

**Minutes of
May 20, 2025
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday May 20, 2025 in the first-floor conference room of the Warren County Health District, 416 South East Street, Lebanon, Ohio. President, Dr. Stephen Barr called the meeting to order at 6:00 pm.

Members Responding to Roll Call:

Dr. Stephen Barr, Mr. Dick Staten, Mrs. Nicole Ditmer, Mr. Dominic Brigano, Mr. Todd Lewis, Dr. James Sosnowski, and Ms. Holly Boyd were in attendance.

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; and Charlena McKinney, Finance Officer. The following staff members were also present: Pat Engler, Tracey Hatton, Suzan Parziale, and Kristin Miller. Others in attendance were Tony Parziale and Laziza Muminova.

Educational Session: Workforce Development and Strategic Plan Survey (6:00 – 6:25 pm)

Mr. Balster presented the results of the WCHD Workforce Development and Strategic Plan Survey recently completed by employees of WCHD. The survey, compiled by him and emergency preparedness coordinator, Jenny McCoy gave WCHD employees the opportunity to identify what they feel are strengths, weaknesses, opportunities, and threats (SWOT) for WCHD; answer questions related to training preferences, rank their own capabilities and competencies related to their position, reflect their perception of WCHD services and communication, and provided opportunity to share their own ideas and thoughts for additional requests or recommendations they would like WCHD to consider. Mr. Balster informed Board members they too will also be receiving a short survey to complete related to strategic planning and a SWOT analyses. Survey results will be used to draft revisions to the strategic plan for the Board's approval. Any policies, programs, or incentives resulting from this process will be drafted, reviewed by legal counsel if applicable, and presented to the Board for consideration to adopt.

April 2025 Board of Health Minutes Approved (motion #43-2025)

Dr. Sosnowski made a motion to approve the Board of Health minutes dated April 15, 2025, as presented. Mr. Staten seconded the motion, and the following is the result of a roll call vote:

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

Accounting Resolution #5-2025 Approved (motion #44-2025)

Accounting Resolution #5-2025 was presented to Board members for supplemental appropriations to the WIC Grant fund account: #99614104-5820 (Health Insurance); and for budget transfers in WIC Grant funds #99614104-5210 (Supplies); #99614104-5421 (Rent); #99614104-5430 (Utilities); #99614104-5830 (Worker's Comp); #99614104-5820 (Health Insurance); and from #99614104-5102 (Salaries). Also, for budget transfers to the following Workforce Grant accounts: #99614110-5400 (Purchased Services); #99614110-5850 (Training & Education); and from #99614110-5210 (Material and Supplies). This Resolution is also for supplemental appropriations to The Resolution is also for budget transfer to the following Enhanced Grant funds: #99614107 (Software) and from

#99614107-5102 (Salaries), and #99614107-5811 (PERS). Please see Accounting Resolution #5-2025 for full explanation of transfers. Mr. Brigano motioned to approve Accounting Resolution #5-2025 as presented, and Ms. Boyd provided a second motion. 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; Mr. Brigano – aye; Mr. Lewis – aye

May 2025 Expense List Approved (motion #45-2025)

After review, Mr. Brigano made a motion to approve the May 2025 expenses as presented, and Ms. Boyd provided a second to his motion. The following is the result of a roll call vote:

Ms. Boyd – aye; Mr. Staten - aye; Dr. Barr – aye; Mrs. Ditmer – aye;
Mr. Brigano – aye; Mr. Lewis – aye; Dr. Sosnowski – aye

Month Ending April 2025 Financial Statement

Board members had no questions regarding the Financial Statement Report

Administrative Report

At this time (6:28 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Office Report

Quick Care Clinic (motion #46-2025)

The Nursing Division has been exploring options for both expanding services and increasing patient throughput. One option they would like the Board to consider is to begin allowing employees of Warren County, including those who reside outside of the County, to be able to utilize the clinical services of WCHD. This would be extended to their household members, as well. This proposed “Quick Care Clinic” would help provide a stopgap measure for Warren County employees and their families in times when they are unable to see their regular provider. The intent of this clinic is not to establish long-term care through the agency’s clinics. After verifying the clinic is for all Warren County employees, not just the health district employees, Ms. Boyd made a motion to approve the Quick Care Clinic, as presented, and Dr. Sosnowski provided a second to her motion. The following is the result of a roll call vote:

Mr. Staten - aye; Dr. Barr – aye; Mrs. Ditmer – aye; Mr. Brigano – aye;
Mr. Lewis – aye; Dr. Sosnowski – aye; Ms. Boyd – aye

Position Reclassification Approved (motion #47-2025)

After reviewing the position description for Public Health Nutrition Coordinator, the WCHD administration is recommending the position be retitled Public Health Registered Dietitian and reclassified from pay grade eight to pay grade seven. It was determined that the description of the role is not accurate with the actual work performed, as such the position should not be considered a coordinator. The position has recently been vacated, and this change is recommended before a posting is created for the vacancy. Mr. Brigano made a motion to approve reclassifying the position to paygrade 7 with the necessary changes to remove coordinator responsibilities from the position description. Ms. Boyd provided a second to his motion and the following is the response of a roll call vote:

Mrs. Ditmer – aye; Mr. Brigano – aye; Mr. Lewis – aye; Dr. Sosnowski – aye;
Ms. Boyd – aye; Mr. Staten - aye; Dr. Barr – aye

