

**MINUTES OF
December 21, 2021
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday December 21, 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, Ms. Holly Boyd, and Mr. Adam McClanahan were present at roll call. Dr. Christine Jeffer arrived after roll call. Mrs. Terrie Zajo, Mrs. Liz Tincher, and Dr. James Sosnowski were absent.

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; and Dr. Scott Swope, Medical Director were present.

Minutes of November 2021 Board of Health Meeting Approved (motion #94-2021)

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

Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye

December 2021 Expense List Approved (motion #95-2021)

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

Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye

Accounting Resolutions #16-2021 Accepted (motion #96-2021)

Accounting Resolution #16-2021 was presented to Board members for supplemental appropriations to the following funds: #9911-4100-5370 (Software); #9911-4109-5210 (Vaccine Equity Material & Supply); #9961-4109-5317 (Vaccine Equity Non Capital); #9961-4109-5400 (Vaccine Equity Purchase Services); #9961-4109-5910 (Vaccine Equity Other Expense); #9961-4109-5911 (Vaccine Equity Non Tax Fringe); #9911-4100-5871 (Medicare); #9961-4108-5400 (PHEP Purchase Service); #9961-4108-5910 (PHEP Other Expense); #9961-4108-5850 (PHEP Registration); #9961-4108-5102 (PHEP Salaries); #9961-4108-5871 (PHEP Medicare) See copy of Resolution #16-2021 for full explanation. Mr. McClanahan made a motion to accept Accounting Resolution #16-2021, as presented. Dr. Barr provided a second to the motion which carried with the following response to a roll call vote:

Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye

Financial Reviews to Date

There were no questions in regards to the November 2021 general finance and grants statements.

Administrative Report

At 6:06 pm, Mr. Staten turned the meeting over to Mr. Stansbury for his Administrative Report items.

Resolution #21-05 Approved (motion #97-2021)

Resolution #21-05 was presented to Board members for their review and approval. The Resolution allows for a reduction in the local portion of the mobile food license fee until the new fee can be legislated. The fee is lesser due to a request from Ohio Department of Health to reflect hours conducting public health emergency

related activities differently in the cost methodology. Dr. Barr made a motion to accept Resolution #21-05 and Ms. Boyd provided a second. The following is a response to a roll call vote:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Ms. Boyd – aye; Mr. Staten - aye

**Dr. Jeffer entered the meeting at this time, 6:08 pm*

First Reading of Proposed 2022 Environmental Health Fee Change Suspended and Read by Title Only (motion #98-2021)

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

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Ms. Boyd – aye; Dr. Jeffer – aye; Mr. Staten - aye

First Reading of Proposed 2022 Environmental Health Fee Change Accepted (motion #99-2021)

As explained for the request of Resolution #21-05; ODH requested hours conducting public health emergency related activities be reflected differently in the cost methodology documents, thus decreasing the amount for the local portion of the fee previously approved for mobile licenses. Mr. Balster told Board members notice will be sent to food operators of the intended change and Public Hearing for the second reading. Dr. Barr made a motion to accept the first reading of the proposed 2022 Environmental Health Fee Change. Mr. McClanahan provided a second and the following is the response of a roll call vote:

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

Amended Section 6.3 of Employee Policy Manual Approved (motion#100-2021)

A change was proposed for approval to Section 6.3: Leave Time Accruals, of the employee manual. Clarification was needed to instruct employee's where they can find their actual leave accruals. Mr. Brigano made a motion to approve amending Section 6.3 of the employee manual and Dr. Barr provided a second. The following is a result of a roll call vote:

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

Entered Executive Session (motion #101-2021)

At 6:17 pm Dr. Barr made a motion to enter into Executive Session, per the Agenda, to discuss employment contracts and employee compensation. Ms. Boyd provided a second and the following is the result of a roll call vote:

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

Return to Executive Session of Board of Health Meeting (motion #102-21)

At: 6:25 pm the Board returned to regular session of the Board of Health meeting. The following is a result of roll call taken to return to regular session:

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

Employment Contracts Approved (motion #103-21)

Dr. Barr made a motion to approve both the Health Commissioners contract and the Medical Director's contract. Mr. McClanahan provided a second and the following is a result of a roll call vote:

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

Other Business:

~Mr. Stansbury informed Board members that City of Springboro representative to the Board of Health, Ms. Liz Tincher informed him and the City of Springboro that she will not be seeking reappointment.

~Mr. Balster provided Board members with information on 2022 tire recycling events


~Mr. Stansbury gave the Board a Covid update. He stated the Omicron variant has now, as of today (12/21/21), surpassed the Delta variant as the main variant circulating in the US with 73% of the new cases reported being Omicron.

~Dr. Barr said on behalf of the Board of Health he would like to wish all employees a Merry Christmas and Happy New Year!

With no further business Mr. Staten dismissed the Board of Health meeting at 6:30 pm.



James Staten,
President



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

