

**MINUTES OF
August 16, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

001091

The regular monthly meeting of the Warren County Board of Health was held Tuesday August 16, 2022 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. James Sosnowski, Dr. Stephen Barr, Mr. Dominic Brigano, Mrs. Terrie Zajo, and Mrs. Nicole Ditmer were present at roll call. (Mr. Adam McClanahan, Dr. Christine Jeffer, and Ms. Holly Boyd were absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; Chris Balster, Environmental Health Director; Brenda Joseph, Finance Director; and Brianna King, Registered Dietitian were present.

Public Hearing: Second Reading of Proposed EH Program Fees for 2023 (motion #81-2022)

Dr. Barr made a motion to open the public hearing portion of the Board of Health meeting to allow affected parties an opportunity to voice concerns in regards to the second reading of the proposed 2023 Environmental Health Program Fees. All effected parties were notified of the proposed fee changes as well as the scheduled public hearing. Dr. Sosnowski provided a second to the motion and the following is a response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye

With no attendance from the public, Mr. Staten announced to close the public hearing and resume with the agenda items.

Suspended Second Reading of Proposed Environmental Health Fee Changes for 2023 (motion #82-2022)

Dr. Barr made a motion to suspend the second reading of the proposed Environmental Health Fee Changes for 2023 and to read by title only. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye

Accepted Second Reading of Proposed Environmental Health Fee Changes for 2023 (motion #83-2022)

Dr. Barr made a motion to accept the second reading of the proposed Environmental Health Fee Changes for 2023. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye

Suspended First Reading of Proposed Private Water Program Fees for 2023 (motion #84-2022)

Dr. Barr made a motion to suspend the first reading of the proposed Environmental Health Water Program Fees for 2023 and to read by title only. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

Mrs. Zajo – aye; Mr. Brigano – aye; Dr. Barr – aye;
Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye

Accepted First Reading of Proposed Private Water Program Fees for 2023 (motion #85-2022)

Dr. Barr made a motion to accept the first reading of the proposed Environmental Health Water Program Fees for 2023. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye;
Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye

Board of Health Educational Session – Nutrition Myth Busters, Presented by Bri King

Bri King, Registered Dietitian shared her presentation titled Nutrition Myth Busters, with Board members. In her presentation, we learned that not all carbs are bad. High fiber carbs such as sweet potatoes, oats, whole grains, beans, etc are linked to healthier cholesterol and digestive systems. We also learned that Nut milk is more nutritious than cow milk, and so much more. (Presentation will be emailed to those unable to attend. Presentation time 6:05 -6:20 pm)

July 19, 2022 Board of Health Minutes Approved (motion #86-2022)

Dr. Barr made a motion to approve the July, 2022 Board of Health meeting minutes as written, and a second was provided by Dr. Sosnowski. The motion carried with the following response to a roll call vote:

Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

August, 2022 Training Requests Approved (motion #87-2022)

Dr. Sosnowski made a motion to approve training request #7 and #8-2022. Mr. Brigano provided a second to his motion which was carried with the following response to a roll call vote:

Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

August, 2022 Expense List Approved (motion #88-2022)

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

Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye;
Mrs. Zajo – aye; Mr. Brigano – aye; Dr. Barr – aye

Accounting Resolution #9-2022 Accepted (motion #89-2022)

Accounting Resolution #9-2022 was presented to Board members for adjustment to the following funds: #9911-4100-5911 (Non Tax Meals); #9911-4100-5210 (Material & Supplies); #9911-4100-5820 (Health Insurance); #9911-4100-5317 (Non Capital Purchase); #9911-4100-5910 (Other Expense); #9911-4100-5940 (Travel); #9916-4100-5400 (Sewage Purchase Services). See copy of Resolution for full explanation. Dr. Barr made a motion to accept Accounting Resolution #9-2022, as presented. Dr. Sosnowski provided a second to the motion which carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye

Financial Review to Date

Board members were provided both the General Finance Statement and the Grants Financial Statement for the month ending July, 2022. After review, there were no questions.

Administrative Report

At this time, approximately 6:25 PM, Mr. Staten turned the meeting over to Mr. Stansbury for the August, 2022 Administrative Report items

Adopted Resolution #22-03 to Establish the Initial Formation Date for Warren County Combined Health District and to Update the Board of Health By-Laws (motion #90-22)

To comply with SAM.gov reporting guidelines for various Federal grant programs, we are required to submit documentation establishing the “start date” of Warren County Combined Health District. Several documents were submitted but did not meet their SAM.gov legality requirements. After consulting with the Port Authority and Grants Administration of Warren County and our own legal counsel, it was determined a Resolution should be passed by the Board of Health, declaring the date of February 12, 1971, as evidenced by a contract combining the Cities of Lebanon, Franklin, and Mason combining with the then Warren County General Health District effective on that date. During this review of documents that were being submitted to SAM.gov, it was also noted the Warren County Board of Health By-Laws had not been updated to include Carlisle and South Lebanon as Cities. This updated document was also presented to the Board for approval. Dr. Barr made a motion to adopt Resolution #22-03 and the updated Board of Health By-Laws document, as presented. Mr. Brigano seconded his motion and the motion carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye

Lump Sum Premium Pay Increases Approved (motion #91-2022)

