

**MINUTES OF
July 20, 2021
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday July 20, 2021 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, Mr. Dick Staten called the meeting to order at 6:00 pm.

Members Responding to Roll Call:

Mr. Dick Staten, Dr. Stephen Barr, Mr. Dominic Brigano, Mr. Adam McClanahan, Mrs. Liz Tincher, and Dr. James Sosnowski were present at roll call. (Ms. Holly Boyd and Mrs. Terrie Zajo were absent). Dr. Christine Jeffer arrived a few minutes after 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, Director of Finance were present. Also in attendance were Zach McDaniel and Julia Monnin with Prevention Services of Clinton/Warren Counties.

Board of Health Presentation (6:02-6:32 pm)

Zach McDaniel and Julia Monnin, representatives with Prevention Services of Clinton and Warren County requested to speak with the Board to inform them of their "Be One of Us" (those who don't binge drink) initiative to bring awareness and combat misconceptions about binge drinking and how we might change adult behaviors to become better role models to youth. They are currently in Phase 1 of their five phase initiative.

Minutes of June 2021 Board of Health Meeting Approved (motion #52-2021)

Mr. McClanahan made a motion to approve the June 2021 Board of Health meeting minutes and a second was provided by Dr. Barr. The motion carried with the following response to a roll call vote:

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

July 2021 Expense List Approved (motion #53-2021)

The June, 2021 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:

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

Training Request #12-2021 (motion #54-2021)

Training Request #12-2021 was presented to Board members for approval. Dr. Barr made a motion to approve the presented training request and Mr. McClanahan seconded his motion. The following is a response to a roll call vote:

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

Accounting Resolution #8-2021 Accepted (motion #55-2021)

Accounting Resolution #8-2021 was presented to Board members for supplemental appropriations to the following funds: #9911-4100-5882 (Vacation Payout); #9911-4100-5881 (Sick Payout); #9961-4109-5910 (Vaccine Equity Mileage); #9961-4109-5210 (Vaccine Equity Materials & Supplies); #9961-4109-5400 (Vaccine Equity Purchase Service); #9961-4109-5424 (Vaccine Equity Rent); #9961-4109-5855 (Vaccine Equity Equipment); #9961-4109-5911 (Vaccine Equity Meals). See copy of Resolution for full explanation. Mr. Brigano made a motion to accept Accounting Resolution #8-2021 and Dr. Sosnowski provided a second to the motion which carried with the following response to a roll call vote:

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

Financial Reviews to Date

There were no questions in reference to the General Finance Statement or the Grants Financial Statement

Administrative Report

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

Juneteenth, 2021 Observed on July 2, 2021 (motion #56-2021)

With Juneteenth (June 19th) becoming a Federal Holiday with only one day's notice, the County offices including the Health District remained open. The County Commissioners later voted to close the County offices on July 2, 2021 to give County employees that day off in lieu of the actual holiday. Because WCHD is not under the County Commissioners, the Board of Health provided an official motion allowing WCHD employees to be paid holiday pay for July 2, 2021. The motion for this approval came from Dr. Barr and a second was provided by Mr. McClanahan. The following is the result of a roll call vote:

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

Employee Policy Manual, Section 6.1 Update Approved (motion #57-2021)

Dr. Barr made a motion to approve the proposed amendment to Section 6.1 Holidays adding Juneteenth, June 19th to the list of approved paid legal holidays. Mr. McClanahan provided a second to his motion and the following is a result of a roll call vote:

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

Employee Policy Manual, Section 5.4 Update Approved (motion #58-2021)

During the period of COVID, with so many extra hours being worked, the Board approved a policy amendment increasing the amount of compensatory time an employee can accrue from 24 to 80 hours. Now that State public health emergency has expired the policy needs to return to 24 hours maximum for comp time accrual. Dr. Barr made a motion to return the comp time accrual to 24 hours max, noting that those who currently have more will keep their accrual but not permitted to accrue additional. Dr. Sosnowski seconded his motion and the following is the response of a roll call vote:

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

Resolution #21-04 Approved (motion #59-2021)

