

**MINUTES OF  
May 21, 2024  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday May 21, 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 and Mr. Dominic Brigano were present. (Mrs. Terrie Zajo, Mrs. Traci Gabbard; Mrs. Nicole Ditmer; and Dr. James Sosnowski were absent)

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Tara Thornton, Environmental Health Director; Dianna Glenn, Director of Nursing; Charlena McKinney, Finance Officer; Suzan Parziale, Nurse Coordinator; and guest Sharon Reynolds were present. Dr. Clint Koenig, Medical Director and Andrea Ziarko, Attorney were available on the conference line.

**April 2024 Board of Health Minutes Approved** (motion #37-2024)

On a motion from Dr. Barr and a second from Ms. Boyd the April 16, 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; Mr. Brigano – aye

**Training Request #16-2024** (motion #38-2024)

May 2024 training request #16-2024 was presented to Board members for consideration. Mr. Brigano made a motion to approve the request and Mr. Lipps provided a second. The following is a result of a roll call vote:

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

**May 2024 Expense List Approved** (motion #39-2024)

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

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

**Accounting Resolution #5-2024** (motion #40-2024)

Accounting Resolution #5-2024 was presented to Board members for expense budget transfers to the following funds: #99764100-5102 (pools - salaries); #99764100-5910 (pools - other expense); #996634100-5102 (camps - salaries); #99634100-5400 (camps – purchased services); #99634100-5820 (camps – health and life insurance); #99114100-5102 (general fund - salaries); #99114100-5210 (general fund – materials & supplies), and for expense budget supplemental increases to the following funds: #99114100-5317 (general fund – non capital purchase); #99114100-5820 (general fund – health and life insurance); and #99114100-5910 (general fund – other expense). See copy of resolution for full explanation. Mr. Brigano made a motion to approve Accounting Resolution #5-2024, as presented, and Dr. Barr provided a second. The following is the result of a roll call vote:

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

**Financial Review to Date**

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

**Executive Session Entered** (motion #41-2024)

At 6:05 pm Mr. Staten suggested the scheduled executive session be moved up on the agenda. Dr. Barr motioned to enter executive session for members to conference with Attorney, Andrea Ziarko concerning disputes involving Warren County Health District that are the subject of pending or imminent court action. Ms. Boyd provided a second to the motion and the following is the response to a roll call vote:

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

**Returned to Regular Session of Board of Health Meeting** (motion #42-2024)

At 6:35 pm on a motion from Dr. Barr and a second from Ms. Boyd the meeting returned to regular session. Following is the result of the roll call vote:

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

At this time, 6:35 pm, Mr. Staten turned over the meeting to Mr. Stansbury for his Administrative Report items.

**Resolution #24-02, Signing Authority** (motion #43-2024)

Updating the Signing Authority for WCHD was necessary to include new hire, Elnora Hamilton, Fiscal Specialist 2 so that she can sign for her job-related accounting duties. Resolution #24-02 outlines which administrative or accounting staff are authorized to sign for certain auditor's office functions. Dr. Barr made a motion to approve Resolution #24-02 and Ms. Boyd provided a second. The following is the response to a roll call vote:

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

**Audit Reports**

Mr. Stansbury provided Board members with audit finding reports for the year ending December, 2022 State Audit Report and the revaluation of WCHD's Food Service program from March 2023. Both are in good standing.

At this time, 6:37 pm, Mr. Staten invited Dr. Koenig to share his Medical Director's Report

**Oral Health**

As an update for the oral health screening and prevention program, Dr. Koenig informed Board members Nurse Practitioner, Heidi Schindler is working to implement the program. Dianna Glenn has also arranged for the Healthsource Mobile Dental team to be onsite at WCHD, in June. They will provide exams, x-rays, cleanings, sealants, and fluoride treatments.

**Nurse Practitioner Hiring Update**

Dr. Koenig reported he is deferring hiring an additional NP at this time, and instead will look at higher impact ways for provider coverage in clinics.


**Other Business:**

Tara Thornton provided updates on a couple matters her staff are currently addressing. She has received complaint in regards to a home on Wood Road in which she and EH supervisor, Ben Ginter have determined no public health threat exist and therefore will not be issuing orders. She stated the complainant is not happy with their decision so she wanted to make the Board aware. She and her staff are still working with the operator of Grand Oriental to repair/fix previously noted violations. She reported progress is slower than they would like. She is however encouraged that the operator registered for a required food safety course, she will be teaching next week.

Board members received monthly reports from the Epidemiologist, Nursing Director, and Environmental Health Director. They also received a flyer about the Healthsource mobile dental team that will be onsite at the health district beginning June 25, 2024.

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

  
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James Staten,  
President

  
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Duane Stansbury, REHS, MPH  
Secretary

