

**MINUTES OF
November 21, 2017
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, October 17, 2017 in the first floor conference room of the Warren County Combined Health District, 416 South East Street, Lebanon, Ohio. President, Mr. Dick Staten, called the meeting to order at 6:04 pm.

Members Responding to Roll Call:

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

Others Present:

Duane Stansbury RS, MPH, Health Commissioner; Scott Swope, DO, Medical Director; Tammy Cranmer, Administrative Assistant; Chris Balster, MPH, REHS, RS, Director of Environmental Health; Lori Smyth, RN, Director of Nursing; David and Amy Krauss, Warren County Residents

Minutes of Board Meeting Approved (motion #89-2017)

Minutes of the October 2017 Board of Health meeting were approved as written. Motion to approve came from Mr. McClanahan and was seconded by Mrs. Zajo. The motion carried with the following response to a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Dr. Coleman – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long - aye

Accounting Resolutions #10-2017 and #11-2017 Approved (motion #90-2017)

Accounting Resolution #10-2017 was presented to make supplemental appropriation adjustments to the following funds: #911-4100-102 (Salaries); #911-4100-811 (PERS); #911-4100-400 (Purchase Services); #911-4100-820 (Health & Life); #911-4100-317 (Capital Purchases under \$10K); #961-4103-102 (Salaries Moms Quit for 2); #961-4103-910 (Moms Quit for 2 Other Expense); #916-4100-910 (Plumbing State Share of Fees); #916-4100-102 (Plumbing Salaries); #916-4100-811 (Plumbing PERS); #916-4100-871 (Plumbing Medicare); #916-4100-820 (Plumbing Health Insurance); #961-4103-210 (Moms Quit for 2 Supplies); #916-4100-950 (Plumbing Bond Refunds); #915-4100-965 (Plumbing Bond Forfeitures); #911-4100-210 (General Supplies). Accounting Resolution #11-2017 was also presented requesting an amended certificate to the following Anticipated Receipts: #915-0999-100 (HOB Flow Through); #916-1488-100 (Operating Permits); #916-1487-100 (Install Permits) and #916-1172-100 (Septic Registration Fees). Dr. Barr made a motion to approve Accounting Resolution #10-2017 and #11-2017. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Dr. Coleman – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long - aye

November 2017 Monthly Expense List Approved (motion #91-2017)

There were no questions in reference to the November 2017 Expense List. Mr. McClanahan made a motion to approve the November 2017 Expense List. The motion carried with a second from Mr. Long and the following is the result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Dr. Coleman – abstained;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long - aye

Financial Review To Date

There were no questions in reference to the financial statements

Final Reading of Plumbing Program Fee Changes Approved (motion #92-2017)

Dr. Barr made a motion to approve the final reading of the plumbing program fees and stated the effective date for registration fees will be December 1, 2017 and the effective date for all other fee changes will be January 1, 2018. Mrs. Zajo seconded the motion and the following is the result of a roll call vote:

Mrs. Zajo – aye; Dr. Coleman – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Mr. Long – aye; Mr. Staten – aye

~Mrs. Hayes entered the meeting at this time: 6:05 pm

Variance Request #2-2017 Granted (motion #93-2017)

Chris Balster, Director of Environmental Health, informed the Board with information for Variance Request #2-2017 related to the alteration of an existing cistern. The applicant of the variance and owner of the property located at 2350 East Lower Springboro Road, Mr. David Krause, has requested an alteration which includes the installation of a WISY WFF 150 Vortex Fine Filter roof washer, which is rated to manage the rainwater flow of up to 5,500 square foot of roof area. This request relates to the current rule requirement outlined in Section 3701-28-12 (J) of the Ohio Private Water System Rules which states there should be one roof washer present for every 1,500 square feet of roof area. The roof of the property in question is roughly 4,000 square foot. Mr. Balster explained to Board members how the requested roof washer works. He added that technology has advanced since the rules were last updated and this type roof washer has been approved in other parts of the state. Mr. Balster and his staff recommend the variance be granted. Mr. Long made a motion to grant Variance Request #2-2017, as presented, and Mr. McClanahan seconded the motion. The following is a result of a roll call vote:

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

~Mr. Porginski entered the meeting right before the above roll call: 6:08 pm

Administrative Report

At 6:09 pm, Mr. Staten turned the meeting over to the Health Commissioner for his Administrative Report

Equipment Purchases Approved (motion #94-2017)

The following equipment items were presented to the Board for approval: folding machine (\$3,260.00); 8 laptops for field sanitarians (\$11,730.26); a network server (\$7,570.08) and a network switch (\$7,476.77). Dr. Barr made a motion to approve all requested equipment purchases and Dr. Coleman seconded his motion. The following is a result of roll call vote:

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

Day for Life, 2018 Approved (Motion #95-2017)

Mr. Stansbury told Board members he would like to once again offer the Day for Life incentive to insurance eligible employees. The Day for Life is a paid day off offered to eligible employees for their participation in on-site health screenings consisting of a fasting test and other factors. The goal of these screenings is to discover potential disease early when it is more cost effective to treat. The hours for the day off are based on the employee's normal work day schedule and must be used as one single day only during 2018. If approved, the screenings will be scheduled in the next couple months. Mr. McClanahan made a motion to approve the Day for Life 2018 and Dr. Coleman seconded his motion which carried with the following response to a roll call vote:

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

Voted to Enter Executive Session to Discuss Employee Compensation (motion #96-2017)

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Per the agenda, Dr. Barr made a motion to enter into Executive Session at 6:39 pm, to discuss Employee Compensation. Mr. McClanahan seconded and the following is a result of a roll call vote:

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

Return to Regular Session (motion #97-2017)

At 7:13 pm, Mr. McClanahan made a motion to return to regular session of the Board of Health meeting. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

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

2018 Employee Merit Increases (motion #98-2017)

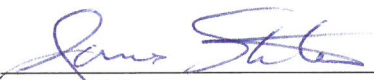
Upon returning to regular session of the Board of Health meeting, Mr. Long made a motion to keep the same ranges as previous years increases will be 0%, 1%, 3% and 4%, respectively. Dr. Barr seconded his motion and the following is the result of a roll call vote:

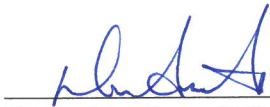
Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye; Dr. Coleman – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye

Other Business

On behalf of Board members, Mr. Long asked that employees be made aware that the Board has concerns as it relates to increases of health insurance cost. They know it is not a surprise to the employees but they are not making a change at this time to employee cost because they want to see what the renewal is going to look like. They are concerned about the amount of increase they are potentially going to be taking on. The Board is also concerned with the amount of transition the employees have had to go through in this past year. They asked the health commissioner to look at available options. They want employees to be aware that they are cautiously optimistic. They will be re-evaluating the health program overall.

With no further business the meeting adjourned at 7:21 pm.


James Dick Staten
President


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