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**MINUTES OF
February 15, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday February 15, 2022 in the first floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, Dr. Stephen Barr called the meeting to order at 6:00 pm.

Members Responding to Roll Call:

Dr. James Sosnowski, Ms. Holly Boyd, Dr. Stephen Barr, Mr. Adam McClanahan, and Mr. Dominic Brigano were present at roll call. (Mrs. Terrie Zajo, Mr. Dick Staten, and Dr. Christine Jeffer were absent). The City of Springboro seat is still vacant.

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; and Dianna Glenn, Director of Nursing were present. (Brenda Joseph, Director of Finance and Mr. Chris Balster, Director of Environmental Health were available on the conference line to answer any questions the Board may have in regards to their divisions) Guest present: Nicole Ditmer

January 2022 Board of Health Minutes Approved (motion #13-2022)

Mr. McClanahan made a motion to approve the January 2022 Board of Health meeting minutes and a second was provided by Ms. Boyd. The motion carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye

Accounting Resolution #2-2022 Accepted (motion #14-2022)

Accounting Resolution #2-2022 was presented to Board members for adjustments to the following funds: #9911-4100-5820 (Health and Life Insurances); #9911-4100-5370 (Software); #9911-4100-5890 (HSA/HRA Contribution); #9976-4100-5910 (Pools Other). See copy of Resolution #2-2022 for full explanation. Dr. Sosnowski made a motion to accept Accounting Resolution #2-2002, as presented. Ms. Boyd provided a second to 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

2023 Expense and Revenue Budgets Approved (Motion #15-2022)

The 2023 Expense and Revenue Budgets were presented to Board members for approval. Mr. Stansbury said that after the Boards approval this evening it will be presented to the District Advisory Council at their annual meeting on March 1, 2022 and then to the County Budget Commission. After reviewing, Dr. Sosnowski made a motion to approve the proposed 2023 Expense and Revenue Budgets. Mr. McClanahan seconded his motion and the following is a response to a roll call vote:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Mrs. Boyd – aye; Dr. Sosnowski – aye

February 2022 Expense List Approved (motion #16-2022)

The February 2022 expense list was presented to Board members for their review; Mr. McClanahan 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:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Mrs. Boyd – aye; Dr. Sosnowski – aye

Financial Reviews to Date

There were no questions in regards to the January 2022 general finance and grants statements.

Administrative Report

At 6:08 pm, Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Report items.

New Environmental Health Position Approved (motion #17-2022)

Warren County is seeing strong building growth. Many of the new housing subdivisions are in areas that do not have access to public sewers and require household sewage treatment systems, which we regulate. Many of these new subdivisions are in areas that have more complex soils and topographical issues. That along with the new household sewage treatment law and rules passed in Ohio has increased the complexity of in reviewing and approving the systems. Creating a position as an Environmental Health Specialist 2 will allow us to improve our service and approval times in the program. Mr. Brigano made a motion to approve this new position and Dr. Sosnowski provided a second. The following is the result of a roll call vote:

Dr. Barr – aye; Mrs. Boyd – aye; Dr. Sosnowski – aye;
Mr. Brigano – aye; Mr. McClanahan – aye

Final Reading of the Proposed 2022 Environmental Health Fee Change for 2022 Read by Title Only (motion #18-2022)

Dr. Sosnowski made a motion to suspend the reading and read the requested proposed fee change for 2022 by title only. Ms. Boyd seconded the motion which carried with the following response to a roll call vote:

Ms. Boyd – aye; Dr. Sosnowski – aye; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye

Final Reading of the Proposed 2022 Environmental Health Fee Change for 2022 Approved (motion #19-2022)

Dr. Sosnowski made a motion to approve the final reading of the requested proposed fee change for 2022. Mr. McClanahan seconded the motion which carried with the following response to a roll call vote:

Dr. Sosnowski – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye

Variance Request #1-2022 & #2-2022 Approved (motion #20-2022)

The Environmental Health Division has received two variance requests; both in regards to the continuing education requirement per OAC, 3701-29-03 (C)(5), for sewage treatment installers, being obtained in the previous calendar year before registering as a sewage treatment system installer. Variance Request #1-2022 was received from Luke Miller of Miller Lawn and Landscaping LLC and Variance Request #2-2022 was received from Ronnie Shutts of Ronnie Shutts Sewage System Installing. The environmental health staff recommended approval of the variances to allow the required CEU's be attained during the current calendar year. Dr. Sosnowski made a motion to approve Variance Request #1-2022 and Variance Request #2-2022. Mr. McClanahan provided a second and the following is the response of a roll call vote:

Dr. Sosnowski – aye; Mr. Brigano – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Ms. Boyd – aye

WPCLF Bid Accepted for 3465 Crestview Avenue (motion #21-2022)

Board members review bids for a system replacement at 3465 Crestview Avenue, Lebanon. The project is approved for 50% as a WPCLF project. The owner requested the Board of Health select the bidder for the project. After reviewing and discussing the bids received, Mr. Brigano made a motion to accept the bid from Miller Lawn and Landscaping in the amount of \$27,500 for system replacement at 3465 Crestview Avenue pending verification from the EH division that all components required are covered in the bid. Dr. Sosnowski provided a second to the motion and the following is the result of a roll call vote:

Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Ms. Boyd – aye; Dr. Sosnowski – aye

Day for Life and Day for Wellness Programs for 2023 Approved (motion #22-2022)

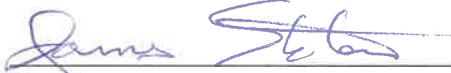
Board members once again provided approval for the annual Day for Life and Day for Wellness incentive programs in which employees, per the policies, who voluntarily participate and fulfill the requirements of the programs are rewarded day off certificates (see policies for qualification/usage requirements). The approval came from a motion from Mr. McClanahan, a second from Mr. Brigano and the following response to a roll call vote:

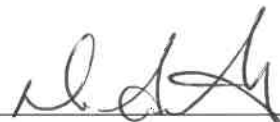
Mr. Brigano – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Ms. Boyd – aye; Dr. Sosnowski – aye

Other Business:

- Mr. Balster notified the Board of Health that he has received an application, for WPCLF assistance, from the owners of the property at 9703 Morrow Woodville Road, Pleasant Plain. He said the owner qualifies for 100% coverage through the program, for the repair or replacement of the existing system.
- Duane informed the BOH the District Advisory Council Meeting is scheduled for March 1, 2022. Dr. Barr's five year term is up for re-appointment. Dr. Barr said he would be happy to remain on the Board if the DAC votes to re-appointment him.
- Duane also informed Board members that Warren County has two new cities. Per the most recent Census, South Lebanon and Carlisle with populations of over 5000 can now be considered cities. He said the prosecutor's office is preparing contracts to for both cities to sign to be included in the DAC for health services.
- Guest Nicole Ditmer introduced herself to the Board. She attended today's meeting to observe as she is interested in filling the vacant seat for the City of Springboro.

With no further business Dr. Barr dismissed the Board of Health meeting at 6:33 pm.


James Staten,
President


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

