

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

The regular monthly meeting of the Warren County Board of Health was held Tuesday November 16, 2021 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:**

Mr. Dick Staten, Dr. Stephen Barr, Mr. Dominic Brigano, Mrs. Terrie Zajo, Mrs. Liz Tincher, Dr. James Sosnowski, Ms. Holly Boyd, and Mr. Adam McClanahan were present at roll call. Dr. Christine Jeffer arrived after roll call.

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Dianna Glenn, Director of Nursing; and Dr. Scott Swope, Medical Director were present.

**Minutes of October, 2021 Board of Health Meeting Approved** (motion #88-2021)

Dr. Barr made a motion to approve the October 2021 Board of Health meeting minutes and a second was provided by Mr. McClanahan. 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

**November 2021 Expense List Approved** (motion #89-2021)

The November 2021 Expense List was presented to Board members for their review; Dr. Barr made a motion to approve the expense list, as presented, and Mrs. Zajo 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 Resolutions #14-2021 and #15-2021 Accepted** (motion #90-2021)

Accounting Resolution #14-2021 was presented to Board members for supplemental appropriations to the following funds: #9911-4100-5330 (Capital Expense Office); #9911-4100-5910 (Other Expense) See copy of Resolution #14-2021 for full explanation. Accounting Resolution #15-2021 was also presented to Board members for supplemental appropriations and to add new line items for the 2022 Budget for the following funds: #9911-4100-5940 (Travel and Mileage); #9912-4100-5940 (Food Service Travel and Mileage); #9961-4104-5424 (WIC Rent); #9911-4100-5370 (Software); and #9911-4100-5460 (Insurance). See copy of Resolution #15-2021 for full explanation. Mr. McClanahan made a motion to accept Accounting Resolution #14-2021 and Accounting Resolution #15-2021, as presented. Ms. Boyd provided a second to 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; Ms. Boyd – aye; Dr. Sosnowski – aye; Mrs. Tincher – aye

**Financial Reviews to Date**

There were no questions in regards to the October 2021 General Finance and Grants Statements

**Administrative Report**

At 6:03 pm, Mr. Staten turned the meeting over to Mr. Stansbury for his Administrative Report items.

**Water Pollution Control Loan Funding Program Bid Selected for 173 Gertrude Avenue** (motion #91-2021)

Two informal bids were received for consideration of approved WPCLF project at 173 Gertrude Avenue. Mr. Balster explained that after sharing the bid information with the homeowners, they prefer Lefke Tree Experts. The project will be covered at 85% through WPCLF. Dr. Barr made a motion to accept the bid from Lefke Tree Experts in the amount of \$1536.15 for the required work (installation of a curtain drain requiring tree removal) for the property located at 173 Gertrude Avenue. Dr. Sosnowski provided a second to his motion which carried with the following response to 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

*\*Dr. Jeffer entered the meeting at this time, 6:07 pm*

**Water Pollution Control Loan Funding Program Bid Selected for 7426 Martz Paulin Road** (motion #92-2021) The health district is in receipt of two informal bids regarding the connection of the property located at 7426 Martz Paulin Road in Franklin to sanitary sewer, a WPCLF project approved for 85% funding. The homeowner has been apprised of the two bids received and has requested Board of Health selection. On a motion from Mr. Brigano, a second provided by Mr. McClanahan, and a roll call vote the Board accepted the bid from Dill's Dirt Work and Demolition, LLC in the amount of \$19,830. The following is the result of the roll call vote:

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

**Offsite Team Building Event** (motion #93-2021)

Mr. Stansbury informed Board members that the Admin team worked together in planning the team building event and it will be held at Top Golf in West Chester on Friday, November 19, 2021. The total cost is \$5,297.80 (\$74.62 per employee x 71 employees). Ms. Boyd made a motion to approve the expenses for the team building be covered at a cost of \$74.62 per employee. Dr. Sosnowski provided a second to her motion and the following is the result of a roll call vote:

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

**Other Business:**

~Duane informed Board members of the House Bill 463 which has just been introduced and would eliminate the DAC as an appointing authority over the BOH and give responsibility to County Commissioners

~Dr. Barr said on behalf of the Board of Health he would like to wish all employees a Happy Thanksgiving.

With no further business Mr. Staten dismissed the Board of Health meeting at 6:24 pm.



James Staten,  
President



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