

**MINUTES OF
February 21, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

001108

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

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

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Chris Balster, Assistant Health Commissioner; Tara Thornton; Environmental Health Director; Tammy Cranmer, Administrative Officer; Brenda Joseph, Finance Director; and Parth Joshi, Epidemiologist

Board of Health Educational Session

6:00-6:25 pm WCHD's Epidemiologist, Parth Joshi, presented an educational session to the Board of Health to bring awareness to them of the Warren County Coalition for Veterans Suicide Prevention. Mr. Joshi represents WCHD on this Coalition. He presented data associated with veteran suicides and what interventions can help. Suicide is 100% preventable. Knowing the best way to help is the message the coalition is sharing. He also shared needs of the coalition from volunteers to funding.

January 17, 2023 Board of Health Minutes Approved (motion #20-2023)

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

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

January 2023 Expense List Approved (motion #21-2023)

The January 2023 Expense List was presented to Board members for their review. Dr. Barr made a motion to approve the expense list, as presented. Mr. McClanahan 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;
Mr. McClanahan – aye; Dr. Barr – aye; Ms. Boyd – aye; Mrs. Ditmer – aye

Training Requests #5 through #7-2023 Approved (motion #22-2023)

Training Requests #5-2023, #6-2023, and #7-2023 were approved on a motion provided by Mrs. Zajo, a second provided by Mr. Brigano, and the following roll call vote:

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

Accounting Resolution #4-2023 Approved (motion #23-2023)

Dr. Barr made a motion to approve Accounting Resolution #4-2023 for adjustment to the following funds: #9911-4100-5317 (Equipment); #9911-4100-5940 (Travel); #9911-4100-5911 (Non-Tax Meals); #9911-4100-5830 (Workers Comp); #9911-4100-5210 (Materials and Supplies); #9911-4100-5370 (Software); #9916-4100-5400 (Purchase Services). See Resolution for full explanation. Mr. McClanahan seconded the motion and the following is the result of a roll call vote:

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

2024 Expense and Revenue Budgets Approved (Motion #24-2023)

Mr. Stansbury presented the 2024 Expense and Revenue Budgets to Board members for approval. He added that this is a big project every year for Mrs. Joseph and she does a good job. Mrs. Joseph referred Board members to a breakdown she provided of changes seen in the 2024 budget. Some of those changes allow for purchase of EPIC software, rent for new office locations, and the introduction of a workforce grant allocation that runs from 7/1/23-11/30/27. Mr. Stansbury said that after the Boards approval this evening it will be presented to the District Advisory Council at their annual meeting on March 7, 2023 and then to the County Budget Commission. After reviewing, Dr. Sosnowski made a motion to approve the proposed 2023 Expense and Revenue Budgets. Mr. McClanahan seconded his motion and the following is a response to a roll call vote:

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

Financial Reviews to Date

There were no questions in regards to the February 2022 month ending general finance and grants statements.

Administrative Report

Mr. Staten turned the meeting over to Mr. Stansbury at this time for the February 2023 Administrative Report which contained the following motion items:

Final Readings of 2023 Proposed Swimming Pool Fee Changes, 2023 Proposed Plumbing Program Fees, and Warren County Plumbing Regulation All Suspended and Read by Title Only (motion #25-2023)

Dr. Barr made a motion to suspend the final readings for the 2023 Proposed Swimming Pool Fee Changes, 2023, Proposed Plumbing Program Fees, and the Warren County Plumbing Regulation and to read all by title only. Mr. McClanahan seconded the motion and the following is the result of a roll call vote:

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

Final Readings of 2023 Proposed Swimming Pool Fee Changes, 2023 Proposed Plumbing Program Fees, and Warren County Plumbing Regulation Approved (motion #26-2023)

Dr. Barr made a motion to approve the 2023 Proposed Swimming Pool Fee Changes, 2023 Proposed Plumbing Program Fees, and Warren County Plumbing Regulation with an effective date of March 20, 2023. Ms. Boyd seconded the motion and the following is the result of a roll call vote:

