

**MINUTES OF
January 17, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

001105

The regular monthly meeting of the Warren County Board of Health was held Tuesday January 17, 2023 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, Ms. Holly Boyd; Dr. Stephen Barr, Mr. Dominic Brigano, Mrs. Nicole Ditmer, and Mrs. Terrie Zajo were present at roll call (Mr. Adam McClanahan and Dr. Christine Jeffer were absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Chris Balster, Assistant Health Commissioner; Tara Thornton; Environmental Health Director; Tammy Cranmer, Administrative Officer; and Brenda Joseph, Finance Director

Public Hearing:

Per the Agenda, Mr. Staten opened the Public Hearing session of the Board of Health meeting to allow an opportunity for affected members to voice concerns in regards to proposed fee schedules/regulations, specifically the 2nd Reading of the 2023 Proposed Swimming Pool Fee Changes, 2nd Reading of 2023 Proposed Plumbing Program Fee for Backflow Recertification, and 2nd Reading of Proposed Regulation for the Installation, Maintenance, Testing, and Inspection of Plumbing: All affected parties were notified of the proposed changes as well as the scheduled public hearing. No one from the public was present and the Board continued with the motions to accept the second readings as follows:

Second Reading of 2023 Proposed Swimming Pool Fee Changes Suspended and Read by Title Only
(motion #1-2023)

Dr. Barr made a motion to suspend the second reading of the 2023 Proposed Swimming Pool Fee Changes and to read by title only. Ms. Boyd seconded the motion and the following is the result of a roll call vote:

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

Second Reading of 2023 Proposed Swimming Pool Fee Changes Accepted (motion #2-2023)

Dr. Barr made a motion to accept the second reading of the 2023 Proposed Swimming Pool Fee Changes. Ms. Boyd seconded the motion and the following is the result of a roll call vote:

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

Second Reading of 2023 Proposed Plumbing Program Fee for Backflow Recertification Suspended and Ready by Title Only (motion #3-2023)

Dr. Barr made a motion to suspend the second reading of the 2023 Proposed Plumbing Program Fee for Backflow Recertification and to read by title only. Ms. Boyd seconded the motion and the following is the result of a roll call vote:

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

Second Reading of 2023 Proposed Plumbing Program Fee for Backflow Recertification Accepted
(motion #4-2023)

Dr. Barr made a motion to accept the 2023 Proposed Plumbing Program Fee for Backflow Recertification and Ms. Boyd seconded the motion. The following is the result of a roll call vote:

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

Second Reading of Proposed Regulation for the Installation, Maintenance, Testing and Inspection of Plumbing Suspended and Read by Title Only (motion #5-2023)

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

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

Second Reading of Proposed Regulation for the Installation, Maintenance, Testing and Inspection of Plumbing Accepted (motion #6-2023)

Dr. Barr motioned to accept the second reading of the proposed Plumbing Regulation for the Installation, Maintenance, Testing and Inspection of Plumbing and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

Mr. Staten announced the Public Hearing portion of the Board of Health meeting to be closed at 6:03 pm and to continue with regular session.

December 2022 Board of Health Minutes Approved (motion #7-2023)

On a motion from Dr. Sosnowski, a second from Mrs. Zajo and the following roll call vote; the December Board of Health minutes were approved, as written.

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

January 2023 Expense List Approved (motion #8-2023)

The January 2023 Expense List was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented. Mr. Brigano provided a second to the motion which carried with the following result of a roll call vote:

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

Training Requests #1 through #4-2023 Approved (motion# 9-2023)

Training Requests #1-2023, #2-2023, #3-2023, and #4-2023 were approved on a motion provided by Dr. Sosnowski, a second provided by Ms. Boyd, and the following roll call vote:

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

Accounting Resolution #1-2023 Approved (motion #10-2023)

