

**MINUTES OF
December 20, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday December 20, 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:

Dr. James Sosnowski, Mr. Dick Staten, Dr. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, Mrs. Nicole Ditmer, Ms. Holly Boyd, and Mrs. Terrie Zajo were present at roll call. (Dr. Christine Jeffer was absent).

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Dr. Terren Koles, Medical Director; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; and Tara Thornton; Environmental Health Director

November 15, 2022 Board of Health Minutes Approved (motion #136-2022)

Dr. Barr made a motion to approve the November 15, 2022 Board of Health meeting minutes as written, and a second was provided by Mr. McClanahan. The motion carried with the following response to a roll call vote:

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

December 2022 Expense List Approved (motion #137-2022)

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

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

Accounting Resolution #16 and #17-2022 Accepted (motion #138-2022)

Accounting Resolution #16-2022 was presented to Board members for adjustment to the following funds: #9961-4102-5102 (RHWP Salaries); #9961-4102-5811 ((RHWP PERS); #9961-4102-5820 (RHWP Insurance); #9961-4102-5871 (RHWP Medicare); #9961-4102-5317 (RHWP Non Capital); #9961-4102-5210 (RHWP Material & Supplies) #9961-4109-5102 (COVID Equity Salaries); #9961-4111-5102 (VAX Salaries); #9961-4111-5811 (VAX PERS); #9961-4111-5871 (VAX Medicare); #9961-4111-5820 (VAX Insurance); #9961-4107-5102 (Enhanced Salaries); #9961-4107-5102 (Enhanced PERS); #9961-4107-5102 (Enhanced Medicare); #9961-4107-5102 (Enhanced Insurance). Accounting Resolution #17-2022 for the 2023 Budget was also reviewed at this time affecting the following funds: #9911-4100-5460 (Insurance); #9911-4100-5400 (Purchase Services); #9916-4100-5400 (Sewage Purchase Service). See copy of both Resolutions for full explanation. Dr. Barr made a motion to accept Accounting Resolutions #16 and #17-2022, as presented. Mr. McClanahan provided a second to the motion which carried with the following response to a roll call vote:

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

Financial Review to Date

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

Administrative Report

Mr. Staten turned the meeting over to Mr. Stansbury for the December, 2022 Administrative Report items

Lease Contract for Additional Office Space at 414 E. Main Street Approved (motion #139-2022)

Board members were presented with a lease contract for additional office space at 414 E. Main Street. The building is owned by Warren County Developmental Disabilities and is in a convenient location at the north end of the back parking lot. The term of the contract is January 1, 2023 to December 31, 2023. Having the additional office space allows the current conference room to remain as is. The plan was to construct additional smaller offices inside the conference room space. Rent for the space is \$980 a month. Dr. Sosnowski made a motion to approve the lease contract, as presented, and Mr. McClanahan provided a second. The following is a result of a roll call vote:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – abstain;
Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye

Amendment to Personnel Policy Section 2.4 Approved (motion #140-2022)

The proposed revision to Section 2.4 of the WCHD Personnel Policy is to provide explicit ability for division directors to reward high performing employees with promotional opportunities as recognition for consistent, exceptional work without the requirement of posting for the position. This would only apply to positions that do not include program management, supervision, or which are automatically promoted when a state-required credential is attained. Mr. Brigano made a motion to approve the amendment, as presented, to Section 2.4 of the WCHD Personnel Policy. Mr. McClanahan provided a second to the motion which carried with the following response to a roll call vote:

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

Amendment to Personnel Policy Section 6.3 Approved (motion #141-2022)

This proposed revision to Section 6.3 the WCHD Personnel Policy is to provide clarification that sick leave related to the pregnancy or childbirth of an immediate family member is permissible for up to three days without the requirement of certification from a physician. Mr. McClanahan made a motion to approve amending Section 6.3, as presented, to the WCHD Personnel Policy. Ms. Boyd provided a second to the motion which carried with the following response to a roll call vote:

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

First Reading of Proposed Public Swimming Pool Fees for 2023 Suspended and Read by Title Only (motion #142-2022)

Dr. Barr made a motion to suspend the first reading of the Proposed Public Swimming Pool Fees for 2023 and to read by title only. Mr. Balster explained the new fee schedule categorizes spa and special use fees. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

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

First Reading of Proposed Public Swimming Pool Fees for 2023 Accepted (motion #143-2022)

Dr. Barr made a motion to accept the first reading of the Proposed Public Swimming Pool Fees for 2023. Dr. Sosnowski provided a second. The following is the result of a roll call vote:

Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd - aye

First Reading of Proposed Backflow Recertification Fee for 2023 Suspended and Read by Title Only (motion #144-2022)

Dr. Barr made a motion to suspend the first reading of the Proposed Backflow Recertification Fee for 2023 and to read by title only. Mrs. Zajo provided a second and the following is the result of a roll call vote:

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

First Reading of Proposed Backflow Recertification Fee for 2023 Accepted (motion #145-2022)

Dr. Barr made a motion to accept the first reading of the Proposed Backflow Recertification Fee for 2023 and to read by title only. Mr. McClanahan provided a second and the following is the result of a roll call vote:

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

First Reading of Proposed Regulation for the Installation, Maintenance, Testing, and Inspection of Plumbing Suspended and Read by Title Only (motion #146-2022)

Dr. Barr made a motion to suspend the first reading of the Proposed Regulation for the Installation, Maintenance, Testing, and Inspection of Plumbing and to read by title only. Dr. Sosnowski provided a second to the motion and the following is the result of a roll call vote:

