

**MINUTES OF
September 15, 2020
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday September 15, 2020 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, A phone conference line was also utilized for the meeting allowing anyone who is not feeling well or prefers to not attend in person to still join the meeting and also to keep the number of participants, physically in the meeting room, 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. Mr. Dick Staten called the meeting to order at 6:06 pm.

Members Responding to Roll Call:

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

Others Present:

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

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 10 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 August 18, 2020 Board of Health Meeting Approved (motion #72-2020)

Minutes of the August 18, 2020 Board of Health meeting were approved as written. Motion to approve came from Dr. Barr and was seconded by Dr. Sosnowski. The motion carried with the following response to a roll call vote:

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

September 2020 Monthly Expense List Approved (motion #73-2020)

The September, 2020 Expense List was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented, and Dr. Sosnowski 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. Sosnowski – aye

Accounting Resolution #9-2020 Approved (motion #74-2020)

Accounting Resolution #9-2020, requesting adjustments to the following funds was presented to the Board of Health for approval (see Resolution for full description): #9911-4100-5910 (Other Expenses) and #9911-4100-5210 (Materials & Supplies). Dr. Sosnowski made a motion to approve Accounting Resolution #9-2020 and Mr. McClanahan provided a second. 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. Tincher – 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 the financial statements.

Administrative Report

At this time Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

Final Reading of the Proposed Environmental Health Program Fee Changes for 2021 Dispensed and Read by Title Only (motion #75-2020)

Dr. Barr made a motion to dispense the final reading of the Proposed Environmental Health Program Fee Changes for 2021 and read by title only. 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; Ms. Boyd – aye;
Dr. Sosnowski – aye; Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye

Final Reading of Proposed Environmental Health Program Fee Changes for 2021 Accepted (motion #76-2020)

Dr. Barr made a motion to accept the final reading of the Proposed Environmental Health Program Fees for 2021 and Dr. Sosnowski seconded. The following is the result of a roll call vote:

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

First Reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 Dispensed and Read by Title Only (motion #77-2020)

Dr. Barr made a motion to dispense the first reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 and read by title only. 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; Ms. Boyd – aye;
Dr. Sosnowski – aye; Mrs. Tincher – aye; Mr. Staten – aye; Mrs. Zajo – aye

First Reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 Accepted (motion #78-2020)

Dr. Barr made a motion to accept the first reading of the Proposed Environmental Health Sewage Treatment System Program Fees for 2021 and read by title only. Dr. Sosnowski seconded the motion which carried with the following response to a roll call vote:

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

Annual e-MDs Maintenance and Support Fees (motion #79-2020)

Mr. Stansbury informed Board members the annual maintenance and support fees for our electronic medical records system are due next month. The total cost of the annual fees is \$7,971.00. The renewal of the software licenses maintenance and support and comes to \$4,552.00. Dr. Barr made a motion to approve the annual maintenance and support fee for e-MD's and Dr. Sosnowski provided a second. The following is a result of a roll call vote:

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

Bids Accepted for Water Pollution Control Loan Funding System Design Projects (motion #80-2020)

The following bids, from ABC Engineers and Surveyors LLC, for system design at 5059 Cox Smith Road, Mason (\$2,000) and system design at 1732 E. Foster Maineville Road, Morrow (\$2,000) were accepted by the Board. Motion came from Dr. Barr and a second was provided by Dr. Sosnowski.

The following is a result of a roll call vote:

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

Bid Accepted for Water Pollution Control Loan Funding System Installation Project (motion #81-2020)

Dr. Barr offered a motion followed by a second from Mr. Brigano to approve the following bid for system installation, from My Dirt Works, for approved WPCLF project at 173 Gertrude Avenue, Lebanon (\$28,795). Motion was approved with the following roll call vote:

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

Bid Accepted for Water Pollution Control Loan Funding System Installation Project (motion #82-2020)

Mr. McClanahan offered a motion followed by a second from Ms. Boyd to approve the following bid for system installation, from My Dirt Works, for approved WPCLF project at 8576 Butler Warren Road, Mason (\$30,125). Motion was approved with the following 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. Sosnowski – aye


Approved Hiring a Temporary Status Public Health Nurse 2 (motion #83-2020)

Board members approved a request to hire a temporary status public health nurse to assist with our COVID-19 response and also to help fill gap where current nurses are being pulled from their regular jobs or are off on Family Medical Leave. Dr. Barr made a motion to approve the above position and Dr. Sosnowski provided a second. 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. Sosnowski – aye; Mrs. Tincher – aye

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

