

**MINUTES OF  
January 15, 2019  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday January 15, 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:**

Dr. James Sosnowski, Mr. Dick Staten, Dr. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, and Mrs. Terrie Zajo were present at roll call. Mr. Ed Porginski entered the meeting a few minutes after roll call. (Mrs. Joan Hayes was absent and the City of Lebanon seat remains vacant).

**Others Present:**

Duane Stansbury, Health Commissioner; Dr. Scott Swope, Medical Director; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; and Brenda Joseph, Fiscal Director

**Minutes of Board Meeting Approved** (motion #1-2019)

Minutes of the December 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:

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

**Training Sessions #1-2019 through #6-2019 Approved** (motion #2-2019)

Mr. Stansbury informed Board members that two additional training request had been added to the list since they received their packets. After review, Dr. Barr made a motion to approve Training Sessions #1-2019 through #6-2019 (see list). Dr. Sosnowski seconded his motion. 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. Dr. Sosnowski – aye

**Accounting Resolution #1-2019 Approved** (motion #3-2019)

Accounting Resolution #1-2019 requesting an amended certificate for the following funds was presented to the Board of Health for approval: Fund #915.1481.100 (HOB Flow Through), #961.2532.100 (Grants Maternal CH Private Pay), #961.2531.100 (Grants CFHS Private Pay), #961.2531.231 (Grants CFHS Grant), #961.2533.100 (RHWP Private Pay), #961.2533.231 (Grants RHWP), #961.2534.231 (Grant Funds WIC), #961.2535.231 (Grant Funds Moms Quit for 2), and #961.2884.231 (Grant Funds PHEP/PHER). See copy of resolution for complete description. Mr. McClanahan made a motion to approve Accounting Resolution #1-2019 and Mrs. Zajo offered a second to this 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; Dr. Sosnowski – aye

**Accounting Resolution #2-2019 Approved** (motion #4-2019)

Accounting Resolution #2-2019 was submitted to the Board of Health for supplemental appropriation adjustments to the following funds: #916-4100-400 (Sewage Purchase Services), #916-4100-102 (Sewage Salaries), #961-4101-102 (MCH Grant Salaries), #953-4100-102 (Water Salaries), #961-4103-102 (Moms Quit for 2 Salaries), #961-4103-210 (Moms Quit for 2 Supplies), #916-4100-811 (Sewage PERS), #916-

4100-910 (Sewage Medicare), #915-4100-950 (Refunds HOB), #961-4104-102 (WIC Salaries), #961-4104-430 (WIC Utilities), and #961-4108-102 (PHEP Salaries). See copy of resolution for complete description. Mr. McClanahan made a motion to approve Accounting Resolution #2-2019 and Dr. Barr seconded his motion. The following is a result of a roll call vote:

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

**January 2019 Monthly Expense List Approved** (motion #5-2019)

The January, 2019 Expense List was presented to Board members for their consideration. Mr. Stansbury informed Board members that a bill for postage had been added to the expense list since they received their board packets. After review, Dr. Barr made a motion to approve the January 2019 expense list, as presented, and Dr. Sosnowski seconded the motion which carried with the following result of a roll call vote:

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

*~Mr. Porginski entered the meeting at this time, 6:04 pm*

**2019 Annual Appropriations Approved** (motion #6-2019))

Mr. Stansbury presented the 2019 Revenue and Expense Budgets (see copies). Fiscal Officer, Brenda Joseph, stated that with the loss of the Sleep Safe Grant, approximately \$36,000 had been removed from the original revenue budget. Mr. McClanahan moved to accept the 2019 Revenue and Expense Budgets, as presented, and Dr. Sosnowski seconded the motion which carried with the following response to 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

**Financial Review To Date**

There were no questions in reference to the financial review to date. Dr. Barr inquired when we have to file for a renewal of our levy and Mr. Stansbury told him he believes it to be March or April and he will be looking into beginning the process soon and will also talk bring it up at the upcoming District Advisory Council.

**Administrative Report**

Mr. Staten turned the meeting over to the Health Commissioner at 6:08 pm for his Administrative Report items.

