

**MINUTES OF
October 20, 2020
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday October 20, 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. Adam McClanahan, and Mr. Ed Porginski were present in person at roll call. Mr. Dominic Brigano, 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; and Brenda Joseph, Fiscal Director were present. Also present were Colleen Murphy and Timothy Hoh; homeowners of properties seeking variances.

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 Environmental Health's Proposed Sewage Treatment System Program Fee Schedule for 2021 (motion #84-2020)

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; Mr. Porginski - aye

No one from the public was present or called in for the scheduled hearing. Mr. Stansbury informed Board members that notices, of the fee schedule and public hearing, were sent to all affected parties. Mr. Balster added that he had received no calls opposing the proposed fee schedule. At 6:03 pm, Mr. Staten stated he will continue with the regular Board of Health meeting agenda.

Second Reading of the Environmental Health's Proposed Sewage Treatment System Program Fee Schedule for 2021 Dispensed and Read by Title Only (motion #85-2020)

Dr. Barr made a motion to dispense the second reading of Environmental Health's Proposed Sewage Treatment System Program Fee Schedule for 2021 and read by title only. Mr. McClanahan provided a second to 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; Mr. Porginski – aye; Dr. Sosnowski – aye

Second Reading of Environmental Health's Proposed Sewage Treatment System Program Fee Schedule for 2021 Accepted (motion #86-2020)

Dr. Barr made a motion to accept the second reading of Environmental Health's Proposed Sewage Treatment System Program Fee Schedule for 2021 and Mr. McClanahan provided a second to the motion. 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; Mr. Porginski – aye; Dr. Sosnowski – aye; Mrs. Tincher – aye

Minutes of September 2020 Board of Health Meeting Approved (motion #87-2020)

Minutes of the September 15, 2020 Board of Health meeting were approved as written. Motion to approve came from Dr. Sosnowski and was seconded by Mr. McClanahan. The motion carried with the following 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

October 2020 Monthly Expense List Approved (motion #88-2020)

The October, 2020 Expense List was presented to Board members for their review. Mr. McClanahan made a motion to approve the expense list, as presented, and Dr. Barr provided a second to 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;
Mr. Porginski – aye; Dr. Sosnowski – aye; Mrs. Tincher – aye; Mr. Staten – aye

Accounting Resolution #10-2020 Approved (motion #89-2020)

Accounting Resolution #10-2020, requesting adjustments to the following funds was presented to the Board of Health for approval (see Resolution for full description): #9961-4108-5102 (PHEP Salaries); #9961-4108-5400 (PHEP Professional Services); #9961-4102-5102 (RHWP Salaries); #9961-4102-5811 (RHWP PERS); #9961-4104-5910 (WIC Other Expense); and #9961-4104-5811 (WIC PERS). Dr. Sosnowski made a motion to approve Accounting Resolution #10-2020 and Mr. McClanahan provided a second. 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

Financial Review To Date

Board members were presented with finance statements from the general fund and also grants fund. After clarification of a typo, there were no questions in regards to the financial statements.

Administrative Report

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

Variance # 2-2020 and Variance #3-2020 Approved (motion #90-2020)

Variance # 2-2020 for property located at 1498 Arapaho Drive (Union Township) and Variance #3-2020 for property located at 1530 Arapaho Drive (Union Township) were presented to Board members at the same time as they are seeking. They are neighboring properties both seeking variance from Ohio Administrative Code Section 3701-29-06 (G)(a); requirement for a replacement area. Per WCHD staff report, during construction the area set aside to serve as replacement area for the household sewage treatment system, on both properties, was disturbed and now there is insufficient replacement area present on the lots to achieve adequate length on contour for soil absorption components. The health district will exhaust any and all on-site options, in the future, before recommending a discharging replacement system. The homeowners of both properties have been educated on proper care and maintenance, of their systems, to ward off premature failure. The sewage sanitarian supervisor has recommended approval of both variance requests. Dr Barr made a motion to approve Variance #2-2020 and Variance #3-2020, as described above. Dr. Sosnowski seconded the motion and 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

