

**MINUTES OF  
June 19, 2018  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, June 19, 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 6:03 pm.

**Members Responding to Roll Call:**

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

**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; Maria Ernest Case Worker and Guest Speaker; and Bill Thompson, Village of Morrow, Barbara Thompson and Kirk Fisher, Xavier student

**Public Hearing for 2<sup>nd</sup> Reading of Proposed Environmental Health Program Fee Changes for 2019**

No one from the public was present for the scheduled public hearing this evening. Mr. Stansbury informed Board members that notices, of the proposed fee changes, and of the public hearing were sent to all affected parties. Mr. Balster added that he had received no calls in reference to the proposed schedule either. Mr. Staten continued with the regular Board of Health agenda.

**Second Reading of the Proposed Environmental Health Program Fees for 2018 Dispensed and Read by Title Only** (motion #41-2018)

Dr. Barr made a motion to dispense the second reading of the Proposed Environmental Health Program Fees for 2018 and read by title only. Mr. McClanahan seconded the motion which carried with the following response to a roll call vote:

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

**Second Reading of Proposed Environmental Health Program Fees for 2018 Accepted** (motion #42-2018)

Dr. Barr made a motion to accept the second reading of the Proposed Environmental Health Program Fees for 2018 and Mr. McClanahan seconded. The following is the result of a roll call vote:

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

**Board of Health Educational Session** (6:04 to 6:34 pm)

Case worker, Maria Ernest, presented an educational session to Board members on the car safety seat program here at the health district. She told them that when receives a referral of someone who cannot afford a car safety seat, for their child, she will meet with the parent and educate them on the proper safety seat for their child and the proper installation of the seat. She receives approximately sixteen car seats each quarter. Board members were grateful for her presentation and stated that it would be good information for every new parent to receive. Maria told Board members she would be happy to give same presentation to church groups, etc. if they wanted to share her contact information with such entities. Maria was happy to answer Board member questions.

**Minutes of Board Meeting Approved** (motion #43-2018)

Minutes of the May 2018 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:

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

**Training Requests #19-2018 through #23-2018 Approved** (motion #44-2018)

Board members were presented with May 2018 training requests for their consideration. Mr. Long made a motion to approve training requests #19-2018 through #23-2018. The motion was seconded by Mrs. Zajo and the following is a result of a roll call vote:

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

**Accounting Resolution #2-2018 Approved** (motion #45-2018)

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. Mr. McClanahan seconded his motion and the following is a result of a roll call vote:

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

**June 2018 Monthly Expense List Approved** (motion #46-2018)

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

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

**Request to Solicity Bids for Use of Water Pollution Control Funds to Repair/Replace Failing Sewage Treatment System** (motion #47-2018)

The Environmental Health Division has received its first application for funding through the 2018 Water Pollution Control Loan Fund (WPCLF) through Ohio EPA. The property located at 8650 Red Lion Five Points Road has been investigated by a sewage program sanitarian who has determined the presence of a sewage treatment system failure following an alteration in 2016. A soil evaluation was conducted to determine a suitable area for alteration/replacement for the existing system. The resident, currently in the property, qualifies for 100% payment coverage through the WPCLF funding opportunity. The Environmental Health Division requested Board of Health approval to solicit informal bids to bring this system to code. Mr. Long made a motion, which was seconded by Dr. Sosnowski, to approve the use of WPCLDF funds for repair/replacement of this system. The following is a response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;

**Health & Wellness Points Program 2018-2019 Approved** (motion #48-2018)

The past seven years our employees have been given the opportunity to participate in a comprehensive health and wellness program. Under these program employees voluntarily sign up and earn points throughout the year based on their participation in healthy activity. With completion of 350 points or more employees will receive a day off to be used w/in the following year. Mr. Brigano made a motion to approve the Health and Wellness Program with a day off for successful completion, effective July 1, 2018 and Mrs. Zajo seconded the motion. The following is a response to a roll call vote:

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

**Employee Self Service System**

Mr. Stansbury notified Board members that when the Auditor's office begins with their new software for all accounting functions, including payroll, employees and board members will receive their paystubs via an ESS online portal (Employee Self Service). Any W-2 changes, etc. will be made through this portal.

**PHAB Update**

The health commissioner gave the Board members an update on workforce development planning that members of his admin team have been working on. He also informed them of surveys that will be going out to staff soon for their input on such things as training opportunities.

**Entered Executive Session** (motion #49-2018)

Per the agenda, Mr. McClanahan made a motion to enter into executive session, at 6:40 pm, to discuss a pending legal matter. Mr. Long seconded his motion and the following is a result of a roll call vote:

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


**Returned to Regular Session** (motion #50-2018)

At 6:54 pm, the Board returned to regular session on a motion from Dr. Barr and a second from Mr. Long. The following is a result of a roll call vote:

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

**Other Business**

With no further business the meeting adjourned at 6:54 pm.

  
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James Dick Staten,  
President Secretary

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

