

**MINUTES OF  
May 16, 2023  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday May 16, 2023 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. Dominic Brigano, Mrs. Traci Gabbard, Mrs. Terrie Zajo were present at roll call (Mrs. Nicole Ditmer and Mr. McClanahan were absent)

**Others Present:**

Staff present: Chris Balster, Assistant Health Commissioner; Dr. Terren Koles, Medical Director; Tammy Cranmer, Administrative Officer; Tara Thornton; Environmental Health Director; Dianna Glenn, Director of Nursing; Dr. Penny Hahn, Staff Physician; Cindy Granata, Nurse Practitioner; Christy Waite, Administrative Assistant II; Duane Stansbury, Health Commissioner was not present but was on the conference line

**April 18, 2023 Board of Health Minutes Approved** (motion #48-2023)

On a motion from Dr. Barr, a second from Ms. Boyd, and the following roll call vote the April, 2023 Board of Health minutes were approved, as written.

Dr. Sosnowski – aye; Mr. Staten – aye; Mrs. Zajo – abstain; Mr. Brigano – aye; Dr. Barr – aye;  
Ms. Boyd – aye; Mrs. Gabbard – aye

**Accounting Resolution #6-2023 Approved** (motion #49-2023)

Board members were presented with Accounting Resolution #6-2023 for adjustment to the following funds: #9911-4100-5940 (Travel); #9911-4100-5400 (Services); #9976-4100-5400 (Pools Purchase Services); #9976-4100-5430 (Pools Utilities); and #9976-4100-5850 (Pools Training). On a motion from Dr. Sosnowski, a second from Mr. Brigano, and the following roll call vote, Accounting Resolution #6-2023 was approved.

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

**Training Requests #20 through #24-2023 Approved** (motion #50-2023)

Training Requests #20-2023 through #24-2023 were presented to Board members for approval. Dr. Barr made a motion to approve, a second was provided by Dr. Sosnowski. The following is the result of a roll call vote:

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

**May 2023 Expense List Approved** (motion #51-2023)

Board members reviewed the May 2023 expenditures and had no questions. On a motion from Mr. Brigano, a second from Mrs. Zajo, and the following roll call vote the May 2023 Expense List was approved.

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

**Financial Reviews to Date**

There were no questions in regards to the April 2023 month ending general finance and grants statements.

**Administrative Report**

Mr. Staten turned the meeting over to Mr. Balster at this time (6:03 pm) for the May 2023 Administrative Report.

### **Incentive Survey Draft Policies Presented**

Mr. Balster presented a review of five draft policies, as a result of the recent employee incentive survey. These included; Support of Alternative Work Schedule or Four Day Work Weeks, Telework/Hybrid Work Schedules, Amended Vacation Leave, Professional Credentials and Memberships, and Parental Leave. The Board did seem supportive of all the policy proposals. The Board requested Mr. Balster to move forward with final drafts for three of the five draft policies. These included; Amended Vacation Leave, Professional Credentials and Memberships, and Parental Leave. The Board suggested further survey of employees in regards to the alternative work schedule to get a more accurate view of their interest in that possible policy change.

### **TB Cost Reimbursement Approved** (motion #52-2023)

Board members approved the request for a reimbursement payment for a patient under TB treatment experiencing financial hardship. Dr. Sosnowski made a motion to approve a onetime payment reimbursement in the amount of \$1886.00. Dr. Barr provided a second and the following is the result of a roll call vote:

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

### **Bid Awarded to McCabe Property Services for WPCLF Project at 3841 Bunnell Road** (motion #53-2023)

Bids were presented to Board members for the installation of a new household sewage treatment system for approved Water Pollution Control Loan Funding Project at 3841 Bunnell Road, Lebanon., The homeowner has been approved at 50% forgiveness. Ms. Boyd made a motion to award the job to Mc Cabe Property Services. Mrs. Zajo provided a second and the following is the result of a roll call vote:

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

### **Bids Awarded to Miller Lawns and Landscaping for WPCLF Projects at 2691 Stubbs Mill Road, Lebanon** (motion #54-2023)

Bids were presented to Board members for replacement of the household sewage treatment system for approved Water Pollution Control Loan Funding Project at 2691 Stubbs Mill Road, Lebanon. The homeowner has been approved for 100% forgiveness. Dr. Sosnowski made a motion to award the job to Miller Lawns and Landscaping and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

### **Bid Awarded to Clear Creek Environmental for WPCLF Project at 9491 Birch Drive** (motion #55-2023)

Bids were presented to Board members for soil evaluation and system designed of approved Water Pollution Control Loan Funding Project at 9491 Birch Drive. The homeowners have been approved for 100% loan forgiveness. Ms. Boyd made a motion to award the job to Clearcreek Environmental. Dr. Barr provided a second and the following is the result of a roll call vote:

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

### **Other Business**

Dr. Barr briefed the board members the he and Mr. Staten met with a local physician who has interest in being considered for the Medical Director position.

Via conference call, Mr. Stansbury stated that he has inquired with the surrounding counties as to what they pay for their Medical Director positions. Mr. Stansbury stated that he would report back his findings to the Finance Committee.

Dr. Barr also said that the BOH Finance Committee did not have a chance to meet to discuss staff compensation and proposed wage for the new medical director, but should be able to before the June BOH meeting.


Board members received their monthly reports from the Epidemiologist, Nursing Director and EH Director

With no further business Mr. Staten dismissed the Board of Health meeting at 7:03 pm.



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James Staten,  
President



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Duane Stansbury, REHS, MPH  
Secretary

