

**MINUTES OF
November, 2019
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday November 19, 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, Mr. Ed Porginski, Mrs. Joan Hayes, Dr. Stephen Barr, Mr. Adam McClanahan, and Mrs. Terrie Zajo

Others Present:

Duane Stansbury, Health Commissioner; Dr. Scott Swope, Medical Director; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Dianna Glenn, Director of Nursing; Brenda Joseph, Director of Finance; Michele Phillips, TB/Communicable Disease Coordinator; Frank Harmon, Ohio Insurance Service and Shannon Staton-Growcock, Xavier Graduate Student

Board of Health Educational Session (6:00- 6:10pm)

Michele Philips, RN, Coordinator of TB/Communicable Disease Reporting presented the Board of Health with an educational session on Pertussis.

~6:10 pm Ms. Boyd excused herself from the meeting to assist someone in the hallway

Minutes of Board Meeting Approved (motion #100-2019)

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

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

Training Requests Approved (motion #101-2019)

November Training Requests were presented to the Board of Health for approval. Dr. Barr made a motion to approve Training Requests #43-2019 through #47-2019. Mr. McClanahan seconded his motion and the following is a response to a roll call vote:

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

~6:12 pm Ms. Boyd returned to the Board meeting

November 2019 Monthly Expense List Approved (motion #102-2019)

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

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye; Mr. Porginski – aye: Dr. Sosnowski – aye; Mrs. Hayes – aye

Accounting Resolution #11-2019 (motion #103-2019)

Accounting Resolution #11-2019 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #9911-4100-5400 (General Fund Purchase Services); #9911-4100-5102 (Salaries); #9911-4100-5811 (PERS); and #9911-4100-5871 (Medicare). See copy of Resolution for full explanation. Mr. McClanahan made a motion to approve Resolution #11-2019 and Mrs. Hayes provided a second to the motion. The following is a response to a roll call vote:

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

Accounting Resolutions #12-2019 and #13-2019 (motion #104-2019)

Accounting Resolution #12-2019 for an amended certificate to Anticipated Receipts Health Fund #9916 and Accounting Resolution #13-2019 for supplemental appropriation adjustments to the 2020 Budget; Fund #9916-4100-5910 (Other Sewage Expenses) were both presented to Board members for approval. See copy of both Resolutions for full explanation. Mr. McClanahan made a motion to approve both Accounting Resolutions #12-2019 and #13-2019. Dr. Barr provided a second and the following is the result of a roll call vote:

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

Financial Review To Date

There were no questions in reference to the financial report.

Administrative Report

At 6:15 pm Mr. Staten turned the meeting over to the Health Commissioner for his Administrative Report items.

Employee Health Benefits Package for 2020 (motion #105-2019)

Frank Harmon with Ohio Insurance Service had met earlier in the month with Mr. Stansbury and his administrative staff to discuss insurance packages for 2020. The Administrative staff made a recommendation to the Board to approve the same benefits package as in 2019. Overall the staff was happy with the plan and Mr. Harmon was able to secure a 0% renewal rate. Mr. Harmon was present to answer any questions the Board may have in reference to the proposed plan. Dr. Barr made a motion to approve the same benefits plan, for the health district employees, as in 2019. Mr. Brigano seconded the motion and the following is a result of a roll call vote:

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

Variance Request #8-2019 Approved (motion #106-2019)

A variance has been requested, for the property at 827 Shepherds Way in Clarksville, to allow soil absorption components to be within the fifty feet separation distance required by code {OAC #3701-29-15 (O)(3)}. The installer has placed a drain between two absorption components to account for the lack of the space requirements. The Sewage Sanitarian Supervisor recommended approval of the variance. Dr. Sosnowski made a motion to approve Variance Request #7-2019 and Ms. Boyd seconded his motion. The following is a result of a roll call vote: Dr. Barr made a motion to approve Variance Request #8 and Mrs. Hayes seconded his motion. The following is a result of the roll call vote:

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

Review and Approval of Variance Requests for Certain Instances Delegated to Health Commissioner (motion #107-2019)

Environmental Health Director, Chris Balster, made a request to the Board of Health to consider delegating the review and approval of variances related to 3701-29-15 (O)(3), drain placement between soil absorption components within 50 feet of each other, and variances related to 3701-29-06(G)(3) which pertain to horizontal isolation distances, to the health commissioner. If approved, the request would help expedite the process in these instances where staff recommends approval and, many times, the variance approval is one of the last facets of a system installation preventing final approval. Mr. Balster said if the board elects to allow for this delegation they will be notified each time a variance approval is made at the subsequent board of health meeting. Dr. Barr made a motion to approve the request for the health commissioner to approve such variances and Ms. Boyd seconded his motion. The following is a result of a roll call vote:

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

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New Plumbing Positions Approved (motion #108-2019)

As with recent improvements made in other divisions of the health district, Mr. Stansbury told board members he would like create two Plumbing Inspector 3 positions to give more responsibility and advancement opportunity for high performing plumbing inspectors. Board members reviewed the two new position descriptions and upon a motion from Dr. Sosnowski, a second from Mrs. Hayes, and the following roll call vote the positions were approved:

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

Compensation Plan Updated (motion #109-2019)

Along with adding Plumbing Inspector 3 positions to Paygrade 10, Mr. Stansbury recommended also moving the Chief Plumbing Inspector position into Paygrade 11 (from Paygrade 10) to match where sanitarian supervisors and nurse coordinators positions, with similar responsibilities, are. He also recommended increasing the minimum increase for a promotion from 5% to 7% and to also allow the health commissioner to approve an increase up to the midpoint of the pay range, similar to what is permitted for a new employee who possesses outstanding qualifications and experience. Dr. Barr made a motion to approve the suggested edits outlined to the WCHD Compensation Plan Structure. Dr. Sosnowski made a second to 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; Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye

WCHD Employee Personnel Policy Manual Amended (motion #110-2019)

The health commissioner stated that Section 4.2, covering Performance Evaluations, of the WCHD Employee Personnel Policy Manual, needs updated to better describe when and how performance evaluations will be done for new and recently promoted employees successfully completing their 365 day probation period. This portion of the manual was not updated when the probation period was increased to 365 days. Mr. Brigano made a motion to accept the health commissioner's recommended changes to Section 4.2 of the WCHD Employee Personnel Policy Manual. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

Executive Session Entered at 6:34 pm (motion #111-2019)

Per the Agenda, Dr. Barr made a motion to enter into Executive Session to discuss employee compensation. Dr. Sosnowski seconded his motion and the following is the result of a roll call vote:

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

Regular Session of Board of Health Meeting Resumed 6:45 pm (motion #112-2019)

On a motion from Dr. Barr and a second from Mr. McClanahan the Board of Health returned to regular session of the Board of Health meeting. The following is a result of roll call:

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

Resolution #19-06 Approved (motion #113-2019)

Dr. Barr made a motion to approve Resolution #19-06, which outlines the performance evaluation point scale, for merit increases. Mr. McClanahan seconded his motion and the following is the result of a roll call vote:

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

Other Business

Board members received the following:

- ~Director of Nursing's monthly report
- ~Environmental Health Director's monthly report
- ~Communicable Disease Surveillance Report for October, 2019
- ~Warren County Overdose Bulletin 9/28/17-11/5/19
- ~Board members were also provided information on a recent botulism case related to salmon
- ~Board members were provided information on Vitamin E Acetate being linked to THC

Mrs. Hayes announced that she is no longer able to be on the Board, at this time, because of work schedule conflict. This could be her last meeting. The City of Springboro will advise the health district of her replacement.

Dr. Barr asked that the minutes reflect a Thank You from Board members to the staff of Warren County Health District. Their work in preparing for the recent PHAB site visit and successful levy renewal is very much appreciated!

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:55 pm.


James Staten,
President


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