

**MINUTES OF
September 17, 2024
WARREN COUNTY BOARD OF HEALTH MEETING**

001150

The regular monthly meeting of the Warren County Board of Health was held Tuesday September 17, 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:

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

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Dr. Clint Koenig, Medical Director; Charlena McKinney, Finance Officer; Tammy Cranmer, Administrative Officer; Alicia Habermehl, Assistant Director of Nursing (Prevention); Pat Engler, Assistant Director of Nursing (Clinics)

Board of Health Educational Session – Auditor of State Fraud Reporting System Training

Board members who were present viewed a webinar provided by the State Auditor detailing Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. The training is mandated for all state employees and officials and will be repeated every four years. Board members not present will be sent links to their home emails to complete the training independently. All WCHD employees have also completed the required training. (6:00-6:10 pm)

August 2024 Board of Health Minutes Approved (motion #70-2024)

Dr. Barr made a motion to approve the Board of Health minutes dated August 20, 2024, as presented. Ms. Boyd seconded the motion and the following is the result of a roll call vote:

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

Training Requests #22-2024 through 29-2024 Approved (motion #71-2024)

September 2024 training requests #22-2024 through #29-2024 were presented to Board members for consideration. Mr. Brigano made a motion to approve the requests, as presented, and Mr. Lipps provided a second. The following is a result of a roll call vote:

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

September 2024 Expense List Approved (motion #72-2024)

Board members reviewed the September 2024 expenditure list and had no questions. Dr. Barr made a motion to approve the expenditures, as presented, and Mr. Brigano provided a second. The following is the result to a roll call vote:

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

Accounting Resolution #9-2024 Approved (motion #73-2024)

Accounting Resolution #9-2024 was presented to Board members for expense budget transfers in the following funds: Enhanced Grant #99614107, Food Service Program #99124100, General Fund #99114100, and Pool Fund #99764100. Please see Resolution for full explanation of transfers. Dr. Sosnowski motioned to approve Accounting Resolution #9-2024, as presented, and Mr. Brigano provided a second. The following is the result of a roll call vote:

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

Financial Review to Date

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

Administrative Report

At 6:14 pm, Mr. Staten turned the meeting over to Mr. Stansbury who presented the below items as part of the Administrative Report

Equipment Purchase (motion #74-2024)

Recommendation was made to the Board of Health for the purchase of a new large format scanner. The current scanner is several years old and has not been working due to outdated software compatibility. The scanner will be used to scan items such as food service plan plans and plumbing inspection plans. The purchase has been approved for use of grant funds using the Enhanced Operations grant. Dr. Barr motioned to approve the requested purchase and Ms. Boyd followed with a second. The following is the result of a roll call vote:

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

First Reading of Proposed Environmental Health Fees for 2025 Suspended and Read by Title Only (motion #75-2024)

Board members received the proposed 2025 Environmental Health Fee Schedule to review. It was explained that the fees are based on the previous full year of cost for the programs and that a public hearing will be scheduled for next month, prior to the second reading the proposed fees. Dr. Barr made a motion to dismiss the first reading and read by title only. Ms. Boyd provided a second to his motion, and the following is a response to the roll call vote:

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

First Reading of Proposed Environmental Health Fees for 2025 Accepted (motion #76-2024)

Dr. Barr made a motion to accept the first reading of the Proposed Environmental Health Fees for 2025. Dr. Sosnowski seconded his motion and the following is the result of the roll call vote:

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

Medical Director's Report

At 6:17 pm, Mr. Staten turned the meeting over to Dr. Koenig who provided the following updates:

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| Fluoride Varnish | Dr. Koenig stated he expects to put the new Floride Varnish Oral Health Program in motion in the first week of October. He said toles and responsibilities heave been identified, they are waiting on one last training with the subject matter expert. |
| Electronic Health Record Update | Dr. Koenig reported staff is disappointed that Epic is not working out, but understand it is not cost effective for us currently. He met with staff to learn what is frustrating or missing form, for them, while using our current electronic medical record program, EMd's. He said to optimize EMd's better he and Mrs. Glenn are looking into obtaining expertise training, especially in connectivity. There will be cost involved and he will have more to report later. Mr. Balster added that the E023 grant was extended and we should be able to use it for the associated training cost. |

Infectious Disease
Update

The medical director said that as with the rest of the State, we are seeing increase in Covid and Pertussis cases.

Cross-cultural
Training

Because the clinic staff see clients whom are from all over the world, they have encountered 32-34 different languages. Dr. Koenig reached out to Cincinnati Children's who also work with many families of different cultures/languages. He said he hopes to meet with them and possibly share some cross-cultural communication trainings for staff.


Other Business


Dr. Barr asked Ms. Thronton for an update on the restaurant they are working closely with to correct previous noted violations. She said the owner has been given a list of 13 items to have repaired by October. They have a company providing cleaning services and there are still no roaches. She said basically they (EH staff) are staying on top of them and there is progress, but it is slow.

The new mobile clinic was available in the front parking lot, prior to the Board meeting, for Board members to take a little tour. They are excited to take our services out into the communities.

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 6:35 pm.


James Staten
President


Duane Stansbury REHS, MPH
Secretary

