

**MINUTES OF
November 15, 2022
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday November 15, 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, Dr. Stephen Barr, Mr. Adam McClanahan, Mr. Dominic Brigano, and Mrs. Nicole Ditmer were present at roll call. (Ms. Holly Boyd, Dr. Christine Jeffer, and Mrs. Terrie Zajo were absent).

Others Present:

Staff present: Chris Balster, Assistant Health Commissioner; Dr. Terren Koles, Medical Director; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; Tara Thornton, Environmental Health Director; Brenda Joseph, Director of Finance; and Maria Ernest, Interpreter/Case Worker

Board of Health Educational Session – Prevent Blindness by Maria Ernest (6:00-6:15 pm)

Maria Ernest provided an informational presentation for board members reviewing the Prevent Blindness program (through Vision Care Outreach) she oversees here at the health district. The goal through Vision Care Outreach (VCO) is to reduce the incidence of unnecessary vision loss and impairment for all Ohioans by providing access to their system of comprehensive vision care services for uninsured and underserved children and adults. Free exams, free eyeglasses and referrals when needed are available through this program.

October 18, 2022 Board of Health Minutes Approved (motion #129-2022)

Dr. Barr made a motion to approve the October 18, 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; Mr. Brigano – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mrs. Ditmer – aye

November 2022 Expense List Approved (motion #130-2022)

The November 2022 Expense List was presented to Board members for their review. Dr. Sosnowski made a motion to approve the expense list, as presented, and Mr. McClanahan provided a second to the motion. The motion carried with the following result of a roll call vote:

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

Accounting Resolution #13, #14, and #15-2022 Accepted (motion #131-2022)

Accounting Resolution #13-2022 was presented to Board members for adjustment to the following funds: #9911-4100-5370 (Software); #9953-4100-5910 (Camps State Share of Fees); #9953-4100-5820 (Camps Health Insurance); #9953-4100-5400 (Camps Purchase Service); #9911-4100-5102 (Salaries); #9911-4100-5811 (PERS); #9911-4100-5871 (Medicare); #9912-4100-5102 (Food Service Salaries); #9916-4100-5102 (Sewage Salaries); #9916-4100-5811 (Sewage PERS); #9916-4100-5871 (Sewage Medicare); #9912-4100-5210 (Food Supplies); #9912-4100-5370 (Food Software). Accounting Resolution #14-2022 was approved for the request of an Amended Certificate to funds #9915-4100-5950 (Plumbing Bonds Refunds); #9911-4100-5400 (Purchase Services); and #9911-4100-5430 (Utilities). Accounting Resolution #15-2022 was approved for the request of an Amended Certificate to funds #9916-41488 (Sewage Permits) #9916-42500 (Sewage Grants); and #9916-45000 (Sewage Other Receipts). See copy of all Resolutions for full explanation. Mr. McClanahan made a motion to accept Accounting Resolutions #13, #14, AND #15-2022, as presented. Dr. Sosnowski provided a second to the motion which carried with the following response to a roll call vote:

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

Financial Review to Date

Board members were provided both the General Finance Statement and the Grants Financial Statement for the month ending October, 2022. After review, there were no questions.

Administrative Report

Mr. Staten turned the meeting over to Mr. Balster for the November, 2022 Administrative Report items

Resolution #22-06 PHEP for COVID-19 Overtime Exempt (motion #132-2022)

Resolution #22-06 was presented to Board members to allow for employees who are overtime exempt to be paid their currently hourly rate for approved PHEP hours worked that is in excess of their scheduled thirty-seven and one-half hours in a week. This Resolution is to be considered an expansion and continuation of Resolution #21-04. See Resolution for full explanation. Dr. Barr made a motion approving Resolution #22-06 and Mr. Brigano provided a second. The following is a response to the roll call vote:

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

New Position Approved for Compensation Plan (motion #133-2022)

Mrs. Glenn, Nursing Director provided the BOH an explanation to the request to hire a part time translator and medical assistant to work in the nursing clinics. She said the population of Uzbek speaking clients is increasing and she and her staff have not been able to obtaining translation service for this particular language making it very difficult to provide service to these clients. She estimates the need for someone in this position to be two days a week, for now. The new position would be added to Paygrade 6 of the WCHD Compensation Plan. Dr. Barr made a motion to approve the new position, as requested, and Mr. McClanahan seconded the motion. The following is the result of a roll call vote:

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

Bid Selection for Approved WPCLF Project at 9703 Morrow Woodville Road (motion #134-2022)

Board members were presented two quotes for the replacement of the household sewage treatment system located at 9703 Morrow Woodville Road in Pleasant Plain which is an approved project, at 100% funding, in the WPCLF (Water Pollution Control Loan Funding) program. Dr. Barr made a motion to award Miller Lawn and Landscape, LLC the project with their bid of \$35,000. Dr. Sosnowski seconded the motion and the following is a result of a roll call vote:

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

Bid Selection for Approved WPCLF Project at 3726 Trovillo Road (motion #135-2022)

Board members were presented four quotes that were received for the replacement of the household sewage treatment system located at 3726 Trovillo Road in Morrow which is an approved project, at 100% funding, in the WPCLF (Water Pollution Control Loan Funding) program. Dr. Barr made a motion to award Copas Construction the project with their bid of \$34,500. Dr. Sosnowski seconded the motion and the following is a result of a roll call vote:

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

Other Business

The BOH Long Range Planning Committee met briefly before the Board meeting to begin discussing short term and long-term plans for more office space. Dr Barr provided an overview of what they discussed with the full Board. He said basically, for a short-term solution, three accounting staff are moving to the County Adm building and that the square footage for that space

will be added to our current lease rate. Three to four administrative staff are either moving into the current conference room, after smaller offices are constructed within the space, or to other offices in the County complex that may be available. Once the administrative staff move out of their current offices, the WIC staff and clinic will move in allowing nursing to expand into current WIC occupied space. He added that after the first of the year he would like to consider hiring a commercial realtor to look for long term solution locations. Mr. Balster reminded the Board that we are still waiting to hear what the County's future overall plans are, which should include plans for the health district.

Board Members were provided monthly reports from the Nursing Director, EH Director, and Epidemiologist.

Board members asked that we share the following message with staff.... Have a Happy Thanksgiving!!

With no further business Mr. Staten dismissed the Board of Health meeting at 6:47 pm.



James Staten,
President



Duane Stansbury, EHS, MPH
Secretary

