

**MINUTES OF
September 19, 2023
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday September 19, 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:

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

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Terren Koles, Medical Director; Chris Balster, Assistant Health Commissioner; Tara Thornton, Director of Environmental Health; Dianna Glenn, Director of Nursing; Brenda Joseph, Director of Finance; Tammy Cranmer, Administrative Officer; and Sara Sullivan, Epidemiologist. Guest present: Abigail Cuyler, UC MPH Student

Board of Health Educational Session (6:00 – 6:15 pm)

Staff Epidemiologist, Sarah Sullivan, provided an overview of the 2023 County Health Rankings to Board members.

August 15, 2023 Board of Health Minutes Approved (motion #88-2023)

On a motion from Dr. Sosnowski, a second from Dr. Barr, and the following result of a roll call vote the August 15, 2023 Board of Health minutes were approved, as written.

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; Mr. Brigano – aye

August 23, 2023 Special Session Board of Health Minutes Approved (motion #89-2023)

Mrs. Ditmer made a motion to approve the minutes of the August 23, 2023 Special Session Board of Health meeting. Mrs. Zajo seconded the motion and the following is a result moved to approve Training Request #26-2023. Dr. Barr provided a second 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; Mrs. Zajo- aye; Mr. Brigano – aye; Mr. Robert Lipps -aye

September 2023 Expense List Approved (motion #90-2023)

Board members reviewed the September 2023 expenditure list and had no questions. On a motion from Mr. Brigano, a second from Dr. Sosnowski, and the following roll call vote the September 2023 Expense List was approved.

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

Accounting Resolution #9-2023 (motion #91-2023)

Accounting Resolution #9-2023 was presented to Board members for adjustments to the following funds: #9911-4100-5210 (Materials and Supplies); #9911-4100-5811 (PERS); #9911-4100-5871 (Medicare); #9961-4108-5102 (PHEP Salaries); #9961-4108-5811 (PHEP PERS); #9961-4108-5820 (PHEP Insurance); #9961-4111-5102 (Covid Vax Services); #9961-4111-5811 (Covid Vax PERS); #9961-4111-5871 (Covid Vax Medicare); 9961-4111-5820 (Covid Vax Insurance); #9961-4111-5210 (Covid Vax Materials); #9961-4111-5317 (Covid Vax Non Capital); #9911-4100-5910 (Other Expense); #9911-4100-5210 (MISC Expense). See copy of Resolution #9-2023 for full explanation. Mr. Brigano made a motion to accept Accounting Resolution #9-2023, as presented. Dr. Sosnowski provided a second to the motion which carried with the following response 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

Training Sessions #27-2023 - #32-2023 Approved (motion #92-2023)

September, 2023 Training Requests #27-2023 through #32-2023 were presented to Board members. Mrs. Zajo made a motion to approve all requested trainings and Ms. Boyd provided a second. The following is a 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 August month ending finance reports from both the general fund and grants fund accounts for review. Board members had no questions in regards to the reports.

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

iWorQ Systems (motion #93-2023)

The health district implemented iWorQ as the agency's plumbing permitting software in early 2023. Since that initial implementation program staff have reported there are some gaps in the system, namely there is not a simple way to register contractors and installers that conduct plumbing work in Warren County. iWorQ recommends we add the module for Contractor License Management to help with the registration problem. The new total annual agreement price to include this module will now be \$20,000, if approved (\$12,500 additional). After brief discussion, Dr. Sosnowski made a motion to approve adding this module and Ms. Boyd provided a second. The following is the result of a roll call vote:

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; Dr. Barr – aye

First Reading of Proposed 2024 Environmental Health Fees Suspended and Read by Title Only (motion #94-2023)

Environmental Health Director, Tara Thornton, has submitted the proposed changes for the 2024 environmental health fees. The proposed fees are determined by a cost methodology process. Dr. Barr made a motion to suspend the reading of the proposed 2024 Environmental Health Fee Schedule and to read by title only. Ms. Boyd provided a second 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

Accepted First Reading of Proposed 2024 Environmental Health Fees and Read by Title Only (motion #95-2023)

Dr. Barr made a motion to accept the First Reading of the proposed 2024 Environmental Health Fees. Mrs. Zajo seconded the motion and the following is a 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

