

**MINUTES OF  
March 16, 2021  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday March 16, 2021 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. A phone conference line was also utilized for the meeting allowing anyone not feeling well or preferred to not attend in person to still join the meeting and also to keep the number of participants, physically in the meeting room, to less than ten. In preparation for the meeting the room was set up with the tables at a minimum of 6 feet apart with one chair at each table. Notices were posted informing public that they could still join the meeting remotely by dialing into the posted conference line number. President, Mr. Dick Staten called the meeting to order at 6:00 pm.

**Members Responding to Roll Call:**

Mr. Dick Staten, Dr. Stephen Barr, Dr. Jeffer, Mr. Dominic Brigano, and Mr. McClanahan were present in person at roll call. Ms. Holly Boyd, Mrs. Terrie Zajo, and Mrs. Liz Tincher were present on the conference line at the time of roll call. (Dr. James Sosnowski was absent)

**Others Present:**

Duane Stansbury, Health Commissioner; Chris Balster, Director of Environmental Health; and Tammy Cranmer, Administrative Assistant; Brenda Joseph, Director of Finance; and Dianna Glenn, Director of Nursing were present.

**Open Meetings Act Statement Read**

Mr. Stansbury read the following statement "The Board of Health meeting will take place with some or all of its members and guests appearing by phone conference. A phone conference is necessary due to the need to comply with the Ohio Department of Health executive orders with regards to social distancing and restraining from meeting in groups of ten or more. Further, this meeting is being conducted consistent with House Bill 197, which states members of a public body who attend meetings or hearings by means of teleconference, must be considered present as if in person at the meeting or hearing, must be permitted to vote, and must be counted in determining whether a quorum is present."

**Minutes of February 16, 2021 Board of Health Meeting Approved** (motion #20-2021)

Minutes of the February 16, 2021 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:

Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;  
Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye

**March, 2021 Expense List Approved** (motion #21-2021)

The March, 2021 Expense List was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented, and Mr. McClanahan provided a second to the motion which carried with the following result of a roll call vote:

Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;  
Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye

**Training Requests #3-2021 through #7-2021** (motion #22-2021)

Training Requests #3-2021 through #7-2021 were presented to Board members for approval. Mr. McClanahan made a motion to approve the presented training requests and Mr. Brigano seconded his motion. The following is a response to a roll call vote:

Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye;  
Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye; Mrs. Tincher – aye

**Accounting Resolution #4-2021** (Motion #23-2021)

Accounting Resolution #4-2021 for supplemental appropriation adjustments to the following funds was presented to Board members for approval: Fund #9911-4100-5910 (Other Expenses); #9911-4100-5855 (COVID Clothing); #9961-4100-5330 (Capital Expense); #9916-4100-5400 (Plumbing Purchase Services); #9911-4100-5911 (Non-Tax Food); #9911-4100-5424 (Rent/Leases); #9911-4100-5830 (Workers Comp); and #9911-4100-5840 (Unemployment Claims). Dr. Barr made a motion to approve Accounting Resolution #4-2021 and Mr. McClanahan provided a second to his motion. The following is a response to a roll call vote:

Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;  
Ms. Boyd – aye; Dr. Jeffer – aye; Mrs. Tincher – aye; Mr. Staten – aye

**Financial Review To Date**

Board members were presented with finance statements from the general fund and also grants fund. There were no questions in regards to either statement.

**Water Pollution Control Loan Funding Project Locations Approved** (motion #24-2021)

The Environmental Health Division has received an application for the WPCLF program from the owners at 5861 Greentree Road in Lebanon. The staff recommended approval of the project, at that location, for which the owners are eligible for 50% forgiveness through the WPCLF funding opportunity. Dr. Barr made a motion approving the location as a WPCLF project and Mr. Brigano provided a second. The following is the response of a roll call vote:

Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye; Mrs. Tincher – aye; Mr. Staten – aye;  
Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye

**Water Pollution Control Loan Funding Bid Approvals** (motion #25-2021)

The Board of Health reviewed bids submitted and approved the following for the already approved WPCLF project locations: 2300 Union Road which is covered at 50% forgiveness - Nieman Plumbing for \$4,575.00 to reinforcement of building sewer; 3239 Old 122 which is covered at 50% forgiveness – Clearcreek Environmental for \$250 for soil evaluation & ABC Engineers for \$2500 for System design; 3255 Old 122 which is covered at 85% forgiveness - Clearcreek Environmental for \$250 for soil evaluation & ABC Engineers for \$2500 for system design. Upon recommendation from the EH staff a motion came from Dr. Barr and was supported by a second by Mr. McClanahan to accept the above bids. The following is the response of a roll call vote:

Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye; Mr. McClanahan – aye;  
Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye; Dr. Sosnowski – aye

**Approved Hiring Part-time Secretarial Position** (motion #26-2021)

There is a need for additional secretarial help in the EH front office. The intent is to work someone on the off days of the current part-time secretary as those are the days when additional work falls on the other office staff. Dr. Barr made a motion to approve hiring a part-time secretary and Mr. McClanahan provided a second. The following is a result of a roll call vote:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye;  
Dr. Jeffer – aye; Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye

**2021 Day for Life and 2021 Day for Wellness Programs and Days Off Approved** (motion #27-2021)

Board members once again provided approval for the Day for Life and Day for Wellness incentive programs in which employees who voluntarily participate and fulfill the requirements of the programs are rewarded day off certificates. The approval came from a motion from Dr. Barr, a second from Mrs. Zajo and the following response to a roll call vote:

Dr. Jeffer – aye; Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye;  
Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye

**Approved Purchase of Barracuda Computer Network Backup, Storage and Virus/Ransomware Protection** (motion #28-2021)

Mr. Stansbury explained that his IT Coordinator highly suggest we purchase the offsite cloud backup provided by Barracuda. A 390 Server and 48 months of services, including updates, would be a total cost of \$12,405.13. Mr. McClanahan made a motion to approve purchasing the Barracuda system and Mrs. Tincher provided a second to his motion. The following is the roll call response:

Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;  
Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye

**Board of Health Officer's Elected** (motion #29-2021)

March is the month every year in which the President and Vice President are elected for the upcoming twelve month period. Mr. McClanahan made a motion to keep Mr. Dick Staten as President and Dr. Stephen Barr as Vice President. Ms. Boyd seconded the motion which carried with the following response to a roll call vote:

Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye;  
Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye; Dr. Jeffer – aye

**Board of Health Committee Assignments**

March is also the month every year when the President of the Board of Health appoints board members to committees. Mr. Staten kept the committee assignments as they currently are except that new Board of Health member, Dr. Christine Jeffer, will fill the vacant committee seats of her predecessor, Mr. Ed Porginski. The committee assignments are now as follows:

<u>Personnel Committee</u>	<u>Finance/Auditing Committee</u>	<u>Long Range Planning Committee</u>
Ms. Boyd	Mrs. Zajo	Mr. McClanahan
Ms. Tincher	Mr. McClanahan	Dr. Barr
Dr. Barr	Mr. Brigano	Ms. Boyd
Dr. Jeffer	Dr. Sosnowski	Ms. Tincher

**Notification to Board of Health of Variances Permitted**

Per Resolution #18-02, the Health Commissioner is permitted to approve certain residential sewage system variances and the Board of Health shall be notified of the variance at their next meeting. Mr. Balster informed the Board that a variance was approved for 7088 Lindley Worley Road for a temporary holding tank until soil conditions are dry enough to allow system installation. A variance was also approved for 5929 Olive Branch Road for a temporary holding tank until soil conditions are dry enough for system installation. Mr. Balster provided clear explanation for both and the variances are on file in the environmental office for further explanation.

**Other Business:**

Board members were provided information on the recent \$1.9 Trillion COVID-19 Relief Deal passed by Congress. The Bill contains billions in funding for public health response and public health workforce for response to the COVID-19 pandemic. The President is expected to sign the Bill on March 14, 2021.

Senate Bill 22 – Mr. Stansbury provided information to Board members about Senate Bill 22 which would limit local board of health authority in quarantine and isolation cases, closing schools or prohibiting public gatherings and issuing orders to a class of individuals or businesses.

Mr. Staten extended a welcome from himself and the rest of Board members to new Board of Health member Dr. Christine Jeffer, who was appointed by the District Advisory Council at their March 2, 2021 meeting. Dr. Jeffer is replacing Mr. Ed Porginski who informed the Health Commissioner, in late February, that he would not be seeking reappointment.

Board members who had themselves visited the Saturday Covid clinics or were told by someone they knew, who had visited, said they are very impressed with how smooth the clinics run. Very impressive, very organized and very pleasant were their exact words.

With no further business to discuss Mr. Staten dismissed the Board of Health meeting at 6:52 pm.

  
James Staten,  
President

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