

**MINUTES OF
October 15, 2024
WARREN COUNTY BOARD OF HEALTH MEETING**

001152

The regular monthly meeting of the Warren County Board of Health was held Tuesday October 15, 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, Mrs. Nicole Ditmer, Mrs. Terrie Zajo, Mr. Dominic Brigano, Mr. Robert Lipps, and Ms. Holly Boyd were present (Dr. James Sosnowski and Mrs. Traci Gabbard were absent)

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Dr. Clint Koenig, Medical Director; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing, and Guest Adam Nice, First Assistant Prosecuting Attorney Civil Division

Public Hearing

The agenda for this evening's meeting mistakenly had a Public Hearing scheduled, which is to allow public the opportunity to address questions/concerns to the Board of Health, in regards to the proposed program fee changes. Code requires interested parties receive a two week notice of the hearing. Those notices will be mailed and the Public Hearing will be held during the November, 2024 Board of Health meeting.

Board of Health Educational Session – Public Meetings Presentation

Presented by Adam Nice, Warren County Prosecutor's Office (6:00–7:23 pm)

It has been quite some time since our Board members have been provided a training regarding public meetings. We invited the health department's representative at Warren County Prosecutors Office, Adam Nice, who was happy to provide an overview and answer questions. Mr. Nice reviewed the law regarding public body and meetings from what constitutes a quorum, posting of the agenda, providing draft minutes and finally approved minutes for public inspection, when requested. He also spoke to the Board about executive sessions; specifically reasons a public body may convene to executive session, per Ohio Revised Code 121.22 (G), and the correct language used to make motion to enter executive session. He added that all board members should stay and anyone else must be invited stay. Minutes should reflect a roll call of Board members and who was invited to stay. Board members had several questions for Mr. Nice regarding this and other facets of Board member roles.

September 2024 Board of Health Minutes Approved (motion #77-2024)

Dr. Barr made a motion to approve the Board of Health minutes dated September 17, 2024, as presented. Mrs. Zajo seconded the motion and the following is the result of a roll call vote:

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

October 2024 Expense List Approved (motion #78-2024)

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

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

Accounting Resolution #10-2024 Approved (motion #79-2024)

Accounting Resolution #10-2024 was presented to Board members for expense budget transfers in the General Fund and Workforce Grant Fund. Please see Resolution #10-2024 for full explanation of transfers.

Mr. Brigano motioned to approve Accounting Resolution #10-2024, as presented, and Mr. Lipps provided a second. The following is the result of a roll call vote:

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

Financial Review to Date

Board members received the month ending (Sept/2024) finance statements for both the general funds and grant funds. Also included this month for Board members review was the Auditor's Office statement of 2nd half appropriation of levy funds. Board members had no questions in regards to these reports.

Administrative Report

At 7:25 pm, Mr. Staten turned the meeting over to Mr. Stansbury who presented the below items as part of the Administrative Report.

Second Reading of Proposed Environmental Health Fees for 2025 Suspended and Read by Title Only (motion #80-2024)

Dr. Barr made a motion to dismiss the second reading of the proposed changes and read by title only. Mrs. Zajo provided a second to his motion, and the following is a response to the roll call vote:

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

Second Reading of Proposed Environmental Health Fees for 2025 Accepted (motion #81-2024)

Dr. Barr made a motion to accept the second reading of the Proposed Environmental Health Fees for 2025. Ms. Boyd provided a second to his motion and the following is the result of the roll call vote:

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

Voted to Approve eMDs Program Optimization (motion #82-2024)

To optimize our current electronic medical record (EMR) we would like to set up a direct interface to hospitals and labs with whom we frequently interact. The cost per interface set up is \$3,666.45 dollars, but once that initial connection is complete, each connection will only cost \$806.64 per year to renew per our eMDs contact. The costs associated with the interfaces will be fully reimbursed through the Enhanced Operations 23 grant and should hopefully provide the agency with the ability to more seamlessly exchange data with our healthcare partners, and ultimately be a beneficial development for all our patients. The Nursing Division has indicated that they wish to set up two connections currently (CliniSync and AHLERS). Each connection total cost will be \$4773.09 with a monthly recurring maintenance cost of \$67.22. Dr. Barr moved to approve the interface connections, as requested and Mr. Lipps provided a second to the motion. The following is the response of a roll call vote:

