

**MINUTES OF
July 16, 2024
WARREN COUNTY BOARD OF HEALTH MEETING**

001147

The regular monthly meeting of the Warren County Board of Health was held Tuesday July 16, 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, Mr. Dick Staten, Dr. Stephen Barr, Mr. Robert Lipps, Mrs. Traci Gabbard, Mrs. Nicole Ditmer, and Mr. Dominic Brigano were present (Mrs. Terrie Zajo and Ms. Holly Boyd were absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Tara Thornton, Environmental Health Director; and Dr. Clint Koenig, Medical Director

June 18, 2024 Board of Health Minutes Approved (motion #53-2024)

Dr. Barr made a motion to approve the Board of Health minutes dated June 18, 2024, as presented. Dr. Sosnowski seconded his motion and the following is the result of a roll call vote:

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

Training Request #18-2024 Approved (motion #54-2024)

July 2024 training request #18-2024 was presented to Board members for consideration. Mr. Brigano made a motion to approve the request and Dr. Sosnowski provided a second. The following is a result of a roll call vote:

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

Accounting Resolution #7-2024 Approved (motion #55-2024)

Accounting Resolution #7-2024 was presented to Board members for supplemental appropriation adjustments to the following funds: #99114100-5370 (General Fund – Software); #99164100-5811 (Sewage Program – PERS); and #99164100-5820 (Sewage Program – Health Insurance) See copy of resolution for full explanation. Mr. Brigano motioned to approve Accounting Resolution #7-2024, as presented, and Dr. Sosnowski provided a second. The following is the result of a roll call vote:

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

Amended Certificate #3-2024 Approved (motion #56-2024)

Fiscal Officer, Mrs. McKinney presented an Amended Certificate for adjustments to the following grant funds: #9961-42533 (Reproductive Health); #9961-42884 (Public Health Emergency); #9961-42938 (Covid Enhanced); and #9961-42940 (Federal Workforce). See copy of Certificate for full explanation. Dr. Sosnowski motioned to approved the Amended Certificate as presented and Mr. Brigano provided a second. The following is the 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

July 2024 Expense List Approved (motion #57-2024)

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

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

Financial Review to Date

There were no questions in regards to the month ending finance reports for June 2024.

Administrative Report

At 6:05 pm, Mr. Staten turned the meeting over to Mr. Stansbury who presented the below motion items as part of the Administrative Report

Amending Day for Life Policy Accepted (Motion #58-2024)

Mr. Stansbury explained that members of administration met and would like to extend the Day for Life Policy to new hires. They would be permitted thirty days after hire to get an equivalent health screening that is required of all staff to obtain the day off. They will be permitted the opportunity to have our nursing staff complete the health screening. Mr. Brigano approved amending the Day for Life to make it available throughout the year to new hires, within their first thirty days of employment. Dr. Barr seconded his motion and the following is the response to a roll call vote:

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

Resolution #24-03 Social Media Policy Approved (motion #59-2024)

The Board was presented with Resolution #24-03, a social media policy that would restrict the use of social media (Facebook) to being a source of official information for WCHD only, as opposed to a site for public comments. The policy has been reviewed and approved by Warren County Prosecutor’s office. Mr. Brigano motion to approve Resolution #24-03 and Dr. Barr provided a second. The following is a response to a roll call vote:

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

Equipment Update Approved (motion #60-2024)

Mr. Stansbury explained that IT has informed him the OnBase server is nearing twelve years old and needs updated and requires a newer operating system. He shared a proposal to update for a total cost of \$5,311.92. Dr. Sosnowski motioned to approve the updates be made and Mr. Brigano provided a second. The following is a response of a roll call vote:

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


Medical Director’s Report

At this time, 6:10 pm, Mr. Staten invited Dr. Koenig to share his Medical Director’s Report

Other Business:

With no further business, Mr. Staten dismissed the Board of Health meeting at


James Staten
President


Duane Stansbury REHS, MPH
Secretary