

**MINUTES OF
October 18, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday October 18, 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, Mr. Adam McClanahan, Dr. Christine Jeffer, and Mrs. Terrie Zajo were present at roll call. (Ms. Holly Boyd and Nicole Ditmer were absent).

Others Present:

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

Board of Health Educational Session – Role of Public Information Officer Presented by Allison Combs
(6:00-6:15 pm)

Allison Combs is WCHD's PIO/Accreditation Specialist. She provided an informational presentation for board members reviewing her job responsibilities here. She informed them as the Public Information Officer (PIO) she is responsible for newsletters, promotional materials, press releases, social media, assisting with community events, updating email lists for email blast for doctors offices/preschools/nursing homes, etc. As accreditation specialist she will work with the accreditation coordinator in preparing WCHD to be reaccredited. They are currently in the beginning stage of a Community Health Assessment.

September 20, 2022 Board of Health Minutes Approved (motion #112-2022)

Dr. Barr made a motion to approve the September 20, 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. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Dr. Jeffer – aye

October 2022 Training Requests Approved (motion #113-2022)

Dr. Barr made a motion to approve training request #12 through #19-2022. Mr. McClanahan provided a second to his motion which was carried with the following response to a roll call vote:

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

October 2022 Expense List Approved (motion #114-2022)

The October 2022 Expense List was presented to Board members for their review. Mr. Brigano 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:

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

Accounting Resolution #12-2022 Accepted (motion #115-2022)

Accounting Resolution #12-2022 was presented to Board members for adjustment to the following funds: #9911-4100-5940 (Mileage); #9912-4100-5871 (Food Service Medicare); #9916-4100-5421 (Sewage Rent); #9916-4100-5811 (Sewage PERS), See copy of Resolution for full explanation. Dr. Barr made a motion to

accept Accounting Resolution #12-2022, 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;
Dr. Jeffer – aye; Dr. Sosnowski – aye; Mr. Staten – aye

Resolution #22-04 Signing Authority Approved (motion #116-2022)

Resolution #22-04 was presented to Board members updating the approved assigners for various fiscal/payroll functions. The update was needed with the promotion of Mr. Balster to Assistant Health Commissioner and the promotion of Ms. Thornton to Environmental Health Director. Dr. Barr made a motion approving Resolution #22-04 and Mr. Brigano provided a second. The following is a response to the roll call vote:

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

Financial Review to Date

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

Administrative Report

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

Final Reading of Proposed Private Water Program Fees for 2023 EH Programs Fee Schedule Read by Title Only (motion #117-2022)

Dr. Barr made a motion to suspend reading the proposed 2023 Private Water Program Fees and ready by title only. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

Final Reading of Proposed Private Water Program Fees for 2023 EH Programs Fee Schedule Approved (motion #118-2022)

Dr. Barr made a motion to approve the 2023 Private Water Program Fees. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

Variance Request #7-2022 Approved (motion #119-2022)

Because CEU's weren't attained during the previous calendar year, as required by Administrative Code 3701-29-03 (C 5) a variance is required to allow the installer to register using CEU's acquired during the current year. Covid restrictions prevented many CEU opportunities for installers making it difficult to fulfill the requirement. Variance #7-2022 was presented to Board members allowing Brian Hayes of Heartland Excavating to register and obtain the remaining needed CEU's during 2022. Upon a motion from Dr. Barr, a second from Mr. McClanahan, and the following roll call vote, Variance Request #7-2022 was approved.

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

Variance Request #8-2022 Approved (motion #120-2022)

A variance from Ohio Administrative Code Chapter 3701-28-07 (E)(2) was received, for the property located at 4586 Hollingsworth Road, due to lot constraints that would prohibit being able to utilize a geothermal system to heat and cool the home with a well drilled beyond the aquifer. Staff conducted a site visit and after consultation with Ohio Department of Health, it was determined that the well would be able to be freeze

protected adequately in the proposed location and that the well casing can be extended to an appropriate height to protect from a possible flood event. Mr. McClanahan made a motion to approve Variance Request #8-2022 and Dr. Jeffer provided a second. 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 Dr. Jeffer – aye

WPCLF Bid Selected and Approved (motion #121-2022)

Board members accepted a bid from Clearcreek Environmental in the amount of \$290 each for soil evaluations to be conducted at already approved WPCLF projects. Owners at 2691 Stubbs Mill Road qualify for 100% funding and owners at 3841 Bunnell Hill Road qualify for 50% funding. Dr. Sosnowski made a motion and Mrs. Zajo provided a second to accept the bids from Clearcreek Environmental for completion of the outlined work. The following is a response to a roll call vote:

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

Accepted Agreement with Backflow Solutions Incorporated (motion #122-2022)

In recognizing a need to update our program used for backflow operations, a search was conducted to find the best software program to implement. After speaking with neighboring counties, seeing demos from 4 of the leading backflow software providers, and taking into consideration functionality, pricing, and staff input Backflow Solutions Inc. (BSI) was chosen as the company we would like to contract with for backflow operations software with an annual fee of \$495 annually.

