

MINUTES OF  
September 20, 2022  
WARREN COUNTY BOARD OF HEALTH MEETING

001094

The regular monthly meeting of the Warren County Board of Health was held Tuesday September 20, 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:**

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

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Tammy Cranmer, Administrative Officer; Dr. Terren Koles, Medical Director; Dianna Glenn, Director of Nursing; Chris Balster, Environmental Health Director; Brenda Joseph, Finance Director; Christy Waite, Administrative Assistant; and Stephen Hill, Health Educator.

**Public Hearing: Second Reading of Proposed EH Private Water Program Fee Schedule for 2023**  
(motion #102-2022)

Dr. Barr made a motion to open the public hearing portion of the Board of Health meeting to allow affected parties an opportunity to voice concerns in regards to the second reading of the proposed 2023 Environmental Health Private Water Program Fee Schedule. All effected parties were notified of the proposed fee changes as well as the scheduled public hearing. Dr. Sosnowski provided a second to the motion and the following is a response to a roll call vote:

Dr. Sosnowski – aye; Mr. Staten – aye; Mr. Brigano - aye;  
Dr. Barr – aye; Dr. Jeffer – aye

With no attendance from the public, Mr. Staten announced to close the Public Hearing and continue with the agenda items.

Mrs. Ditmer entered the meeting at this time, 6:02 pm

**Second Reading of Proposed Private Water Program Fees for 2023 Read by Title Only and Accepted**  
(motion #103-2022)

Dr. Barr made a motion to suspend reading the proposed 2023 Private Water Program Fees and ready by title only and to also accept the second reading of the proposed fees, as presented. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

**Final Reading of Proposed Environmental Health Fee Changes for 2023 Read by Title Only and Approved**  
(motion #104-2022)

Dr. Barr made a motion to suspend the final reading of the proposed Environmental Health Fee Changes for 2023 and to read by title only and to approve the fee schedule, as presented. Dr. Sosnowski seconded his motion and the following is a result of a roll call vote:

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

**Board of Health Educational Session – Grief Recovery, Presented by Stephen Hill** (6:05-6:20 pm)

Stephen Hill, Health Educator spoke to the Board about a recent opportunity, made possible by an ODH grant, in which he was able to learn about grief recovery through an evidence-based program: Working through Grief. He spoke very highly about the book provided to him; *The Action Program for Moving Beyond Death, Divorce, and Other Losses including Health, Career, and Faith*, by John W. James and Russell Friedman. He spoke about many types of grief and the relief behaviors a person may develop that can be the result of coping with grief. Behaviors such as resorting to alcohol, tobacco, violence, and over eating are some he mentioned. This training Stephen participated in allowed him to become a Grief Recovery Method Specialist in which he will introduce an action-based method to participants to help them through their grief process. He plans to begin offering an 8-week program, sometime after the first of the year in small community groups or one on one consultations. As he stated this is in line with WCHD's mission statement, "Working to build health communities everyday".

**August 16, 2022 Board of Health Minutes Approved** (motion #105-2022)

Dr. Barr made a motion to approve the August, 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. Barr – aye; Dr. Jeffer – aye; Dr. Sosnowski – aye;  
Mrs. Ditmer – aye Mr. Staten – aye; Mr. Brigano - aye

**September, 2022 Training Requests Approved** (motion #106-2022)

Dr. Sosnowski made a motion to approve training request #9 through #11-2022. Dr. Barr provided a second to his motion which was carried with the following response to a roll call vote:

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

**September, 2022 Expense List Approved** (motion #107-2022)

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

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

**Accounting Resolution #10-2022 and #11-2022 Accepted** (motion #108-2022)

Accounting Resolution #10-2022 was presented to Board members for adjustment to the following funds: #9961-4104-5317 (WIC Non Capital); #9961-4104-5811 (WIC PERS); #9911-4100-5882 (Vacation Pay Out); #9961-4108-5102 (PHEP Salaries); #9961-4108-5811 (PHEP PERS); #9961-4108-5820 (PHEP Insurance); #9961-4108-5871 (PHEP Medicare); #9911-4100-5210 (Supplies); #9916-4100-5210 (Sewage Supplies); #9916-4100-5855 (Sewage Clothing); #9916-4100-5317 (Sewage Equipment); #9911-4100-5871 (Medicare); #9911-4100-5811 (PERS). See copy of Resolution for full explanation. Accounting Resolution #11-2022 was also presented to Board members requesting an Amended Certificate to the following fund: #9961.42884 (PHEP Grant). See copy of Resolution for full explanation. Dr. Jeffer made a motion to accept Accounting Resolution #10-2022 and Accounting Resolution #11-2022, as presented. Mr. Brigano provided a second to the motion which carried with the following response to a roll call vote:

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

**Financial Review to Date**

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

**Administrative Report**

At this time, approximately 6:26 PM, Mr. Staten turned the meeting over to Mr. Stansbury for the September, 2022 Administrative Report items

**Approval to Further Investigate Entering an Agreement to Provide Nursing Services to Mary Haven Juvenile Detention Center** (motion #109-2022)

Mary Haven JDC has requested WCHD provide nursing services, on a temporary basis, for the youth residing in their treatment center while they are pursuing a new agency to provide these services. Board members were supportive, but also want to ensure that it does not become full time and that a contract for our temporary service has an end date. Board members gave approval for WCHD Administration to further investigate entering into a contract or agreement with Mary Haven for these services and to make sure our representative in the prosecutor's office assures WCHD will be protected by the contract that is proposed. Dr. Barr made the motion followed by a second by Dr. Sosnowski to further investigate an agreement. The following is the result of a roll call vote:

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

**EKG Machine Purchase Approved** (motion #110-2022)

Dr. Barr made a motion to approve the purchase of an EKG machine in the amount of \$4915.00. Dr. Sosnowski provided a second to his motion and the following is the result of a roll call vote:

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

**ID Now Machines Approved for Purchase** (motion #111-2022)

Dr. Jeffer made a motion to approve the purchase of two ID Now machines to be used in clinics. The cost for each machine is \$2499, for a total cost of \$4998. Dr. Sosnowski provided a second to her motion and the following is the result of a roll call vote:


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

**Other Business**

Duane informed Board members that the FDA has authorized bivalent forms of the vaccine. He added that we have received bivalent, as well as flu vaccine

With no further business Mr. Staten dismissed the Board of Health meeting at 6:45 pm.

  
James Staten,  
President

  
Duane Stansbury, EHS, MPH  
Secretary

