

**MINUTES OF**  
**April 7, 2020 Special Meeting**  
**WARREN COUNTY BOARD OF HEALTH MEETING**

A special meeting of the Warren County Board of Health was held Tuesday, April 7, 2020 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio

A phone conference line was utilized for the meeting allowing anyone who is not feeling well or prefers to not attend in person to still join the meeting and also to keep the number of participants physically in the meeting room less than ten. In preparation for the meeting the room was set up with one chair at each table keeping participants a minimum of 6 feet apart. The agenda posted contained information for Board of Health members and public they could join the meeting remotely by dialing into the posted conference line number. Mr. Dick Staten, called the meeting to order at 6:00 pm.

**Members Responding to Roll Call:**

Mr. Dick Staten, Dr. Stephen Barr, and Mr. Ed Porginski were present in person. Ms. Holly Boyd, Mrs. Liz Tincher, and Mr. Dominic Brigano called in on the conference line. Mr. Staten stated that a quorum was confirmed. *Mr. Adam McClanahan dialed in remotely a few minutes after roll call. (Mrs. Terrie Zajo, and Dr. James Sosnowski were unable to make connection).*

**Others Present:**

Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health, Dianna Glenn, Director of Nursing, and Brenda Joseph, Director of Finance were present in person. Dr. Swope, Medical Director along with Adam Nice and Katie Horvath, both with the Warren County Prosecutor's Office, were also present on the conference line.

**Open Meetings Act Statement Read**

Mr. Stansbury read the following statement in regards to Open Meetings Act Changes "During the period of the emergency declared by Executive Order 2020-01D, issued on March 9, 2020, but not beyond December 1, 2020, if the period of the emergency continues beyond that date, members of a public body may hold and attend meetings and may conduct and attend hearings by means of teleconference, video conference, or any other similar electronic technology and all of the following apply. This evening's meeting is being held by teleconference.

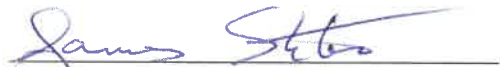
**2020 Families First Coronavirus Response Act (FFCRA)**

Mr. Nice of the Warren County Prosecutor's office provided Board members with a brief presentation of the Families First Coronavirus Response Act (FFCRA). It is a temporary law that Warren County Health District is deemed a qualified employer, as a political subdivision, and it went into effect April 1, 2020 and has an end date of December 31, 2020. The law permits employees to have emergency paid leave if they are affected by the coronavirus and meet one of six criteria. It also allows for an extension of the Family Medical Leave Act. These benefits are in addition to the employee's normal leave accruals. The Board of Health may exclude the employees of this temporary law because the agency is a health care provider and needs all of its employees to provide services. Mr. Nice explained to the Board the decision is theirs and he had prepared a resolution they may adopt if they choose to exclude the employees of WCHD from FFCRA. If they do not wish to exclude the employees of FFCRA, they do not need to do anything and the FFCRA will apply. The Board could also exclude certain employees based on the job they do at the health district. Katie Horvath with the Prosecutor's office said the Board needs to ask themselves do we need the employees to be available so much so that we exempt them of this leave? Mr. Staten stated they would need the Health Commissioner to advise them and leave it to his discretion. Mr. Nice advised he would not recommend that because it is too arbitrary. Mr. Staten asked Mr. Stansbury what his recommendation, to the Board this evening would be? Mr. Stansbury replied that he believes his staff will be here and no one will try to use abuse this leave option. After further discussion and deciding they could make exclusions at a later date if needed, Board members all agreed they do not wish to exclude the employees of the 2020 Families First Coronavirus Response Act. No action was taken and the FFCRA applies to Warren County Health District, at this time.

Mrs. Joseph, Fiscal Director, asked and received clarification from Mrs. Norvath that the eighty hours is to be kept separate from other accruals and any unused portion of an employee's floating FFCRA hours comes off the end of

December, unless otherwise mandated. Mr. Nice also suggested to the Board that they adopt a policy into the employee policy manual that summarizes the FFCRA.

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:40 pm.



James Staten,  
President



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