

**MINUTES OF
August 15, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday August 15, 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:

Dr. James Sosnowski, Mr. Dick Staten, Dr. Stephen Barr, Mr. Robert Lipps; Mrs. Traci Gabbard; Mr. Dominic Brigano, and Mrs. Nicole Dittmer were present at roll call (Ms. Holly Boyd and Mrs. Terrie Zajo were absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Chris Balster, Assistant Health Commissioner; Tara Thornton, Director of Environmental Health; Dianna Glenn, Director of Nursing; Brenda Joseph, Director of Finance; and Tammy Cranmer, Administrative Officer. Guest in attendance included Dr. Nikki Funk; Dr. Michael Prokopius; and Dr. Elizabeth Swartzwelder

July 18, 2023 Board of Health Minutes Approved (motion #81-2023)

On a motion from Dr. Barr, a second from Mr. Brigano, and the following result of a roll call vote the July 18, 2023 Board of Health minutes were approved, as written.

Mr. Robert Lipps -abstain; Mrs. Gabbard – aye; Dr. Sosnowski – aye;
Mr. Staten – aye; Dr. Barr – aye; Mrs. Dittmer– aye; Mr. Brigano – aye

August 2023 Training Session Request Approved (motion #82-2023)

Dr. Sosnowski moved to approve Training Request #26-2023. Dr. Barr provided a second and the following is the result of a roll call vote:

Mrs. Gabbard – aye; Dr. Sosnowski – aye; Mr. Staten – aye;
Dr. Barr – aye; Mrs. Dittmer– aye; Mr. Brigano – aye; Mr. Robert Lipps -aye

August 2023 Expense List Approved (motion #83-2023)

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

Dr. Sosnowski – aye; Mr. Staten – aye; Dr. Barr – aye;
Mrs. Dittmer– aye; Mr. Brigano – aye; Mr. Robert Lipps -aye; Mrs. Gabbard – aye

Financial Review to Date

Board members were provided July month ending finance reports from both the general fund and grants fund accounts for review. Dr. Barr asked if the next levy payment would be in September and Mr. Stansbury replied yes, he believes it will be in September. The comment was also stated that it appears we are under budget and Mrs. Joseph stated that grants reallocated Covid funds. She added we never really know in advance when that may happen.

At 6:04 pm, Mr. Staten turned the meeting over to Mr. Stansbury for Admin Report items

Amendment to Section 7.1 Attendance Policy Approved (motion #84-2023)

Per the employee incentive survey conducted earlier in the year, one of the incentives that employees favored was a four-day work week. While the current policy already afforded some positions a four-day work week, the staff expressed desire for it to be extended to the entire health district. The admin team worked together to determine how this could work so that we could ensure the agency is adequately staffed so that it could stay open later, to also benefit our clients and the community. While it may not work in all areas, because enough of the staff in a particular area would need to participate, we do feel we have structured the policy better and are ready to implement the new amended policy. Employees must meet certain criteria and must commit to a

MINUTES OF
August 23, 2023 SPECIAL MEETING
WARREN COUNTY BOARD OF HEALTH MEETING

A special session meeting of the Warren County Board of Health was held Monday August 23, 2023 in the first-floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio

Members Responding to Roll Call:

Mr. Robert Lipps; Mrs. Traci Gabbard; Mr. Dick Staten, Ms. Holly Boyd, Dr. Stephen Barr, Mrs. Nicole Ditmer, Mrs. Terrie Zajo, and Mr. Dominic Brigano were present at roll call. (Dr. James Sosnowski was not in attendance)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Dianna Glenn, Director of Nursing; and Tammy Cranmer, Administrative Officer. Also in attendance was Dr. Clint Koenig, an applicant for medical director.

Entered into Executive Session (motion #88-2023)

At 6:00 pm and per the Agenda, Dr. Barr made a motion to enter Executive Session personnel discussion in regards to the medical director position and to meet with an applicant for the position. Ms. Boyd seconded the motion and the following is the response to a roll call vote:

Mr. Lipps – aye; Mrs. Gabbard – aye; Mr. Staten – aye; Mrs. Boyd – aye;
 Mrs. Zajo – aye; Dr. Barr – aye; Mr. Brigano; Mrs. Ditmer – aye

~Dr. Koenig was invited to stay for this first portion of the Executive Session

Return to Regular Session of the Board of Health Meeting (motion #89-2023)

At 6:59 pm Mr. Staten announced the Board of Health was returning to regular session and asked for roll call to be taken. The following is result of roll call:

Mrs. Gabbard – aye; Mr. Staten – aye; Mrs. Boyd – aye; Mrs. Zajo – aye;
 Dr. Barr – aye; Mr. Brigano; Mrs. Ditmer – aye; Mr. Lipps – aye

~Dr. Koenig was dismissed at approximately 6:30 pm from the Executive Session

Motion to Extend Job Offer for Medical Director Position (motion #90-2023)


Mrs. Zajo stated the Board has discussed applicants for the position of medical director and she is making a motion to authorized Mr. Stansbury to extend an offer to Dr. Clint Koenig, on their behalf, as discussed in executive session. Dr. Barr provided a second and the following is the result of a roll call vote:

Mr. Staten – aye; Mrs. Boyd – aye; Mrs. Zajo – aye; Dr. Barr – aye;
 Mr. Brigano; Mrs. Ditmer – aye; Mr. Lipps – aye; Mrs. Gabbard – aye

With no further business Mr. Staten adjourned the Special Session Board of Health meeting 7:00 pm.



 James Staten,
 President



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