

**MINUTES OF  
March 24, 2020  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health scheduled for March 17, 2020 was postponed to March 24, 2020 to allow time to better prepare how to conduct a public meeting and to increase our knowledge of what is happening, in the community and the State of Ohio, in light of Ohio Department of Health (ODH) Executive Orders pertaining to COVID-19.

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 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.

The meeting was held 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 and read the following statement. "A phone conference meeting is necessary due to the need to comply with the ODH executive orders with regards to social distancing and restraining from meeting in groups larger than ten. Further, the meeting is being conducted in this manner consistent with the interpretation of the Open Meetings Act offered in writing by Attorney General Dave Yost, in his letter dated March 13, 2020, and also consistent with pending legislation House Bill 557 amending the Open Meetings Act."

**Members Responding to Roll Call:**

Mr. Dick Staten, Dr. Stephen Barr, and Mr. Dominic Brigano were present in person. Mr. Adam McClanahan, Ms. Holly Boyd, Mrs. Terrie Zajo, and Mrs. Liz Tincher were present on the conference line. (Mr. Ed Porginski and Dr. James Sosnowski were absent). Mr. Staten stated that a quorum was confirmed.

**Others Present:**

Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health, Dianna Glenn, Director of Nursing were present in person.

**Minutes of Board Meeting Approved** (motion #23-2020)

Minutes of the February 18, 2020 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mr. Brigano. 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

**Training Requests #13-2020 Approved** (motion #24-2020)

Dr. Barr made a motion to approve March 2020 Training Request #13-2020 and Mr. Brigano provided a second to his motion. The request contained training requests #10 through #15-2020 but Environmental Health Director confirmed that #10, #11, #12, #14 and #15 had recently been cancelled due to COVID-19. The following is a 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

**Accounting Resolution #4-2020** (motion #25-2020)

Accounting Resolution #4-2020 was presented to the Board of Health for supplemental appropriation adjustments to the following funds: #9911-4100-5830 (Workers Compensation); #9911-4100-5911 (Non Tax Food); #9911-4100-5460 (Insurance not Health). See copy of resolution for full explanation. Dr. Barr made a motion to approve Accounting Resolution #4-2020, as presented. Mr. Brigano seconded the motion and the following is a result of a roll call vote:

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

**March 2020 Monthly Expense List Approved** (motion #26-2020)

The March 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:

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

**Financial Review To Date**

Mr. Stansbury reported to Board members that WCHD has received \$14,000, from the CDC, for emergency preparedness related to COVID-19 response and other emergency preparedness. He stated there may be more funding coming from Federal to State to local county level. 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

**Approved to Enter Into Contract with Enterprise Fleet Management** (Motion #27-2020)

Mr. Stansbury and Mr. Balster have been in discussion with a representative with Enterprise Fleet Management and feel the program they are offering to manage the WCHD vehicle fleet would be a good fit for WCHD. A neighboring county health department reported they have seen a 20-25% annual savings since they began using Enterprise. The agreement will include maintenance for the leased vehicles and fuel is also offered, if we choose to include it. Mr. Stansbury explained that because we have gas pumps right here on the premises he does not feel including fuel would be an added benefit. Ms. Boyd inquired about mileage restriction and Mr. Balster answered that currently our vehicles stay under 10,000 miles so the limited mileage should not be a problem. Mrs. Zajo suggested that before moving forward we consult with our insurance agent to make sure there would not be any issues with insuring leased vehicles. Mr. Stansbury said he recommends slowly transitioning our fleet to Enterprise leased vehicles over the next couple years starting with six to eight this year. Upon agreement of Board members Dr. Barr made a motion to allow the health commissioner to enter into contract with Enterprise Fleet Management for future management of the WCHD fleet. Ms. Boyd seconded his motion and the following is a result of a roll call vote:

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

**Final Reading of Supplementary Local Rules To The Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules Read by Title Only** (Motion #28-2020)

Dr. Barr made a motion to dispense with the final reading of the Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-259 Sewage Treatment System Rules and read by title only. Ms. Boyd seconded his motion and the following is a result of a roll call vote:

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

**Final Reading of Supplementary Local Rules To The Ohio Department of Health Ohio Administrative Code Chapter 3701-29 Sewage Treatment System Rules Accepted** (Motion #29-2020)

Dr. Barr made a motion to accept the final reading of the Supplementary Local Rules to the Ohio Department of Health Ohio Administrative Code Chapter 3701-259 Sewage Treatment System Rules. Mr. Brigano seconded his motion and the following is a result of a roll call vote:

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

**Approved Resolution #20-02 Signing Authority** (Motion #30-2020)

Resolution #20-02 was presented to add accounting division employee, Gina Hudson, as an authorized signer to certain accounting and payroll functions. All other signers remain the same. Dr. Barr made a motion to approve Resolution #20-02, as presented, and Mr. Brigano offered a second to his motion. The following is the result of 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

