

**MINUTES OF
November 21, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday November 21, 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:

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

October 17, 2023 Board of Health Minutes Approved (motion #117-2023)

On a motion from Dr. Barr, and a second from Mr. Brigano the October 17, 2023 Board of Health meeting minutes were approved as presented. The following is the result of a roll call vote:

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

November 2023 Training Requests #34-36 Approved (motion #118-2023)

November, 2023 training requests #34-2023 through #36-2023 were presented to Board members for consideration. Dr. Barr made a motion to approve and Ms. Boyd provided a second to his motion. With the following result of a roll call vote, the November, 2023 training requests were approved:

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

November 2023 Expense List Approved (motion #119-2023)

Board members reviewed the November 2023 expenditures and had no questions. On a motion from Mr. Brigano, a second from Mr. Lipps the November, 2023 expense list was approved; the following is the result of the roll call vote:

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

Accounting Resolution #11-2023 (motion #120-2023)

Accounting Resolution #11-2023 was presented to Board members for adjustments to the following funds: #9963-4100-4500 (Purchase Services); #9963-4100-4102 (Salaries); #9911-4100-5460 (Insurance); #9911-4100-5882 (Vacation Payout); #9911-4100-5102 (Salaries); #9953-4100-5102 (Salaries); #9953-4100-55811 (PERS); #9953-4100-5820 (Health Insurance); and #9953-4100-5871 (Medicare). See Resolution #11-2023 for full explanation. Dr. Barr made a motion to accept Accounting Resolution #11-2023, 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; Mr. Brigano – aye;
Mr. Robert Lipps -aye; Mrs. Gabbard – aye; Ms. Boyd – aye

Financial Review to Date

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

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

Final Reading of Proposed Environmental Health Program Fees for 2024 (motion #121-2023)

Dr. Barr made a motion to suspend the final reading of the proposed changes to 2024 EH Program Fees and to approve the final reading, by title only. Ms. Boyd seconded his motion with the following result of the roll call vote the proposed changes to the Environmental Health program fees for 2024 was approved:

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

Amendment to WCHD Compensation Plan and Structure Approved (motion #122-23)

The position of fiscal officer is currently at Paygrade 11 and overtime exempt. Mr. Stansbury explained that because the finance director position has the supervisory duties over the accounting staff; there is no need for the fiscal officer position to also have supervisory duties. He told them we would like to reclassify the position to Paygrade 10 and non-exempt since it will no longer have staff supervision. This will allow this position to be used to promote current accounting staff to take on more responsibility. Dr. Barr made a motion to approve reclassification of fiscal officer to paygrade 10 in the WCHD Compensation Plan. Mr. Brigano provided a second and the following is the response of a roll call vote:

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

Bid selected for Water Pollution Control Loan Funding Project: 9831 Pennfield Rd (motion #123-2023)

Bids were requested for an emergency pumping of the sewage treatment system located 9831 Pennfield Road (Clearcreek Township). The homeowners are approved for 100% loan forgiveness. OT Bishop submitted the lowest bid and was awarded the job. Motion for bid selection came from Dr. Barr and was seconded by Mr. Brigano.

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

Accepted Variance Request #3-2023 Permitting Installation of a Private Water System w/in Flood Plain (motion #124-2023)

Variance from Ohio Administrative Code 3701-28-07, which states a new private water system shall not be located within a one-hundred-year floodplain, was requested. The floodplain location is in a sand and gravel valley that will yield 10+gpm. If the well is constructed at higher elevation near the house, the production of the well would be less than 3 gpm due to rock formation, and would also require a holding tank system that would bring additional cost. The proposed solution is to drill and install per Code 3701-28-10 and install a water tight well cap and vent extension that will be installed at least 3' above the floodplain elevation and casing extending below 25' with 3' of stainless steel well screen. Dr. Barr made a motion to approve to a roll call vote: Variance Request #3-2023 and Ms. Boyd provided a second. The motion passed with the following response to a roll call vote:

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

At 6:17 pm, Mr. Staten turned the meeting over to Dr. Koenig for his Medical Director's Report

Nurse Practitioner Standard Care Agreement Policies Adopted (motion #125-2023)

Dr. Koenig brought before the Board two new policies, for approval, that will be incorporated in the Standard Care Agreement for the nurse practitioners, who work under him. The Advanced Practice Provider Chart Review Policy and The Nurse Practitioner Quality Assurance Policy will ensure high-quality clinical care and

comply with regulatory requirements of the State of Ohio, as well as professional practice standards. Both policies were approved on motion from Dr. Barr, a second from Ms. Boyd, and the following result of the roll call vote:

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

Dr. Koenig provided Board members with his workplan with projected timeframes. The plan outlines future equipment needs; quarterly peer reviews for nurse practitioners; creating a self-pay policy; work on a clinical operations sustainability plan; explore value-based care options for clinics; determine access expectations; create project plan for mobile unit (including staffing a nurse practitioner); consider service expansion to include Fluoride Varnish; explore partnership opportunities for HIV/Hep C testing; creation of regular standing reports through electronic health record.

The Medical Director also reported to the Board WCHD is receiving reports of several pneumonia cases in children over the past three months. There were 32 cases reported as of 11/16/22 with an average age of 8½ years old and the case numbers continue to increase. He is in communication with ODH. Right now, there is no definite cause identified but data is being collected for case information.


Dr. Koenig said he should learn something by the 29th of this month (November), about the possibility of obtaining Epic through Tri-Health. He hopes to have a model contract, with them, for the Boards consideration but if it does not work out he has a secondary option that is viable.


Other Business

Mr. Balster reported to the Board that to ensure we are prepared for re-accreditation, Matt Bear who is the Emergency Preparedness/Accreditation Coordinator for WCHD, is holding monthly meetings with staff members; Sara Sullivan, Epidemiologist and Allison Combs, PIO/Accreditation Specialist. They are looking at the standards to ensure we are meeting goals set. He also said Matt, Sarah, and Allison will be working with the help of other staff to identify quality improvement projects within each division of the health department.

Mr. Stansbury informed the Board that interviews for Finance Director have concluded and job offer was made to Cynthia Prewitt. She accepted and will join our staff on December 11, 2023.

With no further business Mr. Staten dismissed the Board of Health meeting at 7:00 pm.


James Staten,
President


Duane Stansbury, REHS, MPH
Secretary

