

**MINUTES OF
December 19, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday December 19, 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, Ms. Holly Boyd, Mr. Dick Staten, Dr. Stephen Barr, Mr. Robert Lipps; Mrs. Nicole Ditmer, Mrs. Terrie Zajo, and Mr. Dominic Brigano were present at roll call (Mrs. Traci Gabbard was absent)

Others Present:

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

November 21, 2023 Board of Health Minutes Approved (motion #126-2023)

On a motion from Dr. Barr, and a second from Ms. Boyd the November 21, 2023 Board of Health meeting minutes were approved as presented. The following is the result of a roll call vote:

Mr. Robert Lipps -aye; Dr. Sosnowski - aye; Ms. Boyd – aye; Mr. Staten – aye;
Dr. Barr – aye; Mrs. Ditmer – aye; Mrs. Zajo – abstained; Mr. Brigano – aye

December 2023 Training Requests #37 and #38 Approved (motion #127-2023)

December 2023 training requests #37-2023 and #38-2023 were presented to Board members for consideration. Dr. Sosnowski made a motion to approve and Dr. Barr provided a second to his motion. With the following result of a roll call vote, the December, 2023 training requests were approved:

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

December 2023 Expense List Approved (motion #128-2023)

Board members reviewed the December 2023 expenditures and had no questions. On a motion from Mr. Brigano, a second from Ms. Boyd and the following result to a roll call vote, the December 2023 expense list was approved.

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

Accounting Resolution #12-2023 (motion #129-2023)

Accounting Resolution #12-2023 was presented to Board members for adjustments to the following funds: #99114100 (Other Expenses, Refunds, Insurance, Vacation Payout, Capital Purchases); #99124100 (Materials & Supplies, Salaries, PERS, Medicare in Food Service. Program); #99614110 (Salaries, Medicare, Supplies, PERS, Health Insurance, Travel Expense in Workforce). See Resolution #12-2023 for full explanation. Dr. Barr made a motion to accept Accounting Resolution #12-2023, as presented, and Ms. Boyd provided a second to the motion which carried with the following response to a roll call vote:

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

Accounting Resolution #13 and #14-2023 (motion #130-2023)

Accounting Resolution #13-2023 was presented to Board members requesting an Amended Certificate to the following funds: #9961-42533 (RHWP Grant); #9961-42884 (PHEP Grant); #9961-42926 (COVID VAX Grant); and #9961-42938 (Covid Enhanced Grant). Please see full copy of Accounting Resolution for

explanation. Accounting Resolution #14-2023 was included in this motion for adjustments to the following funds: #99124100 (Material & Supplies, Travel, Purchased Services, and Utilities); #99634100 (Salaries and Other Expenses); and #9976400 (Material & Supplies and Utilities). See Resolution #14-2023 for full explanation. Dr. Barr made a motion to accept Accounting Resolution #13-2023 and #14-2023, as presented, and Ms. Boyd provided a second. The motion which carried with the following response to a roll call vote:

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

Financial Review to Date

Board members were provided the November, 2023 month ending finance reports from both the general fund and grant funding accounts for review. There were no questions.

At 6:08 pm, Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

Resolution #23-03 Approved (motion #131-2024)

Mr. Stansbury explained the County Auditor's office has informed us we should have a Resolution on file for our "on hand cash" that is needed to provide change to customers who pay in cash transactions. Dr. Barr motioned to approve Resolution #23-03, as presented. Ms. Boyd provided a second, and the following is the result of a roll call vote:

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

2024 Wellness Program Approved (motion #132-2024)

Historically about this time, we ask the Board to approve the Day for Life and Day for Wellness (see policies). In addition, this year with the change away from Humana, we were unable to schedule with the company that previously has completed our on-site biometric screenings, therefore for 2024 we are proposing the onsite screenings be done by our own nursing staff. The lab cost for the blood draws, per employee, is \$39.00. Additional optional tests will be available payable by the employee. To continue an HRA rewards incentive program that was formerly part of Humana Go365; we are proposing linking rewards dollars to the certain wellness activities in the wellness workbooks allowing participating employees to earn up to \$500. Dr. Barr made a motion approving the 2024 Wellness Program that includes Day for Life, Day for Wellness, Biometric Screenings, and a rewards incentive program allowing employee to earn up to \$500 in their HRA account. Ms. Boyd provided a second and the following is a result of a roll call vote:

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

Compensation Plan Updated (motion #133-2024)

Mr. Stansbury explained that last month (November 2024), the position of Fiscal Officer was moved out of Paygrade 11 because we thought we wanted the supervisory duties removed from the job description. He explained the position would now need to be moved back to Paygrade 11, which is overtime exempt because the employee being promoted to Fiscal Officer will be supervising the accounting staff. Dr. Barr made a motion to approve this update and Dr. Sosnowski provided a second. Below is the result of a roll call vote:

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

WCHD Personnel Policy 5.4: Overtime/Compensatory Time Amended (motion #134-2024)

To provide clarity for overtime exempt employees who may not work full time, we are adding verbiage stating "scheduled time within a pay period", and adding that leave time must be utilized to reach their required number of hours. Dr. Sosnowski motioned to approve the overtime policy amendment and Mrs. Zajo provided a second. The following is the result of a roll call vote:

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

Lease for 414 S. East Street Building Renewed (motion #135-2024)

The lease agreement for the office space located at 414 S. East Street was presented to Board members. The lease cost remains \$980 per month. Dr. Barr made a motion to approve the renewal of the lease noting that the date of the term would need updated from 2023 to 2024, on the signing copy. Ms. Zajo provided a second to his motion. The following is the response of a roll call vote:

Dr. Sosnowski – aye; Ms. Boyd – abstained; Mr. Staten – aye; Dr. Barr – aye;
Mrs. Ditmer – aye; Mrs. Zajo – aye; Mr. Brigano – aye; Mr. Robert Lipps -aye

At 6:13 pm, Mr. Staten turned the meeting over to Dr. Koenig for his Medical Director's Report

EPIC/TriHealth Discussions

Dr. Koenig provided the Board of Health an update on his discussions with TriHealth leadership in regards to WCHD receiving EPIC through them. He said TriHealth executive leadership has granted a “go ahead” and the next step will be to set up a meeting sometime in January with TriHealth staff to scope WCHD’s need.

Billing/Collections Follow Up

The Medical Director told board members he along with Mr. Balster have been working to revise billing and collection policies. He told them an issue is balancing due diligence to provide access to care and financial stewardship of levy funds. He asked the Board what their thoughts were; Dr. Barr answered providing access weighs higher and collecting fees is good but we should not chase after small amounts.

Pneumonia Cases Rising

Dr. Koenig provided board members a review of the pneumonia cases in children over the past four months. He said no definite cause has been determined and cases continue to increase. He added that he is in communication with ODH and case data is being collected. He added that WCHD has a great EPI team that has good connectivity with schools. He suspects other Counties are probably seeing increase too, but do not have the surveillance team to identify/monitor that we do.

Nurse Practitioner Position Approved (motion 136-2024)


WCHD has two nurse practitioners on staff now. Dr. Koenig told Board members he would like to start planning to hire an additional family practice NP in anticipation of need once the mobile unit arrives in May/June. Right now, he anticipates the work would cover primary care and reproductive health. Dr. Barr suggested the Board go ahead and approve for a full time NP position and when Dr. Koenig is ready to post he can determine whether part time or full time will fill the need. Dr. Barr made a motion to approve hiring a full-time nurse practitioner. Dr. Sosnowski provided a second to his motion. The following is a response of a roll call vote:


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

Moments of Gratitude

Dr. Koenig shared some positive feedback received recently from clients in regards to their experience in our clinics. One was from a patient who was very pleased with the positive experience he had with his first interaction with American healthcare. The patient’s son explained that in their culture, healthcare experiences are often negative. Dr. Koenig told the Board he will continue to share these moments of gratitude with them as it is important to show value and gratitude received for our services.

With no further business Mr. Staten dismissed the Board of Health meeting at 6:37 pm.


James Staten,
President


Duane Stansbury, REHS, MPH
Secretary

