

MINUTES OF
March 20, 2024
WARREN COUNTY BOARD OF HEALTH MEETING

The regular monthly meeting of the Warren County Board of Health was held Tuesday March 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. Traci Gabbard, and Mr. Dominic Brigano were present (Mrs. Terrie Zajo 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; Charlena McKinney, Finance Officer; Tammy Cranmer, Administrative Officer; and guest Kathryn Horvath, Assistant Prosecutor with Warren County Prosecutor's Office

February 2024 Board of Health Minutes Approved (motion #18-2024)

On a motion from Dr. Barr and a second from Ms. Boyd the February 20, 2024 Board of Health meeting minutes were approved as presented. The following is the result of a roll call vote:

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

Executive Session Entered (motion #19-2024)

At 6:03 pm Mr. Staten announced he would like to move the scheduled executive session up on the agenda so that Ms. Horvath would not need to be present through regular session agenda items, he asked for a motion to proceed. Dr. Barr motioned to convene to executive session pursuant to Ohio Revised Code Section 121.22 (G)(3) to conference with an attorney for the Board concerning disputes involving the health district that are the subject of pending or imminent court action. He added the Board is requesting Kathryn Horvath with the Warren County Prosecutor's office remain for executive session. Dr. Sosnowski provided a second to Dr. Barr's motion and 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; Mr. Brigano – aye; Mr. Lipps -aye

Return to Regular Session (motion #20-2024)

At 6:21 pm Dr. Barr made a motion to reconvene to regular session of the Board of Health meeting. Ms. Boyd provided a second and the following is the result of a roll call vote:

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

Board of Health President Re-elected (motion #21-2024)

March is the month every year in which the officers for the Board of Health are elected for the upcoming twelve-month period. Mr. Brigano made a motion to keep Mr. Dick Staten as Board President. Ms. Boyd seconded the motion and the following is the response to a roll call vote:

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

Board of Health Vice President Re-elected (motion #22-2024)

Ms. Boyd made a motion to keep Dr. Stephen Barr as Board of Health Vice President. Mrs. Ditmer seconded the motion and the following is a response to a roll call vote:

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

Board of Health Committee Assignments (motion #23-2024)

March is also the month every year when the President of the Board of Health appoints board members to committees. Mr. Staten asked for a motion to keep the committee assignments as follows:

<u>Personnel Committee</u>	<u>Finance/Auditing Committee</u>	<u>Long Range Planning Committee</u>
Ms. Boyd	Mrs. Zajo	Dr. Sosnowski
Mr. Brigano	Mrs. Ditmer	Dr. Barr
Dr. Barr	Mr. Lipps	Ms. Boyd
Mr. Lipps	Mrs. Gabbard	Mr. Brigano

Dr. Barr made a motion to accept the committee assignments and Ms. Boyd provided a second. The following is the response to a roll call vote:

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

Training Requests #10-2024 through #14-2024 Approved (motion #24-2024)

March 2024 training requests #10-2024 through #14-2024 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:

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

March 2024 Expense List Approved (motion #25-2024)

After Board review of the March 2024 expenditure list Dr. Barr made a motion to approve the expenditures as presented. Mr. Brigano seconded his motion and the following is the result to a roll call vote:

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

Accounting Resolution #3-2024 (motion #26-2024)

Accounting Resolution #3-2024 was presented to Board members for expense budget transfers to the following funds: #99114100-5317 (Equipment); #99114100-5102 (Salaries); #99114100-5210 (Materials & Supplies); #99114100-5820 (Health & Life Ins); #99114100-5940 (Travel); #99114100-5330 (Capital Purchases); #99114100-5890 (Employer HRA Contribution); #99114100-5910 (Other Expense). The Resolution also is for supplemental budget increases to the following funds: #99164100-5400 (Purchase Services); #99614107-5102 (Salaries); #99614107-5811 (PERS); #99614107-5871 (Medicare); #99614107-5820 (Health & Life Ins); #99614107-5830 (Workers Comp); #99114100-5882 (Vacation Payout); #99114100-5881 (Sick Leave Payout); #99114100-5421 (Rent); #99114100-5210 (Materials & Supplies). See copy of resolution for full explanation. Dr. Barr made a motion to approve Accounting Resolution #3-2024, as presented, and Dr. Sosnowski provided a second. The following is the result of a roll call vote:

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

Financial Review to Date

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

At 6:27 pm, Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

Equipment Lease Agreement (motion #27-2024)