Variance #2-2023 from Licensing Requirement Approved (motion #96-2023)

Mike Mitchum of Ardent Contracting LLC, requested a Variance from Ohio Administrative Code Chapter 3701-29-03 in regards to obtaining continuing education units in the year prior. Approval of the Variance

allows him to obtain the required CEU's during the current calendar year, so that he can obtain his registration. Dr. Sosnowski made a motion to approve Variance #2-2023, and Mrs. Zajo seconded. The following is the result of a roll call vote:

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; Mr. Brigano – aye

CliniSync Participant Agreement Approved (motion #97-2023)

Board members were informed that HealthBridge, which serves as our Health Information Exchange (HIE), will be discontinued by the end of this year. Board members were presented with a Participant Agreement with CliniSync, who also serves most hospital networks in this region, to take over as the HIE for WCHD. CliniSync is waiving the initial fee. The agreement currently contains an indemnity clause that the prosecutor's office recommend be removed. Mr. Brigano made a motion to approve signing the CliniSync Participant Agreement pending they remove the indemnity clause in the agreement. Mrs. Zajo seconded his 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; Mrs. Zajo- aye; Mr. Brigano – aye; Mr. Robert Lipps -aye

Water Pollution Control Loan Funding Project Bid Awarded for Connection to Sanitary Sewer (motion #98-2023)

Bids for connection of approved WPCLF project, at 943 E. 22/3, Morrow to sanitary sewer were presented to Board members for selection. The project is approved at 100% coverage. Dr. Barr made a motion to award the job to the lowest bidder, Copas Construction. Dr. Sosnowski 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; Mrs. Zajo- aye; Mr. Brigano – aye; Mr. Robert Lipps -aye; Mrs. Gabbard – aye

Water Pollution Control Loan Funding Project Bids Awarded for Completion of System Design for Lots with Failing Sewage Treatment Systems (motion #99-2023)

Bids for completion of system design for the following lots with failing systems were reviewed. Dr. Sosnowski made a motion to award lowest bidder, Star Septics, the job at 194 E. Pekin Road, Lebanon which is approved for 85% coverage through WPCLF, and to award lowest bidder, Cindaco Design Company, the job at 8020 N. State Route 48, Waynesville which is approved for 50% coverage through WPCLF. Dr. Barr provided a second and the following is the result of 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

Board of Health Entered Executive Session (motion #100-2023)

At 6:42. pm Dr. Barr made a motion, per the Agenda, to enter Executive Session for the Board to discuss employee compensation (annual merit increases), the Medical Director contract, and the Health Commissioners contract. Mrs. Ditmer seconded the motion and the following is the result of the 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

Return to Regular Board of Health Session (motion #101-2023)

At 6:52 pm the Board returned to regular session on a motion from Dr. Sosnowski, a second from Dr. Sosnowski. The following roll call was taken:

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

Merit Increases for 2024 and Contracts of Medical Director and Health Commissioner Approved
(motion #102-23)

Dr. Barr made a motion to approve the Medical Director's Contract, as presented; the Health Commissioner's Contract as amended; and annual increases to be awarded, for 2024, as proposed: keeping the current five tier rating system with increases of 0%, 2%, 2.5%, 3%, and 3.5%. Dr. Sosnowski seconded his motion and the following is the result of 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

Other Business

Tara Thornton provided an update on an ongoing nuisance (sewage and trash) property at 9491 Birch Drive, Loveland. There has been no compliance from the owners and with the small size of the lot there is not much that can be done to resolve the sewage nuisance at this property. Tara and her staff will follow procedure to condemn the property.

Board members were notified of the upcoming Tire Recycling event in Harlan Twp


Dr. Koles prepared a Thank You message on the dry erase board, to thank them for all they have given the WCHD staff over the last year. Board members expressed their gratitude to Dr. Koles for her time as medical director and let her know she is appreciated and will be missed.

Board members received their monthly reports from the Epidemiologist, Nursing Director and EH Director as well as a copy of the 2023 Health Rankings Report and 2023Health Value Dashboard

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



James Staten,
President



Duane Stansbury, REHS, MPH
Secretary