

**MINUTES OF  
April 16, 2024  
WARREN COUNTY BOARD OF HEALTH MEETING**

001141

The regular monthly meeting of the Warren County Board of Health was held Tuesday April 16, 2024 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:**

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

**Others Present:**

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

**March 2024 Board of Health Minutes Approved** (motion #31-2024)

On a motion from Dr. Barr and a second from Mr. Brigano the March 19, 2024 Board of Health meeting minutes were approved as presented. The following is the result of a roll call vote:

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

**Training Request #15-2024** (motion #32-2024)

April 2024 training request #15-2024 was presented to Board members for consideration. Mr. Brigano made a motion to approve the request and Ms. Boyd provided a second. The following is a result of a roll call vote:

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

**April 2024 Expense List Approved** (motion #33-2024)

Board members reviewed the April 2024 expenditure list and had no questions. Dr. Barr made a motion to approve the April 2024 expenditures as presented. Mr. Brigano seconded his motion and the following is the result to a roll call vote:

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

**Accounting Resolution #4-2024** (motion #34-2024)

Accounting Resolution #4-2024 was presented to Board members for expense budget transfers to the following water program funds: #99534100-5102 (Salaries); #99534100-5811 (PERS); #99534100-5871 (Medicare); #99534100-5820 (Health & Life Ins), for expense budget transfers to the following covid enhanced funds: #99614107-5317 (Non-Capital Purchases); #99614107-5370 (Software); #99614107-5210 (Materials & Supplies); #99614107-5910 (Other Expense); #99614107-5102 (Salaries), for expense budget transfers to the following general funds: #99114100-5460 (Insurance); #99114100-5317 (Non-Capital Purchases); and #99114100-5102 (Salaries). The Resolution also is for supplemental budget increases to the following funds: #99114107-5102 (Salaries). See copy of resolution for full explanation. Mr. Brigano made a motion to approve Accounting Resolution #4-2024, as presented, and Mr. Lipps provided a second. The following is the result of a roll call vote:

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

**Financial Review to Date**

Board members were provided the month ending finance report for March 2024 for review. There were no questions.

At 6:03 pm, Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

**Tire Recycling Event Funds Approved** (motion #35-2024)

Environmental Health Director, Tara Thornton provided information pertaining to scheduled tire events for 2024, which are made possible with funds provided through the Ohio EPA mosquito control grant. Her staff held the first tire recycling event for 2024 the previous weekend in Franklin Twp and over 2100 tires were collected. The next event will be in Harlan Twp. As in past years, and without knowing how many tires will be received, it is hard to know if cost will exceed the grant approved amount of \$10,000 to fund the events. As in past years the Board of Health supports using general funds to cover the event expense that exceeds the grant. Dr. Barr made a motion to encumber \$10,000 to use if necessary, and Ms. Boyd seconded his motion. The following is the response to a roll call vote:

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

**Approved a Temporary Increase of Working Hours to Medical Director’s Contract** (motion #36-2024)

Board members voted to approve a temporary increase of hours, to Dr. Koenig’s contract, of up to 35 hours a week for the period of May 15 through July 1, 2024. Another provider will be on leave and he will be available to provide pediatric clinic coverage during this time. Dr. Barr made a motion to approve additional hours up to 35 total a week, during this time. Ms. Boyd seconded his motion and the following is the response to a roll call vote:

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

At 6:07 pm Mr. Staten turned the meeting over to Dr. Koenig for his Medical Director’s Report

**Oral Health Plan**

As an update, Dr. Koenig informed the Board he is continuing to work with the dental subject matter expert to establish an oral health screening and prevention program.

**Infection Disease**


The Medical Director reported flu numbers are coming down. He said Cincinnati is currently tracking a measles case; we do not know yet if that individual may have had contact with a Warren County resident.


**Other Business:**

Environmental Health Director, Tara Thornton provided the following update to a recent matter the EH Division is handling in regards to a food establishment having several critical violations. She reported EH staff have been working very closely with the operator and mentioned several violations that have been corrected. They still have work to do but are moving in the right direction. She also reported most of the delinquent food service operators in the County have obtained their licenses.

Board members received monthly reports from the Epidemiologist, Nursing Director, and Environmental Health Director. They were also informed of a Diabetes Prevention Event WCHD is hosting on April 28, 2024.

With no further business Mr. Staten dismissed the Board of Health meeting at 6:25 pm.

  
James Staten,  
President

  
Duane Stansbury, REHS, MPH  
Secretary