

**MINUTES OF
May 17, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

001084

The regular monthly meeting of the Warren County Board of Health was held Tuesday May 17, 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, Mrs. Terrie Zajo, and Dr. Christine Jeffer and were present at roll call (Mrs. Nicole Ditmer was absent).

Others Present:

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

April 19, 2022 Board of Health Minutes Approved (motion #48-2022)

Dr. Barr made a motion to approve the March 2022 Board of Health meeting minutes as written, and a second was provided by Mrs. Zajo. The motion carried with the following response to 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

May 5, 2022 Special Board of Health Minutes Approved (motion #49-2022)

Dr. Barr made a motion to approve the May 5, 2022 Special Board of Health meeting minutes as written, 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

Accounting Resolution #5-2022 Accepted (motion #50-2022)

Accounting Resolution #5-2022 was presented to Board members for adjustments to the following funds: #9961-4104-5210 (WIC Supplies); #9961-4104-5102 (WIC Salaries); #9961-4109-5330 (Covid Equity Reg Office Purchases); #9961-4109-5940 (Covid Equity Mileage); #9961-4109-5102 (Covid Equity Salaries); #9961-4109-5317 (Covid Equity Equipment (Copies)); #9961-4109-5400 (Covid Equity Purchase Services); #9961-4109-5910 (Covid Equity Other Expense); #9961-4109-5210 (Covid Equity Supplies); #9911-4100-5114 (Overtime). See copy of Resolution #5-2022 for full explanation. Dr. Barr made a motion to accept Accounting Resolution #5-2022, as presented. Mr. McClanahan 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. Jeffer – aye; Dr. Sosnowski – aye

May 2022 Expense List Approved (motion #51-2022)

The May 2022 Expense List was presented to Board members for their review. The question was asked if a scribe (from ABC Scribe's) was still needed to assist in the clinics. Mrs. Glenn reported that the current scribe is very helpful to our Nurse Practitioner as her patient load is quite heavy right now. She added that they will re-evaluate the need to continue with the scribe service once a new medical director is hired and we have a better idea of the need for the service. Mr. Brigano made a motion to approve the expense list, as presented, and Mr. McClanahan 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 May 2022 month ending general finance and grants statements. Mr. Stansbury reported

Administrative Report

At this time, 6:07 pm Mr. Staten turned the meeting over to Mr. Stansbury for the Administrative Report items.

Interim Medical Director Appointed (motion #52-2022)

Mr. Stansbury reported to Board members that Dr. Terren Koles has agreed to be the acting medical director for WCHD, if the Board approves, until such a time a new medical director is hired. With the increase of responsibilities he also stated he would like to increase her hourly rate by \$20.00 per hour. Dr. Barr made a motion approving Dr. Koles as Interim Medical Director with a \$20.00 per hour increase and retroactive to May 9, 2022. Mr. McClanahan provided a second to his motion and the following is a result of a roll call vote:

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

Nurse Practitioner Position Added to the Employee Roster Approved (motion #53-2022)

Board members decided to add a Nurse Practitioner to the list of approved positions (WCHD Employee Position Roster), in case the agency finds the need for one in near future. It is not known at this time if the new medical director, when hired, will seek part-time or full-time employment. Dr. Barr made a motion to approve a nurse practitioner position be added to the position roster. Mr. McClanahan provided a second to the motion which carried with the following response to a roll call vote:

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

Approved Bids for WPCLF Approved Projects for System Design: (motion #54-2022)

Board members were presented bids for system designs for approved Water Pollution Control Loan Funding projects at 9703 Morrow Woodville Road, Pleasant Plain (qualifies for 100% loan funding) and 3726 Trovillo Road, Morrow (qualifies for 100% loan funding). Star Septics was selected as the approved bid for both projects at \$800-\$1000 for each system. Dr. Barr made a motion to select Star Septics for both of the above approved WPCLF addresses. Ms. Boyd provided a second and the following is the response to a roll call vote:

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

Approved Bid for WPCLF Approved Project: (motion #55-2022)

Board members also received a bid for regrading of the area around the sewage treatment system located at 3833 Anthony Lane, a n approved WPCLF project (qualifies for 85-100%). Dr. Barr made a motion to accept the bid from C8ter Service, LLC in the amount of \$3,355 for the above approved WPCLF address. Ms. Boyd provided a second and the following is the response to a roll call vote:

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

Notice of WPCLF Application Approval

No motion is required for approval by the Board of Health, but for informational purpose Board members were made aware that the property owner at 678 Hoffman Ave., Lebanon has made application for WPCLF funding and qualifies for 100% coverage for the replacement of the current household sewage treatment system.

Resolution #22-02 Signing Authority Approved (motion #56-2022)

With the exit of Dr. Swope and the addition of Dr. Koles, the signing authority for WCHD needed updated. Resolution #22-02 Signing Authority was presented to Board members for approval. Dr. Barr made a motion to approve Resolution #22-02 and Dr. Sosnowski provided a second. The following is a response to a roll call vote:

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

Reimbursement Request Approved (motion #57-2022)

Dr. Koles submitted a request for reimbursement for a recent training she attended. The total amount of the reimbursement includes registration fee, lodging, and mileage. Dr. Barr made a motion to approve the reimbursement amount to Dr. Koles in the amount of \$1,557.90. Ms. Boyd provided a second to his motion and the following is the 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

Other Business


Board members discussed hiring a new Medical Director. Ideas were suggested to Mrs. Cranmer to include nearby medical school's alumni page, when posting for the position. The Board of Health Personnel Committee will conduct interviews and make a recommendation to the entire Board for a selected applicant. Mr. Staten stated the BOH would like Mrs. Glenn and Mr. Stansbury to be involved so they can insure a candidate is a good fit for the agency and employees. He said they are also best to answer questions from applicants about what the daily routine may include and also allow prospective applicants to possibly tour the facility. This may be done ahead of interviews. They would like to begin this process in the next month and look to make a hiring recommendation to the Board hopefully in July.

Dr. Jeffer inquired about the formula shortage we are seeing so much about in the news and how Public Health can help. Dianna answered that our WIC Division is working helping clients and that she is hearing sometimes the type formula used needs to be changed. She added, they (WIC) also have a breastfeeding peer helper who is there to provide support to new moms who choose to breastfeed. We have no knowledge of breast milk banks in our area. Another Board member stated one of the formula companies that quit producing because of a salmonella outbreak, has been cleared to again produce.

With no further business Mr. Staten dismissed the Board of Health meeting at 7:10 pm.



James Staten,
President



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

