

**MINUTES OF
February 19, 2019
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday February 19, 2019 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. Vice President, Dr. Stephen Barr, called the meeting to order at 6:00 pm.

Members Responding to Roll Call:

Dr. James Sosnowski, Dr. Stephen Barr, Mrs. Joan Hayes, Mr. Dominic Brigano, Mrs. Terrie Zajo, and Mr. Ed Porginski were present at roll call. (Mr. Dick Staten and Mr. Adam McClanahan were absent and the City of Lebanon seat remains vacant).

Others Present:

Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Brenda Joseph, Fiscal Director; and Dianna Glenn, RN, Interim Director of Nursing

Minutes of Board Meeting Approved (motion #13-2019)

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

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

Training Sessions #7-2019 through #10-2019 Approved (motion #14-2019)

Training Requests #7-2019 through #10-2019 were approved on a motion from Dr. Sosnowski and a second from Mrs. Hayes. The following is a result of a roll call vote:

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

Accounting Resolution #3-2019 Approved (motion #15-2019)

Accounting Resolution #3-2019 requesting an amended certificate for the following fund was presented to the Board of Health for approval: Fund #9916.45000.100 (Sewage Program Miscellaneous Receipts). See copy of resolution for complete description. Mrs. Zajo made a motion to approve Accounting Resolution #3-2019 and Dr. Sosnowski offered a second to the motion. The following is a result of a roll call vote:

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

Accounting Resolution #4-2019 Approved (motion #16-2019)

Accounting Resolution #4-2019 was submitted to the Board of Health for supplemental appropriation adjustments to the following fund: #9916-4100-5400 (Sewage Purchase Services). See copy of resolution for complete description. Dr. Sosnowski made a motion to approve Accounting Resolution #4-2019 and Mr. Brigano seconded his motion. The following is a result of a roll call vote:

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

February 2019 Monthly Expense List Approved (motion #17-2019)

The February, 2019 Expense List was presented to Board members for their consideration. Mr. Brigano made a motion to approve the February, 2019 Expense List, as presented and Mrs. Hayes seconded the motion which carried with the following result of a roll call vote:

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

2020 Expense and Revenue Budgets Approved (motion #18-2019)

Mr. Stansbury presented the 2020 Expense and Revenue Budgets (see copies) to the Board of Health. He said that Fiscal Officer, Brenda Joseph, has been working closely with the County Auditor on projections. Mrs. Hayes moved to accept the 2020 Revenue and Expense Budgets, as presented, and Dr. Sosnowski seconded the motion which carried with the following response to a roll call vote:

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

Financial Review To Date

Discussion of the proposed budgets brought up questions about the upcoming levy. Mr. Stansbury told Board members the Auditor's office will make a recommendation on whether we seek a renewal or replacement levy. He and Mrs. Joseph have a meeting slated in March, with the County Budget Commission, to review our proposed 2020 budgets.

Administrative Report

Dr. Barr turned the meeting over to the Health Commissioner at 6:12 pm for his Administrative Report items.

Community Health Improvement Plan Update Provided

The health commissioner referred Board members to a progress report, in their packets, of the Community Health Improvement Plan (CHIP). He said there are areas we are doing well and areas where we still need to improve. He showed that five of the nine goals have had movement to the target numbers that will meet or exceed the initial target number and have been identified to still be feasible to achieve. Also, seven of the thirteen measurable objectives are at or moving towards the 2020 identified target. Seventy one percent of the identified action steps across the priorities and goals have also been completed.

Equipment Purchase Approved (motion #19-2019)

The environmental health division has requested to purchase a Dell OptiPlex 7060 computer to assist with the integration of ArcGIS, which is the current software used by various county agencies. This integration will allow for the health district to more effectively track various programs, such as sewage operation and maintenance program, and health trends throughout the county. The county GIS office has already reserved a license for the health district, which means that the health district would not be responsible for paying the renewal fees at this time. Board members discussed the benefits of integrating ARcGIS and how it will allow WCHD to better serve the communities of Warren County. Some of the benefits mentioned were emergency preparedness related purposes, identifying factors that impact public health such as food deserts, areas affected by disease, overdoses, using it as a tool to denote trapping areas for mosquito harborage sites, positive West Nile pools, etc. Dr. Sosnowski made a motion to approve the purchase of a Dell OptiPlex 7060 computer, stand and monitor at a cost of \$1160.26. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

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

Updates to WCHD Employee Policy Manual Approved (motion #20-2019)

Two proposed changes for the employee policy manual were provided to Board members for their consideration. Section 5.12 (1) is being amended to increase mileage reimbursement to (.58) cents per mile to match the recently increased federal rate. Section 7.6 is being amended to require employees to maintain at least minimum limits of their liability insurance and that the Administrative office will annually be checking employee driving records. This is being done to be compliant with the agencies liability insurance which requires us to ensure employees who drive our county vehicles maintain good driving records and are acceptable for insurance coverage. (See policies for full descriptions). Mrs. Hayes made a motion to approve the amendments to Section 5.12 and Section 7.6 of the Warren County Health District's Employee Manual. Mrs. Zajo seconded her motion and the following is a result of a roll call vote:

