

**MINUTES OF  
February 27, 2018  
WARREN COUNTY BOARD OF HEALTH MEETING**

Due to the lack of a quorum, the regular monthly meeting of the Warren County Board of Health scheduled for Tuesday, February 20, 2018 was cancelled and was rescheduled for Tuesday, February 27, 2018. The meeting was held in the first floor conference room of the Warren County Combined 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. George Long, and Mr. Adam McClanahan were present. (Mrs. Terri Zajo and Mrs. Joan Hayes were absent) Mr. Porginski arrived a few minutes after roll call

**Others Present:**

Duane Stansbury RS, MPH, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, MPH, REHS, RS, Director of Environmental Health; Brenda Joseph, Fiscal Director; and Guests Bill Thompson, Village of Morrow; and representatives from Ashford Homes, Jack Rupp and Michael Ward.

**Minutes of Board Meeting Approved** (motion #09-2018)

Minutes of the January, 2018 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mr. Long. The motion carried with the following response to a roll call vote:

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

**Training Requests #07-2018 through #10-2018 Approved** (motion #10-2018)

Board members were presented with February 2018 training requests for their consideration. Training requests #06-2018 through #10-2018 were approved on a motion from Mr. Long and a second from Mr. McClanahan. The motion carried with the following is a result of a roll call vote:

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

**Accounting Resolutions #1-2018 Approved** (motion #11-2018)

Accounting Resolution #1-2018 was presented to make a supplemental appropriation adjustment to the following fund: #911-4100-830 (Workers Compensation) See resolution. Mr. Long made a motion to approve Accounting Resolution #1-2018 and Mr. McClanahan seconded his motion. The following is a result of a roll call vote:

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

**February 2018 Monthly Expense List Approved** (motion #12-2018)

There were no questions in reference to the February 2018 expense list. Dr. Barr made a motion to approve the January 2018 expense list. The motion carried with a second from Dr. Sosnowski and the following is the result of a roll call vote:

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

*\*Mr. Porginski entered the meeting at this time, 6:04 pm*

**2019 Expense and Revenue Budget Approved** (motion #13-2018)

Mr. Stansbury presented the health departments 2019 Expense and Revenue Budget for review and consideration of the Board of Health. (see copy). The health commissioner informed Board members that after their approval tonight, it will be presented to the District Advisory Council at their annual meeting to be held the following week and then finally to the Budget Commission. Dr. Barr moved to accept the 2019 Revenue and Expense Budgets and Mr. McClanahan seconded the motion which carried with the following response to a roll call vote:

Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye;  
Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye

**Financial Review To Date**

There were no questions in reference to the financial statements.

**Administrative Report**

At 6:10 pm, Mr. Staten turned the meeting over to the Health Commissioner for his Administrative Report items.

**Variance Requests # 1-2018 and #2-2018 Approved** (motion #14-2018)

Mr. Stansbury invited Chris Balster, Director of Environmental Health, to provide the Board with background and staff recommendation on requested variances related to on-site wastewater treatment at 129 Shadow Leaf Way. Mr. Balster stated that the property was approved for on-site wastewater treatment under previous regulations and the Warren County Building Department had granted building approved based on the health districts documentation that expired on January 1, 2017. Variance #1-2018 relates to the use of a temporary holding tank, per the guidelines established in the Ohio Administrative Code 3701-29-18 (c)(6) and requiring Board of Health variance approval, to allow occupancy until soil conditions allow for a household sewage treatment system (HSTS) to be installed. Variance #2-2018 pertains to the installation of the permanent HSTS to serve the household at this address. A soil evaluation of the property showed that the lot contained significant levels of fill material most likely being soil that has been moved during the development of the subdivision. Per Ohio Administrative Code 3701-29-15 (O)(5)(c) and an evaluation, of the site by our environmental staff, it was determined that the lot should be able to accommodate a soil-based system but, given the fill, staff feel it prudent to ensure that the properly owner/applicant understand if the system does not function adequately, the system may have to be altered to a national pollutant discharge elimination system. Both gentlemen present to represent Ashford Homes, the developer/builder, agreed they understood this could be a requirement if the system begins to fail. Mr. Balster said it is the staff's recommendation to approve both Variance #1-2018 and Variance #2-2018. Dr. Barr made a motion to approve Variance Request #1-2018 and Variance Request #2-2018. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye;  
Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye

**Approval for Purchase of Two New Vehicles** (motion #15-2018)

The health commissioner told Board members that the current operating budget allows for \$50,000 for the purchase of vehicles. He requested purchasing two 2018 Ford Fusions at a cost of \$18,286 each, per state buying contract pricing, to replace older vehicles in our fleet. He stated that we currently have six fusions in our fleet and are happy with their performance. Mr. Long made a motion approving the purchase of two new ford fusions at a cost of \$18,286 each. Dr. Sosnowski seconded his motion which carried with the following result of a roll call vote:

Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye;  
Dr. Sosnowski – aye; Mr. Staten – aye; Mr. McClanahan – aye

**House Bill 454 Allowing Use of Credit Cards by Local Health Departments Introduced**

Mr. Stansbury informed Board of Health members of House Bill 454 which has been introduced to Ohio Legislature. If passed, it would authorize local health districts to obtain and use credit cards for work-related expenses. It would also allow the prosecutor, in each county, to recover any unauthorized expenses from misuse by an employee. He also added it would not circumvent our current process of making a purchase request and obtain a purchase order. We would only use it in circumstances where a vendor does not accept purchase orders to avoid an employee using a personal credit card and then being reimbursed.

**Approved Annual Health Screenings for Employees** (motion #16-2018)

For several years now the health department has hosted a company who came on-site and performed biometric health screenings, for our employees, and as a result of the employees voluntary participation they receive a certificate for a day off, known as Day For Life. The Board approved the Day for Life for 2018 in November of 2017 but when we went to schedule with the company we had been using for the screenings, we found they had sold out and upon several attempts to schedule with the new company, they sold to, we decided to contact the company the County Commissioners have been using to perform the health screenings for their staff. They have been very happy with Interactive Health Solutions and upon further consultation with Interactive the screenings they provide are more in depth. Employees will be given an online toolbox to help them reach personal goals throughout a twelve month period. They will also be given a mid-point screening to measure how they are doing. The cost with Interactive Health Solutions is \$160 per employee. Mr. Long said that his employer uses this company and is happy with them. Mr. McClanahan made a motion to approve working with Interactive Health Solutions for employee health screenings at a cost of \$160 per insurance eligible employee. Dr. Barr seconded his motion which carried with the following result of a roll call vote:

Mr. Long – aye; Mr. Porginski – aye; Dr. Sosnowski – aye;  
Mr. Staten – aye; Mr. McClanahan – aye; Dr. Barr – aye

**Employee Assistance Program Approved** (motion #17-2018)

Upon learning that our current health care plan does not include an EAP (employee assistance program), we asked Ohio Insurance Service to shop some options, for our staff, that would offer a similar plan to what we have had in the past. Mr. Stansbury told Board members he discussed the options with the Administrative staff, in a recent meeting, and they recommend a 5 session model at a monthly cost of \$1.37 per employee to begin April 1, 2018. Dr. Sosnowski made a motion to approve the EAP at a cost of \$1.37 per employee, per month for all health department employees and Mr. Long seconded the motion which carried with the following roll call vote:

Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye;  
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye

**Resolution #18-02 Approved** (motion #18-2018)

Referring to Variance Request #1-2018 earlier in the meeting, the health commissioner and environmental health director acknowledge that there are, at times, a need for homeowners to move into their homes before their household sewage treatment system could be fully installed or inspected usually due to inclement weather. Resolution #18-02 will allow the health commissioner to approve a variance request for a temporary holding tank to be used, per Ohio Administrative Code 3701-29-18 (c)(6), on behalf of the Board of Health. Mr. Long made a motion to approve Resolution #18-02 and Dr. Sosnowski seconded his motion which carried with the following result of a roll call vote:

Mr. Porginski – aye; Dr. Sosnowski – aye; Mr. Staten – aye;  
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye

**Time Extension Requested for Homeowners Bond** (motion #19-2018)

Board members were presented with a letter from a homeowner requesting a six month extension on the homeowners bond he had obtained along with his plumbing permit #71213 for improvements to his home. Due to family circumstances the homeowner was unable to complete the work in the two year period the bond is good for. By not obtaining a final inspection in the given time, a homeowner would lose the \$500 posted for the bond and then have to obtain a new one. On a motion from Dr. Barr, a second from Mr. McClanahan and the following result of a roll call vote, the Board of Health granted the requested six month extension of the homeowners bond for plumbing permit #71213.

Dr. Sosnowski – aye; Mr. Staten – aye; Mr. McClanahan – aye;  
Dr. Barr – aye; Mr. Long – aye; Mr. Porginski – aye


**Employee Memberships to Associations**


Mr. Stansbury asked Board members what their position is on the Board of Health paying for employees memberships to work related associations, ect. The amount is usually within realm of what the health commissioner is permitted to approve, without board approval, but he wanted to be sure the Board would be supportive of him making these decisions of what to allow. Board members all agreed he should make these decisions and Mr. Long asked that he use his best judgement. Board members did not feel there was need to make a motion.

**Other Board Comments**

Included in Board members packets, for their review, were the monthly reports from the Environmental Health Director, Nursing Director, Epidemiologist report of monthly communicable diseases, and the Emergency Response /Accreditation Coordinators report.

With no further business the meeting adjourned at 6:35 pm.

  
James Dick Staten  
President

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