mosquito prevention program and recent tire recycling events. He informed them that roughly 5100 tires have been removed from Warren County, over the course of 2017 and 2018. These tires were recycled after being collected during an event in which we helped sponsor for the Village of Morrow and also events that we actually sponsored and conducted at Waynesville High School (Wayne Township), Salem Township/Morrow Fire Department, and Harlan Township Fire Department. He added that they will likely hold yet another event later in the summer.

Minutes of Board Meeting Approved (motion #51-2018)

Minutes of the June 2018 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mrs. Zajo. The motion carried with the following response to a roll call vote:

Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye

Training Requests #24-2018 through #26-2018 Approved (motion #52-2018)

Board members were presented with the July 2018 training requests for their consideration. Dr. Barr made a motion to approve training requests #24-2018 through #26-2018. The motion was seconded by Mr. McClanahan and the following is a result of a roll call vote:

Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye

Accounting Resolution #3-2018 Approved (motion #53-2018)

Accounting Resolution #3-2018 was presented, to the Board of Health, for supplemental appropriation adjustments to the following funds: #911-4100-210 (Supplies), #916-4108-102 (PHEP Salaries), #961-4108-811 (PHEP PERS), #961-4108-400 (PHEP Purchased Service), #961-4108-871 (PHEP Medicare), #961-4108-850 (PHEP Training), #961-4108-210 (PHEP Purchased Services), #961-4108-820 (PHEP Insurance), #961-4108-830 (PHEP Workers Comp), #961-4108-910 (PHEP Other Expense), #961-4101-102 (MCH Salaries), #961-4101-811 (MCH PERS), #961-4101-210 (MCH Material & Supplies), #911-4100-820 (Insurance). See copy of resolution for full explanation. Mr. McClanahan made a motion to approve Accounting Resolution #3-2018, as presented. Dr. Barr seconded his motion and the following is a result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye; Mrs. Hayes – aye

July 2018 Monthly Expense List Approved (motion #54-2018)

There were no questions in reference to the July 2018 expense list. Dr. Barr made a motion to approve the July 2018 expense list, as presented, and Mrs. Zajo seconded his motion. The motion carried with the following result of a roll call vote:

Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Mr. Long – aye; Mr. Porginski – aye; Mrs. Hayes – aye; Mr. Staten – aye

Financial Review To Date

There were no questions in reference to the financial review to date report.

Administrative Report

Mr. Staten turned the meeting over to the Health Commissioner, at 6:28 pm, for his Administrative Report items.

OPEC-HC Claims Settlement Accepted (motion #55-2018)

Mr. Stansbury informed the Board that he had received a Provider Claim Settlement Agreement and Release, from the Receivership for OPEC-HC, for claims on services that our health clinics provided and billed Benovation for our employees last year. The Receiver is offering us a \$208.60 settlement for total billed charges of \$1,043.00. This is twenty percent of the claim amount which is what we are seeing they have been offering other providers during this settlement process. Mr. Long made a motion to accept the settlement amount and Dr. Barr provided a second to his motion. The following is a result of a roll call vote:

Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye;
Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

Permission Granted to Obtain Bids for Repair/Alteration to Failing Household Sewage Treatment System Utilizing Water Pollution Control Loan Funding (motion #56-2018)

The health commissioner told the Board that the Environmental Health Division has received an application for funding through the 2018 Water Pollution Control Loan Fund (WPCLF) through Ohio EPA. The property in question is 5428 N. US Route 42 in Waynesville, Ohio 45068. A soil evaluation was conducted to determine a suitable area for alteration/replacement for the existing system. There is one resident currently in the property and they qualify for 100% payment coverage through the WPCLF funding opportunity. The Environmental Health Division would like to ask for the Board's approval to solicit informal bids for the alteration of the household sewage treatment system. Dr. Barr made a motion and Mr. McClanahan offered a second to his motion to allow for bids to be obtained for the work to be done on the failing system. The following is a result of a roll call vote:

Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye; Mrs. Hayes – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye/ Mr. McClanahan – aye

Final Reading of the Proposed Environmental Health Program Fees for 2018 Dispensed and Read by Title Only (motion #57-2018)

Dr. Barr made a motion to dispense the third and final reading of the Proposed Environmental Health Program Fees for 2018 and read by title only. Mr. McClanahan seconded the motion which carried with the following response to a roll call vote:

Mr. Long – aye; Mr. Porginski – aye; Mrs. Hayes – aye; Mr. Staten – aye;
Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye

Final Reading of Proposed Environmental Health Program Fees for 2018 Approved (motion #58-2018)

Dr. Barr made a motion to accept the third and final reading of the Proposed Environmental Health Program Fees for 2018 and Mr. McClanahan seconded. The following is the result of a roll call vote:

Mr. Porginski – aye; Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye

Approved Updates to Employee Policy Manual (motion #59-2018)

Mr. Stansbury informed the Board that the from time to time the administrative staff review policies that may need updated. At a recent administrative meeting the following sections of the WCHD Employee Policy Manual were reviewed and are ready to have Board of Health approval: Section 4.1 Probation, Section 5.12 Expense Reimbursement, Section 6.12 Personal Leave, Section 7.2 Lunch Period and Section 7.10 Dress and Appearance. After review of the suggested amendments Dr. Barr made a motion to approve amending the above sections to the policy manual, as presented. Mr. Long seconded his motion and the following is the result of a roll call vote:

Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye

Informed Board of Health of Health Alert Network Update

Mr. Stansbury informed Board members of The Health Alert Network (HAN) Update which is to alert public health departments, health care professionals, first responders, and medical examiners and coroners to important new developments in the evolving opioid overdose epidemic. The current update includes updated recommendations for public health professionals and health care providers regarding prevention and response efforts. A copy of this was included in Board members packets.

PHAB Update Provided

The Health Commissioner informed Board members on our Workforce Development plan over the past couple months. He stated that senior management has worked with Ohio State University on a Gap Analysis and they sent a workforce needs assessment to our staff. This assessment focuses on Core Public Health Competencies and will help us to better train and prepare our employees. We are waiting for the results from that survey and will share with the Board when it is received. He also added that he, Tammy, Chris and Dustin have will be attending OSU for a workshop on Performance Management Systems this month.

Ongoing 2017 Health Insurance Issues Discussed


Mr. Stansbury provided the Board with a rough estimate of employee's medical bills that are still pending payment. He told them that we are receiving notices of claims settlements, such as the one approved earlier in the meeting for claims within our own agency. These are slowly coming in but it is progress. Board members were very concerned about this and asked the health commissioner to meet with our representative in the county prosecutor's office to inquire about any recourse or options available to us and to see what may be done to protect employee's credit and also to assure WCHD is being represented well within the settlement process. Mr. Stansbury will report back to Board members on what he learns at next month's meeting.

Other Business

Warren County has received its fourth active TB case. Mr. Stansbury told Board members that the nursing division is doing a great job with this.

With no further business the meeting adjourned at 7:18 pm.


James Dick Staten,
President Secretary


Duane Stansbury, R.S., M.P.H.

