

MINUTES OF
June 20, 2023
WARREN COUNTY BOARD OF HEALTH MEETING

The regular monthly meeting of the Warren County Board of Health was held Tuesday June 20, 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, Ms. Holly Boyd, Dr. Stephen Barr, Mr. Dominic Brigano, Mrs. Terrie Zajo were present at roll call (Mrs. Nicole Ditmer, Mrs. Traci Gabbard, and Mr. McClanahan were absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Tara Thornton; Environmental Health Director; and Dianna Glenn, Director of Nursing;

Board of Health Educational Session: Harm Reduction Efforts

Emergency Response Coordinator, Matt Bear, gave a presentation to Board members informing them that the health district has recently been approved to be a Project Dawn site with ODH to train and distribute naloxone products and fentanyl test strips to community members in Warren County. While WCHD has already been a supplier for numerous first responders' agencies thought the County; this new program allows the health district to expand its efforts and make new partnerships to help fight the opioid epidemic and improve overdose rates. Mr. Bear shared some current efforts and initiatives that have arisen from meetings with community partners. (6:00 – 6:20 pm)

May 16, 2023 Board of Health Minutes Approved (motion #56-2023)

On a motion from Dr. Barr, a second from Mrs. Zajo, and the following roll call vote the May 16, 2023 Board of Health minutes were approved, as written.

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

Accounting Resolution #7-2023 Approved (motion #57-2023)

Board members were presented with Accounting Resolution #7-2023 for adjustment to the following funds: #9976-4100-5910 (Pools Other Expense); #9911-4100-5421 (Rent); #9916-4100-5102 (Sewage Salaries); #9916-4100-5910 (Sewage Other Expense); #9916-4100-5871 (Sewage Medicare); #9916-4100-5400 (Sewage Purchase Services); #9911-4100-5940 (Travel); #9911-4100-5882 (Vacation Payout). On a motion from Dr. Barr, a second from Dr. Sosnowski, and the following roll call vote Accounting Resolution #6-2023 was approved.

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

Training Request #25 Approved (motion #58-2023)

Training Requests #25-2023 was presented to Board members for approval. Dr. Sosnowski made a motion to approve, a second was provided by Mr. Brigano. The following is the result of a roll call vote:

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

June 2023 Expense Report Approved (motion #59-2023)

Board members reviewed the June 2023 expense report and had no questions. On a motion from Mr. Barr, a second from Dr. Sosnowski, and the following roll call vote the June 2023 Expense Report was approved.

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

Financial Reviews to Date

There were no questions in regards to the May 2023 month ending general finance and grants statements.

Administrative Report

Mr. Staten turned the meeting over to Mr. Stansbury at this time (6:23 pm) for the June Administrative Report.

Cities Readiness Initiative Agreement with Hamilton County Public Health Approved (motion #60-2023)

Board members voted to renew the Cities Readiness Initiative (CRI) with Hamilton County General Health. Ohio Department of Health awards the CRI planning grant to health jurisdictions for developing, testing, and maintaining plans to enhance preparedness programs. WCHD and HCPH work collaboratively to meet CRI goals. This agreement outlines the responsibilities, services, and compensation details. Dr. Barr made a motion to approve the renewal of the CRI agreement for the 2023-2024 funding year. Mrs. Zajo provided a second, and the following is the result of the roll call vote:

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

Across the Board Pay Increases Approved (motion #61-2023)

The Board of Health Finance Subcommittee met on June 5, 2023 with members of the administrative staff to discuss proposals for additional compensation that will help WCHD be more competitive in today's job market and to attract and retain qualified employees. After reviewing past years carryover and projected budgets, the subcommittee put together a proposal to be approved by the full Board. Dr. Barr made a motion to give employees who are in Pay grades 1-6 of the Warren County Compensation Plan a \$3.00 per hour increase, and employees who are in Pay grades 7-14 will receive a \$5.00 per hour increase effective the next full payroll period which begins July 1, 2023. Dr. Sosnowski provided a second to his motion and the following is a result of the roll call vote:

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

Amended Warren County Compensation and Structure Plan (motion #62-2023)

