

**MINUTES OF  
April 17, 2018  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, April 17, 2018 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 6:02 pm.

**Members Responding to Roll Call:**

Mr. Dick Staten, Mr. Ed Porginski, Dr. Stephen Barr, Dr. James Sosnowski, Mr. Adam McClanahan, Mr. Dominic Brigano, and Mrs. Terri Zajo were present (Mr. George Long and Mrs. Joan Hayes were absent)

**Others Present:**

Duane Stansbury RS, MPH, Health Commissioner; Dr. Scott Swope, Medical Director; Tammy Cranmer, Administrative Assistant; Chris Balster, MPH, REHS, RS, Director of Environmental Health; Guests Bill Thompson with Morrow Village Council; Seth Doliboa, Contractor for Variance Request; and Jacqueline Viox, Installer for Variance Request

**Minutes of Board Meeting Approved** (motion #26-2018)

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

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

**Training Requests #14-2018 and #15-2018 Approved** (motion #27-2018)

Board members were presented with April 2018 training requests for their consideration. Mr. McClanahan made a motion to approve training requests #14-2018 and #15-2018. The motion was seconded by Mrs. Zajo 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

**April 2018 Monthly Expense List Approved** (motion #28-2018)

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

Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – 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**

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

**Equipment Purchase** (motion #29-2018)

Mr. Stansbury informed Board members the main fax machine for the agency is over ten years old and is having constant issues. He requested to replace it with a Lexmark XM3150. Mr. McClanahan made a motion to approve the purchase of the above fax machine at a cost of \$1800 and with a monthly service agreement of \$30.00. Dr. Sosnowski seconded the motion. The following is a response of a roll call vote:

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

**Franklin Fire Department Approved as DAWN Site**

Mr. Stansbury informed Board members that Ohio Department of Health has approved Franklin Fire Department to be a DAWN (Death Avoided With Narcan) distribution site. He told them we will work to provide the fire department with DAWN kits that they can provide to at-risk individuals or their family members.

**Day for Life Policy Amended** (motion #30-2018)

Board members were provided with copies of the Day for Life Policy they approved in November of 2017. The new agency, Interactive Health Solutions, is providing two onsite dates as well as access to off-site laboratories through May 31<sup>st</sup> for employees to visit that are unable to attend either of the onsite dates. This is done to provide every opportunity for employees to participate so that they can utilize the onsite tool box and goals set for them by Interactive Health. The old policy allowed for employees to provide their own screening through their own physician, as a backup because we only had one date in the past. This change is reflected in the new policy. Also, because a new hire that may be hired after the initial screening date and thus missed the opportunity to earn this day off, the request was made to amend the policy allowing new hires to receive the day, after completion of their probation period, as a bonus day. Supervisors stated this would be a nice hiring incentive for them to offer. Mr. McClanahan made a motion to approve the amendments to the policy and Mr. Brigano seconded his motion which carried with the following result to a roll call vote:

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

**Water Pollution Control Loan Funding Request #1-2018** (motion #31-2018)

Mr. Stansbury informed the Board of Health that the Environmental Health Division has received its first application for funding through the 2018 Water Pollution Control Loan Fund (WPCLF) through Ohio EPA. Permission, of the Board, was asked to solicit bids to the either connect to sanitary sewer or replace the household sewage treatment system for the property at 8870 Butler Warren Road. The failing system has been verified by staff and the property owner qualifies for 85% payment coverage through the WPCLF program. Dr. Barr made a motion to approve the request to solicit bids for the above work to be completed through the WPCLF program and Mrs. Zajo seconded his motion. The following is a result of a roll call vote:

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

**Permission to Obtain Bids from Soil Evaluators/System Contractors** (motion #32-2018)

Because failing household sewage treatment systems may require both a new soil evaluation and a system design to be created prior to a replacement being installed. The Ohio EPA was contacted regarding this eventuality and it is allowable for informal bids under the program. As such, the Environmental Health Division asked for the Boards approval to solicit these informal bids, when needed. Dr. Barr approved the request to solicit informal bids when needed under the WPCLF program and Dr. Sosnowski seconded his motion. The following is a result of a roll call vote:

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

**Variance Request #3-2018 Approved** (motion #33-2018)

This variance request pertains to the property located at 618 Grandwood Court in Clearcreek Township. The applicant is the builder of the property and serving as agent for the owner. The applicant's property was approved for on-site wastewater treatment under previous regulations. A design variance is required to allow for the proposed soil absorption component to be installed in

compliance with current regulations. The designer has proposed a 20 foot separation between zones with drainage components placed in between to reduce the likelihood of an impact on system performance. Code does allow for the use of multiple zones in instances where property boundaries present spacing issues. The sewage staff has reviewed the proposed design and recommended approval of the variance request. Dr. Barr made a motion approving Variance Request #3-2019, as presented and Dr. Sosnowski seconded his motion which carried with the following response to a roll call vote:

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

**Variance Request #4-2018 Approved** (motion #34-2018)


Variance Request #4-2018 was added to the evenings agenda prior to the Board meeting. This variance request pertains to the property located at 2431 Berkeley Court in Clearcreek Township. A design variance is required to allow for the proposed soil absorption component to be installed in compliance with current regulations. The sewage treatment system designer has proposed four inches of additional sand in the design to offset the slope present on the lot. The proposed design adjustment should ensure that required length on contour is met for the soil absorption component of the system. The sewage staff has reviewed the proposed design and recommended approval of the variance request. Mr. McClanahan made a motion to approve Variance Request #4-2018, as presented, and Mr. Brigano seconded the motion which carried with the following result of a roll call vote:


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

**Other Business**

Board members received monthly reports from the EH Director, Nursing Director and Epidemiologist. Mr. Stansbury also brought to their attention that Warren County is seeing the fourth case of TB already this year. He added that a Bill has been introduced requiring daycare workers to be tested before working. He said this used to be a requirement and not sure why it no longer is.

With no further business the meeting adjourned at 6:45 pm.

  
James Dick Staten  
President

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