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

Biometric Screenings & Day for Life, 2025 Approved (motion #83-2024)

This year we have learned that Healthsource, the company we previously used for our employee biometric screenings, can now bill Anthem for our employees who are covered members. We would like to schedule the annual screenings with this agency again as they have a nice dashboard that helps the employee understand their results and provides them their past results for comparison. For our insurance eligible employees who waived our offer of benefits, we will be billed \$64.00 per non-covered employee for their screening (estimate is no more than 10 employees). For participating in this screening, we offer the Day for Life in

which employees receive a day off (7.5 hours) for their participation, to be used in one single day in the year 2025. The policy also allows for new employees hired through the year to obtain a screening, within thirty days of hire, to receive the Day for Life. We will continue to do those inhouse or permit them to have their physician submit a letter that an equivalent screening was done in their office. Dr. Barr motioned to approve biometric screenings be completed by Healthsource and the 2025 Day for Life policy. Mr. Brigano provided a second and the following is the response of a roll call vote:

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

2025 Medical Insurance Renewal Approved (motion #84-2024)

Frank Harmon with Ohio Insurance Service was able to secure a 7% renewal increase with Anthem and 0% increase with Morgan White Premium Saver. Dr. Barr asked if the administration and employees have been happy with insurance. Mrs. Cranmer said there were a few hiccups early on with some providers not accepting the premium saver card, but those issues were resolved once a little better explanation of how the program worked was provided to the billing office. She said beyond those instances, the staff have not voiced complaints to her. Dr. Barr motioned to approve the renewal of Anthem and Morgan White for the medical benefits. Mr. Brigano provided a second and the following is the response to a roll call vote:

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

Medical Directors Report

At 7:32 pm, Mr. Staten turned the meeting over to Dr. Koenig who presented the below items as part of his Medical Director's Report

Nurse Practitioner Staff Update Dr. Koenig informed Board members Dr. Heidi Schindler's last day will be Oct. 18th. He stated she reported she is leaving for a more administrative position. He also informed them the other staff nurse practitioner will be off for approximately six weeks beginning mid-November for personal reason.

Oral Health Program Dr. Koenig informed the Board the Oral Health Program will be starting this week.

Temporary Increase of Medical Director Hours Approved (motion #85-2024)

The medical director, acknowledging the necessity for coverage asked the Board to approve a temporary addendum to his contract allowing him to work up to 35 hours per week to provide coverage while short staffed (absence of nurse practitioners). The temporary addendum is for the period of November 12, 2024 to January 6, 2025. Dr. Barr made a motion to approve the temporary addendum to the medical director's contract to allow up to thirty-five hours per week. Mrs. Zajo provided a second and the following is the result of the roll call vote:

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

Entered Executive Session (motion #86-2024)

At 7:46 pm and per the Agenda, Dr. Barr motioned to enter executive session pursuant to ORC 121.22 (G)(1) to consider employment and compensation of public health employee for the nursing division. Ms. Boyd provided a second to his motion, and the following is the result of the roll call vote: Mr. Stansbury, Dr. Koenig and Mrs. Cranmer remained in the room at the request of the Board.

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

Return to Regular Session Board of Health meeting (motion #87-2024)

At 7:51 the Board of Health reconvened to regular session. The following roll call was taken:

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

Approval Granted to Negotiate Salary Offer (motion #88-2024)

The Warren County Health District Compensation Plan recommends no new employee be hired above the mid-range of each paygrade. Therefore, to do so requires approval from the Board of Health. Dr. Barr made a motion to permit Dr. Koenig to negotiate above the mid-range of the paygrade, if warranted for a qualified family nurse practitioner. Mrs. Zajo provided a second to his motion and the following is the result of a roll call vote:

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


Other Business

Only one bid was received for the WPCLF project on SR 48, Waynesville. Environmental Health Director, Ms. Thornton requested the Board not act on approving the bid to allow more time for additional bids to be received.

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

With no further business, Mr. Staten dismissed the Board of Health meeting at 7:53 pm.


James Staten
President


Duane Stansbury REHS, MPH
Secretary