At their July 26, 2022 meeting, the Warren County Board of County Commissioners approved a lump sum premium pay increase available to County employees. Per their Resolution #22-1148, funding for the premium pay increases will utilize the American Rescue Act Funding the County received. The lump sum premium pay increase is in the amount of \$2400 for a full-time permanent employee and will be paid in three installments of \$800 in payroll periods in August, October, and December. Increases for part time employees will be as outlined in the County Commissioners Resolution. (See copy of WCCOCC Resolution # 22-1148). Mr. Stansbury stated that Mrs. Joseph verified WCCHD employees are eligible for these premium pay increases, per the Resolution, utilizing the American Rescue Act Funds. He asked the Board of Health to authorize the increases for WCHD staff. Dr. Barr made a motion to approve the premium pay increases for WCHD employees, as outlined in the Board of County Commissioners Resolution #22-1148. Dr. Sosnowski provided a second and the motion carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye

Pay Rate Increases Approved (motion #92-2022)

Looking into potential pay increases for the upcoming year, the Directors and the Health Commissioner made a recommendation to the Board to grant a \$1.75 across the board hourly increase for all WCHD employees beginning August 27, 2022. Dr. Barr made a motion to approve a 1.75/hourly increase for all WCHD employees. Dr. Sosnowski provided a second to the motion which carried with the following response to a roll call vote:

Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye;
Mrs. Zajo – aye; Mr. Brigano – aye; Dr. Barr – aye

Merit Score Percentages Approved (motion #93-2022)

Mr. Stansbury told Board members that administration will be returning to annual evaluations of all eligible employees on their work performance. He stated that he and the Directors recommend the Board approve the following percentages be awarded for the merit scores effective January 1, 2023: 0%, 3.5%, 4%, 4.5%, and 5%. Dr. Sosnowski made a motion to approve the merit score percentages, as presented, be awarded effective January 1, 2023. Dr. Barr provided a second and the motion carried with the following response to a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye

Mileage Rate Reimbursable Increased (motion #94-2022)

Mr. Stansbury presented a request to Board members to update our policy for mileage reimbursement to 62.5 cents/mile to stay current with the IRS increase made in June, 2022. Dr. Barr made a motion to increase the mileage reimbursement amount to 62.5 cents per mile effective August 22, 2022. Dr. Sosnowski provided a second and the motion carried with the following response to a roll call vote:

Mrs. Zajo – aye; Mr. Brigano – aye; Dr. Barr – aye;
Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye

Assistant Health Commissioner Position Approved (motion #95-2022)

The Health Commissioner presented a request to the Board to approve adding an Assistant Health Commissioner to our position roster and Compensation Plan at Paygrade 13. The job description for this new position will help lead our Community Health Assessment, Community Health Improvement Plan, PHAB reaccreditation, Health Equity initiatives and more. He added several health districts in SW Ohio have added this position using the ODH Workforce Development grant. Dr. Barr approved adding the position of Assistant Health Commissioner and Dr. Sosnowski provided a second. The motion carried with the following response to a roll call vote:

Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye;
Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye

Fiscal Specialist Position Approved (motion #96-2022)

With the increase of work that has come with the continuing growth of the agency and with new funding opportunities, Mr. Stansbury reported he feels that it is only fair to promote good employees who have a proven track record of going above and beyond normal work duties to assist where needed. Mr. Stansbury requested the Board of Health approve adding a second Fiscal Specialist to create a promotional position. Dr. Barr made a motion to approve the promotional position of Fiscal Specialist and Mrs. Zajo provided a second. The motion carried with the following response to a roll call vote:

Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

Compensation Plan Update Approved (motion #97-2022)

The Board was presented with updates to make to the Compensation Plan that will include the Assistant Health Commissioner in Paygrade 13 and moving the Nurse Practitioner to Paygrade 11. Also adding Paygrade 14 (at Board's Discretion) for the positions of Health Commissioner, Medical Director, and Physicians. Dr. Sosnowski made a motion to approve the amendments to the WCHD Compensation Plan Structure. Dr. Barr seconded his motion which carried with the following response to a roll call vote:

Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

WPCLF Bid Selected and Approved (motion #98-2022)

Board members accepted a bid from Dill's Dirt Works to regrade and plant seed over recent septage work for property located at 7426 Martz Paulin Road, which has approval for 85% through the Water Pollution Control Loan Funding program. Dr. Barr made a motion and Mrs. Zajo provided a second to accept the bid from Dill's Dirt Works in the amount of \$2260 to complete the work. The following is a response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye

Entered Executive Session (motion #99-2022)

At 6:45 pm and per the Agenda, Dr. Barr made a motion to enter Executive Session to discuss the Medical Director position. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Barr – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye

Return to Regular Session, Board of Health Meeting (motion #100-22)

At 7:13 pm Dr. Barr made a motion to return to regular session of the Board of Health meeting. Dr. Sosnowski provided a second and the motion carried with the following response to a roll call vote:

Mrs. Zajo – aye; Mr. Brigano – aye; Dr. Barr – aye;
Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye

Medical Director Position Offered to Terren B. Koles, MD (motion #101-2022)

Dr. Barr made a motion to offer the position of Medical Director to Dr. Terren B. Koles per the terms of the employment contract presented to her this evening. Dr. Koles graciously accepted. The effective date of her new contracted position is September 1, 2022. Mrs. Ditmer seconded the motion to hire Dr. Koles and the motion carried with the following response to a roll call vote:

Mr. Brigano – aye; Dr. Barr – aye; Mrs. Ditmer – aye;
Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye


Other Business

Dr. Barr stated that Dr. Koles brought up the need for more clinic space and that she would like to see us pursue looking for additional clinic space off campus. He said he agrees and that the Long-Range Planning Committee should meet soon to plan for this.

Mr. Balster provided a quick update on Angie's Diner, who have failed to secure their operating license. He reported they are not operating and he continues to have inspectors monitor to insure they do not operate again without a current license.

With no further business Mr. Staten dismissed the Board of Health meeting at 7:20 pm.


James Staten,
President


Duane Stansbury, EHS, MPH
Secretary

