

**MINUTES OF  
June 18, 2024  
WARREN COUNTY BOARD OF HEALTH MEETING**

001144

The regular monthly meeting of the Warren County Board of Health was held Tuesday June 18, 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, 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

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Tara Thornton, Environmental Health Director; Alicia Habermehl, Assistant Director of Nursing; Pat Engler, Assistant Director of Nursing; Charlena McKinney, Finance Officer; Dr. Clint Koenig, Medical Director and Katie Meyer, Wright State MPH Student Intern. Also present was Mr. Henry Luke.

**Board of Health Administrative Hearing**

Per Agenda, Mr. Staten opened the BOH Administrative Hearing regarding Grand Oriental food service license. Mr. Staten swore in employees Tara Thornton and Ben Ginter whom then provided testimony of the time line of events that have led them to request the BOH consider suspending the food license for non-compliance. Mr. Staten then swore in Mr. Luke, co-owner of the establishment and he provided testimony of the challenges they, as owners, of the establishment have faced that led to the current condition of the establishment. He added they have hired a professional cleaning company that is scheduled to fully clean the establishment. After listening to both testimonies Mr. Staten thanked both parties and requested motion to enter executive session.

**Entered Executive Session to Consider the Investigation of Charges against a Food Service Licensee**  
(motion #44-2024)

(6:20 pm) Dr. Barr made a motion to enter executive session for the Board to consider the investigation of charges against the food service licensee, Grand Oriental. Mrs. Zajo provided a second and the following is the result of a roll call vote:

Mr. 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

**Return to Regular Session of Board of Health Meeting** (motion #45-2024)

(6:40 pm) Dr. Barr made a motion to return to regular session of the Board of Health meeting. Mrs. Zajo seconded his motion and the following is the result of 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. Lipps – aye

**Voted to Table the Decision of Suspending Food Service License** (motion #46-2024)

Dr. Barr motioned to table the decision to suspend the food service license of Grand Oriental pending further review and consultation with legal counsel. Ms. Boyd seconded his motion 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. Lipps – aye; Mrs. Gabbard – aye

**Board of Health Educational Session**

(6:40-7:00 pm) Wright State University MPH Student Intern, Katie Meyers began earlier in the month and has been working with WCHD epidemiologist, Sarah Sullivan. One of the projects Katie has worked on is to

create a compilation report of Child Fatality reviews from 2001-2023. Katie presented her report to Board members. Ms. Meyer explained the purpose of child fatality review is to identify what groups are being affected, what the risks may be, and then to create plans or programs to help prevent fatalities. These efforts are usually joint effort across the state. A few programs created to help prevent deaths include Car Seat Safety, Infant Safe Sleep, and Ohio Safe Communities. She concluded noting that Warren County child fatality rate is lower than the rate for Ohio and the United States, and has been trending downward since 2017.

**May 21, 2024 Board of Health Minutes Approved** (motion #47-2024)

Dr. Barr made a motion to approve the Board of Health minutes dated May 21, 2024, as presented. Ms. Boyd seconded his motion 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. Lipps – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye

**Training Request #17-2024** (motion #48-2024)

June 2024 training request #17-2024 was presented to Board members for consideration. Dr. Barr made a motion to approve the request and Mrs. Zajo 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. Lipps – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye; Ms. Boyd – aye

**June 2024 Expense List Approved** (motion #49-2024)

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:

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

**Accounting Resolution #6-2024** (motion #50-2024)

Accounting Resolution #6-2024 was presented to Board members for expense budget transfers to the following funds: #99114100-5421 (rent or lease); #99114100-5210 (materials and supplies); #99114100-5460 (insurance); #99114100-5820 (health insurance); #99114100-5940 (travel); #99114100-5910 (other expense); #99124100-5911 (non-taxable meals); #99124100-5210 (materials and supplies); #99614110-5102 (salaries); #99614110-5850 (training); #99614110-5940 (travel); #99614110-5210 (materials and supplies); #99614110-5910 (other expense). See copy of resolution for full explanation. Dr. Barr made a motion to approve Accounting Resolution #6-2024, as presented, and Mr. Brigano provided a second. The following is the result of a roll call vote:

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

**Financial Review to Date**

There were no questions in regards to the month ending finance report for May 2024.

**Administrative Report**

At 7:02 pm, Mr. Staten turned the meeting over to Mr. Stansbury who presented the below motion items as part of the Administrative Report

**Variance Request #1-2024 Approved** (motion #51-2024)

Variance Request #1-1024 was presented for location of a hauled water storage tank at 7646 Oregonia Road. Various utilities on the lot and the existing structure leave little space to place the HWST. The homeowner is requesting variance from OAC 3701-28 which stipulates the isolation distance requirements. Staff have

recommended approval. Mr. Brigano motioned to approve the Variance as presented, and Dr. Sosnowski seconded. The following is the result of a roll call vote:

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

**Regional Data Platform Approved** (motion #52-2024)

WCHD has recently been awarded a portion of a grant to be used to increase data accessibility for the region. The total grant amount awarded to go towards the creation of a data platform is \$181,000. Board members were provided the following explanation of why data is an important source of information. It can be used by public health departments and other government agencies to highlight any need in the community, the impact of projects for community members, and to show progress. A regional data platform once fully launched, will be available to the public to use for: writing grants, strategic planning, conducting needs assessment and more for the 8 counties in Southwest Ohio (SWOH). We will also market the availability and accessibility to local universities, community colleges, and schools as the data would be very useful for students and staff. An additional benefit on the public health aspect, is the ability for local health districts to share data and outcomes that they collect from implementing local programs or targeting areas of specific need in a way that is both user friendly, and easily accessible. The specific company that is being proposed to contract with is Conduent Healthy Communities Institute. The quoted total for the 8-county region is **\$180,855** for a 3-year contract, all of which will be paid with grant funding. Dr. Sosnowski motioned to approve the purchase of the data platform, using grant funds and Ms. Boyd provided a second to his motion. The following is the result of a roll call vote:

Mr. 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

**Medical Director's Report**

At this time, 7:05 pm, Mr. Staten invited Dr. Koenig to share his Medical Director's Report

**Work Plan**

Dr. Koenig provided Board members an update on his workplan. He said focus right now is to implement new EMR, continue to develop an oral health program, and optimize financial independence/sustainability in clinics. As for the mobile unit, it is still expected by the end of July.

**Other Business:**


Chris added, for an update, that the TriHealth contract for EMR is between legal right now. He knows that the indemnity clause will need to be removed. He believes the next meeting is in 2 weeks.


Dr. Barr asked that a meeting be set up for Finance Committee to meet prior to next month's regular session.

Mr. Brigano asked about the Narcan Vending machine utilization. Chris had no recent update but will provide one next month.

Board members received monthly reports from the Epidemiologist, Nursing Director, and Environmental Health Director.

With no further business, Mr. Staten dismissed the Board of Health meeting at 7:18 pm.

  
James Staten  
President

  
Duane Stansbury REHS, MPH  
Secretary

