

**MINUTES OF  
June 21, 2022  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday June 21, 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:**

Mr. Dick Staten, Dr. James Sosnowski, Dr. Stephen Barr, Dr. Christine Jeffer, Mr. Dominic Brigano, Ms. Holly Boyd, Mrs. Terrie Zajo, and Mrs. Nicole Ditmer were present at roll call (Mr. Adam McClanahan was absent).

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; Chris Balster, Environmental Health Director; Brenda Joseph, Finance Director; and Stephen Hill, Health Educator were present.

**Board of Health Educational Session**

Stephen Hill, Health Educator presented an educational session for board members titled SIDS. His presentation showed data as it relates to factors that contribute or may help prevent sudden unexplained infant deaths. It also provided CDC guidelines which are to place babies to sleep Alone, on their Backs and in a Crib. (ABC's of Sleep). He also informed that WCHD has a Safe Sleep program that provides safe sleep education for parents and also free pack and plays to eligible families. Board members discussed after the presentation how recommendations have changed over the years of how to place babies for sleep time. Dianna and Stephen explained that now the recommendations are more evidence based. (6:00 – 6:20 pm)

**May, 2022 Board of Health Minutes Approved** (motion #58-2022)

Dr. Barr made a motion to approve the May 17, 2022 Board of Health meeting minutes as written, and a second was provided by Dr. Sosnowski. The motion carried with the following response to a roll call vote:

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

**Accounting Resolution #6-2022 Accepted** (motion #59-2022)

Accounting Resolution #6-2022 was presented to Board members for adjustments to the following funds: #9911-4100-5950 (Refunds Tobacco Grant); #9961-4105-5102 (Covid Salaries); #9961-4105-5811 (Covid PERS); #9961-4105-5871 (Covid Medicare); #9961-4105-5820 (Covid Insurance Health/Life); #9911-4100-5911 (Non Tax Fringe); #9911-4100-5940 (Travel); #9961-4102-5102 (RHWP Salaries); #9916-4100-5102 (Sewage Salaries); #9916-4100-5811 (Sewage PERS); #9916-4100-5400 (Sewage Purchase Services); #9916-4100-5210 (Sewage Supplies); #9916-4100-5424 (Sewage Rent); #9916-4100-5317 (Sewage Non-capital); #9916-4100-5855 (Sewage Clothing); #9976-4100-5910 (Pools State Share of Fees). See copy of Resolution #6-2022 for full explanation. Dr. Barr made a motion to accept Accounting Resolution #6-2022, as presented. Mrs. Zajo 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; Dr. Barr – aye;  
Ms. Boyd – aye; Dr. Jeffer – aye; Mrs. Ditmer – aye; Dr. Sosnowski – aye

**May 2022 Expense List Approved** (motion #60-2022)

The June, 2022 expense list was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented, and Ms. Boyd provided a second to the motion which carried with the following result of a roll call vote:

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

### **Financial Reviews to Date**

There were no questions in regards to the May 2022 month ending general finance and grants statements. Mr. Stansbury reported that ODH is currently auditing the Covid grants and also that State audit began this week.

### **Administrative Report**

At this time, 6:24 pm Mr. Staten turned the meeting over to Mr. Stansbury for the Administrative Report items.

### **Contract with The Hospital Council of Northwest Ohio Approved** (motion #61-2022)

Mr. Stansbury told Board members that because of the pandemic WCHD is behind a year on completing a Community Health Assessment (CHA) and a Community Health Improvement Plan (CHIP). The previous company used is no longer in business and of the two quotes received; one agency was unable to meet our time requirement. The other company, The Hospital Council of Northwest Ohio comes recommended by other health districts that were happy with their work, therefore Mr. Stansbury recommended to board members they approve their proposed contract. Dr. Sosnowski made a motion to approve the contract with The Hospital Council of Northwest Ohio for the total amount of \$65,000. Mr. Brigano seconded the motion to approve entering into the contract and the following is the result of a roll call vote:

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

### **Reimbursement for Diagnostic Test Approved** (motion #62-2022)

As part of the process for a patient with a positive quantiferon blood test result our TB Physician required a patient to obtain diagnostic tests. Because the patient is uninsured an upfront amount of \$1800 was required before the procedures were done. We would like to reimburse this patient as this was required testing. Dr. Barr made a motion to approve the reimbursement and Ms. Boyd provided a second which was followed by the following response to a roll call vote:

