

**MINUTES OF
April 18, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday April 18, 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 6:02 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. Nicole Ditmer, Mrs. Traci Gabbard were present at roll call (Mrs. Terrie Zajo was absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Tammy Cranmer, Administrative Officer; Chris Balster, Assistant Health Commissioner; Tara Thornton; Environmental Health Director; Brenda Joseph, Finance Director; Dianna Glenn, Director of Nursing

March 21, 2023 Board of Health Minutes Approved (motion #43-2023)

On a motion from Dr. Barr, a second from Mr. McClanahan, and the following roll call vote; the March, 2023 Board of Health minutes were approved, as written.

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

Accounting Resolution #5-2023 Approved (motion #44-2023)

Board members were presented with Accounting Resolution #5-2023 for adjustment to the following funds: #9961-4107-5317 (Enhanced Equipment); #9911-4100-5400 (Purchase Services); #9916-4100-5400 (Sewage Purchase Services); and #9911-4100-5210 (Supplies). On a motion from Mr. Brigano, a second from Mr. McClanahan, and the following roll call vote, Accounting Resolution #5-2023 was approved.

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

Training Requests #16 through #19-2023 Approved (motion #45-2023)

Training Requests #16-2023 through #19-2023 were presented to Board members for approval. Dr. Barr made a motion to approve, a second was provided by Ms. Boyd; and the following is the result of a roll call vote:

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

April 2023 Expense List Approved (motion #46-2023)

Board members reviewed the April 2023 expenditures and had no questions. On a motion from Dr. Barr, a second from Ms. Boyd, and the following roll call vote the April 2023 Expense List was approved.

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

Financial Reviews to Date

There were no questions in regards to the March 2023 month ending general finance and grants statements. Mrs. Joseph provided Board members a brief update of upcoming grants she is working on.

Administrative Report

Mr. Staten turned the meeting over to Mr. Stansbury at this time (6:10 pm) for the April 2023 Administrative Report.

Equipment Purchase (motion #47-2023)

The copy machine in the environmental health office has begun to display signs of falling into disrepair and the model is no longer manufactured making replacement parts hard to find. The IT Administrator researched copiers and procured quotes to provide Board members a proposal for a new machine. After reviewing the proposal Dr. Barr made a motion, followed by a second provided by Dr. Sosnowski to purchase a new Konica Minolta 650i at the total cost of \$7,241. The motion passed with the following result to a roll call vote:

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

Other Business

Dr. Barr provided the full Board with a summary of the Board of Health Personnel Committee meeting that was held just prior to tonight's Board meeting. He said they met to discuss two topics; hiring/retention, and to review the recent employee incentive survey. All directors were invited to share the needs for their division. At the end of the meeting the committee would like to look at a whole compensation shift but would like for the Finance Committee of the Board to first review the suggested proposal from administration to make a recommendation to the full Board. For the recommendations to change or adopt new policies that were top choices of the employee survey; the committee asked that Mr. Balster draft proposed policies and present them in a formal proposal at an upcoming meeting. Dr. Barr told Board members these policies include a 4-day work week, option, hybrid schedule with remote work, additional compensation, professional license and/or membership dues paid; a change to the vacation time policy (accrue and use earlier); and a parental leave policy.

Dr. Koles presented Board members with a letter notifying them she is not intending to seek a contract renewal at the end of her current contract that goes through then end of August, 2023. She is ready to retire again. She shared a letter to over fifty Warren County Family Practitioners notifying them of the opportunity to fill her vacancy. Mrs. Cranmer will post the vacancy.

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 6:38 pm.



James Staten,
President



Duane Stansbury, REHS, MPH
Secretary