

**MINUTES OF
September 18, 2018
WARREN COUNTY BOARD OF HEALTH MEETING**

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The regular monthly meeting of the Warren County Board of Health was held Tuesday September 18, 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:

Dr. James Sosnowski, Mr. Dick Staten, Mr. George Long, Mr. Dominic Brigano, Mr. Ed Porginski, and Mrs. Terri Zajo were present at roll call. Dr. Stephen Barr entered the meeting after roll call was taken. (Mr. Adam McClanahan and Mrs. Joan Hayes were 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; Mr. and Mrs. Ron Morris and Mr. Michael Jonas with Jonas Homes

Minutes of Board Meeting Approved (motion #70-2018)

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

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – abstained; Mr. Long – aye; Mr. Porginski – aye

Training Requests #40-2018 through #42-2018 Approved (motion #71-2018)

Board members were presented with the September 2018 training requests for their consideration. The agenda indicated the training sessions to be approved were #40-43, this was a typo and there was no #43 session presented to Board members. Mr. Long made a motion to approve training requests #40-2018 through #42-2018. The motion was seconded by Mr. Brigano and the following is a result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. Long – aye; Mr. Porginski – aye; Dr. Sosnowski – aye

Accounting Resolution #5-2018 Approved (motion #72-2018)

Accounting Resolution #5-2018 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #11-4100-210 (Materials and Supplies), #963-4100-910 (Camps Other Expense), 976-4100-910 (Pools Other Expense), #976-4100-102 (Pools Salaries), #976-4100-811 (Pools PERS) See copy of resolution for full explanation. Mrs. Zajo made a motion to approve Accounting Resolution #5-2018, as presented. Dr. Sosnowski seconded the motion and the following is a result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. Long – aye; Mr. Porginski – aye; Dr. Sosnowski – aye

September 2018 Monthly Expense List Approved (motion #73-2018)

During review of the September 2018 expense list, Mr. Brigano inquired as to a payment made to an individual, Mr. Ron Irvine. Mr. Stansbury explained Mr. Irvine is the certified application counselor that we are now contracted with for his services, a couple days a week, to assist the public with assistance in selecting the best market place insurance for their need. There were no further questions in reference to the September

2018 expense list. Mr. Long made a motion to approve the September 2018 expense list, as presented, and Dr. Sosnowski seconded his motion. The motion carried with the following result of a roll call vote:

Mr. Brigano – aye; Mr. Long – aye; Mr. Porginski – aye;
Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye

Financial Review To Date

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

Administrative Report

Mr. Staten turned the meeting over to the Health Commissioner at 6:06 pm for his Administrative Report items.

Time Extension Requested for Homeowners Bond (motion #74-2018)

At the February 2018 Board of Health meeting, Mr. Ron Morris was granted a six month extension on his homeowners bond, for plumbing permit #71213, which he had posted to complete plumbing work himself on his property at 8720 Withersfield Court in Springboro. The plumbing division was recently contacted by Mr. Morris for an additional extension of time due to extinguishing circumstances. Mr. Morris explained to the Board that he believes an additional six months would be adequate to complete the plumbing work on the addition to his home. Mr. Long made a motion to grant the additional six month extension of the homeowners bond for plumbing permit #71213. The extension will expire on March 16, 2019. Dr. Sosnowski seconded his motion and the following is the result of a roll call vote:

Mr. Brigano – aye; Mr. Long – aye; Mr. Porginski – aye;
Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye

Personnel Policies Amended (motion #75-2018)

Policy revisions for Section 6.2 Vacation and 6.15 Voluntary Leave Donation were presented to the Board for approval: The revision to Section 6.2 Vacation will allow for employees to cash out 40 hours vacation pay, once yearly in November, in lieu of actual time off. Employees opting to do this must maintain a minimum balance of 160 hours in their vacation accrual bank. The revision to Section 6.15 Voluntary Leave Donation adds the stipulations that time donation program is not for intermittent use and that donation request for health district employees will be posted internally within our own agency first and then once that donated time is depleted it can be posted to the intranet site for consideration of other county employees. In reference to Section 6.2, Mr. Long stated that he was not in favor because he would rather see employees actually take time off from their work to benefit their families and themselves. He stated he feels employees are better served when they actually take the time away from their jobs. Dr. Sosnowski made a motion to approve the revisions to Section 6.2 and Section 6.15 of Warren County Health District's Employee Policy Manual, as presented. Mr. Brigano seconded his motion and the following is a result of the below roll call vote:

Mr. Long – nay; Mr. Porginski – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

Variance Request #5-2018 Approved (motion #76-2018)