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

First Reading of Proposed Regulation for the Installation, Maintenance, Testing, and Inspection of Plumbing Accepted (motion #147-2022)

Dr. Barr made a motion to accept the first reading of the Proposed Regulation for the Installation, Maintenance, Testing, and Inspection of Plumbing and to read by title only. Mr. McClanahan provided a second and the following is the result of a roll call vote:

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

Adopted Resolution #22-07 for Reduced Collection of Backflow Fees (motion #148-2022)

The health district is currently working with Backflow Solutions, Inc. to administer the backflow prevention program. The official start date for utilizing the system is still unknown, and as such, Resolution #22-07 will allow for the health district to collect a reduced local portion for backflow recertification tests until the new fee can be fully legislated. Dr. Sosnowski made a motion to adopt Resolution #22-07. Mr. Brigano provided a second to the motion which carried with the following roll call vote:

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

Bid Selected for WPCLF Project at 10105 Roachester-Cozaddale Road (motion #149-2022)

The Environmental Health Division received a request from the property owner of 10105 Roachester Cozaddale Road requesting the Board consider re-evaluating the bid evaluation for their project since the previous awardee has been unable to complete the work to this point, has not applied for permit to install, and has stated that he would have to ask for an adjustment to the estimate due to price increases. Staff members reached out to Viox Excavating who provided the competing bid initially and they have stated they would honor their initial estimate of \$43,605. The Ohio EPA stated it would be acceptable to award the bid to Viox based on their initial estimate. Mr. McClanahan made a motion to select Viox Excavating to provide the replacement of the household sewage treatment system located at 10105 Roachester Cozaddale Road and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

Approved Reclassifying Computer/Telecom Administrator II Position to Pay Grade 12 (motion #150-2022)

Board members were presented with a request to reclassify the Computer/Telecom Administrator II position from pay grade 11 to pay grade 12 to reflect additional responsibilities, brought on with the growth of WCHD and expansion of its IT infrastructure, that the employee in this position is providing. This reclassification would not come with additional compensation but will allow the employee to not be capped at pay grade 11. Mr. McClanahan made a motion to move the Computer/Telecom Administrator II position to pay grade 12 in the WCHD Compensation Plan. Mrs. Zajo provided a second and the following is the response of the roll call vote:

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

Adopted Resolution #22-08 Medical Services for Employees and Former Employees (motion #151-2022)

WCHD employees, as a benefit, have been utilizing the services provided through WCHD medical clinics/physicians/laboratory services at WCHD rates, when available. Historically, this benefit has also been extended to employees after they leave employment. Administration is requesting the approval of this Resolution to officially document this benefit and to provide limitations for former employees to include those only who provided at least 5 years of service to WCHD. The benefit may include spouse/significant other only. Dr. Barr made a motion to adopt Resolution #22-08, as presented, and Mr. McClanahan provided a second. The motion carried with the following response to a roll call vote:

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

Variance #9-2022 to Waive of CEU Requirement Granted (motion#152-2022)

Variance #9-2022 was received from a homeowner who is installing his own system and has acquired registration for 2022 to do so. The work has not been completed; therefore, the owner must also register for 2023. The variance is to waive the CEU requirement for his 2023 registration. Staff recommend the approval of waiver because the homeowner will not be installing any other systems, aside from his own. Mr. McClanahan made a motion to approve Variance Request #9-2022 and Mr. Brigano provided a second to his motion. The following is the response of a roll call vote:

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

Entered into Executive Session (motion #153-2022)

At 6:36 pm and per the Agenda, Dr. Barr made a motion to enter into Executive session to discuss employment contract for the Health Commissioner and revision to the Medical Directors contract. Dr. Sosnowski provided a second and the following is the response of a roll call vote:

Mrs. Ditmer – aye; Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye;
Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd - aye

Return to Regular Session (motion #154-2022)

At 7:05 pm, Dr. Barr made a motion to return to the regular session of the Board of Health meeting. Mr. McClanahan provided a second and the following is the response to the roll call vote:

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

Revision to Medical Director's Contract Approved (motion #155-2022)

The contract for the Dr. Koles, Medical Director was brought to the Board for revision/clarification of holiday pay and vacation accrual. Dr. Barr made a motion accepting the revisions to the contract and Mrs. Zajo provided a second. The following is the response to a roll call vote:

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

Other Business

Mr. Balster informed the Board of two properties that are being accepted into the Ohio EPA's WPCLF program. It is not necessary for Board approval of projects to be accepted and this is for notification purpose only: 5984 N. State Route 48 qualified for 100% loan forgiveness and 9491 Birch Drive qualifies for 100% loan forgiveness.

Mr. Stansbury informed the Board of a Measles Outbreak in the Columbus, Ohio/Franklin County. Reports have also been received of cases in nearby counties. The cases are associated with childcare and daycare centers.

Imagination Library is coming to WCHD. The Warren County Foundation in their efforts to increase literacy are providing books, that were undeliverable by the Post Office, to agencies that can help distribute the books. We will distribute these books to children that are seen in our clinics in hopes to spark the interest of parents to enroll in the program.

Board Members were provided monthly reports from the Nursing Director, EH Director, and Epidemiologist.

Board members asked that we share the following message with staff.... Happy Holidays!

With no further business Mr. Staten dismissed the Board of Health meeting at 7:08 pm.



James Staten,
President



Duane Stansbury, EHS, MPH
Secretary

