

**MINUTES OF  
April 21, 2020  
WARREN COUNTY BOARD OF HEALTH MEETING**

001035

The regular monthly meeting of the Warren County Board of Health was held Tuesday April 21, 2020 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, A phone conference line was also 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 the tables at a minimum of 6 feet apart with one chair at each table. Notices were posted informing public that they could still 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. Mr. Adam McClanahan, Ms. Holly Boyd, Mrs. Terrie Zajo, Mrs. Liz Tincher, and Mr. Dominic Brigano were present on the conference line at the time of roll call. Mr. Staten confirmed a quorum was present. (Dr. James Sosnowski joined the meeting at 6:04 pm, via the conference line)

**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.

**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.

**Minutes of March 24, 2020 Board of Health Meeting Approved** (motion #35-2020)

Minutes of the March 24, 2020 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mr. Porginski. The motion carried with the following response to a roll call vote:

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

**Minutes of April 7, 2020 Special Board of Health Meeting Approved** (motion #36-2020)

A special Board of Health meeting was called for Board members to discuss the 2020 Families First Coronavirus Response Action (FFCRA) Minutes of the April 7, 2020 Special Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mr. McClanahan. The motion carried with the following response to a roll call vote:

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

**Accounting Resolution #5-2020** (motion #37-2020)

Accounting Resolution #5-2020 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #9911-4100-5400 (Purchase Service) to pay for the recent levy being on the Spring ballot. Dr. Barr made a motion to approve Accounting Resolution #5-2020, as presented and Mr. Porginski seconded the motion. The following is a result of a roll call vote:

*~Dr. Sosnowski joined the meeting at this time (6:04 pm) via the call in conference line*

**April 2020 Monthly Expense List Approved** (motion #38-2020)

The April 2020 Expense List was presented to Board members for their review. 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. Tincher – aye

**Financial Review To Date**

There were no questions in reference to the financial reports.

**Administrative Report**

At this time Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

**Adopted the Families First Caronavirus Response Act (FFCRA) into the Employee Personnel Policy Manual** (motion #39-2020)

During the Special Board of Health meeting held April 7, 2020 the Board of Health met to discuss the FFCRA, which is a temporary law out of the US Department of Wage and Labor, and whether they would exclude any or all of the employees of Warren County Health District (because the agency is a health care provider), of this law. The Board made a determination to not exempt any WCHD employees of this law, stating that all employees of WCHD are essential. Per the recommendation of Prosecutor Adam Nice, with the Warren County Prosecutor's Office, a policy was written to incorporate into the employee personnel manual. The policy is temporary, per the FFCRA, and will end December 31, 2020 and be pulled from the policy manual at that time. Dr. Barr made a motion to adopt the Section 6.16 FFCRA temporary policy into the Warren County Employee Policy Manual, as written. Mr. Porginski seconded the motion and the following is response to 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. Tincher – aye

**Granted Sewage Variance #1-2020** (motion #40-2020)

Terry Todd of TC Integrity Plumbing LLC requested a variance from Ohio Administrative Code Chapter 3701-29-03, which governs contractor's continuing education. Mr. Todd request is to us hours accrued in 2020 for his 2020 registration because he did not accrue them in 2019, as require by the code. In addition to being permitted to use his 2020 hours Mr. Todd will have to attain six additional hours in 2020 to register his company in 2021. Staff recommended approval of the variance request. Dr. Barr made a motion to approve the Variance, as requested, and Ms. Boyd seconded his motion. The following is a response to a roll call vote:

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

**Water Pollution Control Loan Funding Project Approved** (motion #41-2020)

The homeowner of 173 Gertrude Avenue has submitted an application for WPCLF approval for repair to the homes septic system. The home is not livable as it is right now. Mr. Balster stated the homeowners qualify for 85% coverage under the grant guidelines. Mr. McClanahan made a motion to accept the property 173 Gertrude Avenue as an approved project into the WPCLF program and Dr. Barr seconded his motion. The following is a result of a roll call vote:

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

**Entered Executive Session at 6:20 pm** (motion #42-2020)

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

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

001026

**Returned to Regular Session of Board of Health Meeting at 6:55 pm** (motion #43-2020)

Dr. Barr made a motion to return to regular session of the Board of Health meeting and Ms. Boyd seconded his motion. The following is the result of a roll call vote:

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

**Compensation and Policy Updates** (motion #44-2020)

Dr. Barr made a motion, for accreditation effort and success, to give each employee a fifty (.50) cent per hour increase and give overtime/exempt employees an increase 4.8%. Also, remove (O) 8 from Section 5.4 of the policy manual (removing the overtime exempt employees flex bank). Mr. Porginski seconded this motion and the following is a result of a roll call vote:

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

*~Brenda Joseph asked (for clarification of the motion) the fifty cents is intended to go on to the salary of capped employees, as well? Dr. Barr answered yes, that is their intention.*

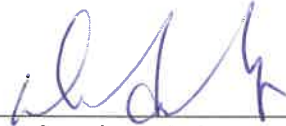
**Other Business**

- Board members received monthly reports from the Epidemiologist, Director of Nursing and Director of Environmental Health

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:58 pm.



James Staten,  
President



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