Elimination of Homeowner Bond Requirement Approved (motion #91-2020)

Homeowners have been required to post a bond, in the past, whenever they chose to do work (septic or plumbing) on their own homes they reside in. Once the work was completed and satisfied inspection, their money was returned to them. The intention of the requirement of a home owners bond was to encourage the owner to finish the work and in a timely manner. Over the years, WCHD has found that having the bond requirement has had no impact on the time an owner would take to complete the work and with the new accounting software, from the county auditor's office, refunds have become very difficult. Because of these factors, we recommend eliminating the requirement for homeowners to post bond to work on their own homes. Homeowners will still be required to apply for and pay for permits and their work will still be inspected by the health district. Dr. Barr made a motion to eliminate the requirement for homeowner bonds effective October 21, 2020 and Mr. McClanahan offered a second to his motion. The following is the 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

Property Accepted for Water Pollution Control Loan Funding Project (motion #92-2020)

Property at 6587 State Route 48 in Springboro has completed the required documentation for assistance, and is found to be eligible for 100% coverage, through the WPCLF program. Staff visited the property and verified failure of the system is ongoing. Ms. Boyd made a motion to approve the property as a WPCLF project and Mr. McClanahan provided a second. Motion was approved with the following response to 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

Holiday Schedule Approved (motion #93-2020)

Mr. Stansbury told Board members that the administrative team would like to recommend the Board of Health approve Christmas Eve (December 24, 2020) and New Year's Eve (December 31, 2020) as a paid day off for staff, this year, in recognition of the hard work and long stressful days assisting in WCHD's Covid-19 response for the citizens of our County, while still performing their regular jobs. Mr. Stansbury said vacations have been cancelled and employees' commitment to WCHD is more evident than ever. Ms. Boyd made a motion to approve WCHD be closed and employees be given the day off on December 24, 2020 and December 31, 2020, in addition to the regular holiday schedule to make for well-deserved four day weekends on both holidays. Mr. McClanahan seconded the motion and the following is the 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

Entered into Executive Session (motion #94-2020)

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 and also rent. Dr. Sosnowski seconded the motion which carried with the following 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

Return to Regular Session (motion #95-2020)

At 6:52 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:

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

Employee Wage Increases Approved (motion #96-2020)

Dr. Barr made a motion to approve the following compensatory increases for all staff of Warren County Health District. Every employee, across the board, shall receive a \$1.00 increase effective the next payroll period and every employee, across the board, shall receive a five percent (5%) increase effective January 1, 2021. Mr. McClanahan provided a second motion and the following is the response 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

Rent Contract Approved (motion #97-2020)

Board members were provided copies of the updated rent contract and upon a motion from Mr. McClanahan and a second from Mr. Porginski, it was approved as presented. The following is a response 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:

Board members were provided with literature from the US Department of Health and Human Services in which strategy is discussed for distribution of COVID1-19 vaccine, when it becomes available. Mr. Stansbury stated parameters such as phasing who will get it, as first priority, are still being determined. It also talks about the distribution plan which will include pharmacies as well as local health districts.

A copy of a letter addressed to Speaker Pelosi and Minority Leader McCarthy in which members of Congress are requesting prioritization be given to local county, city and tribal health departments in the next COVID stimulus package to be allocated through CDC, was shared with Board members. This is needed to help insure resources reach the front line of response in a timely manner and allow health departments to continue their work of promoting public health and safety.

Mr. Brigano reminded Board members the Ohio Association of Boards of Health Annual Meeting is scheduled for Saturday, November 21, 2020. It is unclear if it will be in person, as planned, or if other arrangements will be made. He stated he plans to attend. Mr. Stansbury reminded Board members that they are all members and may attend and to contact Mrs. Cranmer if they would like a reservation be made.

Board members were 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.

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:55 pm.



James Staten,
President



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