

**MINUTES OF
February 16, 2021
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday February 16, 2021 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. 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. President, 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. Ed Porginski were present in person at roll call. 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. Adam McClanahan called in on conference line at 6:03 pm.

Others Present:

Duane Stansbury, Health Commissioner; Chris Balster, Director of Environmental Health; and Tammy Cranmer, Administrative Assistant were present.

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 ten 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."

Minutes of January 19, 2021 Board of Health Meeting Approved (motion #9-2021)

Minutes of the January 19, 2021 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:

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

Mr. Adam McClanahan called into meeting on conference line at this time, 6:03 pm

February, 2021 Expense List Approved (motion #10-2021)

The February, 2021 Expense List was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented, and Dr. Sosnowski provided a second to the motion which carried with the following 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; Mr. Porginski – aye; Dr. Sosnowski – aye

Training Requests #1-2021 and #2-2021 (motion #11-2021)

Training Requests #1-2021 and #2-2021 were presented to Board members for approval. Mr. Stansbury said both trainings are mandatory for the WIC program and are being offered online. Dr. Sosnowski made a motion to approve the presented training requests and Mr. McClanahan seconded his motion. The following is a 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

2022 Expense and Revenue Budgets Approved (Motion #12-2021)

The 2022 Expense and Revenue Budgets were presented to Board members for approval. Mr. Stansbury stated that the budget was figured on a normal year, and not a COVID year, showing only a 3% higher budget than last year. He said that after the Boards approval this evening it will be presented to the District Advisory Council at their annual meeting in March and then on to the County Budget Commission. After reviewing, Dr. Barr made a motion to approve the proposed 2022 Expense and Revenue Budgets. Ms. Boyd seconded his motion and the following is a response to a roll call vote:

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

Financial Review To Date

Board members were presented with finance statements from the general fund and also grants fund. There were no questions in regards to either statement.

TriHealth Agreement Revision Accepted (motion #13-2021)

A new TriHealth Agreement was presented to the Board members for approval. The agreement reflects a \$6200 annual increase, for a total of \$31,200. Mr. Stansbury said it had been over fifteen years since they had asked for an increase for the physician services they provide in the prenatal and reproductive health clinics here at the health department. Dr. Barr made a motion to accept the new TriHealth Agreement and Mr. McClanahan provided a second. The following is a response to a roll call vote:

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

Resolution #21-02 Approved COVID Overtime to be Paid (motion #14-2021)

Warren County Health District has received funds specifically to fund its COVID-19 response, recovery, tracing and vaccination. Resolution #21-02 states that employees will be paid their overtime rather than accruing it so that the current COVID funds will be used. Dr. Barr made a motion to approve Resolution #21-02 and Dr. Sosnowski provided a second to the resolution. The following is the response of the 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

Section 1.5 Affirmative Action Statement Updated in Policy Manual (motion #15-2021)

Board members were presented with a revision to Section 1.5 of the personnel policy manual. The language pertaining to protected classes is being updated. Dr. Barr made a motion and Dr. Sosnowski provided a second to his motion to approve the amendment to Section 1.5 of the WCHD Employee Personnel Manual. The following is a response to 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

Title X Program Educational Materials/Handouts Reviewed and Accepted (motion #16-2021)

Title X Program management now requires that grantees have a review and approval process to ensure materials provided to family planning clients meet requirement and are appropriate for the client population. Board members were provided with samples of all the educational materials used in the reproductive health wellness program. They discussed the material and though some felt several pamphlets need updated, they found nothing to be offensive. Board members were also asked to complete and sign a review form. Dr. Barr made a motion to approve the material as appropriate to distribute and Ms. Boyd offered a second to his motion. The following is a response to 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

Water Pollution Control Loan Funding Project Locations Approved (motion #17-2021)

The Environmental Health Division has received two applications for the WPCLF program. The environmental health staff has recommended approval for both projects. The owners at 3255 Old 122 in Waynesville are eligible for 50% coverage through the funding opportunity and the owners of 3239 Old 122 in Waynesville are eligible for 100% coverage. Dr. Barr made a motion approving both locations into the WPCLF project. a motion to accept the bid received and Mr. Porginski provided a second. The following is the response 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

Water Pollution Control Loan Funding Bid for 6587 State Route 48 Accepted (motion #18-2021)

The Environmental Health Division received one bid for approved WPCLF project at 6587 State Route 48, Springboro. The bid is for installation of a sewage treatment system and is covered 100% through WPCLF program. Upon recommendation from the EH staff a motion came from Dr. Sosnowski and was supported by a second by Mr. Porginski to accept the bid. The following is the response 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; Mr. Porginski – aye; Dr. Sosnowski – aye

Approved Agreement with Pace Analytical for EH Laboratory Services (motion #19-2021)

Environmental Health Director, Mr. Chris Balster spoke to the Board about using Pace Analytical for future laboratory services. He stated that after reviewing the current laboratory's capabilities and costs compared to those of Pace Analytical, he and his staff are requesting permission to enter into an agreement with Pace for their services. Dr. Barr made a motion to approve the agreement with Pace Analytical and Dr. Sosnowski provided a second. The following is a response of a roll call vote:

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

Variance Requests Permitted

Per Resolution #18-02, the Health Commissioner is permitted to approve certain residential sewage system variances and the Board of Health shall be notified of the variance at their next meeting. Mr. Balster informed the Board that a variance was approved for 5827 Mason Morrow Millgrove Road, Morrow for the installation of a temporary holding tank and a variance was approved for 8011 Country Brook Ct., Springboro for allowance of soil absorption fields within fifty feet of each other. Mr. Balster provided clear explanation for both and the variances are on file in the environmental office for further explanation.

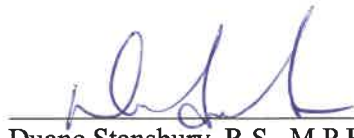
Other Business:

COVID – Mr. Stansbury provided a review of the WCHD website highlighting COVID information provided and also the number for the public to call to get on the call list to receive the vaccine, 513-695-SHOT. He also stated again that the staff of WCHD is doing a great job and he has been receiving many compliments.

House Bill 43 – Mr. Stansbury said House Bill 43 will allow for public bodies to meet via teleconference and video conference in perpetuity.

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:50 pm.


James Staten,
President


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