Dr. Barr made a motion to approve Accounting Resolution #1-2023 for adjustment to the following funds: #9912-4100-5102 (Food Services Salaries); #9912-4100-5210 (Food Service Supplies); #9912-4100-5820 (Food Service Insurance); #9912-4100-5910 (Food Service Other Expenses); #9916-4100-5102 (Sewage Salaries); #9916-4100-5370 (Sewage Software); #9916-4100-5210 (Sewage Materials); #9916-4100-5317 (Sewage Non-Capital); #9916-4100-5400 (Sewage Purchase Services); #9916-4100-5811 (Sewage PERS); #9916-4100-5820 (Sewage Insurance); #9916-4100-5871 (Sewage Medicare); #9961-4108-5102 (PHEP Salaries); #9961-4110-5102 (Workforce Salaries); #9961-4110-5400 (Workforce Purchase Service); #9961-4110-5811 (Workforce PERS); #9961-4110-5820 (Workforce Insurance); #9961-4110-5871 (Workforce Medicare); #9961-4110-5910 (Workforce Other Expense); #9911-4100-5114 (Overtime Fund). See

Resolution for full explanation. Dr. Sosnowski seconded the motion and the following is the result of a roll call vote: 001106

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

Accounting Resolution #2-2023 Approved (motion #11-2023)

Accounting Resolution #2-2023 was presented to Board members requesting an Amended Certificate to the following health fund accounts: #9961-42533 (RHWP Grant); #9961-42884 (PHEP Grant); #9961-42926 (COVID VAX Grant); #9961-42934 (WIC Grant); #9961-42938 (COVID Enhanced Grant); #9961-42940 (Workforce Grant). See Resolution for full explanation. Mr. Brigano made a motion to approve Resolution #2-2023 and Dr. Barr provided a second to his motion. 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; Dr. Barr – aye; Ms. Boyd – aye

Accounting Resolution #3-2023 Approved (motion #12-2023)

Accounting Resolution #3-2023 was presented to Board members requesting an Amended Certificate to the following health fund accounts: #9961-42938 (COVID Enhanced Grant); #9976-41486 (Pools). See Resolution for full explanation. Dr. Barr made a motion to approve Accounting Resolution #3-2023 and Ms. Boyd provided a second to his motion. The following is the result of a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Barr – aye; Ms. Boyd – 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 December 2022. After review, there were no questions.

Administrative Report

Mr. Staten turned the meeting over to Mr. Stansbury at 6:07 pm for the January 2023 Administrative Report which contained the following motion items:

Approved Employee Health Insurance Proposal for 2023 (motion #13-2023)

Ohio Insurance Service provided the renewal of our current Humana plan, which the employees have been pretty satisfied with since we began with Humana, as a provider, a couple years ago. The renewal for 2023 came with a zero percent increase (0%). This also means a zero percent increase to the employees 7.5% premium contribution. Dr. Barr made a motion to accept the renewal proposal and Dr. Sosnowski provided a second to his motion. The following is the response of a roll call vote:

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

Resolution #23-01 Water Pollution Control Loan Fund Authorization Approved (motion#14-2023)

Mr. Balster informed the Board that WCHD should be awarded \$150,000 dollars by the Ohio Environmental Protection Agency for the 2023 project period to assist Warren County residents with funding for the repair or replacement of their sewage treatment systems that are experiencing issues. The amount of funding that each applicant may receive is dependent on household income. Resolution #23-01 is needed to provide an agent of the WCHD to enter the WPCLF agreement with OEPA. Dr. Sosnowski made a motion and Dr. Barr provided a second to approve Resolution #23-01. The following is a result of 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

Approved Day for Life and Day for Wellness Programs 2023 (motion #15-2023)

The Day for Life incentive program and the Day for Wellness incentive program, in which employees can earn a day off in their accrual bank for successful completion of each program, were approved. Dr. Barr made

a motion approving the incentive days off and Mrs. Zajo provided a second. The following is the result of 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

Revisions to Personnel Policy Accepted (motion #16-2023)

