

**MINUTES OF
August 20, 2024
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday August 20, 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, Ms. Holly Boyd, Mrs. Traci Gabbard, Mrs. Nicole Ditmer, and Mr. Dominic Brigano were present (Mrs. Terrie Zajo was absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Dianna Glenn, Nursing Director; Charlena McKinney, Finance Officer; and Dr. Clint Koenig, Medical Director

Administrative Hearing Regarding Food Service License Suspension Tabled (Motion #61-2024)

The most recent facility inspection revealed the operator of the food service establishment, that the Environmental Health team have been closely monitoring, has taken significant steps to correct violations. While there is still work to be done, the Board wants to encourage the operator to continue to improve. Mr. Balster stated that the establishment will be inspected monthly to ensure continued improvement. Dr. Barr made a motion to suspend the scheduled Administrative Hearing until a future date, if inspections indicate the establishment is not continuing towards compliance. Mr. Brigano provided a second and the following is response to the roll call vote:

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

July 2024 Board of Health Minutes Approved (motion #62-2024)

Mrs. Ditmer made a motion to approve the Board of Health minutes dated July 16, 2024, as presented. Dr. Sosnowski seconded the motion 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; Mr. Brigano – aye

Training Request #19-2024 through 21-2024 Approved (motion #63-2024)

August 2024 training requests #19-2024 through #21-2024 were 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:

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

August 2024 Expense List Approved (motion #64-2024)

Board members reviewed the August 2024 expenditure list and had no questions. Dr. Barr made a motion to approve the August 2024 expenditures as presented and Mr. Brigano seconded. The following is the result to 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; Mr. Brigano – aye

Accounting Resolution #8-2024 Approved (motion #65-2024)

Accounting Resolution #8-2024 was presented to Board members for supplemental appropriation adjustments to the following Enhanced Grant funds: #99614107-5330 (Capital Purchases); #99614107-5370 (Software); #99614107-5102 (Salaries); #99614107-5820 (Health Insurance); and to the following Reproductive Health Grant fund: #99614102-5102 (Salaries); and the following Workforce Grant funds: # 99614110-5102

(Salaries); #99614110-5820 (Health Insurance); #99614110-5871 (Medicare); #99614110-5811 (PERS); and to PHEP Grant expense budget transfers: #99614108-5811 (PERS); 99614108-5820 (Health Insurance); #99614108-5830 (Workers Comp); #99614108-5871 (Medicare); #99614108-5400 (Purchased Services); #99614108-5102 (Salaries); Water Program funds: #99534100-5400 (Purchased Services); #99534100-5910 (Other Expenses); #99534100-5102 (Salaries); and General Funds #99114100-5882 (Vacation Leave Payout); #99114100-5881 (Sick Leave Payout). 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:

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

Financial Review to Date

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

Administrative Report

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

Resolution #24-04 WCHD Signing Authority Updated (motion #66-2024)

The Board was presented with Resolution #24-04 to update the signing authority for the health district. The update was to add Craig Carlson for certain Munis permissions in place of the former IT Coordinator, Joe Gambill. Dr. Sosnowski made a motion to approve Resolution #24-04 and Ms. Boyd provided a second. The following is a response to 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; Mr. Brigano – aye

Resolution #24-05 Local Air Pollution Control Regulation & Agreement (motion #67-2024)

Resolution #24-05 to adopt local air pollution control regulations and to sign new agreement with Southwest Ohio Air Quality Agency was presented to Board members. Dr. Barr made a motion to approve Resolution #24-05 and Ms. Boyd seconded. The following is the response to 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; Mr. Brigano – aye

Update on EMR

Mr. Stansbury informed the Board that the contract with TriHealth, who was awarded the contract last year for WCHD to access Epic, has an indemnification clause. Warren County Prosecutor's office has informed us that the indemnification verbiage is unacceptable for a public agency. After meetings with legal counsel and Tri-Health representatives, TriHealth stated in lieu of indemnification the health district could raise its liability coverage to more fully cover a major event that could impact Tri-Health as owner of the Epic product. We found the cost of this additional liability insurance would be \$30,531 a year, which is over 60% increase on our current premium. Therefore, he told them, he suggests we explore other options. Dr. Koenig had some ideas he shared with the Board on this as well, including looking better at how we can optimize our current EMR system until a better alternative is available. Mr. Balster said the grant for this project is available through the end of this year.

Equipment Purchase

Board members were informed that several computers will be replaced soon. Mr. Balster explained that while the cost for each unit is under the amount for discretionary spending authority, Board of Health approval would not be necessary but administration still wanted to let the BOH know because we will be purchasing more units at one time than we usually do. This is because we were waiting until we knew exact

specifications that would be necessary to run modern EMR platforms. We will return to our practice replacing them in waves to ensure that there will not be large expenditures for computers in any given year. 001149

Board of Health Entered Executive Session to Discuss Personnel Issue (motion #68-2024)

At 6:19 pm Board member, Ms. Boyd, requested the Board enter Executive Session to discuss a personnel issue. She asked that Dianna Glenn remain in the session. Motion to enter Executive Session was made by Ms. Boyd and seconded by Dr. Barr. The following is the response to the roll call vote:

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

Return to Regular Session of Board of Health Meeting (motion #69-2024)

At 6:23 pm Ms. Boyd made a motion to return to regular session, from executive session where they discussed personnel issue. Dr. Barr provided a second and the below is response to the foll call vote:

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

Medical Director's Report

At this time, 6:23 pm, Mr. Staten invited Dr. Koenig to share his Medical Director's Report Dr. Koenig reviewed the status of his workplan progress. He noted that he will focus on options for a new EMR. He said he and Dianna have some ideas for sustainability initiatives, and can share w/other members of Administration and Board. He shared some communicable disease numbers noting that COVID is up over this time last year. He told the Board the "open house" for the mobile unit was a success and brought good media coverage.

Other Business


Board members would like to tour the mobile clinic so it will be parked out front during next month's BOH meeting. Many of them had prior commitments and were unable to come on open house day.

Mr. Stansbury informed the Board that Jennifer McCoy will be joining the Health District next month. She was selected to fill the vacancy of Emergency Preparedness Coordinator. Mrs. McCoy comes to us with experience in the position, she is currently employed with Butler County General Health.

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 6:34 pm.


James Staten
President


Duane Stansbury REHS, MPH
Secretary