Also, part of the proposal from the subcommittees was to provide adjustments to the pay grade rates as outlined in the Warren County Compensation and Structure Plan. The proposal suggested two options to do this. After discussion Dr. Sosnowski made a motion to select Option 1 which provides the following: Pay Grades 1-6 minimum and maximum rates to be increased by \$2.00; Pay Grades 7-14 minimum rates to increase by \$4.00 and maximum rate to increase by \$3.00, all effective July 3, 2023. Ms. Boyd seconded his motion to select Option 1 and the following is the response of a roll call vote:

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

Mr. Stansbury informed Board members the various new personnel policies, they have discussed at prior meetings, are still being reviewed by the Prosecutor's office so it will be a future meeting before they will be brought to the Board to be adopted. He added that since the vacation policy is only being amended, they can approve that now if they would like.

Vacation Leave Policy Amended (motion #63-2023)

Another incentive proposal brought before the board, after comparing various vacation leave policies from nearby health districts, is an adjustment to our current vacation policy which will allow a new employee to be credited with half of their applicable annual accrual rate after six months and to begin accruing at that rate. The new vacation rates are as follows for employees whose minimum service time is: six months (90 hours); five years (120 hours); ten years (142.5 hours); fifteen years (165 hours); twenty years (187.5 hours); and twenty-five or more (225 hours). The policy also allows employees on their 5th, 10th, 15th, 20th, and 25th service anniversary date to receive 37.5 additional hours in pay rather than added to their accrual. See full

policy. Dr. Barr made a motion approving the vacation policy as presented, and Dr. Sosnowski seconded his motion. The following is result to a roll call vote:

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

Approved Clinical Affiliation Agreement with Sinclair Community College (motion #64-2023)

Warren Country Health District has been asked to provide educational experiences for studies in some health sciences study programs at Sinclair Community College. Board members agree this will provide students a good public health experience. Dr. Barr made a motion to approve the agreement with Sinclair Community College and Dr. Sosnowski provided a second. The following is the result of a roll call vote:

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

Emergency Medical Records (EMR) Platform Approved (motion #65-2023)

WCHD published an invitation for bids to be considered for a new EMR for the nursing division. Six bids were received and reviewed. Director of Nursing, Dianna Glenn, shared her review of each platform and Mr. Balster also provided input received from the IT Coordinator. After discussion, Dr. Sosnowski made a motion selecting TriHealth Epic, at a cost of \$703,644, as the new EMR Provider for the WCHD. Ms. Boyd seconded his motion and the following is the result of a roll call vote:

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

Mobile Clinic Approved (motion #66-2023)

After a request for bids was published for a mobile clinic, seven bids were received. Staff reviewed each bid extensively not only for cost, but also criteria related to functionality and efficiency in mobile clinic operations. A consensus was reached to recommend the LaBoit Specialist Vehicle which appears to fit the needs and wants of WCHD best. Several staff are scheduled to travel to Columbus this week to see a model of the unit in person. Mr. Brigano made a motion to approve the purchase of a mobile clinic of up to \$300,000. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

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

Entered Executive Session (motion #67-2023)

At 7:18 pm, and per the Agenda, Dr. Barr made a motion to enter into Executive Session to discuss applicants for Medical Director. Dr. Sosnowski provided a second to the motion and the following is the result of the roll call vote:

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

Return to Regular Session Board of Health (motion #68-2023)

At 7:40 pm Dr. Barr made a motion to return to regular session Board of Health meeting and Dr. Sosnowski provided a second. The following roll call was taken:

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

Dr. Barr said the Board reviewed the CV's received, for the Medical Director position, and would like Mrs. Cranmer to arrange interview meetings with the applicants. He added that if all goes well during interview meetings a special Board meeting could be arranged prior to July Board of Health meeting to motion to hire the selected applicant.

Other Business

Matt Bear presented information on “Stop the Bleed” training. He informed Board members that the health district is investigating potential to implement a program to provide school staff, churches, and other community groups within the County with this training. There may be a future request to ask the Board to approve funding for this program.

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 7:40 pm.


James Staten,
President


Duane Stansbury, REHS, MPH
Secretary