

**MINUTES OF
November 17, 2020
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday November 17, 2020 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, Mr. Ed Porginski were present in person at roll call. Mr. Dominic Brigano, Ms. Holly Boyd, Mrs. Terrie Zajo, Mr. Adam McClanahan, 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, and Dianna Glenn, Director of Nursing were present. Dr. Swope, Medical Director was present on the conference line.

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."

Minutes of October 2020 Board of Health Meeting Approved (motion #98-2020)

Minutes of the September 15, 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:

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

November 2020 Expense List Approved (motion #99-2020)

The November, 2020 Expense List was presented to Board members for their review. Dr. Sosnowski made a motion to approve the expense list, as presented, and Mr. Porginski 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

Accounting Resolution #11-2020 and #12-2020 Approved (motion #100-2020)

Accounting Resolution #11-2020 requesting adjustments to the following funds was presented to the Board of Health for approval #9911-4100-5210 (Supplies); #9911-4100-5400 (Purchase Services); #9911-4100-5890 (Employer HRA); #9911-4100-5102 (Salaries); #9911-4100-5811 (PERS); #9911-4100-5871 (Medicare); #9961-4104-5820 (WIC Insurance). Also presented was Resolution #12-2020 requesting an amended certificate to the following funds: #9961.42936 (COVID 19 Grant) and to Fund #9961.42937 (COVID Tracking). See each Resolution for full description. Dr. Barr made a motion to approve Accounting Resolution #11-2020 and Accounting Resolution #12-2020, as presented. Dr. Sosnowski provided a second 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; Mr. Porginski – aye; Dr. Sosnowski – aye; Mrs. Tincher – 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.

Administrative Report

At this time, 6:10 pm, Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items.

Final Reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 Dispensed and Read by Title Only (motion #101-2020)

Dr. Barr made a motion to dispense the final reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 and read by title only. Dr. Sosnowski seconded the motion which 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; Mr. Porginski – aye; Dr. Sosnowski – aye; Mrs. Tincher – aye; Mr. Staten – aye

Final Reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 Accepted (motion #102-2020)

Dr. Barr made a motion to accept the final reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 and read by title only. Dr. Sosnowski seconded the motion which carried with the following response to 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

Deferral of CEU Requirement for Sewage Treatment System Contractors Approved (motion #103-2020)

Due to the ongoing situation with the COVID-19 pandemic and the restrictions placed on holding in-person continuing education trainings, the Ohio Department of Health has stated the requirement for contractor's continuing education has been deferred. Ohio Department of Health has included wording that indicates this deferral is at the discretion of local boards of health. Dr. made a motion to approve the deferral request, as described above, for the 2021 registration year. Dr. Sosnowski provided a second to his motion and the following is a result of 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

Water Pollution Control Loan Funding Bid Evaluation for 6587 State Route 48 (motion #104-2020)

The property at 6587 State Route 48 is an approved WPCLF project. A bid for \$2500-\$3000 was received from ABC Engineers & Surveyors, LLC to complete a soil evaluation and sewage system design for the property. Upon a motion from Dr. Sosnowski supported by a second from Mr. Porginski, the following is the response of 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

Resolution #20-03: Public Health Emergency Response Authorization for Administrative Action Approved (motion #105-2020)

Resolution #20-03 implements emergency measure and gives the Health Commissioner authority to sign contracts, make capital purchases, and commit funds that relate to PHER (COVID-19). Actions taken by the

Health Commissioner will be reported to the Board of Health at their next scheduled meeting. Dr. Sosnowski made a motion to approve Resolution #20-03 and Mr. Porginski provided a second. 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

Agreement with Wright State University to provide Contact Tracing Service Accepted (motion #106-2020)

Included in Board members packets was a copy of a contract with Wright State University to provide additional contact tracing and case management services to assist WCHD with the Covid response effort. The county prosecutor's office has approved the agreement, as written. Dr. Sosnowski made a motion to accept entering into the agreement and Dr. Sosnowski provided a second. The following is the 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

Health Reimbursement Accounts Approved (motion #107-2020)

Mr. Stansbury reminded Board members about the healthy living points employees can earn through Humana Go365. If they earn enough points to reach Silver Level or Gold Level they earn money to be put into a Health Reimbursement account that Ohio Insurance will manage for us. He said we need to put 40% of the needed funds into an account to get it ready for January 1, 2021 distributions. He also added that the program has encouraged many of our employees to increase their active lifestyles and that our staff nutritionist, Brianne Higgins, has been very helpful in helping employees achieve their goals and learn the Go365 system. He added that he would like to continue the program into next year for earning points for 2022. He requested the Board approve an initial \$20,000 to put the required funds into the HRA account, but that may increase if a few more employees reach goals by the end of November. Dr. Barr made a motion to approve \$20,000 to be paid to begin the HRA account for WCHD employees who have successfully achieved silver or gold level. Dr. Sosnowski offered a second to the 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;

Entered into Executive Session (motion #108-2020)

At 6:30 pm and per the Agenda, Dr. Barr made a motion for the Board of Health to enter into Executive Session to discuss employee compensation. Dr. Sosnowski seconded the motion which 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; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye; Mr. Porginski – aye

Return to Regular Session (motion #109-2020)

At 6:55 pm Dr. Barr made a motion to return to regular session of the Board of Health meeting. A second was provided by Dr. Sosnowski and the following is response to roll call taken:

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 Resolution #20-04 Public Health Emergency Preparedness (PHEP) Covid-19 Related Overtime Authorization for Exempt Employees (motion #110-2020)

Dr. Barr made a motion to approve Resolution #20-04, which provides authorization for exempt employees be paid their current hourly rate for 80 % of all hours worked over 80 hours, that are directly related to the declared public health emergency, and that the resolution shall remain in effect until expiration of the declared emergency by State of Ohio or until the Board of Health declares expiration of the policy. Dr. Sosnowski offered a second to his 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; Mr. Porginski – aye; Dr. Sosnowski – aye; Mrs. Tincher – aye

Other Business:

Mr. Stansbury shared information on Covid cases. He noted there has been over a 350% increase in daily reported cases over the last month and a half and that our resources are being taxed. He told them it is unlikely we will be able to get letters to each of the close contacts of a case. We are working with the schools to help notify contacts of students. We are mailing quarantine letters to contacts not associated with schools instead of calling all of them. He added that this is not unique to Warren County and almost all counties in Ohio have seen similar increases. The PH Advisory System shows there is only one county still yellow and 19 counties that are orange, all others are red. He provided them a list of the most current cases rates for every county in your packet.

He added the latest out the Governor's office to protect frontline workers and customers, is that the Ohio Department of Health will reissue Ohio's mask order and add provisions specifically related to retail businesses. Also addressed were new restrictions on open congregate settings of social activities, such as weddings or banquets.


Board members were also provided the monthly division reports from the Director of Nursing, Director of Environmental Health, and also the monthly communicable disease report provided by Epidemiologist, Michelle Phillips, RN.

Dr. Barr stated that on behalf of the Board of Health, they would like to wish each employee a Happy Thanksgiving.

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 7:10 pm.



James Staten,
President



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