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

Approved Purchase of HEPAFORCE Germbuster Room Air Purifiers (motion #27-2023)

Board members were presented with a proposal to purchase six air purifiers using the Enhanced Operations grant that permits for supplies and equipment to be purchased to aid in the mitigation of COVID-19. The air purifiers, to be placed in clinic rooms, will create healthier environments for patients and staff. Dr. Barr made a motion to approve the purchase of six Hepaforce Germbuster Room Air Purifiers at a cost of \$3995 each. Mrs. Zajo provided a second to the motion which carried with the following response to a roll call vote:

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

Approved Purchase of Mobile Clinic Van (motion #28-2023)

WCHD has been considering the purchase of a mobile clinic van to be used to provide medical clinics to those with transportation issues, and provide onsite sports physicals, vaccine clinics, immunization clinics, and other community outreach programs such as health fairs, etc. With clinics expanding in size, services, and volume and our initiative to increase our community health focused programs and services, we feel like the

time is right to move forward with the purchase of a van. After research, we believe the best option available is to purchase a lightly used or new van and have it customized or retrofitted according to WCHD's

needs. After discussion on options, Board members decided to approve the maximum amount of \$230,000 for the van and retrofitting it, allowing the staff to decide based on the needs and availability. Dr. Barr made a motion to approve up to \$230,000 for a new mobile clinic van, and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

Bid Awarded to Viox Excavating for WPCLF Project at 678 Hoffman Ave., Lebanon (motion #29-2023)

Bids were presented to Board members for approved Water Pollution Control Loan Funding Project at 678 Hoffman Avenue, Lebanon for replacement of the household sewage treatment system. Mr. McClanahan made a motion to award the job to Viox Excavating. Mrs. Zajo provided a second and the following is the result of a roll call vote:

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

Bids Awarded to Miller Lawn and Landscaping for WPCLF Projects at 4021 Union Road, Franklin and 5894 State Route 48, Lebanon (motion #30-2023)

Bids were presented to Board members for approved Water Pollution Control Loan Funding Projects at 4021 Union Road, Franklin for connection of the household to sanitary sewer and at 5894 State Route 48, Lebanon for replacement of pipe. Ms. Boyd made a motion to award both above jobs to Miller Lawn and Landscaping. Mr. McClanahan provided a second and the following is the result of a roll call vote:

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

Bid Awarded to Triple A Pro Services for WPCLF Project at 2691 Stubbs Mill Road, Lebanon (motion #31-2023)

Bids were presented to Board members for approved Water Pollution Control Loan Funding Project at 2691 Stubbs Mills Road, Lebanon for emergency pumping of their sewage treatment system. Dr. Barr made a motion to award the job to Triple A Pro Services and Mrs. Zajo provided a second. The following is the response of the roll call vote:

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

Other Business

Board members were made aware that an application has been received for a WPCLF project at 291 Morrow Cozaddale Road. The application is pending until the applicant takes full ownership of the property.

Mr. Stansbury announced that the Biden Administration plans to end the COVID-19 National Emergency Declaration on May 11, 2023.

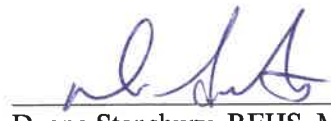
Dr. Koles provided the BOH an update on the decision for exam tables. Eight tables were purchased at a cost of \$2,000 each. She also provided the BOH with some statistics that show January 2023 clinic visits are up 40% for child health and up 31% for adult health, from January 2022 numbers.

Dianna Glenn reported that we are getting closer to getting EPIC. She said our IT is working on some things in an effort to get the price down. Chris Balster added that per his conversation with Adam Nice in the Prosecutors office, we should put anything like this that is over \$50K out for bid. Mr. Nice will provide examples of how we should go about this.

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 7:05 pm.


James Staten,
President


Duane Stansbury, REHS, MPH
Secretary