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

iWorQ Systems Contract Approved Pending Legal Review (motion #123-2022)

In looking for a replacement of the current plumbing permitting software of HDIS staff would like to use the platform that is currently being utilized by the Warren County Building Department, iWorQ Systems. This company provided a quote for a lower annual fee than other companies we looked at and will also make accommodations for migrating our existing data. The iWorQ Platform should allow for the transition of the plumbing permitting process from one that currently relies heavily on paper documents to one that is housed within a cloud-based database. The cost for iWorQ’s platform is \$8500 with an annual subscription fee of \$7500. The contract is still being reviewed by the Prosecutor’s office. Dr. Barr made a motion to approve the contract with iWorQ’s systems pending approval of contract language from the prosecutor’s office. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

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

Temporary Position Approved (motion #124-2022)

Following the retirement of our Home Health Aide and not receiving qualified applicants when the position was posted previously; the Nursing Division has again posted the opportunity for a State Tested Nursing Assistant (Home Health Aide) and has a couple interviews set up. If a candidate is selected, we would like to create a temporary position to bring back the former employee who held the position to provide training for the new hire. Once the new hire is trained sufficiently, the temporary position will end. Per policy, temporary positions are for up to six months, but it is expected training should only take 2-4 weeks. Dr. Barr made a motion to approve the temporary job position and Mr. McClanahan provided a second. The following is the result of a roll call vote:

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

Providing Temporary Nursing Services for Mary Haven JDC Approved (motion #125-2022)

The Director for Warren County Juvenile Detention Center (JDC) and Mary Haven has asked if WCHD can

provide basic health services to their clients at JDC for a short period while they are working to contract new nursing services. Their current contract expired. They believe there could be up to a 2 month gap that they need our services. After assuring there are enough staff who are available and willing to work the additional hours, which are outside of WCHD normal work hours the Nursing Director feels this is doable. We have asked the prosecutor's office to creating a temporary contract for WCHD to provide these services. The contract includes overtime and mileage costs, per our policies, and will be charged back to JDC and Mary Haven. Dr. Sosnowski made a motion to approve the contract to provide temporary nursing services and Dr. Jeffer seconded his motion. The following is a response to a roll call vote:

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

Compensation for Overtime Exempt Employees Working at JDC and Mary Haven Approved (motion #126-2022)

Two of the staff members that may be performing work during the temporary period of providing nursing services to JDC are classified as overtime exempt. Since this is outside of the scope of their normal expected work, and will fall outside of normal work hours, we would like to compensate those staff members at straight time for their time worked performing those activities. The compensation for said activities will be the financial responsibility of Mary Haven and JDC. Dr. Sosnowski made a motion to approve paying straight time to overtime exempt employees who may be required to work outside of their normal expected work hours to provide services to JDC. Mr. McClanahan provided a second to this motion and the following is the result of a roll call vote:

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

Resolution #22-05 Delegation of Daily Operations Authority Approved (motion #127-2022)

Resolution #22-05 was presented to BOH members for approval. The new resolution adds the assistant health commissioner to delegate authority of essential actions on behalf of the Board of Health. (See Resolution #22-05 for full explanation). Dr. Barr made a motion approving Resolution #22-05 and Mrs. Zajo provided a second. The following is a result of a roll call vote:

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

EMD's Additional License Fee Approved (motion #128-2022)

Heidi Schindler, DNP has been hired as our new part-time Nurse Practitioner. To add a license to our current contact for Dr. Schindler to use the eMD's program, as we will need to buy additional licensing. Dr. Barr made a motion to approve the additional license fee of up to \$6,000 and Mr. McClanahan provided a second. The following is the result of a roll call vote:

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

Other Business

Duane provided board members with information on H.B. No. 463. Which would dissolve the District Licensing Council (DAC) and move their duties to the Board of County Commissioners, if passed. This includes the appointment of Board of Health members.

Dr. Barr told the board that he would like the long-range planning committee to begin looking into options to resolve current and future office space. He asked that the Directors come up with what they need now and what their projected needs are. Dr. Jeffer mentioned looking into mobile units as an option for additional temporary office space.

Dr. Koles informed the board that clinics are growing. We are beginning to see a rapid increase in appointments being scheduled.

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 6:50 pm.



James Staten,
President



Duane Stansbury, EHS, MPH
Secretary

