

**MINUTES OF
December 17, 2019
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday December 17, 2019 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, Ms. Holly Boyd, Mr. Dominic Brigano, Dr. Stephen Barr, Mr. Adam McClanahan were present at roll call. (Mr. Ed Porginski entered the meeting after roll call and Mrs. Terrie Zajo 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; and Alicia Habermehl, Assistant Director of Nursing

Minutes of Board Meeting Approved (motion #114-2019)

Minutes of the November 2019 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Dr. Sosnowski. The motion carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mrs. Boyd – aye

December 2019 Monthly Expense List Approved (motion #115-2019)

The December 2019 Expense List was presented to board members for their consideration. Mr. McClanahan made a motion to approve the expense list, as presented, and Dr. Barr seconded the motion which carried with the following result of a roll call vote:

Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Mrs. Boyd – aye

(Dr. Sosnowski had stepped out of room briefly to take a phone call)

Accounting Resolution #14-2019 (motion #116-2019)

Accounting Resolution #14-2019 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #9953-4100-5910 (Water State Share of Fees); #9911-4100-5102 (Salaries); #9911-4100-5811 (PERS); and #9911-4100-5871 (Medicare). See copy of Resolution for full explanation. Dr. Barr made a motion to approve Resolution #14-2019 and Mr. McClanahan provided a second to the motion. The following is a response to a roll call vote:

Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Mrs. Boyd – aye; Dr. Sosnowski – aye

Financial Review To Date

There were no questions in reference to the financial reports.

Administrative Report

At 6:05 pm Mr. Staten turned the meeting over to the Health Commissioner for his Administrative Report items.

Update to WCHD Comensation Plan Structure and Administration Approved (motion #117-2019)

Board members were presented with recommended changes to the section that addresses Lump Sum

Payments (page 3 of plan document) and also Promotions (also page 3 of plan document). Dr. Barr made a motion to approve the requested amendments to the WCHD Compensation Plan Structure and Administration document and Mr. McClanahan provided a second. The following is a result of a roll call vote:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Mrs. Boyd – aye; Dr. Sosnowski – aye; Mr. Staten – aye

Update to WCHD Employee Personnel Manual Approved (motion #118-2019)

Mr. Stansbury informed board members that an additional update was needed to Section 4.2 of the WCHD Employee Personnel Manual. In 4.2 (G, H, & I) were updated to include promoted employees, as well, as new employees who are not eligible for pay increases until they complete their probationary period.

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Mrs. Boyd – aye; Dr. Sosnowski – aye; Mr. Staten – aye

(Mr. Porginski arrived at 6:08 pm)

Interact for Health's Evidenced-Based Tobacco Policy Change Grant

The health commissioner informed the Board of Health that Tobacco Prevention Health Educator, Amy Fehrenbach, recently submitted a RFP application for an evidenced based tobacco policy grant. He said the focus of the grant is tobacco retailer license policy development.

Early Childhood Safety Initiative – Cribs for Kids Safe Sleep Program

The Cribs for Kids Sleep Program is an initiative the health district has been doing for several years and even continued when the funding was no longer available a couple years ago. Mr. Stansbury shared with the Board attachments to the Grant Activities Statement of Work for the period January 1, 2020 through June 30, 2020 which includes a funding breakdown for salary/fringe and also program materials/supplies. He told Board members will again be receiving some funding for this Early Childhood Safety Initiative.

Board Informed of Administrative Hearing for Clarksville Road (Washington Township)

The environmental health division has been working, with no luck, to contact next of kin of an owner who has passed away to have the property at 166 S. Clarksville Road, which was damaged by fire, secured. After consulting with the Warren County Prosecutor's Office notifications will be sent to the next of kin of an administrative hearing to be held during the January, 2020 Board of Health meeting. Mr. Adam Nice of the Prosecutor's office will be present to assist the board with the administrative hearing process.

Executive Session Entered at 6:15 pm (motion #119-2019)

Per the Agenda, Dr. Barr made a motion to enter into Executive Session to discuss contract renewals for the health commissioner and medical director. Ms. Boyd seconded his motion and the following is the result of a roll call vote:

Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mrs. Boyd – aye

Regular Session Resumed at 6:35 pm and Contracts Renewed (motion #120-2019)

At 6:35 pm the Board of Health resumed its regular session meeting and on a motion from Dr. Barr the board opted to approve the health commissioner's and the medical director's contracts, as presented (see copy of contracts). A second came from Mr. Brigano and following is a result of a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Mrs. Boyd – aye; Mr. Porginski – aye

Other Business

Board members received the following:

- In Public Health News, Board members received the following information or articles:
 - ~ Michigan Health Officials confirm Sixth Fatality from Eastern Equine Encephalitis
 - ~ More than 75,000 pounds of salad products recall (due to E.coli contamination)
 - ~ Ready-to-eat sushi and other products voluntarily recalled, pulled from Trader Joe's USBUS shelves (due to potential *Listeria monocytogenes*)
- Director of Nursing's monthly report
- Environmental Health Director's monthly report
- Communicable Disease Surveillance Report for October, 2019

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:36 pm.


James Staten,
President


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