**Sanitarian Supervisor for Planning and Analytics Position Approved** (motion #7-2019)

The environmental health division is continuing to evolve and wishes to allow for an internal posting for a sanitarian supervisor position to oversee planning and analytics. This position would be tasked with overseeing efforts related to public health emergency preparedness, data analytics of an array of public health related issues, and be heavily involved in public health accreditation and re-accreditation efforts. Dr. Barr made a motion to approve the requested in-house posting and Mrs. Zajo provided a second. The following is a 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

**Resolution #1-2019 Approved** (motion #8-2019)

The Warren County Health District has once again been awarded funding for a program known as Water Pollution Control Loan Funding by the Ohio Environmental Protection Agency to assist Warren County residents with planning/design and/or construction of household sewage treatment systems in an effort to improve water quality. This year WCHD was awarded \$100,000 through this grant which allows for the

repair or replacement of sewage treatment systems that are experiencing issues and the amount allowed for each job is based on homeowner's income eligibility. Resolution #1-2019 is required for WCHD to receive the designated funding and to enter into the agreement. Dr. Sosnowski made a motion to approve Resolution #1-2019 for Water Pollution Control Loan Funding Authorization. A second to his motion came from Dr. Barr and 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 #1-2019 Granted** (motion #9-2019)

The Warren County Health District received a variance application from Mr. Steve Swigart of Springboro in relation to Ohio Administrative Code Chapter 3701-29-03 which requires that contractors attain six continuing education units the previous year in order to register to be a sewage treatment system contractor. Mr. Swigart intends to accrue six hours of continuing education prior to registering for the 2019 registration year and also six hours for his 2020 registration. The health district staff recommended approval of this variance. Dr. Barr made a motion to grant Variance Request #1-2019 and Dr. Sosnowski seconded. The following is a 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

**Entered into Executive Session** (motion #10-2019)

Per the meeting agenda, Dr. Barr made a motion to enter into Executive Session, at 6:30 pm, to discuss a personnel matter. Mr. McClanahan 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

**Return to Regular Session** (motion #11-2019)

At 6:40 pm, Dr. Barr made a motion to return to regular session of the Board of Health meeting. Mr. McClanahan seconded 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; Mr. Staten – aye

**Temporary Interim Nursing Director to be Assigned** (motion #12-2019)

Dr. Barr made a motion to give the health commissioner authorization to assign an Interim Nursing Director on temporary bases until the position is no longer needed and per the guidelines of the WCHD Compensation Policy as it relates to temporary assignments. Dr. Sosnowski seconded his motion and the following is a response to 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

**Other Business**

Mr. Stansbury informed Board members of the following:

~The Government shut down could potentially affect our WIC Program. WIC is operated under a Federal grant and as he understands it there is funding to operate through the end of February. Five employees, in the WIC division, could be furloughed, take leave time, or even temporarily assigned different duties paid out of the general fund and once the shutdown is over the district would be reimbursed. Mr. Stansbury added that his greater concern is that WIC participants would not be able to load their cards. If the shutdown does not end the Board will need to make some decisions of how we will proceed for that division.

~Currently Warren County has thirty one confirmed HEP A cases and eight are suspect. This report includes all cases from August 1, 2018. A couple restaurant managers, in the county, have been very proactive in contacting the health district and making arrangements to get their employees vaccinated.

~Flu activity in Ohio is increasing and is now concerned widespread. There have been eight hundred and ninety three (893) hospitalizations reported due to flu. Of those, three hundred and thirty-eight (338) alone were reported in the first week of January.

~Since the new Governor has come on board, a Director of Health has not yet been appointed. Lance Himes, who served as Director of Health under the last Governor, has been assigned as Interim Director until a new Director is assigned.

~ Mr. Stansbury referred Board members to the Emergency Response and Accreditation Report for December, 2018 that was included in their Board packets. Within his report, Mr. Ratliff included a power-point document to provide an update on the quality improvement project focused on the on-site sewage system operation and maintenance program. The project focused on making the program more time efficient by decreasing the time on individual inspections while also developing a protocol that results in a more robust inspection with a focus on homeowner education.

~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 6:44 pm.



James Staten,  
President Secretary



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