

**MINUTES OF  
February 18, 2020  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday February 18, 2020 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, Dr. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, and Mrs. Liz Tincher were present at roll call. (Mr. Ed Porginski and Mrs. Terrie Zajo were absent)

**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; and Michele Philips, TB and Communicable Disease Coordinator were in attendance. Guests Frank Harmon with Ohio Insurance Service was also present.

**Health Reimbursement Accounts Approved As Wellness Program Incentive** (Motion #14-2020)

The new Humana plan, the Board of Health approved to become effective March 1, 2020, comes with a wellness incentive plan where employees can earn points. If an employee earns enough points they will reach certain status levels. Reaching silver status reduces an employee health premium by 7% and reaching gold status offers a 15% reduction in the employees' health premium. Frank Harmon, with Ohio Insurance Services, recommended to the Board they reward these employees achieving wellness goals with a Health Reimbursement Account (HRA). His recommendation is those reaching silver status: \$300 for single plan or \$600 for family plan and to those reaching gold status: \$600 for single plan or \$1200 for family plan. HRA's can be used for healthcare expenses that are listed on the IRS Code 502, Section 213d. This incentive will be for status achieved by 11/1/2020 and HRA funds would be made available to employee January 1, 2021. Ohio Insurance Service will provide administration for the HRA incentive program at a minimal cost of \$36/employee. Any unused HRA money will go back to the health district. Dr. Barr felt this was a very good incentive for employees and made a motion to approve the HRA accounts as outlined and Mr. McClanahan offered a second. The following is response to a roll call vote:

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

**Public Hearing for Second Reading of Sewage Treatment System Rules**

At 6:15 pm Mr. Staten opened the meeting for the Public Hearing for the Second Reading of proposed changes to the Sewage Treatment System Rules. No one was present from the public for the scheduled public hearing in regards to the second reading of proposed changes to the Supplementary Local Rules to The Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules. Environmental Health Director, Chris Balster, stated that all interested parties were notified, of the public hearing, and he also reported to the Board he had not received any comments from the regulated community.

**Voted to Read the Second Reading of Proposed Changes to the Supplementary Local Rules to The Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules by Title Only** (Motion #15-2020)

Dr. Barr made a motion to read the second reading of the proposed changes to the Supplementary Local Rules to The Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules by title only. Dr. Sosnowski offered a second to the motion and the following is a result of a roll call vote:

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

**Approved to Second Reading of Proposed Changes to the Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules by Title Only (Motion #16-2020)**

Dr. Barr made a motion to approve the second reading of the proposed changes to the Supplementary Local Rules to The Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules. Dr. Sosnowski offered a second to the motion and the following is a result of a roll call vote:

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

**Public Hearing Closed (motion #17-2020)**

At 6:19 pm Dr Sosnowski offered a motion to close the Public Hearing and Mr. Brigano seconded his motion. The following is a result of a roll call vote:

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

**Board of Health Educational Session 6:20-6:45 pm**

Michele Philips, RN is the TB and Communicable Disease Coordinator for WCHD. She provided Board members with some information on 2019 Novel Coronavirus which was declared a “public health emergency of international concern” by the World Health Organization. She said Coronavirus is not new; in fact we may be familiar with two types that have been in the news; SARS and MERS. She said 2019 Novel Coronavirus is a new type and we are learning more about it every day. Symptoms are the same as other Coronavirus and include sneezing, coughing, fever, difficulty breathing. It is a severe respiratory illness. She provided a timeline of events since it was first found in China. On January 21, 2020 the United States had its first case and on January 30, 2020 we learned of the first person to person transmission. Steps the US immediately began taking was to recommend not traveling to China and for people returning from China they had to fly into 1 of the only 11 certain airports and there they would be assessed for symptoms. Dianna Glenn, Nursing Director added that (at the time of the meeting) Ohio has no cases and Ohio Department of Health is responding by conference calls and providing new guidelines, almost daily, for local health departments to share with health partners and get into the communities. Duane added that the CDC is working on diagnostic testing right now and working on treatments. Right now there is no treatment and people are being urged to wash hands, use hand sanitizer, and stay home if they feel ill.

**Minutes of Board Meeting Approved (motion #18-2020)**

Minutes of the February 18, 2020 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded was provided by Ms. Boyd. The motion carried with the following response to a roll call vote:

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

**Training Requests #5-2020 through #9-2020 Approved (motion #19-2020)**

Mr. McClanahan made a motion to approve February 2020 Training Requests #5-2020 through #9-2020. Dr. Barr provided a second and the motion carried with the following response to a roll call vote:

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

**Accounting Resolution #3-2020 (motion #20-2020)**

Accounting Resolution #3-2020 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #9911-4100-5911 (Non Tax Food); #9911-4100-5320 (Capital Purchase over 10K); #99115-4100-5330 (Capital Purchase Reg office); #9976-4100-5102 (Pools Salary); #9976-4100-5902 (Pools Other Expense). See copy of resolution for full explanation. Dr. Barr made a motion to approve Accounting Resolution #3-2020, as presented. Dr. Sosnowski seconded the motion and the following is a result of a roll call vote:

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

**February 2020 Monthly Expense List Approved** (motion #21-2020)

The February 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. Brigano seconded the motion which carried with the following result of a roll call vote:

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

**Financial Review To Date**

There were no questions in reference to the financial reports.

**2021 Expense and Revenue Budgets Approved** (Motion #22-2020)

The 2021 Expense and Revenue Budgets were presented to Board members for approval. Mr. Stansbury said that after the Boards approval this evening, the next step is to take it to the District Advisory Council and then on to the County Budget Commission. After reviewing, Dr. Barr made a motion to approve the 2021 Expense and Revenue Budgets. Mrs. Tincher seconded his motion and the following is a response to a roll call vote:

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

**Administrative Report**

Mr. Stansbury provided each Board member with a copy of the 2019 Annual Report. He asked them to review it and to let he or Tammy know if there is anything additional or different they would like to see included in the report.

**In Public Health News**

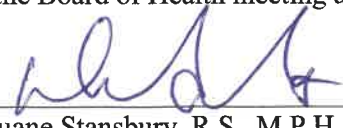
- Two Miami University students are being tested for possible Coronavirus. Both students are international students and had recent travel to China. The CDC is working closely with Butler County Health District and the Ohio Department of Health. It will take several days for test results. Both students are currently isolation in off campus residences
- Board members were provided with CDC and ODH most recent publications in reference to 2019 Novel Cornoarivirus.

**Other Business**

- EH Director, Chris Balster, provided an update for the nuisance property at 166 Clarksville Road. He said the EH staff will be moving forward with boarding up the property as the next of kin failed to do what they said they would.
- Mr. Brigano asked if the use of vaping is getting better. Dianna Glenn said it is not getting worse and it is still in the schools. She said the real bad stuff does seem to be off the streets.
- Mrs. Glenn also told Board members that WCHD held its first school nurses meeting and it went very well. She said Sanitarian Supervisor, Tara Thornton, provided a Bed Bug educational session that the nurses really appreciated. They surveyed the nurses and overall they would like to have 2-4 meetings a year.
- Mr. Balster informed Board members that he, Mr. Stansbury, and Mrs. Thornton will be having an Administrative Hearing with a food operator who has been having repeat violations. He said they will likely put them on an action plan.
- Board members also received monthly reports from Epidemiologist, Director of Nursing and Direction of Environmental Health

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 7:30 pm.

  
James Staten,  
President

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

