

**MINUTES OF
May 18, 2021
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday May 18, 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 not feeling well or preferred to not attend in person to still join the meeting and also to keep the number of participants, physically in the meeting room minimal. 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:

Mr. Dick Staten, Dr. Stephen Barr, Dr. Jeffer, Mr. Dominic Brigano, Dr. James Sosnowski, and Mr. McClanahan were present in person at roll call. Ms. Holly Boyd, and Mrs. Liz Tincher were present on the conference line at the time of roll call. Mrs. Terrie Zajo joined the meeting via conference line at 6:05 pm.

Others Present:

Duane Stansbury, Health Commissioner; Chris Balster, Director of Environmental Health; and Tammy Cranmer, Administrative Assistant; Brenda Joseph, Director of Finance; Dianna Glenn, Director of Nursing; Dr. Scott Swope, Medical Director; and Susan Parziale, Nurse Coordinator 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 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 April 20, 2021 Board of Health Meeting Approved (motion #38-2021)

Dr. Sosnowski stated that the roll call in the April minutes reflect that he was absent for the Board of Health meeting but that he was in fact present. Mrs. Cranmer verified her roll call roster from the prior month's meeting and noted that he was present and that the roll call section of the minutes was incorrect; the minutes were amended to reflect his attendance. With the update, the minutes of the April 20, 2021 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mr. McClanahan. The motion carried with the following response to a roll call vote:

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

May, 2021 Expense List Approved (motion #39-2021)

The May, 2021 Expense List was presented to Board members for their review. Mr. McClanahan made a motion to approve the expense list, as presented, and Mr. Brigano provided a second to the motion which carried with the following result of a roll call vote:

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

~Mrs. Zajo entered the meeting via conference line at this time, 6:05 pm

Training Requests #9 & #10-2021 (motion #40-2021)

Training Requests #9-2021 and #10-2021 were presented to Board members for approval. 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; Dr. Jeffer – aye; Dr. Sosnowski – aye; Mrs. Tincher – aye

Accounting Resolution #6-2021 and #7-2021 Approved (Motion #41-2021)

Accounting Resolution #6-2021 for supplemental appropriation adjustments to the following funds was presented to Board members for approval: Fund #9916-4100-5400 (Sewage Professional Services); #9911-4100-5460 (Insurance); #9961-4102-5210 (RHWP Material & Supplies); #9961-4102-5400 (RHWP Purchase Services); #9961-4102-5811 (RHWP PE\$RS); #9961-4102-5871 (RHWP Medicare); #9961-4102-5102 (RHWP Salaries); #9961-4102-5830 (RHWP Worker Comp); #9961-4102-5820 (RHWP Health Insurance); #9961-4102-5210 (RHWP Supplies); #9911-4100-5881 (Sick Payout); #9961-4109-5102 (Vaccine Equity Salaries); #9963-4100-5102 (Camps Salaries); #9963-4100-5910 (Camps Other Expense); #9976-4100-5102 (Pools Salaries); and #9976-4100-5910 (Pools Other Expense). Accounting Resolution #7-2021 requesting an Amended Certificate in Anticipated Receipts Health Fund #916 (Sewage Program) was also brought before the Board for approval. See Resolutions for full explanation. Dr. Barr made a motion to approve Accounting Resolution #6-2021 and #7-2021 and Mrs. Zajo provided a second to his motion. 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;
Dr. Jeffer – 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.

Administrative Report

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

New Position Approved for Part-time TB Clinic Physiican (motion #42-2021)

Over the past several years an increase in the number of tuberculosis patients has been seen in the WCHD clinic. With the complexity of the cases, Administrative staff made recommendation to the Board of Health that a doctor be hired for 4 to 8 hours per week to provide consultation, diagnostic treatment, etc. for residents of Warren County. This will allow current physicians to focus on the other clinics within the health district. The new position will be in Paygrade 14 of the WCHD Compensation Plan and be paid a starting rate of \$65/hour. Dr. Barr made a motion to approve the new position for a part-time TB Clinic Physician 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; Dr. Jeffer – aye; Dr. Sosnowski – aye;
Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

