

MINUTES OF
April 16, 2019
WARREN COUNTY BOARD OF HEALTH MEETING

The regular monthly meeting of the Warren County Board of Health was held Tuesday April 16, 2019 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. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, Mrs. Terrie Zajo, Dr. James Sosnowski, Ms. Holly Boyd, Mrs. Joan Hayes were present at roll call. (Ed Porginski was absent).

Others Present:

Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Lori Smyth, RN, Director of Nursing; Dianna Glenn, RN, Interim Director of Nursing; Brenda Joseph, Director of Finance, and Dr. Scott Swope, Medical Director

Board of Health Educational Session (6:00 to 6:25 pm)

Dianna Glenn, TB/Disease Coordinator/Interim Director of Nursing gave the Board of Health members a presentation on the ABC's List of Communicable Diseases. Mrs. Glenn reviewed a list of reportable diseases and talked about the timeline for reporting based on the severity of the disease. She told them she reports to the State and the State reports to the Center for Disease Control. She also shared with them what her job entails as far as tracking and methodologies involved in investigating reportable diseases to help identify origination and/or sources of the disease.

Minutes of Board Meeting Approved (motion #34-2019)

Minutes of the March 2019 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Mrs. Zajo. The motion carried with the following response to a roll call vote:

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

Training Sessions #20-2019 and 21-2019 Approved (motion #35-2019)

Training Requests #20-2019 and #21-2019 were approved on a motion from Mr. McClanahan. Dr. Sosnowski seconded the 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; Ms. Boyd – aye; Dr. Sosnowski – aye; Mrs. Hayes – aye

Accounting Resolution #6-2019 Approved (motion #36-2019)

Accounting Resolution #6-2019 was submitted to the Board of Health for supplemental appropriation adjustments to the following funds: #9976-4100-5910 (Pools Other Expenses) and #9976-4100-5820 (Pools Insurance). See copy of resolution for full description. Mrs. Zajo made a motion to approve Accounting Resolution #6-2019 and Dr. Sosnowski seconded the motion. The following is a result of a roll call vote:

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

April 2019 Monthly Expense List Approved (motion #37-2019)

The April, 2019 Expense List was presented to Board members for their consideration. Dr. Barr made a motion to approve the expense list, as presented, and Mrs. Zajo seconded the motion which carried with the following result of a roll call vote:

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

Financial Review To Date

There were no questions in reference to the financial statement. Mr. Stansbury told Board members the staff has been doing very well being fiscally responsible. He explained that he had recently met with the County Auditor who advised him, in regards to the levy, a renewal is better for the taxpayer because a renewal will use old appraisal rates (from last levy 10 years ago) whereas a replacement would use the latest appraisal rates.

Administrative Report

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

Voted to Approve Resolution #19-03 to Certify Need for Levy Renewal (motion #38-2019)

Resolution #19-03 certifies to the County Commissioners the need for the health district to place a ten year 0.5 mill renewal levy on the fall ballot. The present health levy expires in 2020. Dr. Barr made a motion to approve Resolution #19-03 and Mr. McClanahan seconded the motion. The following is a result of a roll call vote:

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

Accepted Amendment to Employee Policy Manual Section 6.7 (motion #39-2019)

Section 6.7 of the Employee Personnel Policy Manual was presented to the Board to add that an employee must be representing the health district, to be paid their salary, when they miss work for a court summons. Dr. Barr made a motion to approve the policy amendment, as presented, and Mrs. Zajo seconded his motion. The following is a result of a roll call vote:

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

Approved Amendment #1 to Contract Services Agreement, with Viox Excavating, for the Approved Water Pollution Control Loan Fund project at 3833 Anthony Lane (motion #40-2019)

The homeowner at 3833 Anthony Lane has provided updated 2018 income verification and tax information and now qualifies for a different coverage tier through the Ohio EPA's Water Pollution Control Loan Fund. Amendment #1 was presented to Board members for their approval. Mr. McClanahan made a motion to accept Amendment #1 to the Contract Services Agreement, with Viox Excavating and Mrs. Hayes seconded his motion. 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; Ms. Boyd – aye; Dr. Sosnowski – aye; Mrs. Hayes – aye

Water Pollution Control Loan Funding – 10930 Ross Road (motion #41-2019)

The property at 10930 Ross Road has had its soil evaluation completed and is now ready for a system designer, to be selected by the board, to complete a system design compliant with code requirements. Dr. Barr made a motion to contract with My Dirt Works to complete the needed system design. Dr. Sosnowski seconded his motion and the following is a result of 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; Ms. Boyd – aye

Variance Request #3-2019 Approved (motion #42-2019)

The system designer, serving as the agent for the owner, of the property at 2442 Berkeley Court (Clearcreek Township) has asked for a variance from Ohio Administrative Code 37101-29-15 (O)(3) which indicates minimum required length and separation between zones. The applicant states the minimum separations will not be able to be met but they will install additional interceptor drain between the soil absorption components to support lesser separation. On recommendation from the Environmental Health Director, Dr. Barr made a motion to approve Variance Request #3-2019 and Mr. McClanahan seconded the motion. The following is a result of the roll call vote:

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

Mutual Aid Agreement for Southwest Ohio Public Health Region (SWOPHER) Approved motion #43-2019

The Mutual Aid Agreement (MAA) for the Southwest Ohio Public Health Region (SWOPEH) is due for renewal. The purpose of SWOPHER is for participating health districts, in the region, to assist one another in response and recovery of a public health emergency or disaster. Dr. Barr made a motion to renew the SWOPHER MAA and Mrs. Hayes seconded his motion which carried with the following response to roll call vote:

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

Voted to Enter into Executive Session (motion #44-2019)

At 6:45 pm, per the agenda, Mr. McClanahan made a motion to enter into Executive Session to discuss employee compensation. Dr. Barr seconded the motion and the following is a result of a roll call vote:

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

Returned to Regular Session (motion #45-2019)

At 6:53 pm, on a motion from Dr. Barr and a second from Mr. McClanahan the Board of Health returned to regular session. The following is the response to roll call:

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

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:55 pm.


James Staten,
President/Secretary


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

