

**MINUTES OF
March 15, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday March 15, 2022 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, Dr. Stephen Barr called the meeting to order at 6:00 pm.

Members Responding to Roll Call:

Mr. Dick Staten, Dr. James Sosnowski, Dr. Stephen Barr, Mr. Dominic Brigano, and Mr. Adam McClanahan were present at roll call. Dr. Christine Jeffer entered the meeting a few minutes after roll call. (Mrs. Terrie Zajac and Ms. Holly Boyd were absent). The City of Springboro seat is still vacant.

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; Mr. Chris Balster, Director of Environmental Health; Brenda Joseph, Director of Finance; and Dr. Scott Swope, Medical Director were present. Guest present: Nicole Ditmer

February 2022 Board of Health Minutes Approved (motion #23-2022)

Mr. McClanahan made a motion to approve the February 2022 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:

Dr. Sosnowski – aye; Mr. Staten – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye

Training Session #3-2022 Approved (motion #24-2022)

Training Session #3-2022 was presented to Board members. On a motion from Dr. Sosnowski and a second provided by Dr. Barr Training Session #3-2022 was approved with the following response to a roll call vote:

Mr. Staten – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Dr. Sosnowski – aye

Accounting Resolution #3-2022 Accepted (motion #25-2022)

Accounting Resolution #3-2022 was presented to Board members for adjustments to the following funds: #9953-4100-5910 (Water Other Expense); #9911-4100-5830 (Workers Comp); #9911-4100-5940 (Travel); #9911-4100-5882 (Vacation Payout); #9911-4100-5881 (Sick Payout); #9911-4100-5911 (Non-tax Meals); #9961-4102-5317 (RHWP Equipment); #9961-4102-5910 (RHWP Other Expense); #9961-4102-5102 (RHWP Salaries); #9911-4100-5370 (Software). See copy of Resolution #3-2022 for full explanation. Dr. Barr made a motion to accept Accounting Resolution #3-2002, as presented. Mr. McClanahan 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; Dr. Sosnowski – aye

~Dr. Jeffer entered the meeting at this time, 6:03 pm

March 2022 Expense List Approved (motion #26-2022)

The March 2022 expense list was presented to Board members for their review; Dr. Barr made a motion to approve the expense list, as presented, and Mr. McClanahan provided a second to the motion which carried with the following result of a roll call vote:

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

Financial Reviews to Date

There were no questions in regards to the February 2022 month ending general finance and grants statements.

Administrative Report

At 6:08 pm, Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Report items.

Board of Health Officer's Elected (motion #27-2022)

March is the month every year in which the President and Vice President are elected for the upcoming twelve month period. Mr. Brigano made a motion to keep Mr. Dick Staten as President and Dr. Stephen Barr as Vice President. Mr. McClanahan seconded 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; Mr. Staten – aye; Mr. Brigano

There was no change to committee assignments at this time.

Variance Request #3-2022 & #4-2022 Approved (motion #28-2022)

Variance Request #3 and #4 are both in regards to the continuing education requirement per OAC, 3701-29-03 (C)(5), for sewage treatment installers. COVID 19 restrictions presented a challenge for installers to obtain CEU's during the previous calendar year before registering as a sewage treatment system installer. Variance Request #3-2022 was received from Chris Gruter with CS Gruter LLC and Variance Request #4-2022 was received from Derrick Moran with Do It Right Excavating. The environmental health staff recommended approval of the variances to allow the required CEU's be attained during the current calendar year. Dr. Barr made a motion to approve Variance Request #3-2022 and Variance Request #4-2022. Dr. Sosnowski provided a second and the following is the response of a roll call vote:

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

WPCLF Bid Accepted for 5861 Greentree Road (motion #29-2022)