Variance Request #5-2018 was presented to Board members for consideration. The variance request pertains to the property located at Lot #167 Stoneham Circle in Clearcreek Township. The applicant is the builder of the property serving as the agent of the owner. The applicant's property was approved for on-site wastewater treatment under previous regulations. A design variance is required to allow for the proposed soil absorption component to be installed in compliance with current regulations. The sewage treatment system designer has proposed a roughly 20 foot separation between zones with drainage components placed in between to reduce the likelihood of an impact on system performance. The Ohio Administrative Code does allow for the use of multiple zones in instances where property boundaries present spacing issues. The sewage staff has reviewed the proposed design and recommends approval of the variance request. See copy of request for full description. Mr. Long made a motion to approve Variance Request #5-2018 and Dr. Sosnowski provided a

second to his motion which carried with the following result of a roll call vote:

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Mr. Long – aye; Mr. Porginski – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

Voted to Dispense First Reading of Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules: (motion #77-2018)

Mr. Long made a motion to dispense with the first reading of Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules and read by title only. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

Mr. Long – aye; Mr. Porginski – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

Accepted First Reading of Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules: (motion #78-2018)

In late 2014, Warren County Health District adopted supplemental sewage rules to augment Ohio Administrative Code Chapter 3701-29 which went into effect on January 1, 2015. The sewage program staff are proposing changes to the existing supplemental rules. See copy of first reading for full revisions. Dr. Sosnowski made a motion to accept the first reading of Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules. Mr. Brigano seconded his motion and the following is a result of a roll call vote:

Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye;
Mrs. Zajo – aye; Mr. Brigano – aye; Mr. Long – aye

Voted to Dispense First Reading of Rabies Control Regulation (motion #79-2018)

Mr. Long made a motion to dispense the first reading of Rabies Control Regulation and read by title only. Dr. Sosnowski offered a second and the motion carried with the following response to a roll call vote:

Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye;
Mrs. Zajo – aye; Mr. Brigano – aye; Mr. Long – aye

Voted to Accept First Reading of Rabies Control Regulation (motion #80-2018)

The last update to the Warren County Rabies Control Regulation was in October 2012. The environmental health staff have reviewed the regulation and are recommending revisions notably to booster vaccination timeframes and changes to the dangerous or wild animal sections to align with existing statute and state guidelines. See copy of first reading for full revisions. Dr. Sosnowski made a motion to accept the first reading of Rabies Control Regulation, as presented and Mrs. Zajo offered a second. The motion carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Mr. Long – aye; Mr. Porginski – aye

Bid Accepted to Abate Nuisance at 8650 Red Lion Five Points Road (motion #81-2018)

A bid from SepTek for \$24,000 is the only bid received to abate a sewage nuisance at 8650 Red Lion Five Points Road. The homeowner qualifies for 100% funding through the Ohio Environmental Protection Agencies Water Pollution Control Loan Funding program. Environmental Health Director, Chris Blaster, informed the Board of Health the bid submitted by SepTek will cover replacement and relocation of the existing household sewage treatment system. Mr. Long made a motion to accept the bid from SepTek for \$24,000 and Dr. Sosnowski seconded his motion. The motion carried with the following response to a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. Long – aye; Mr. Porginski – aye; Dr. Sosnowski – aye

~Dr. Barr entered the meeting at this time (6:23 pm).

Entered Executive Session (motion #82-2018)

At 6:23 pm per the meeting agenda, Mr. Brigano made a motion to enter into Executive Session to discuss employee compensation. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

Returned to Regular Session (motion #83-2018)

At 7:00 pm Dr. Barr made a motion to return to regular session of the Board of Health meeting and Dr. Sosnowski seconded the motion which carried with the following response to a roll call vote:

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


Other Business

~Board members received their monthly updates, in their packets, from the Epidemiologist, Accreditation/PHEP Coordinator, EH Director and Nursing Director. Also provided this month was an Ohio Department of Health report of mosquitos submitted for arbovirus testing. Warren County has had forty two positive West Nile pooled samples submitted thus far in 2018.

~Mr. Stansbury noted that in Lori Smyth's report they are informed of a thank you note that was received from the family of a home health patient. The family praised employee, Sue Higgins, for the care she provided to their family member and also spoke about the comfort she brought to the patient and to the family in this patients final days. Board members were very pleased and asked that their appreciation be passed on to Ms. Higgins.

~Mr. Brigano attended the recent annual meeting of Local Boards of Health held at the Ohio Association of Health Commissioners office in Columbus. He stated that as a new Board member he found it to be very helpful. He also was elected as Director at Large for a remaining one year term.

With no further business to discuss the Board dismissed at 7:05 pm.



James Dick Staten,
President Secretary



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