

**MINUTES OF  
May 15, 2018  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, May 15, 2018 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. Joan Hayes, Mr. Ed Porginski, and Mrs. Terri Zajo were present

**Others Present:**

Duane Stansbury, Health Commissioner; Dr. Scott Swope, Medical Director; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Lori Smyth, Nursing Director, Brenda Joseph, Director of Finance; Suzan Parziale, Clinic Coordinator and Guests; Anthony Parziale, Bill Thompson, Barbara Thompson, Jessica Oakley-Fail, and Brianna Oeder

**Minutes of Board Meeting Approved** (motion #35-2018)

Minutes of the April 2018 Board of Health meeting were approved as written. Motion to approve came from Mr. McClanahan and was seconded by Mrs. Zajo. The motion carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mrs. Hayes – aye; Mr. Staten – aye; Mrs. Zajo – aye;  
Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Mr. Porginski - aye

**Request to Address Board of Health**

Mr. Staten called for Agenda item #6: Request to address the Board of Health, Jessica Oakley-Fail, RN. Mrs. Fail introduced herself and stated that she was present to share, with the Board of Health, why she abruptly ended her employment at the health dept. She shared a list of concerns she has and an incident that ultimately led her to end her employment recently. Mr. Staten thanked Mrs. Fail for bringing these items to the Boards attention. He stated the Board is not there to address these issues and that the health commissioner and prosecutor should discuss this matter and make any decisions. Mr. Staten asked Mrs. Fail to share the copy of her concerns, which she read from, with the health commissioner for the record.

**Training Requests #16-2018 through #18-2018 Approved** (motion #36-2018)

Board members were presented with May 2018 training requests for their consideration. Mr. McClanahan made a motion to approve training requests #16-2018 through #18-2018. The motion was seconded by Mrs. Hayes and the following is a result of a roll call vote:

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

**Accounting Resolution #2-2018 Approved** (motion #37-2018)

Accounting Resolution #2-2018 was presented, to the Board of Health, for supplemental appropriation adjustments to the following funds: #911-4100-400 (Purchase Services), #916-4100-910 (Sewage Other Expenses), #963-4100-910 (Camps Other Expense), and #976-4100-910 (Swimming Pool Other Expense). See copy of resolution. Dr. Barr made a motion to approve Accounting Resolution #2-2018, as presented. 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; Mr. McClanahan – aye;  
Dr. Barr – aye; Mr. Porginski – aye; Dr. Sosnowski – aye; Mrs. Hayes – aye

**May 2018 Monthly Expense List Approved** (motion #38-2018)

There were no questions in reference to the May 2018 expense list. Dr. Barr made a motion to approve the May 2018 expense list, as presented and Mrs. Hayes seconded his motion. The motion carried with the following result of a roll call vote:

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

**Financial Review To Date**

There were no questions in reference to the financial review.

**Administrative Report**

Mr. Staten turned the meeting over to the Health Commissioner for his Administrative Report items.

**First Reading of Proposed Changes to Environmental Health Programs Fee Schedule for 2019 Suspended** (motion #39-2018)

Dr. Barr made a motion to suspend the first reading of the proposed changes for Environmental Health Programs Fee Schedule for 2019 and to read by title only. Mr. McClanahan seconded his motion and the following is a result of a roll call vote:

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

**First Reading of Proposed Changes to Environmental Health Programs Fee Schedule for 2019 Accepted** (motion #40-2018)

Dr. Barr made a motion to accept the first reading of proposed changes to the Environmental Fee Schedule for 2019. Mr. McClanahan seconded his motion and the following is a result of a roll call vote:

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

**Administrative Report** – At this time Mr. Staten turned the meeting over to Health Commissioner for his Administrative Report

**State Audit**

Duane asked Brenda Joseph, Fiscal Director, to report on the findings of the recent State audit with the Board. Brenda informed the Board there were no findings on the audit but that they were issued a recommendation. The recommendation is to move special funds (ie; reoccurring funds) from unrestricted to restricted, on her reports, because ORC dictates those funds can only be used for certain things. The financial reports are issued from the Auditor's office (our fiscal agent) so Brenda is unable to make this change, herself. She stated that her corrective action back to the State was that she sent a request, by email, to the Auditor's office asking them to take any special funds formula s and move them to restricted so that in the future the revenue will fall the way the State auditor would like to see it. Duane added that the County is putting a new accounting software system (Munis) into effect and that our staff have been training to prepare for the changeover.

There were no additional items for the Health Commissioner to report on.

**Board of Health Educational Session**

Environmental Health Director, Chris Balster, presented an educational session to the Board of Health entitled *Vector-borne Diseases in Southwest, Ohio*. A copy of the PowerPoint presentation will be available to be emailed to absent Board members. (6:18-6:48 pm) Mr. Balster also informed Board members of a recent tire recycling event in Waynesville in which over 1700 tires were collected and picked up by Rumpke to be


shredded. He informed them of two additional upcoming dates in Harlan Township on May 23, 2018 and Salem Township on June 23, 2018. Board members suggested providing the public dates and times of these events via media releases as well as social media. 000988

**Other Business**

When Mr. Staten asked if anyone had additional business before closing the meeting, Mrs. Fail asked what guarantee she had that the health commissioner would speak to the prosecutor and what update would be provided? Mr. Stansbury said that he will contact the prosecutor and provide to Board members, next month, what advice the prosecutor's office recommends.

Board of Health members received monthly reports from the EH Director, Nursing Director and Epidemiologist with updates within each of their division or program.

With no further business the meeting adjourned at 6:50 pm.

  
James Dick Staten,  
President Secretary

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

