

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

The regular monthly meeting of the Warren County Board of Health was held Tuesday August 18, 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:

Dr. James Sosnowski, Mr. Dick Staten, Dr. Stephen Barr, and Mr. Dominic Brigano were present in person at roll call. Mr. Adam McClanahan, Ms. Holly Boyd, Mrs. Terrie Zajo, and Mrs. Liz Tincher were present on the conference line at the time of roll call.

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.

Open Meetings Act Statement Read

Mr. Stansbury read the following statement "The Board of Health meeting will take place with some or all of its members and guests appearing by phone conference. A phone conference is necessary due to the need to comply with the Ohio Department of Health executive orders with regards to social distancing and restraining from meeting in groups of 10 or more. Further, this meeting is being conducted consistent with House Bill 197, which states members of a public body who attend meetings or hearings by means of teleconference, must be considered present as if in person at the meeting or hearing, must be permitted to vote, and must be counted in determining whether a quorum is present."

Opened Public Hearing for 2nd Reading of Proposed Environmental Health Program Fee Changes for 2021 (motion #65-2020)

At 6:02 pm Mr. Staten asked for a motion to open the public hearing portion of the Board of Health meeting. Dr. Barr made a motion and Dr. Sosnowski seconded to open the public hearing. The following is a result of a roll call vote:

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

No one from the public was present or called in for the scheduled hearing. Mr. Stansbury informed Board members that notices, of the proposed fee changes and of the public hearing, were sent to all affected parties. Mr. Balster added that he had received no calls opposing the proposed schedule. At 6:04 pm Mr. Staten continued with the regular Board of Health agenda.

Second Reading of the Proposed Environmental Health Program Fee Changes for 2021 Dispensed and Read by Title Only (motion #66-2020)

Dr. Barr made a motion to dispense the second reading of the Proposed Environmental Health Program Fee Changes for 2021 and read by title only. Dr. Sosnowski seconded the motion which 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; Dr. Sosnowski – aye

Second Reading of Proposed Environmental Health Program Fee Changes for 2021 Accepted
(motion #67-2020)

Dr. Barr made a motion to accept the second reading of the Proposed Environmental Health Program Fees for 2021 and Dr. Sosnowski seconded. 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; Dr. Sosnowski – aye; Mrs. Tincher – aye

Minutes of July 21, 2020 Board of Health Meeting Approved (motion #68-2020)

Minutes of the July 21, 2020 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Dr. Sosnowski. The motion carried with the following response to a roll call vote:

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

August 2020 Monthly Expense List Approved (motion #69-2020)

The August, 2020 Expense List was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented, and Ms. Boyd provided a second to the motion which carried with the following 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; Mrs. Zajo – aye

Accounting Resolution #8-2020 Approved (motion #70-2020)

Accounting Resolution #8-2020, requesting adjustments to the following funds was presented to the Board of Health for approval (see Resolution for full description): #9911-4100-5210 (Materials & Supplies); #9916-4100-5910 (Sewage Other); #9916-4100-5400 (Sewage Purchase Services); #9911-4100-5882 (Vacation Payout); #9911-4100-881 (Sick Payout); #9911-4100-5210 (Office Supplies); #9911-4100-5421 (Rent/Lease); #9961-4104-521 (WIC Rent/Lease); #9961-4104-5317 (WIC Non Capital). Dr. Sosnowski made a motion to approve Accounting Resolution #8-2020 and Mr. Brigano provided a second. The following is a result of a roll call vote:

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

Financial Review To Date

Dr. Barr inquired as to whether we might see our revenue lower because of people unable to pay their taxes, as normal, due to COVID. Mr. Stansbury said that is something he will check into. Other than that, there were no questions in regards to the financial statements.

Administrative Report

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

Removal of Time Clock and Policy Book Updates (motion #71-2020)

Mr. Stansbury informed Board of Health members that the current time clock is over 16 years old and updates are no longer available. He told them the IT Administrator has said that at any point it could go down for good. He added that eventually the County's new software should allow for time tracking, but we not know when that may be. For now he recommends to not replace the time clock and to use HDIS, as time reporting, for employee payroll. He added that he did meet with his administrative staff and they were in support of this as well. He said if the Board is also in support; the following policies in the Warren County Health District Employee Policy Manual need updated. These updates are basically removing the word time clock (or similar verbiage) and replacing with time tracking system. The policies affected are Section 6.10 (C,3); Section 6.14 (F) is removed; Section 7.12 (B); Section 8.4 (B,5). Also, the health commissioner added an additional new policy (J) to Section 9.1, which states that if an employee walks out, prior to their shift end time, without notifying management they will be considered to have ended their employment. Mr. Brigano made a motion to accept the above policy updates and Dr. Sosnowski provided a second. The following is a result of a roll call vote:


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

Other Business

- Mr. Stansbury told Board members, with the recent and sudden death of an employee, he is very grateful to the staff of Mental Health Recovery Services. They came in two consecutive mornings and spoke to the staff and made themselves available for direct support to any employees who wanted it.
- Board members received monthly reports from the Epidemiologist, Director of Nursing, and Director of Environmental Health
- Mr. Stansbury provided Board members with a copy of proposed Senate Bill #348. He told them if it passes, it would restructure local boards of health. They reviewed together the proposed changes which include requiring the majority of a board be licensed health care professionals. Mr. Brigano suggest a letter be sent, opposing this, from our Board of Health. Mr. Stansbury said he would be happy to draft a letter.
- An update on COVID related court cases was provided. Kings Island has dropped their case and Belweather Music Festival has dropped WCHD from their case. Southwestern Ohio Basketball was granted a temporary injunction. Mr. Stansbury said Ohio Department of Health is fighting it.
- Mr. Stansbury reported that Lebanon HS, after being back in session for two days, already has two students who are COVID positive. He said as a result we have already quarantined around twenty kids.

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