Approved Continuing with Enterprise Vehicles (motion #48-2025)

WCHD has been leasing vehicles from Enterprise Fleet Management since 2020. This year Enterprise provided a proposed plan to replace our current fleet and leverage the equity we have earned from the existing vehicles. Board members were provided with a spreadsheet showing the cost savings earned from the program as well as recommended vehicles that will yield better fuel economy to replace our current vehicles going forward. Mr. Brigano motioned to approve moving forward with Enterprise in replacing the current fleet. Ms. Boyd provided a second to his motion and the following is the result of a roll call vote:

Mr. Brigano – aye; Mr. Lewis – aye; Dr. Sosnowski – aye;
Ms. Boyd – aye; Mr. Staten - aye; Dr. Barr – aye; Mrs. Ditmer – aye

The Day After Christmas and New Year's as Paid Holidays (motion tabled)

Historically, the Board of Health has granted additional holidays either the day before or after the Christmas and New Year Holidays if those days were on a Tuesday or Thursday (within one day of the weekend). This was presented to the Board for approval given the Holidays this coming year fall on a Thursday. Dr. Barr acknowledging this is always approved requested we write it into our holiday policy and bring the policy to the June Board of Health meeting for the Boards approval.

Resolution #25-06 Rescinded, Resolution #25-07 Adopted (motion #49-2025)

The Board of Health approved Resolution #25-06, Delegation of Daily Operations, at the April 2025 meeting. Later and after receiving communication from the Prosecutor's office we determined Resolution #25-06 was written incorrectly in that if administration places an employee on administrative leave, it would be paid leave, and not unpaid leave as the Resolution was written. Resolution #25-07 contains the corrected verbiage for the Delegation of Daily Operations. Dr. Sosnowski motioned to rescind Resolution #25-06 and adopt Resolution #25-07 for the Delegation of Daily Operations. Ms. Boyd provided a second to his motion. The following is the result of a roll call vote:

Mr. Brigano – aye; Mr. Lewis – aye; Dr. Sosnowski – aye;
Ms. Boyd – aye; Mr. Staten - aye; Dr. Barr – aye; Mrs. Ditmer – aye

Water Pollution Control Loan Funding Program Bid Selected for 7244 Township Line Road (motion #50-2025)

Bids were requested for approved WPCLF project at 7244 Township Line Road for design and soil work only. After the Boards review of the submitted bids Dr. Sosnowski motioned to award the job to Star Septics. Mr. Brigano seconded the motion and the following is a result of the roll call vote:

Mr. Lewis – aye; Dr. Sosnowski – aye; Ms. Boyd – aye;
Mr. Staten-aye; Dr. Barr – aye; Mrs. Ditmer – aye; Mr. Brigano – aye

Water Pollution Control Loan Funding Program Bid Selected for 4825 Robinson Vail Road (motion #51-2025)

Bids were requested for approved WPCLF project at 4825 Robinson Vail Road for repair to the

existing system. After the Boards review of the submitted bids, Ms. Boyd made a motion to award the job to GDR Excavating. Dr. Sosnowski seconded the motion and the following is the result of the roll call vote:

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

Water Pollution Control Loan Funding Program Bid Selected for 8020 State Route 48 (motion #52-2025)

Bids were requested for approval WPCLF project at 8020 State Route 48 for full system replacement. After the Boards review of the submitted bids Dr. Sosnowski made a motion to award the job to McCabe Services. Mr. Brigano seconded the motion and the following is the result of the roll call vote:

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

Staffing Report

Board members were informed that the current positions posted for WCHD include a WIC Registered Dietitian, an Environmental Health Technician, and a Public Health Dietitian. Per new Resolution #25-07 posted positions may be offered conditionally upon the passing of a background check, drug screening, and now Board of Health approval at their next scheduled meeting. Board members stated that if we have a position that we need to start sooner than the following BOH meeting we may call a special session meeting.

Medical Director's Report

Dr. Koenig was absent and had reported he had no report this month.

Entered Executive Session (motion #53-2025)

At 6:52 pm Mr. Brigano made a motion to enter an executive session pursuant to Ohio Revised Code 121.22 (G) (1), regarding investigation of a complaint against a public employee. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

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

Returned to Regular Session of Board of Health Meeting (motion #54-2025)

At 7:17 pm Mr. Brigano made a motion for the Board of Health to return to regular session. Ms. Boyd seconded his motion, and the following roll call was taken:

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

Other Business

Cybersecurity
incident

Mr. Stansbury informed the Board of Health that Kettering Health Network announced today they have had a cybersecurity incident resulting in system wide technology outage.

FDA bans flavored
e-cigs/vapes

The health commissioner also mentioned that the Supreme Court sided against makers of flavored vapes which are popular among teenagers. He felt the decision is a win for FDA and for public health.

Mobile Clinic

Dianna Glenn shared with Board members that the WCHD mobile health clinic was onsite in Harveysburg recently for an event, and the WCHD nurse working provided blood pressure readings to twenty-three people; five of them learned they had elevated numbers, and one was critical. She said they received gracious feedback from those who visited their mobile health clinic.

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

With no further business, Dr. Barr dismissed the Board of Health meeting at 7:22 pm.



Stephen Barr, Ph.D
President



Duane Stansbury REHS, MPH
Secretary