

**MINUTES OF
October 17, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

001125

The regular monthly meeting of the Warren County Board of Health was held Tuesday October 17, 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 6:13 pm.

Members Responding to Roll Call:

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

Public Hearing for Second Reading of Proposed Changes to Environmental Health Fee Schedule for 2024

At 6:13 pm Mr. Staten announced the Public Hearing for the Second Reading of the proposed changes to the 2024 Environmental Health Fee Schedule was open. Nobody from the public was present for the hearing. Mr. Stansbury explained that the proposed fees are obtained using cost methodology. Ms. Thornton stated she had not received any questions or concerns in regards to the fee schedule from establishment operators. There were no questions or comments from Board Members in regards to the proposed fees. Mr. Staten announced the meeting to be closed at 6:14 pm and to proceed with regular Board of Health meeting agenda.

Second Reading of Proposed 2024 Environmental Health Fee Schedule Suspended (motion #103-23)

Dr. Barr made a motion to suspend the second reading of the proposed 2024 Environmental Health Fee schedule and to read by title only. Mrs. Zajo provided a second to the motion and the following is a result of a roll call vote:

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

Second Reading of Proposed 2024 Environmental Health Fee Schedule Approved (motion #104-23)

Dr. Barr made a motion to approve the second reading of the proposed 2024 Environmental Health Fee schedule. Mrs. Zajo provided a second tot the motion and the following is a result of the roll vote:

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

September 19, 2023 Board of Health Minutes Approved (motion #105-2023)

On a motion from Dr. Barr, a second from Mr. Brigano, and the following result of a roll call vote the September 19, 2023 Board of Health minutes were approved, as written.

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

October 2023 Expense List Approved (motion #106-2023)

Board members reviewed the October 2023 expenditures and had no questions. On a motion from Mr. Brigano, a second from Ms. Boyd, and the following roll call vote the October 2023 Expense List was approved.

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

Accounting Resolution #10-2023 (motion #107-2023)

Accounting Resolution #10-2023 was presented to Board members for adjustments to the following funds: #9911-4100-5820 (Insurance); #9911-4100-5882 (Vacation Payout); #9961-4104-5210 (WIC Materials and Supplies); #9961-4104-5317 (WIC Non Capital); #9961-4104-5400 (WIC Purchase Services); #9961-4104-5421 (WIC Rent); #9961-4104-5830 (WIC Workers Comp); #9961-4104-5850 (WIC Training); #9961-4104-5910 (WIC Other Expense); #9961-4104-5102 (WIC Salaries); #9961-4104-5811 (WIC PERS); #9916-4100-5400 (Sewage Purchase Service); #9911-4100-5882 (Vacation Payout); #9911-4100-5102 (Salaries); #9911-4100-5811 (PERS); #9911-4100-5871 (Medicare); #9911-4100-5330 (Capital Purchase). See Resolution #10-2023 for full explanation. Mr. Brigano made a motion to accept Accounting Resolution #10-2023, as presented. Mrs. Zajo provided a second to the motion which carried with the following response to a roll call vote:

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

Training Sessions #33-2023 Approved (motion #108-2023)

October 2023 Training Request #33-2023 was presented to Board members for consideration. Mrs. Zajo made a motion to approve the requested training and Ms. Boyd provided a second. The following is a result of a roll call vote:

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

Financial Review to Date

Board members were provided the September 2023 month ending finance reports from both the general fund and grant funding accounts for review. Mr. Brigano asked about a negative amount in the line item for Health Insurance. Mr. Stansbury said he will check to make sure there is no mistake. Board members had no additional questions in regards to the reports.

At 6:20 pm, Mr. Staten turned the meeting over to Mr. Stansbury for Administrative Report items

Harm Reduction Vending Machines Approved (motion #109-2023)

Mr. Stansbury told Board members WCHD has been working diligently to expand its harm reduction efforts, primarily in the form of Narcan training and distribution throughout the county. Partnerships on this front have been formed with the Regional Harm Reduction Collaborative (RHRC), the Mental Health Recovery Board Serving Warren & Clinton Counties (MHRBWCC), Project HOPE out of the Franklin Fire Department, the Substance Abuse Prevention Coalition of Warren County, and Talbert House. He provided Board members with information on harm reduction vending machines and told them, as a next step in our efforts we would like to purchase two of these machines using grant funding we have already been awarded. He explained the machines will provide further Narcan access to citizens in Warren County. The machines provide a place for citizens to go and acquire free Narcan if they need it or want it for themselves, family, or friends. The supply of Narcan will be provided from ODH through Project DAWN. He told them WCHD staff would be tasked with refilling the machines when needed, and the salary cost for this can also be charged to the grant. Inventory of the machines can be tracked electronically. He told Board members the placement for the one of the machines is planned to be in Lebanon at the Butler Behavioral Health Facility off Cook Road, which was chosen strategically because of its proximity to the jail because data indicates those leaving jail, and their families/friends, are in significant need of access to Narcan. The second machine is to be placed in Franklin, but a specific location has not been determined. Both sites will be advertised once the machines are in place. Dr. Barr asked how the machines are used? Dianna Glenn explained that registration is required, then a code will be provided. She added the purpose of the machines is more to get Narcan into the hands of

family/friends, but in the event of an emergency there is a way to override the need for a code. Dr. Barr made a motion to approve the purchase of two vending machines, using grant funds, at a total cost of \$26,479.90. Mr. Brigano provided a second to his motion which carried with the following response to a roll call vote:

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

Amendment to Section 5.9 Separation Pay, of WCHD Policy Manual Approved (motion #110-2023)

The Auditor’s Office has informed us that all separation payouts much be processed on the first full payroll following an employee’s separation. In the past employee’s were afforded an option to take their separation pay on the same payroll as their last hours worked. We have amended this section to remove that as an option. Dr. Barr made a motion to accept the amendment to Section 5.9 of the WCHD Employee Policy Manual.