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

### **Equipment Purchase Approved:** (motion #63-2022)

The nursing division has reported that one of the older vaccine refrigerators is failing and the replacement part needed is no longer made. Board members were provided a quote for a new unit costing \$5,594.28. Mr. Stansbury added that the all or part of the cost of the new unit would be paid out of a Covid grant. Dr. Barr made a motion to approve the purchase of a new vaccine fridge unit in the amount of \$5,594.28 and Mrs. Zajo seconded his motion. The following is the result of a roll call vote:

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

### **Bids Selected for System Replacement Installations for WPCLF Approved Projects:** (motion #64-2022)

Environmental Health Director, Mr. Balster provided Board members with bids he has received for system replacement installations for three WPCLF approved locations. The following are the bids Board members selected for each location: GS Gruter in the amount of \$39,720 for job site at 10105 Roachester Cozaddale Road, Goshen (owner qualifies for 85%); CS Gruter in the amount of \$38,351 for job site at 2454 Old 122, Lebanon (owner qualifies for 50%); and Viox Excavating in the amount of \$44,900 for job site at 5059 Cox Smith Road, Mason (owner qualifies for 100%). Dr. Sosnowski motioned to approve the above selected bids and Ms. Boyd provided a second. The following is the response to a roll call vote:

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

**Bids Selected for System Designs for WPCLF Approved Projects:** (motion #65-2022)

Environmental Health Director, Mr. Balster provided Board members with bids he has received for system design services for two WPCLF approved locations. The following are the bids Board members selected for each location: Cindaco Design in the amount of \$750-\$1,000 for job site at 4021 Union Road, Franklin (owner qualifies for 100%); and Star Septics in the amount of \$800-\$1000 for job site at 678 Hoffman Avenue, Lebanon (owner qualifies for 100%). Dr. Barr motioned to approve the above selected bids and Dr. Sosnowski provided a second. The following is the response to a roll call vote:

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

**Variance Request #5-2022 Approved** (motion #66-2022)

Because CEU's weren't attained during the previous calendar year, as required by Administrative Code 3701-29-03 (C 5) a variance is required to allow the installer to register using CEU's acquired during the current year. Covid prevented many CEU opportunities for installers making it difficult to fulfil the requirement. Variance #5-2022 was presented to Board members to allow Scott Bickel of Armentrout Wastewater to register using current years CEU's. Upon a motion from Dr. Barr and a second from Dr. Jeffer and the following roll call vote, Variance Request #5-2022 was approved.

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

**Variance Request #6-2022 Approved** (motion #67-2022)

Variance Request #6-2022 was received from Kings Mills resort, LLC related to the Camp Cedar pool located at 5158 Kings Island Drive, Mason Ohio. The variance request relates to a perimeter fence that separates an existing restaurant from the public swimming pool. Ohio Public Swimming Pool rules require that a perimeter fence be present around the pool at a height of at least 48". The applicant is requesting a variance be granted to allow for the removal of the fence to promote easier access for restaurant patrons. The applicant also notes the restaurant is already separated from the pool by a 42" bar counter. The applicant has stated that the restaurant will be staffed at all times during hours of operation to prevent unauthorized entry into the pool area through the counter opening. When the restaurant is not in operation, the counter area is closed off with an overhead door. The Environmental staff does not believe the variance will adversely impact the public health and recommends approval of the variance request with conditions outlined on the Variance application, as presented. Mr. Balster also added that approval from the local Board of Health is step one of a two step approval for this type variance. Part two comes from ODH after local BOH approval. Dr. Barr made a motion to approve Variance Request #6 to allow remove of the perimeter barrier (fence) present between the pool and adjacent food facility with the conditions, as outlined in the staff recommendation on the Variance application. Ms. Boyd seconded the motion and the following is a result of a roll call vote:

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


**Other Business**

Mr. Staten stated that he received the results of the recent audit of the environmental health division's retail food program and the report states that all items were in compliance. He asked that the staff be thanked for a job well done and congratulated!

Dr. Barr welcomed Dr. Koles and thanked her for filling in as medical director until such time, the Board hires for the position.

With no further business Mr. Staten dismissed the Board of Health meeting at 6:55 pm.

  
James Staten,  
President

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