**Approved Nicotine Tests be Offered During Employee Health Screenings with Healthworks** (motion #31-2020)

Healthworks, the company who will be doing our employee health screenings offers nicotine testing for all adults attending the on-site screenings. The cost is \$19 each. With the new GO 365 Wellness incentive, employees can earn 400 points for having the test done and an additional 400 points if the test is negative for nicotine. Education and tools will be offered to nicotine users, through their Go365 dashboard, to help them quit. This will help them reach a Silver or Gold status of the wellness program. In order for a test to be paid for, the participant must be present and have the test done on the scheduled screening days. Ms. Holly Boyd made a motion to approve the nicotine tests at \$19 for each eligible adult enrolled and Mrs. Tincher seconded her motion. The following is a result of 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

**Section 5.4 Overtime/Compensatory Time of Employee Policy Manual Amended** (motion #32-2020)

Mr. Stansbury requested the total accrual of compensatory time permitted to be banked increase from 24 hours to 80 hours. Making this change will benefit new employees who are in their first year and do not have vacation time available to them and it also helps, right now, with overtime employees are working during the COVID-19 pandemic. Dr. Barr made a motion to approve the amendment to Section 5.4 and Ms. Boyd provided a second to his motion. The following is a result of 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

**Resolution for Authorizing Pandemic Administrative Leave with Pay**

Board members discussed the proposed resolution that would give the health commissioner discretion to implement emergency measures, if needed, and place designated staff on paid administrative leave. Board members discussed and determined they did not want to adopt the resolution as they feel all personnel are considered essential and needed as we are a public health agency, an essential business. No action was taken, at this time, but if the outbreak is prolonged or we start seeing employees infected, an emergency meeting could be called to adopt some measure for employees' protection.

**Entered Executive Session at 7:12 pm** (motion #33-2020)

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

**Returned to Regular Session of Board of Health Meeting at 7:17 pm** (motion #34-2020)

Dr. Barr made a motion to return to regular session of the Board of Health meeting and Mr. Brigano seconded his motion. The following is the result of a roll call vote: No action was taken upon their return.

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


### Reorganization of Board of Health Committee Assignments


Mr. Staten stated there will be no change to the Board of Health Committee Assignments except that Mrs. Tincher is assigned to replace Mrs. Hayes seats on the Personnel and Long Range Committees. All other assignments remain the same.

### Other Business

- Mr. Stansbury reported that Warren County opened up EMA Response Center, which allows all County agencies to collaborate better for COVID-19 response. He added that Personal Protection Equipment is in short supply nationwide and that the federal level is working hard to obtain and get more supply out and available to first responders. Mrs. Zajo inquired about the cloth homemade masks that people have begun making. He answered that without the availability of the N95 masks, which are best for protection, the cloth masks and surgical masks do help contain a cough or sneeze and help provide protection for those around you.
- Mrs. Glenn took several questions from Board members in regards to WCHD's response to COVID-19. She informed that as of that day (March 24, 2020) Warren County had 7 cases and 1 hospitalization. She informed them of the role of epidemiology in disease tracking and how counties work together when a patient lives in one county, but works in another. She answered questions in regards to Hipaa and that we do not give out identifying information. If a case is publicized it is likely been shared on social media by the patient themselves or a family member. She explained that the virus can present in several different ways; some may think they have a common cold or allergies and some carriers of the disease are asymptomatic. With that being said, she stated, Warren County has way more than 7 cases because those are just the ones where patients have been tested and confirmed. Ms. Boyd inquired as to whether a patient would be immune after they have had the virus, and Mrs. Glenn answered those are just one of those unknowns right now. When asked if WCHD would be doing testing, she said our nurses can perform the test and we are prepared to. She said we would work with ODH lab so for right now, we will wait and see what ODH says.
- Mr. Balster also briefed them that while the nursing division is working hard with disease tracking, the environmental division is working to enforce State mandates. Hundreds of calls and emails are being received largely about whether businesses are essential or that employers are not taking safeguards. He and his staff are sending letters to establishments, when needed, including a couple orders to cease mass gatherings. He said they work closely with the prosecutor's office and other counties so that they are consistent in this daily evolving situation.
- Mr. Brigano asked if the food service license holders have all renewed. Mr. Balster answered almost and he expects the ones who have not to comply with his request to have them in by Friday.
- Mr. Brigano asked Mr. Balster to extend his thanks to the environmental staff involved in boarding up the Clarksville Road property.
- Mr. Balster informed Board members that WCHD has again been awarded the 2020 Mosquito Control Grant. He plans to use this primarily for additional tire recycling events in the County.
- 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 7:21 pm.

  
James Staten,  
President

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