Resolution #20-04 passed in November, 2020 allowed overtime exempt employees to be paid for 80% of their overtime work at straight time pay. The Resolution expired when the Governor declared the public health emergency to be over. Because WCHD continues to have these exempt employees working over 40 hours per week as we continue to vaccinate hard to reach populations and we also have COVID grant funding that does not expire until December 31, 2021, we would like to reinstate this policy (Resolution #21-04) until December 31, 2021, or until funding is depleted, whichever comes first, or until the Board of Health declares expiration of the policy. (See Resolution for full explanation). Dr. Sosnowski made a motion to approve Resolution #21-04 and Mr. McClanahan provided a second. The following is the result of a roll call vote:

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

First Reading of Environmental Health Fee Changes for 2022 Suspended (motion #60-2021)

Dr. Barr made a motion to suspend the first reading of the Environmental Health Fee Changes for 2022 and read by title only. Mr. McClanahan seconded his motion and the following is the result of a roll call vote:

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

First Reading of Environmental Health Fee Changes for 2022 Accepted (motion #61-2021)

Dr. Barr made a motion to accept the first reading of the Environmental Health Fee Changes for 2022. Mr. McClanahan seconded his motion and the following is the result of a roll call vote:

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

Bid Accepted for Water Pollution Control Loan Funding project at 9700 Morrow Woodville Road (motion #62-2021)

Voted to accept bid, for system installation, from Viox Excavating in the amount of \$29,125 for approved WPCLF project at 9700 Morrow Woodville Road, Pleasant Plain. The project is covered at 100%.

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

Variance Request #1-2021 Approved (motion #63-2021)

Variance Request #1-2021, requesting variance from Ohio Administrative Code 3701-28-07, was presented to Board members for approval. Environmental Health Director, Mr. Balster, explained to Board members that it was discovered that the well for 9481 Sandy Run Drive had been drilled on the adjacent parcel due to incorrect lot line location at the time of drilling. The lot underwent a property line alteration which placed the well within the parameters of the lot; however it does not meet the minimum line isolation distance of 10 feet, as it is only 3 feet from the new property line. The variance has been requested because the existence of the well and having to replace it would be costly. Staff inspected to assure there is no potential source of contamination and recommend the approval of the variance. Mr. McClanahan made a motion to accept Variance Request #1 and Dr. Barr provided a second to his motion. The motion passed with the following is the response to a roll call vote:

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

Issuance of Letter of Support for Tobacco Retail Licensing Approved (motion #64-20021)

During the April, 2021 Board of Health meeting, representatives with the Preventing Tobacco Addiction Foundation were present to speak to the Board of Health about the benefit of tobacco retail licensing. Licensing agencies as tobacco retailers will allow the ability to revoke or suspend licenses upon repeated violation of underage sales or other related violations. Mr. Brigano made a motion approving a Board of Health Support letter be issued and Dr. Sosnowski provided a second to his motion. The motion passed with the following response to a roll call vote:

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

Other Business:

~A COVID update was provided to BOH members. They were informed the demand is just not there right now for after hours or weekend clinics, but that we do offer COVID vaccine daily during business hours. They were also informed that we have seen daily numbers creeping up and have had breakthrough cases in which vaccinated individuals have tested positive but among these there are no hospitalizations.

~Duane told Board members that Carlisle and South Lebanon may become cities (currently villages). This is because of the recent Census in which the population is counted. This does not necessarily mean the new cities will appoint a Board of Health member.

~The June 25, 2021 MMWR (Morbidity & Mortality Weekly Report) published by the CDC was shared with Board members. The report contains an article about increased depression, anxiety and PTS among Public Health Workers during the COVID-19 Pandemic. Mr. Stansbury told Board members that we do have an EAP program and we do remind employees of the program.

~Mr. Stansbury informed Board members that he received notification yesterday that the health district was nominated and won the Warren County Foundations Outstanding Organization Community Service Reward. The award will be presented in the upcoming months.

~Board members received monthly reports from the Nursing Director, Environmental Health Director, and the Communicable Disease Report from the epidemiologist.

With no further business Mr. Staten dismissed the Board of Health meeting at 7:05 pm.



James Staten,
President



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