

**MINUTES OF  
January 18, 2022  
WARREN COUNTY BOARD OF HEALTH MEETING**

001075

The regular monthly meeting of the Warren County Board of Health was held Tuesday January 18, 2022 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, Ms. Holly Boyd, Dr. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, Dr. Christine Jeffer, and Mrs. Terrie Zajo were present at roll call. The City of Springboro seat is still vacant.

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Assistant; Chris Balster, Director of Environmental Health; Dianna Glenn, Director of Nursing; and Brenda Joseph, Director of Finance. Guest present: Mr. Jason Lynch

**Opened Public Hearing for Second Reading of Proposed 2022 Environmental Health Fee Change (motion #1-2022)**

At 6:01 pm Mr. Staten asked for a motion to open the public hearing portion of the Board of Health meeting. Dr. Barr made a motion and Mr. McClanahan provided a second to open the public hearing. 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; Ms. Boyd – aye; Dr. Jeffer – aye

No one from the public was present for the scheduled hearing. Mr. Balster informed Board members that notices, of the proposed fee changes and of the public hearing were sent to all affected parties. He also added he has not received any calls pertaining to the change.

**Second Reading of the Proposed 2022 Environmental Health Fee Change for 2022 Approved by Title Only (motion #2-2022)**

Dr. Barr made a motion to suspend the reading and approve the requested proposed fee change for 2022. Mr. McClanahan seconded 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. Jeffer – aye; Dr. Sosnowski – aye

~At 6:03 pm Mr. Staten announced the Public Hearing was closed and to continue with the regular Board of Health agenda.

**Request to Address Board of Health, Mr. Jason Lynch**

Mr. Jason Lynch, a Lebanon school parent requested to address the Board. Mr. Lynch stated he is aware that the health district can only recommend, and not require masks in schools but he would like to see the health district be more proactive in educating entities, such as the school board, about the importance of masks to stop the spread.

**December 2021 Board of Health Minutes Approved (motion #3-2022)**

Dr. Barr made a motion to approve the December 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:

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

**Training Requests #1 and #2 for 2022 Approved** (motion #4-2022)

Training Requests #1-2022 and #2-2022 were approved, as presented, on a motion from Mr. Brigano and a second from Ms. Boyd. The following is the response to a roll call vote:

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

**Accounting Resolutions #17-2021 Accepted** (motion #05-2022)

Accounting Resolution #17-2021 was presented to Board members for an amended certificate to the following anticipated receipt accounts: #9915-41481 (Plumbing Permits); #9961.42934 (WIC Grant); #9961.42940 (Workforce Grant); #9961.42926 (Covid Vax Grant). See copy of Resolution for full explanation. Dr. Barr made a motion to accept Accounting Resolution #17-2021, as presented. Dr. Sosnowski 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. Jeffer – aye; Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – aye

**Accounting Resolution #1-2022 Accepted** (motion #06-2022)

Accounting Resolution #1-2022 was presented to Board members for adjustments to the following funds: #9961-4105-5102 (Covid Supp Salaries); #9961-4105-5811 (Covid Supp PERS); #9961-4105-5871 (Covid Supp Medicare); #9961-4105-5820 (Covid Supp Health & Life); #9961-4105-5210 (Covid Supp Supplies); #9961-4105-5317 (Covid Supp Non Capital); #9961-4105-5400 (Covid Purchase Service); #9961-4105-5855 (Covid Supp Clothing); #9961-4105-5910 (Covid Supp Other Expense); #9961-4105-5320 (Covid Supp Capital Purchases); #9961-4104-5421 (WIC Rent); #9961-4105-5820 (WIC Health & Life Ins); #9915-4100-5950 (Plumbing Refunds); #9915-4100-5910 (Plumbing Other Exp); #9916-4100-5400 (Sewage Purchase Services); #9961-4110-5102 (Workforce Grant Salaries); #9961-4110-5400 (Workforce Grant Purchase Srv); #9961-4110-5811 (Workforce Grant PERS); #9961-4110-5820 (Workforce Grant Health & Life Ins); #9961-4110-5871 (Workforce Grant Medicare); #9961-4110-5910 (Workforce Grant Other Expense). See copy of Resolution #1-2022 for full explanation. Mr. McClanahan made a motion to accept Accounting Resolution #16-2021, as presented. Dr. Barr provided a second to the motion which carried with the following response to a roll call vote:

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

**January 2022 Expense List Approved** (motion #7-2022)

The January 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. Jeffer provided a second to the motion which carried with the following result of a roll call vote:

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

**Financial Reviews to Date**

There were no questions in regards to the December 2021 general finance and grants statements.

**Administrative Report**

At 6:10 pm, Mr. Staten turned the meeting over to Mr. Stansbury for his Administrative Report items.

**Resolution #22-01 Water Pollution Control Loan Funding Authorizing Approved** (motion #8-2022)

For the past couple years, Warren County Health District has entered an agreement for Water Pollution Control Loan Funding with the Ohio Environmental Protection Agency. The funding is used to assist Warren County residents with the planning/design and/or construction of household sewage treatment systems in an effort to improve water quality. The funding provided through this grant allows for the repair or replacement of sewage treatment systems that are experiencing issues. Resolution #22-01 grants the Warren County Health Commissioner permission to enter into this agreement for 2022. When potential project sites are identified the job will be bid out to the registered sewage treatment system installers in the county. Dr. Barr

made a motion to approve Resolution #22-01, as presented, and Mr. Brigano provided a second to the motion. The following is result of the roll call vote: 001076

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

**Policy Manual Section 5.4 (O) 6 Amended** (motion #09-2022)

An amended Section 5.4 (O) 6 of the WCHD Employee Personnel Policy Manual was presented to the Board for approval. This section applies to compensation of overtime worked, specifically after payroll has been turned into the Auditors office and payment for the OT cannot be made. This may be due to an earlier than usual deadline to have payroll submitted. It allows the employee to comp the time even if in excess of the 24 hours max rule.

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

**2022 Health Insurance Package Approved** (motion #10-2022)

On a motion from Dr. Barr and a second from Ms. Boyd, and the following response from a roll call the Board approved renewing the current medical benefits package for the plan year that begins March 1, 2022. The premium for the plan increased 18.2%. Roll call:

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

**Entered Executive Session** (motion #11-2022)

At 6:40 pm Dr. Barr made a motion to enter into Executive Session, per the Agenda, to discuss employment contracts. Ms. Boyd provided a second and the following is the result of a roll call vote:

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

**Return to Executive Session of Board of Health Meeting** (motion #12-2022)

At 6:43 pm the Board returned to regular session of the Board of Health meeting. The following is a result of roll call taken to return to regular session:

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

**Other Business:**

- Current COVID 19 Isolation & Quarantine Flowchart was provided by ODH shared with Board members
- Duane informed the BOH the Admin team has adopted the CDC mask guidance for our employees to reduce possible transmission of COVID-19 while employees are working. , , employees are no longer permitted to wear certain masks such as cloth.
- Economic Analysis of the Warren County Imagination Library was shared with the BOH. Board members spoke about how this report provides statistical analysis to support that reading leads to higher education and higher education leads to increased income and job opportunities which leads to better health and health outcomes.
- Also shared with the BOH is the South West Ohio Community Health Needs Assessment (for Warren County profile). The report shows how Warren County health indicators compare to the region.
- The City of Springboro has informed Tammy they will hopefully be appointing a new BOH member at their meeting later this week. The seat is currently vacant after Mrs. Tincher gave notice in November that she would not be seeking reappointment.
- Board members were provided monthly reports from the Nursing Director, Environmental Health Director and the Epi's Communicable Disease Report

With no further business Mr. Staten dismissed the Board of Health meeting at 6:45 pm.

A handwritten signature in blue ink that reads "James Staten acting president". The signature is written in a cursive style.

James Staten,  
President

A handwritten signature in blue ink that reads "Duane Stansbury". The signature is written in a cursive style.

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