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

Amendment to Section 6.2 Vacation, of WCHD Policy Manual Approved (motion #111-2023)

The vacation policy affords employees the opportunity to receive a once per year payout of 37.5 hours (one week) from their vacation leave accrual, in lieu of actual time off provided they maintain at least 150 hours. Administration recognizes the intent of vacation is to benefit employees with paid time away from the agency, but that some employees may accumulate a large amount of time and benefit from a payout. Staff have requested administration consider increasing this payout up to 75 hours (2 weeks). Mr. Brigano made a motion to approve adding the option of a 75-hour payout to Section 6.2 of the WCHD Employee Policy Manual. Ms. Boyd provided a second and the following is a result of a roll call vote:

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

2024 Insurance Benefit’s Package Approved (motion #112-2023)

Mr. Stansbury reminded the Board that we have learned our current insurance provider, Humana, is not an option for 2024 as they are discontinuing their commercial insurance. He told the Board that Mr. Frank Harmon with Ohio Insurance Services obtained quotes for similar coverage to what we currently have. Members of administration met with Frank to review a couple Anthem plans he thought would be good options for our group. After reviewing the plans, we would like to recommend the following to the Board for the 2024 Employee Benefits Package: Anthem with the \$2500 Premium Saver benefit, Delta Dental, VSP for vision, and increasing the OPEC Group Life insurance to \$100,000 benefit for all employees, rather than annual salary. Dr. Barr made a motion to approve the above recommended benefits plan and Ms. Boyd provided a second. The following is a response to a roll call vote:

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

Resolution #23-02, Signing Authority Approved (motion #113-2023)

Resolution #23-02 was presented to the Board of Health to update the signing authority of employees the Board of Health authorizes to act upon various accounting and payroll functions. The signing authority resolution must be redone every time there is a new employee who should have signing authority or an employee with signing authority leaves employment. Dr. Barr made a motion to approve Resolution #23-02 designating signing authority and Mr. Brigano provided a second to his motion. The motion carried with the following response to a roll call vote:

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

Preventive Maintenance Agreement with Alpha Energy Solutions (motion #114-23)

Board members were presented with an Agreement with Alpha Energy Solutions to provide maintenance of the vaccine refrigerators and freezers. On a motion from Dr. Barr, a second from Mr. Brigano, and the following roll call vote the Board approved for the Health Commissioner to enter into agreement with Alpha Energy Solutions.

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

At 6:34 pm, Mr. Staten turned the meeting over to Dr. Koenig for the Medical Director's Report

Dr. Koenig thanked the Board again for opportunity to serve as the Medical Director for WCHD. He reviewed with them his report for September, 2023 that included activities to date, vision for clinical services (value, stewardship, access) and educational updates on RSV vaccine clinic volumes. Future reports may include workplan updates, educational updates, any new or revised polices to adopt and of course any public health disease information.

Board of Health Entered Executive Session (motion #115-2023)

At 6:45 pm Dr. Barr made a motion, per the agenda, to enter Executive Session for the Board to discuss personnel matter; specifically, employee termination. Mr. Brigano seconded the motion and the following is the result of the roll call vote:

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

Return to Regular Board of Health Session (motion #116-2023)

At 6:53 pm the Board returned to regular session on a motion from Dr. Barr, a second from Mrs. Ditmer. The following roll call was taken:

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

Other Business

Dr. Barr inquired about the venture to move over to Epic for electronic medical records. Dr. Koenig answered, that he and Mr. Balster are continuing to talk with Tri-Health. Dr. Koenig did also state that he has a second party who has shown interest in being a community connect partner to assist with the improvement of our electronic medical records.

Mr. Brigano asked for an update on the mobile unit. Mr. Balster informed him that the staff involved in the design of the unit met and selected colors. He also added that we are guaranteed to have it by June 30, 2024 which is the deliverable date for the grant. Mr. Balster also told the Board that Matt Bear, our Public Health Emergency Preparedness Coordinator, was able to submit budget revision and may be able to pay the whole cost of the unit with grant funds.


Ms. Thornton, Environmental Health Director, informed Board members of an upcoming Tire Recycling Event to be held in Harlan Township

Mr. Stansbury told Board members that he spoke with Trevor Hearn, Director of Facility Management, and learned a little more about the County's plan for the future of the campus. Currently the plan for a Health District / JFS building is to erect a new building up close to East Street. It appears the current health district building will come down and a new one in its place will house the Board of Elections.

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



James Staten,
President



Duane Stansbury, REHS, MPH
Secretary