Additional Position's Approved or Updated (motion #43-2021)

With the increase of TB patients the Nursing Director has been working on revising the TB/Communicable Disease Coordinator position into two positions. Her recommendation is to separate the TB clinic responsibilities from the other communicable disease investigation responsibilities. As a result, new job descriptions were presented; TB Clinic Coordinator I (paygrade 9) and TB Clinic Coordinator II (paygrade 11), and Epidemiologist I (paygrade 8) and Epidemiologist II (paygrade 10). The I and II positions depend upon the candidates credentials and experience. Another new position was also presented for a Media Specialist (paygrade 5). The media specialist will be a six month temporary/contracted position and will focus primarily on substance abuse prevention. It will be grant funded. Mr. Stansbury noted that of these new positions someone will be hired to replace Michele Phillips, current TB/Communicable Disease Coordinator who has submitted her resignation and then two new people will be hired for the Epidemiologist and Media Specialist positions. Dr. Sosnowski made a motion to approve the new positions and Dr. Jeffer seconded his motion. The following is a result of a roll call vote:

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

Compensation Plan Updated (motion #44-2021)

The page listing positions in the WCHD Compensation Plan needs to be updated to add the above new positions. Permission to update the plan came from a motion provided by Mr. Brigano and a second provided by Mr. McClanahan. The following is the result of a roll call vote:

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

Resolution #21-03 Adopted (motion #45-2021)

Resolution #21-03 was presented to Board members. The Resolution is to update the Delegation of Daily Operations; it describes which positions have the authority to sign specific documents for the health district. Approval for the Resolution came from a motion provided by Dr. Barr and seconded by Dr. Sosnowski. The following is the result of the roll call vote:

Dr. Jeffer – 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

WCHD Personnel Policy Manual Updated (motion #46-2021)

In April of 2020 the Board added Section 6.16 to the WCHD Personnel Policy. The Families First Coronavirus Response Act (FFCRA) was a temporary policy in effect from April 1, 2020 through December 31, 2020 and was delegated to employers by the US Department of Wage and Labor primarily for emergency paid sick leave for COVID related illnesses of employees and/or their families. The policy was not extended therefore it is no longer needed in the WCHD policy manual. Permission to remove Section 6.16 from the policy manual came from a motion provided by Mr. McClanahan, a second from Dr. Sosnowski and the following roll call vote:

Dr. Jeffer – 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 Bids Approved (motion #47-2021)

The Board of Health reviewed submitted bids and approved the following for the following approved WPCLF project locations: 3239 Old 122, Waynesville which is covered at 85% forgiveness – C & M Farm Drainage, LLC for \$20,000 for system installation 3255 Old Route 122, Waynesville which is covered at 50% forgiveness – C & M Farm Drainage, LLC for \$18,000 also for system installation. Dr. Barr made a motion to approve both system installations be awarded to C & M Farm Drainage, LLC for unto the bid amounts. Dr. Sosnowski provided a second to his motion and 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; Dr. Jeffer – aye

Approved 1589 Harlan Road as WPCLF Project (motion #48-2021)

The homeowners at 1589 Harlan Road have been approved for 85% forgiveness. The Environmental Health Sewage and Water staff recommend the property be accepted into the Water Pollution Control Loan Funding Program. Dr. Barr made a motion to approved 1589 Harlan Road as a WPCLF project and Dr. Sosnowski provided a second. The following is the 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; Dr. Jeffer – aye


Other Business:


Board members were provided with up to date numbers for COVID response/vaccine.

Mr. Stansbury provided copies of recent Governor's amended order and also the County Commissioners latest Resolution addressing mask wearing. The County Commissioner's Resolution #21-0682 allows each department to provide their own inner department policy in regards to wearing mask. With the Resolution being passed only today, Mr. Stansbury told Board members he has not had a chance to meet with his Administrative staff to determine a policy for WCHD but would be doing that in the next couple days.

Board members received monthly reports from the Epidemiologist, Director of Nursing and Director of Environmental Health

With no further business Mr. Staten dismissed the Board of Health meeting at 6:48 pm.


James Staten,
President


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