Board members reviewed bids for a system replacement at 5861 Greentree Road, Lebanon. The project is approved for 50% as a WPCLF project. The owner requested the Board of Health select the bidder for the project. After reviewing and discussing the bids received, Mr. McClanahan made a motion to accept the bid from Smallwood Septic and Excavating in the amount of \$27,565.00 and the bid for the needed interior plumbing alterations from Pete the Plumber in the amount of \$7,599.00. Dr. Sosnowski provided a second to the motion and the following is the result of a roll call vote:

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

Updates to WCHD Compensation Plan Structure and Administration Approved (motion #30-2022)

The administrative team proposed updates be made to the compensation plan. Included are adjustments to the minimum and maximum salary ranges which had not been updated since 2016 reorganization of paygrades, change of some position titles, and also change the work week definition to 37.5 hours with a one hour unpaid lunch. WCHD employees have always worked 37.5 hours but were paid thirty minutes of their one hour lunch making the week 40 hours. Because of time tracking issues associated with thirty minute paid/thirty minute unpaid lunch, the decision was made to adopt a 37.5 hour schedule with an unpaid hour lunch. Employees will see increases to their hourly pay rate to ensure they receive the same take home pay on 37.5 hours as they are with 40 hours. Dr. Barr made a motion to accept the proposed updates to the WCHD Compensation Plan Structure and Administration with an effective date of March 26, 2022, the beginning of the next bi-weekly payroll period. Dr. Sosnowski provided a second to the motion and the following is the response of a roll call vote:

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

WCHD Personnel Policy Manual Updates Approved (motion #31-2022)

With the amendments made to the WCHD Compensation Plan and Structure, several revisions need to be made throughout the personnel policy manual to reflect the new 37.5 hour work week and other polices that are also impacted. Dr. Barr made a motion to accept the needed revisions to the WCHD Personnel Policy Manual and Mr. McClanahan provided a second. The following is the response of a roll call vote:

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

New Position Approved (motion #32-2022)

Using the Workforce Development Grant, we would like to add the position of a full-time Public Information Officer/Accreditation Specialist. The responsibilities with this position are not new and have been done by employees in other positions. With the workload increase that we have seen over the past several years and the growing need we feel an employee in this position will stay very busy, but utilizing this grant allows us the flexibility to evaluate this new position's long term need.

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

Tire Recycling Events Approved (motion #33-2022)

The health district is sponsoring two tire recycling events in Mason and Harlan Township in upcoming months. Because it is always hard to accurately judge the amount of tires that may be received, the environmental staff is requesting permission to utilize general funds in the event the cost of the events exceeds the \$10,000 dollar allotment provided through the Ohio EPA's Mosquito Control Grant. Mr. Brigano made a motion approving use of general funds, if needed, and Dr. Jeffer provided a second. The following response to a roll call vote is as follows:

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

Time Clock Purchase Approved (motion #34-2022)

After the agencies time clock became obsolete a couple years ago, it was not replaced because there was hope that Munis may be used as a time tracking system. It does not appear this will be an option. The admin team has been looking at options and has decided Timeclock Plus best fits our need. It will help us in the future with job costing. The initial implementation amount will be \$6,423.35 and then we will be billed annual for a license charge and mobile ap fee. Dr. Barr made a motion approving the Timeclock Plus purchase and annually fees. Mr. McClanahan provided a second to his motion and the following is a result of a roll call vote:

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

Entered into Executive Session (motion #35-2022)

At 6:40 pm, and per the Agenda, Mr. McClanahan made a motion to enter into Executive Session to discuss a personnel item: interpretation of employment contract provisions relating to leave time. Dr. Barr seconded the motion and the following is the response of a roll call vote:

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

Return to Regular Session of the Board of Health Meeting (motion #36-2022)


At 7:00 pm on a motion from Dr. Barr and a second from Mr. McClanahan the Board of Health returned to regular session. The following is the result of the roll call taken:


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

Other Business:

- Mr. Stansbury informed the Board that the DAC (District Advisory Council), during their annual meeting on March 1, 2022, reappointed Dr. Barr as a Board member for another five year term

With no further business Dr. Barr dismissed the Board of Health meeting at 7:00 pm.


James Staten,
President


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