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**MINUTES OF
February 20, 2024
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday February 20, 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:

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

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; Charlena McKinney, Finance Officer; and Tammy Cranmer, Administrative Officer.

Board of Health Educational Session

(6:00 – 6:22 pm) WCHD Health Educator, Uki O’Basuyi along with Ann Brock representing Warren County Safe Communities Coalition spoke to the Board about the initiative of the Coalition which is to enhance safety and reduce injuries and fatalities through collaboration between local government agencies, law enforcement, healthcare providers, and community organizations. These programs typically focus on areas such as traffic safety, crime prevention, emergency preparedness, and public health. Some current goals of the coalition include improving seatbelt usage, increase impaired driving awareness, and motorcycle safety awareness.

January 16, 2024 Board of Health Minutes Approved (motion #10-2024)

On a motion from Mrs. Zajo and a second from Dr. Sosnowski the January 16, 2024 Board of Health meeting minutes were approved as presented. The following is the result of a roll call vote:

Mrs. Gabbard – aye; 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

Training Requests #8-2024 and #9-2024 Approved (motion #11-2024)

February 2024 training requests #8-2024 and #9-2024 were presented to Board members for consideration. Dr. Barr made a motion to approve the requests. Ms. Boyd seconded his motion and the following is a result 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; Mrs. Gabbard - aye

February 2024 Expense List Approved (motion #12-2024)

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

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

Accounting Resolution #2-2024 (motion #13-2024)

Accounting Resolution #2-2024 was presented to Board members for budget transfers to the following funds: #99114100-5855 (Clothing and Personal Equipment); #99114100-5911 (Non-Taxable Meals); #99114100-5830 (Worker’s Comp); #99114100-5330 (Capital Purchases); #99114100-5460 (Insurance); #99114100-5421 (Rent). See copy of resolution for full explanation. Dr. Barr made a motion to approve Accounting Resolution #2-2024, as presented, and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

Financial Review to Date

Board members were provided the January 2024 month ending finance reports from both the general fund and grant funding accounts for review. There were no questions.

At 6:25pm, Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

2025 Expense and Revenue Budget Approved (motion #14-2024)

Mr. Stansbury presented the 2025 Expense and Revenue Budgets to Board members for approval. He told them after the Boards approval this evening it will be presented to the District Advisory Council at their annual meeting on March 5, 2024 and then to the County Budget Commission for final approval. Mr. Brigano noted that the revenue is about the same as last year but expenses show an increase, likely in salaries. After reviewing, Mr. Brigano made a motion to approve the proposed 2025 Expense and Revenue Budget. Dr. Sosnowski provided a second and the following is a response to a roll call vote:

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

Approved Position of Fiscal Specialist 2 to be added to WCHD Compensation Plan Structure: (motion #15-2024)

Mr. Stansbury told Board members the finance division is still a person short after we promoted from within for the current finance officer position. He said we have spent some time determining how we would like to fill this vacancy and would like to add the position of Fiscal Specialist 2 to Paygrade 7 of the compensation plan. Our current fiscal specialist position is in Paygrade 6 and will be renamed Fiscal Specialist 1. Adding the FS2 position will allow us to offer a higher position to an applicant bringing a significant amount of experience and knowledge of the accounting processes to this office. Dr. Barr motioned to approve adding the position as outlined. Dr. Sosnowski seconded his motion 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;
Mrs. Gabbard – aye; Ms. Boyd – aye; Mr. Staten – aye; Dr. Barr – aye

Bids Selected for Water Pollution Control Loan Funding Program (WPCLF) (motion #16-2024)

A request for bids for system installation for three separate properties was solicited to all registered installers of Warren County. Board members reviewed the multiple bids received for each property and selected the following: For 6334 Bevis Lane (approved for 100% funding), the Board selected GDR Excavating, LLC; for 154 E. Pekin Road (approved for 85% funding), the Board selected GDR Excavating, LLC; and for 9831 Pennfield Road (approved for 85% funding), the Board selected GDR Excavating, LLC. Mr. Brigano made a motion to award all three above projects to GDR Excavating. Dr. Sosnowski seconded the bid and the following is the result of a roll call vote:

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

At 6:32 pm Mr. Staten turned the meeting over to Dr. Koenig for his Medical Director's Report

EPIC/TriHealth Discussions

Dr. Koenig reported that discussions continue with Tri-Health. He met with them on Thursday, February 10th and will follow up with them again on March 6, 2024.

Nurse Practitioner Hiring Update

The medical director reported a couple resume's have been received and one interview has been scheduled.

Dental Plan

Dr. Koenig reported he has been in contact with a pediatric dentist who has offered assistance with the implementational of our oral hygiene plan which will include oral health assessments and fluoride varnish. He said the program should be low overhead cost and will include some staff training and equipment purchase.

Infectious Disease Update

Our region (SW) in the State has seen 139 hospitalizations due to influenza. Pertussis cases have decreased considerably since the December, 2023 uptick, but is still present. He reported there are now 2 confirmed measles cases in Ohio, we are unsure the cases are related.

Equipment Purchase (motion #17-2024)

Dr. Koenig provided a capital request for some basic standard clinic practice equipment to Board members for consideration. Included was a pediatric vision screener, a nebulizer machine, a transcutaneous bilirubin screening machine, and a panoptic adult eye exam machine He provided estimated cost for each. After discussion, Dr. Barr made a motion to encumber \$20,000 for the purchase of these items and Ms. Boyd provided a second to his motion. The following is the result of a roll call vote:

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

Other Business


Director of Environmental Health, Tara Thorton, provided updates on two ongoing issues her division is handling:

Ms. Thorton reported her staff has been doing bi-weekly inspections at the Grand Oriental and she is happy to report they are working on cleaning up. She hopes future inspections show continued improvement.

Further update on the Birch Drive property with an ongoing sewage nuisance: The installer who provided a repair has reported to her no sewage is surfacing.

With no further business Mr. Staten dismissed the Board of Health meeting at 6:52 pm.


James Staten,
President


Duane Stansbury, REHS, MPH
Secretary

