

**MINUTES OF  
December 18, 2018  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday December 18, 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, Mrs. Terrie Zajo, and Mr. Ed Porginski were present. The City of Lebanon seat remains vacant)

**Others Present:**

Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; and Brenda Joseph, Fiscal Director

**Minutes of Board Meeting Approved** (motion #114-2018)

Minutes of the November 2018 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and a second came from Mrs. Hayes. 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

**Accounting Resolution #8-2018 Approved** (motion #115-2018)

Accounting Resolution #8-2018 requesting an amended certificate to the following anticipated receipts was presented: In the Food Service Program #912.1170.100, #912.1175.100, #912.1482.100, #912.1482.400, and #912.1482.450; in the Plumbing Bond Program #915.1481.100; in the Sewage Program #916.1488.100, \$916.1487.100, and #916.1172.100; in the Water Program #953.1174.100, #953.1484.100, and #953.1485.100; in the Grant Programs #961.2532.100, #961.2531.100, #961.2531.231, #961.2533.100, #961.2533.231, #961.2534.231, #961.2535.231, and #961.2884.231; in the Campground Program #963.1400.100; and in the Swimming Pool Program #976.1486.100 and #976.1486.400 (see copy of Resolution for full description of funds). Mr. McClanahan made a motion to approve Accounting Resolution #8-2018 and Dr. Barr seconded his motion. 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 #9-2018 Approved** (motion #116-2018)

Accounting Resolution #9-2018 was presented to the Board for supplemental appropriation adjustments to the following funds, #915.4100.950 - Refunds HOB, and #916-4100-400 - Sewage Purchase Services (see copy of Resolution). Dr. Barr made a motion to approve Accounting Resolution #8-2018 and Mrs. Hayes made a second. 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

**December 2018 Monthly Expense List Approved** (motion #117-2018)

The December 2018 expense list was presented to Board members for their consideration. Mr. McClanahan made a motion to approve the December 2018 expense list, as presented, and Mrs. Zajo seconded the motion which 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 to date.

### **Administrative Report**

Mr. Staten turned the meeting over to the Health Commissioner at 6:13 pm for his Administrative Report items.

### **Approved Amendments to WCHD Compensation Plan** (motion #118-2018)

Mr. Stansbury told Board members the position title in the compensation plan for Sanitarian Coordinator should be Sanitarian Supervisor to reflect that the position does have supervisory responsibilities in the job description. Also, he recommended a change to Section C.2 where it recommends a wage survey be conducted at least every two years. He explained that because the AOHC salary survey, which is used as a main part of our wage survey and because it is not being provided by AOHC every two years consistently, he recommends changing the compensation plan to state “no sooner than 2 years and no longer than four (4) years”. Dr. Barr made a motion to accept the recommended amendments to the Warren County Health District’s Compensation Plan Structure and Administration policy. Mrs. Zajo seconded his motion and the following is a result of a roll call vote:

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

### **Amendment Approved for WCHD Employee Policy Manual** (motion #119-2018)

With the new accounting software the County is implementing we have concluded that it would be more efficient for the performance based pay increases to be given in at the start of the first full pay period in January. Section 4.2 of the policy manual will be amended to reflect this change. Dr. Barr made a motion to approve the requested amendment to Section 4.2 of the Warren County Employee Policy Manual and Dr. Sosnowski seconded his motion. The following is a result of a roll call vote:

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

### **Soil Evaluation Approved for 3833 Anthony Lane, Franklin using WPCLF** (motion #120-2018)

The owner of the property at 3833 Anthony Lane, Franklin has been approved for 50% loan forgiveness under the Water Pollution Control Loan Funding program. Two soil evaluators provided information for a needed soil evaluation for this property. Dr. Barr made a motion to accept the lower of the two bids, from Clearcreek Environmental, in the sum of \$250 for the required work. Mrs. Hayes seconded his motion and the following is result of a roll call vote:

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

### **Other Business**

~Mr. Balster informed the Board of Health of suspected food borne illness possibility in which approximately ninety people reported being ill after their employer Christmas parties at a facility in Mason. He reported the facility has done a deep clean and there have been no further reports.

~Mr. Stansbury reported that a jail inmate was tested positive for HEP A. Our nursing staff vaccinated approximately 180 inmates. Dustin Ratliff, Emergency Preparedness/Accreditation Coordinator was able to document this as an emergency prep exercise.

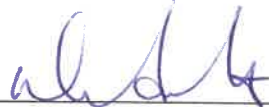
~Dr. Barr wished everyone a Merry Christmas and he asked that Mr. Stansbury extend Merry Christmas wishes to the staff from the Board of Health.

~Board members received monthly reports from the EH Director, Nursing Director, Epidemiologist and Emergency Preparedness/Accreditation Coordinator.

With no further business to discuss the Board dismissed at 6:23 pm.



James Staten,  
President Secretary



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