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

New Policy: Section 7.26 Credit Card Use Adopted and Integrated into WCHD Employee Policy Manual (motion #21-2019)

Senate Bill 229, that gives credit card use authorization to local health districts was passed and goes into effect March 22, 2019. A credit card use policy was drafted and presented to Board members for their review and adoption into the WCHD Employee Policy Manual. Mr. Stansbury told Board members the policy requires that all purchases must still follow that same approval process as in past. He said a purchase requisition will be submitted and then need to be approved by one of the directors and then put into the county auditor's system for a purchase order approval. Once the county auditor's office provides a purchase order number we then are able to make the purchase. The credit card will be kept in a safe in our Finance Director's office for security reasons. After all aforementioned steps are completed; the employee will be given the credit card for use. This maintains our accountability for using tax-payer dollars for everything we purchase. He also added the card will only be used when needed. In most instances, we are still able to be billed for purchases when we have provided a purchase order number to the vendor. Mrs. Zajo made a motion approving Section 7.26 Credit Card Use and Dr. Sosnowski seconded her motion. The following is a result of a roll call vote:

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

Signing Authority Updated: Resolution #19-02 Approved (motion #22-2019)

Interim Nursing Director, Dianna Glenn was introduced to the Board of Health. Mr. Stansbury explained that, with her new job duties, she needs to be added to all Accounting Functions and Payroll Functions, as a signer. Tammy Cranmer also needs to be added to the authorization to sign payroll maintenance forms for her role in processing new hires and wage increases in the new accounting/payroll software program. All other signers remain the same. Dr. Sosnowski made a motion to approve Resolution #19-02 which outlines employees who are authorized for signing authority for Warren County Health District. (See copy of Resolution). Mrs. Zajo offered a second to his motion and the following is the result of a roll call vote:

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

Variance #2-2019 Approved (motion #23-2019)

Variance #2-2019 was presented to Board members for their consideration. The variance request is related to a request to construct a fellowship hall within 6-7 feet of the existing sewage treatment system on the property at 1062 Stubbs Mill Road. OAC 3701-29-06 (G) (3) requires a minimum of 10 feet from any part of a sewage treatment system. The current system is under the parking lot of the church and will have to be brought to grade to ensure that it can be pumped and cleaned periodically. Also, the new structure will not have plumbing and so an increase in volume of wastewater generated should not occur. Mr. Balster, Director of Environmental Health stated that his staff recommends approval of the variance. Dr. Sosnowski made a

motion to approve Variance #2-2019 as presented and Mrs. Hayes seconded his motion. The following is a result of a roll call vote:

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

Bid Selected for Water Pollution Control Loan Funding Program (motion #24-2019)

The Board of Health reviewed bids that were received for the installation of a household sewage treatment system at 3833 Anthony Lane in Franklin. Viox Excavating was selected to complete the work on this project at a cost of \$20,039.00. The homeowner of this property qualifies for fifty percent through the WPCLF program. Another bid was received but did not include specs on the system design, as required. Dr. Sosnowski made a motion to accept the bid provided by Viox Excavating for the WPCLF project at 3833 Anthony Lane, Franklin. Mr. Brigano seconded his motion and the following is a result of a roll call vote:

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

Application Accepted for Water Pollution Control Loan Funding Program (motion #25-2019)

An application has been received for assistance for the property at 10930 Ross Road, Goshen. Mr. Balster stated that upon a visit to the site, the environmental health staff determined the sewage system is in a state of failure. He said the homeowner is eligible for 100% assistance through the WPCLF program. Environmental health staff recommend approval of the application for WPCLF funding and bidding process. Dr. Sosnowski made a motion to accept the property at 10930 Ross Road into the WPCLF program and for the EH staff to solicit for bids. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

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

Other Business

~Mr. Stansbury provided Board members with copies of the most recent Warren County Overdose Bulletin compiled by the Warren County Sheriff's office. The report indicated 227 reports of overdose in the County during the period from 9/28/17-02/05/2019.

~Mr. Balster informed Board members that he has two administrative hearings in the coming week with operators (one public swimming pool and one food service) who have had recent unfavorable inspections. At these hearings he will provide operators an opportunity to explain situations, and together come up with a timeline for corrective actions to avoid their licenses from being suspended or revoked.

~Board members received monthly reports from the EH Director, Nursing Director, Epidemiologist and Emergency Preparedness/Accreditation Coordinator.

With no further business to discuss the Board dismissed at 6:50 pm.



James Staten,
President/Secretary



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