Board members were provided a proposed lease agreement with Prosource to replace our current printer units, some of which are over 10 years old, with Lexmark M3350 printers. The agreement includes service and maintenance for a total of \$441.20 dollars per month for a five-year period. At the end of this period the health district will have the option to renew the agreement and replace the machines with new models. Our IT Administrator has recommended this option as opposed to purchasing printers outright. Dr. Barr made a motion to approve the agreement with Prosource and Mr. Brigano seconded his motion. The following is the response to a roll call vote:

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

Equipment Purchase (motion #28-2024)

Two of the large volume copier/printers are approaching being obsolete. This means parts will become very hard to find for repair. WCHD IT Administrator has researched options and is recommending purchasing a Konica Minolta C300i at a cost of \$5,874 for the nursing division and a Konica Minolta C300i with a booklet finisher and large capacity tray at a cost of \$7,894 to be housed in the finance office. These units will be on maintenance agreements along with the current copier in Environmental Health. Dr. Barr made a motion to approve the purchase of the prementioned copiers from Prosource and Dr. Sosnowski seconded his motion. The following is a response to a roll call vote:

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

Computer/Telecom Admin Position Approved (motion #29-2024)

The current Computer/Telecom Administrator has informed Mr. Balster that he intends to leave the agency soon to move out of state. We would like to post for a Computer/Telecom Admin I position prior to his departure to allow transition time for him to train a new hire. He also told Mr. Balster he would be available on an as needed basis to assist remotely, should it be necessary following his departure from the agency. The plan is to allow the new hire to take over the role as the primary Computer/Telecom Admin once fully trained. Dr. Sosnowski motioned to approve permission to post for the position and have someone hired in time to work alongside the current IT Administrator for training purposes, prior to his exit from the agency.

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

Permission to reopen EMR RFP, if needed (motion #30-2024)

The health district has funds currently set aside through the Enhanced Operations 2023 grant to offset much of the initial cost of a new EMR (Electronic Medical Record) system and its implementation. Staff and the Warren County Prosecutor's Office have been in active discussions with counsel from TriHealth related to drafting a contract for the provision of EMR to WCHD. Although TriHealth was awarded the contract last year, it has been taking a very long time due to decisions and meetings that need to occur within their network. Staff members are hopeful a contract will be created soon, but would like to request permission, from the Board, to reopen the Request for Proposals for EMR if TriHealth does not produce a contract within the timeframe established by the Prosecutor's Office. Dr. Barr made a motion to approve re-opening an RFP for bids for EMR contract and Dr. Sosnowski provided a second. Following is the response of a roll call vote:

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

Update to Personnel Policy 5.12 – Expense Reimbursement (motion #31-2024)

The Fiscal Officer has requested an update be made to the current mileage reimbursement policy (Section 5.12) to state "\$0.67 cents per mile". The current verbiage in the policy manual allows for the administrative staff to update the mileage on reimbursement forms without the necessity of Board approval once the mileage rate has been verified on the IRS website, but the Fiscal Officer would like to add updates be made in the policy as well to ensure individuals that reference the manual will see the current reimbursement rate. Dr.

Barr motioned to approve updating the policy with the actual rate once the IRS publishes it. Mr. Lipps provided a second to the motion and the following is the result of a roll call vote:

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

At 6:32 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 and plans on providing an educational presentation of the proposed oral health program at an upcoming meeting. He informed them he has applied for a \$7500 oral health grant for supplies, trainings, etc. His goal is to begin the program mid to late summer.

Infection Disease

Dr. Koenig provided BOH members with the latest on influenza, pertussis, and measles. There have been no identified cases of measles in Warren County.

Other Business:

Environmental Health Director, Tara Thornton provided the following update in regards to a commercial food service operation in which she and the EH supervisor have been working with management of the establishment to correct code violations, including several critical violations. An action plan was created that outlines the violations, why the violations are a public health concern, and a time frame to correct the violations. The establishment is being inspected bi-weekly to ensure progress is being made and while recent inspections have shown progress it is simply not enough, and time frames are not being met. The Board of Health would like to call the operator in for an Administrative Hearing to consider suspension of their FSO license for non-compliance and will consider a special session before then, if significant improvement is not found when EH inspects next. Ms. Thornton will share this information with the operator at the next inspection.

With no further business Mr. Staten dismissed the Board of Health meeting at 6:50 pm.



James Staten,
President



Duane Stansbury, REHS, MPH
Secretary