

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

The regular monthly meeting of the Warren County Board of Health was held Tuesday July 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 6:01 pm.

Members Responding to Roll Call:

Dr. James Sosnowski, Mr. Dick Staten, Ms. Holly Boyd, Dr. Stephen Barr, Mr. Dominic Brigano, Mrs. Nicole Dittmer, Mrs. Terrie Zajo were present at roll call (Mr. McClanahan and Mrs. Gabbard 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; Tammy Cranmer, Administrative Officer; and Christy Waite, Administrative Assistant II

June 20, 2023 Board of Health Minutes Approved (motion #73-2023)

On a motion from Dr. Barr, a second from Ms. Boyd, and the following roll call vote the June 20, 2023 Board of Health minutes were approved, as written.

Dr. Sosnowski – aye; Ms. Boyd – aye; Mr. Staten – aye; Dr. Barr – aye;
Mrs. Dittmer – aye; Mrs. Zajo – aye; Mr. Brigano – aye

July 10, 2023 Special Session Board of Health Minutes Approved (motion #74-2023)

On a motion from Dr. Barr, a second from Ms. Boyd, and the following roll call vote the July 10, 2023 Special Session Board of Health minutes were approved, as written.

Ms. Boyd – aye; Mr. Staten – aye; Dr. Barr – aye; Mrs. Dittmer – aye
Mrs. Zajo – aye; Mr. Brigano – abstain; Dr. Sosnowski – aye

Accounting Resolution #8-2023 Approved (motion #75-2023)

Board members were presented with Accounting Resolution #8-2023 for adjustment to the following funds: #9911-4100-5890 (Employee HRA); #9911-4100-5330 (Capital Expense); #9991-4100-5210 (Material & Supplies); #9961-4104-5811 (WIC PERS); #9961-4104-5210 (WIC Materials & Supplies); and #9911-4100-5882 (Vacation Payout). On a motion from Mr. Brigano, a second from Dr. Sosnowski, and the following roll call vote Accounting Resolution #8-2023 was approved.

Mr. Staten – aye; Dr. Barr – aye; Mrs. Dittmer – aye Mrs. Zajo – aye;
Mr. Brigano – aye; Dr. Sosnowski – aye; Ms. Boyd – aye

July 2023 Expense List Approved (motion #76-2023)

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

Dr. Barr – aye; Mrs. Dittmer – aye Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Sosnowski – aye; Ms. Boyd – aye; Mr. Staten – aye

Financial Review to Date

Board members were provided June month ending finance reports from both the general fund and grants fund; after review there were no questions except that Dr. Barr asked when the next levy fund installment would be received and Mr. Stansbury replied he believes it will be in September.

Amendment to Expense Reimbursement Policy Section 5.12 Approved (motion #77-2023)

Per the employee incentive survey conducted earlier in the year, one of the incentives that employees would like to have is reimbursement for cost associated with professional credentials/licensure, and memberships of professional organizations paid. After review by the Prosecutor's office representative, an amended policy for Section 5.12 of the WCHD Personnel Manual to include these items into the Expense Reimbursement Policy, was presented to Board members for consideration. (See full amended policy). On a motion from Dr. Barr, a second from Ms. Boyd, and the following roll call vote the newly revised Section 5.12 Expense Reimbursement Policy was approved.

Mrs. Dittmer – aye Mrs. Zajo – aye; Mr. Brigano – aye;
Dr. Sosnowski – aye; Ms. Boyd – aye; Mr. Staten – aye; Dr. Barr – aye

New Policy: Parental Leave Policy Section 6.16 Approved (motion #78-2023)

Another incentive the employees were in support of is a parental leave policy. The Executive Team worked closely with the Prosecutors Office in drafting the proposed policy which will provide up to 12 weeks of leave after the birth, or placement for adoption. of a child. Six weeks will be paid without the employee being required to use accrual time; then they can extend it up to an additional 6 weeks unpaid or using their accrual time. On a motion from Dr. Barr, a second from Ms. Boyd, and the following roll call vote Section 6.16, Parental Leave Policy was approved.

Mrs. Zajo – aye; Mr. Brigano – aye; Dr. Sosnowski – aye;
Ms. Boyd – aye; Mr. Staten – aye; Dr. Barr – aye; Mrs. Dittmer – aye

Bid Awarded to Star Septics for Water Pollution Control Loan Funding Projects at 6334 Bevis Lane and 9831 Pennefield Road (motion #79-2023)

Bids for two separate system designs were presented to Board members for approved WPCLF projects at 6334 Bevis Lane and 9831 Pennefield Road. Both properties have failing septic systems. Star Septics submitted the lowest bid for each property and was awarded both jobs. This came on a motion from Ms. Boyd, a second from Dr. Sosnowski, and the following result of a roll call vote:

Mr. Brigano – aye; Dr. Sosnowski – aye; Ms. Boyd – aye;
Mr. Staten – aye; Dr. Barr – aye; Mrs. Dittmer – aye; Mrs. Zajo – aye

Budget Increase for Mobile Clinic Vehicle (motion #80-2023)

Board members were presented with a budget increase of \$15,000 to the already approved \$300,000, per Motion #66-2023, during the June 20, 2023 Board of Health meeting. When the final quote was received it exceeded the original budget. On a motion from Dr. Sosnowski, a second from Dr. Barr, and following a roll call vote the budget increase for the mobile clinic vehicle was approved.

Dr. Sosnowski – aye; Ms. Boyd – aye; Mr. Staten – aye; Dr. Barr – aye;
Mrs. Dittmer – aye; Mrs. Zajo – aye Mr. Brigano – aye

Other Business


Mr. Stansbury informed the board that he spoke with the selected candidate for the Medical Director position. The candidate unfortunately could not accept the position right away and does not expect the Board to hold the position open for him. Board members were disappointed; they requested Mrs. Cranmer repost the position and extend our search using a job placement service.

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