Board members were presented with proposed revisions to the WCHD Personnel Policy proposed by administrative staff. The following provides a summary of the revisions: Section 4.2 to clarify that existing performance evaluation ranges shall be utilized if new ranges are not set and establishing the effective date of annual performance-based merit scores as January 1st unless otherwise specified; Section 5.4 to fix verbiage related to employees working a four-day workweek; Section 5.12 to update the mileage reimbursement rate and to also state that the administration will be responsible for verifying and notifying staff of changes in the future and clarifying when expense reimbursements are due to the accounting office at the end of the calendar year; Section 5.13 to address issues that would arise if the agency was closed due to inclement weather either the day before or after a scheduled holiday; Section 6.1 to clarify how holidays will be observed for employees working on a four-day workweek; Section 6.2 to explicitly state the maximum three-year accrual for employees with different years of service in Ohio; Section 6.3 to clarify the procedure for reporting sick leave use and to further explain when Family and Medical Leave forms are required to be completed; Section 6.4 to correct code citations that were previously transposed; and Section 6.14 to include a provision allowing overtime exempt employees to flex time within the current, open payroll period. Additional changes were made to formatting and promote document uniformity. Mr. Brigano made a motion to accept the revisions as outlined, Mrs. Zajo seconded, 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; Dr. Barr – aye

Bids Selected for Approved Water Pollution Control Loan Funding Projects (motion #17-2023)

Board members were provided with submitted bids, for two separate project locations at 3841 Bunnell Road and 2691 Stubbs Mill Road. Both approved projects are for the completion of system designs to replace the failing sewage treatment systems. On a motion from Dr. Sosnowski, a second from Dr. Barr and the following response to a roll call vote, Star Septic's was awarded for both projects.

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

Variance Request #1-2023 Approved (motion #18-2023)

Variance Request #1-2023 came before the Board requesting variance from OAC 3701-29-03 (5) (proof of completion of at least 6 continuing education hours during the previous calendar year). The variance request was submitted by Jerry Major, owner of Green Acres Landscaping and Nursery, Inc. After discussion, Dr. Sosnowski made a motion, followed by a second from Mrs. Zajo and roll call vote, to approve the variance allowing Mr. Major to obtain the 6 CEU's in the current year along with the 6 he is required to obtain for next year's registration. Roll call vote was as follows:

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

Voted to Allocate Funds for Nine (9) Exam Tables (motion #19-2023)

Dr. Koles provided Board members with an update on the remodeling of former office space to new clinic exam rooms. She said it is happening rather quickly and that a decision will need to be made in regards to providing exam tables for the new exam rooms and possibly replacing the current exam tables in existing rooms, as well (up to nine total). She outlined a couple options that include new tables and refurbished tables, but added that she and Mrs. Glenn are still considering what may be best and whether to purchase all needed replacements now. She asked the Board what their recommendation may be and after some further discussion, Dr. Barr suggested the Board go ahead and allocate \$3600 each for up to nine tables (cost of new ones), and asked that Dr. Koles and Mrs. Glenn make a decision based on availability, delivery, appearance, guarantee, how long they are expected to last before making a decision of what to purchase. Dr. Barr made the motion to

allocate funds for nine (9) new or refurbished exam tables at a cost of up to \$3600 each. Ms. Boyd provided a second to his 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; Dr. Barr – aye; Ms. Boyd – aye

Other Business

Mr. Balster informed Board members that an initial draft of the Community Health Assessment (CHA) is expected in February. Matt Bear, Emergency Preparedness /Accreditation Coordinator sent community partners an invite to go over the rough draft. That meeting has been scheduled for February 22, 2023.

Mr. Stansbury told Board members that performance evaluations were completed for all staff members whom are not currently in a probation period. Of the 44 employees who received their evaluations 13 (29.5%) received a 4% merit increase ; 19 (43.2%) received a 4.5% merit increase, and 12 (27.3%) received a 5% merit increase. Board members were very pleased and agreed WCHD has a great staff.

Mr. Stansbury also informed Board members that Dr. Christine Jeffer has informed him that she is no longer able to serve on the Board of Health. Mr. Stansbury will let the District Advisory Council (DAC) know they will need to appoint someone to complete her term as well as the term that is up this year and currently held by Mrs. Zajo. Mr. Zajo has agreed to be re-appointed. The DAC will meet the first Tuesday in March.

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

With no further business Mr. Staten dismissed the Board of Health meeting at 6:36 pm.



James Staten,
President



Duane Stansbury, REHS, MPH
Secretary

