

**MINUTES OF
August 21, 2018
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, August 21, 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 6:03 pm.

Members Responding to Roll Call:

Mr. Dick Staten, Mr. Ed Porginski, Mrs. Terri Zajo, Mr. George Long, Dr. Stephen Barr, Mrs. Joan Hayes, and Dr. James Sosnowski were present (Mr. Adam McClanahan and Mr. Dominic Brigano 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; Brenda Joseph, Fiscal Director; and Mr. Michael Jonas with Jonas Homes

Minutes of Board Meeting Approved (motion #60-2018)

Minutes of the July 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:

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

Training Requests #27-2018 through #39-2018 Approved (motion #61-2018)

Board members were presented with the August 2018 training requests for their consideration. Mr. Long made a motion to approve training requests #27-2018 through #39-2018. The motion was seconded by Dr. Sosnowski and the following is a result of a roll call vote:

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

Accounting Resolution #4-2018 Approved (motion #62-2018)

Accounting Resolution #4-2018 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #961-4101-910 (MCH Other Expenses) and #976-4100-910 (Swimming Pool Other Expenses). See copy of resolution for full explanation. Mr. Long made a motion to approve Accounting Resolution #4-2018, as presented. Mrs. Zajo seconded the motion and the following is a result of a roll call vote:

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

August 2018 Monthly Expense List Approved (motion #63-2018)

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

Mrs. Zajo – aye; Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye;
Dr. Sosnowski - aye; Mrs. Hayes – aye; Mr. Staten – 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 6:09 pm, for his Administrative Report items.

Active TB in Warren County

Mr. Stansbury told Board members that before he began with the items on his report he wanted to make them aware that Warren County now has six active TB cases. He reported that one of these cases has provided extra challenge from our nursing staff and they have stepped up and done above and beyond the normal call of duty to provide care for this patient. The County is providing housing and food for the patient and the health district is providing direct care. Mrs. Zajo asked Mr. Stansbury to share the Boards appreciation with the staff for their hard work as well as letting the County Commissioners also know.

Blanket Proposal Accepted for Repair/Alteration to Failing Household Sewage Treatment Systems Utilizing Water Pollution Control Loan Funding (motion #64-2018)

Director of Environmental Health, Chris Balster, told the Board that the Environmental Health Division solicited bids from registered sewage treatment system contractors for the purpose of creating sewage treatment system designs for failing sewage treatment systems that qualify for the Ohio EPA's Water Pollution Control Loan Fund (WPCLF) Program. Bidders had the option of bidding on specific projects or providing blanket proposals for the 2018 contract period. He reported that we have received one bid from Mr. John Burris, of My Dirt Works, to perform work of creating sewage treatment system designs for identified project locations throughout the county. The bid covers estimated design cost based on system type ranging from \$1200 to \$2500. The more advanced treatment options and designs that require engineering are associated with the higher quoted price. His staff will work with Mr. Burris and property owners to ensure that the replacement or alteration of the existing sewage treatment system is compliant with all state codes. Dr. Barr made a motion to accept the blanket proposal, received from Mr. John Burris, for work that falls under the guidelines of the WPCLF program. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

Holiday Schedule Approved (motion #65-2018)

The health commissioner reminded Board members that in the past when Christmas and New Year's holidays have fallen on a Tuesday or Thursday it has been the practice of the Board to also grant the day before or after as holiday paid time off. This year these holidays fall on a Tuesday. Dr. Barr made a motion to close the health district and approve holiday pay, for the staff, for Monday December 24, 2018 and Monday December 31, 2018. Mr. Long seconded the motion and the following is a result of a roll call vote:

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

Lease Agreement Renewed (motion #66-2018)

Mr. Stansbury provided copies of the proposed lease agreement renewal, with the Warren County Commissioners, for the office space WCHD occupies at 416 S. East Street. There was a slight increase in the space we occupy per a recent re-measure done by facilities management. The agreement shows rent for 2018 shall be \$131,608.00, the rent for 2019 shall be \$134,240.16 and the rent for 2020 shall be \$136,872.32. Dr. Barr made a motion to accept the lease agreement, as presented, and Dr. Sosnowski seconded his motion. The following is a result of a roll call vote:

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

Scribe Service Approved (motion #67-2018)

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The health commissioner stated that Lori Smyth, Nursing Director, has researched getting a scribe for Dr. Swope. The cost will be about \$25/hour, with startup costs running \$35/hour for about two weeks to cover the cost of the trainer. The estimated time of utilizing a scribe is 24 hours/week. The scribe would essentially do all the charting and billing, or electronic work, for Dr. Swope. Dr. Barr made a motion to approve obtaining a scribe service, as presented, and Mr. Long seconded the motion. The following is a response to a roll call vote:

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

Entered Executive Session (motion #68-2018)

At 6:34 pm Dr. Barr, per the meeting agenda, made a motion to enter into Executive Session to discuss employee compensation. Mr. Long seconded his motion and the following is a result of a roll call vote:

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

Returned to Regular Session (motion #69-2018)


At 6:46 pm Dr. Barr made a motion to return to regular session of the Board of Health meeting. Dr. Sosnowski seconded the motion and the following is a result of a roll call vote:


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

Other Business

Mr. Long announced that November will be his last Board of Health meeting. He also stated that he would like to challenge the Board of Health to take a look at the amount spent at leasing the current space vs. putting money towards our own facility/location. He added that besides the issue of needing additional space, this building is dated and institutional in appearance and he believes with the amount spent each year in rent we could better benefit long term by investing towards our own building. Mrs. Zajo added that we need to remember the rent includes utilities, snow removal, etc. She also noted that the agreement has a ninety day out clause.

With no further business the meeting adjourned at 6:47 pm.


James Dick Staten,
President Secretary


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

