

**Minutes of
April 15, 2025
WARREN COUNTY BOARD OF HEALTH MEETING**

001166

The regular monthly meeting of the Warren County Board of Health was held Tuesday April 15, 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, Mrs. Terrie Zajo, Mr. Dominic Brigano, Mr. Todd Lewis, Mrs. Traci Gabbard, Dr. James Sosnowski, and Ms. Holly Boyd were in attendance.

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Dr. Clint Koenig, Medical Director; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Tara Thornton, Director of Environmental Health; Dianna Glenn, Director of Nursing; and Charlena McKinney, Finance Officer. The following staff members were also present: Pat Engler, Tracey Hatton, Dani Carruthers, Alicia Habermehl, Stephanie Turnmire, Dr. Penny Hahn, and Kristin Miller. Also present was guest speaker, Rhonda Ramsey Molina with Warren County Connect.

Educational Session: Warren County Youth Well-Being Inventory 2025 Executive Summary

Rhonda Ramsey Molina with Warren County Connect was invited to provide Board members a presentation about the Warren County Youth Well-Being Inventory 2025 Executive Summary. During the March BOH meeting WCHD Nursing Director, Dianna Glenn provided BOH members with a copy of the publication, and Board members had several questions and were interested to learn more about the data collected. Mrs. Ramsey-Molina was happy to attend and talk more about this data obtained from surveys of 7-12 graders in Warren County schools. (6:00 – 6:35 pm)

March 2025 Board of Health Minutes Approved (motion #31-2025)

Ms. Boyd made a motion to approve the Board of Health minutes dated March 18, 2025, as presented. Mrs. Zajo seconded the motion, and the following is the result of a roll call vote:

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

Accounting Resolution #4-2025 Approved (motion #32-2025)

Accounting Resolution #4-2025 was presented to Board members for supplemental appropriations to the following Enhanced Grant funds; #99614107-5102 (Salaries); #99614107-5811(PERS); #99614107-5871 (Medicare); #99614107-5830 (Workers Comp); #99614107-5820 (Health Ins); #99614107-5210 (Supplies); and #99614107-5370 (Software). The Resolution is also for budget transfer to General Fund #99114100-5460 (Insurance) from #99114100-5102 (Salaries). Please see Accounting Resolution #4-2025 for full explanation of transfers. Mr. Brigano motioned to approve Accounting Resolution #4-2025 as presented, and Ms. Boyd provided a second motion. The following is the result of a roll call vote:

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

April 2025 Expense List Approved (motion #33-2025)

Board members had no questions regarding the April 2025 Expenditures. Mr. Brigano made a motion to approve the April 2025 expenses as presented, and Mrs. Zajo provided a second to his motion. The following is the response of a roll call vote:

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

Month Ending March 2025 Financial Statement

Board members had no questions regarding the Financial Statement Report

Administrative Report

At this time (6:37 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Report

Final Reading of Nursing Fee Changes Suspended and Read by Title Only (motion #34-2025)

Mr. Brigano made a motion to suspend reading the final reading of Proposed Nursing Division Fee Changes and read by title only. Dr. Sosnowski seconded the motion which carried with the following result of a roll call vote:

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

Final Reading of Nursing Fee Changes Approved (motion #35-2025)

Mr. Brigano made a motion to accept the final reading of the Proposed Nursing Division Fee Changes. Dr. Sosnowski provided a second to his motion and the motion carried with the following response to a roll call vote:

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

T8 Physicals Approved (motion #36-2025)

The Ohio Department of Education requires local school districts to obtain T8 physicals for their bus drivers to maintain compliance requirements to operate their vehicles. WCHD has received requests from two local school districts so far asking for our nursing division to perform these physicals for their bus drivers. After considering what other providers charge, the supplies needed, and the extra services to provide on-site the recommendation is to assess a charge of \$105.00 dollars per physical evaluation. These physicals will occur after May 1, 2025. Mr. Brigano motioned to approve providing T8 physicals at a fee of \$105.00 each for local school districts. Mrs. Zajo seconded his motion, and the following is the result of a roll call vote:

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

Resolution #25-03, #25-04, and #25-05 Approved (motion #37-2025)

The Environmental Health Division has updated verbiage to the following three resolutions from previous versions to meet the requirements of the Ohio Department of Health and Ohio Department of Agriculture respectively. Resolution #25-03 is to suspend or revoke a license due to an *Immediate Threat* (ODH required verbiage); Resolution #25-04 is to suspend or revoke a license due to *Clear and Present Danger* (ODA required verbiage); and Resolution #25-05 is pertaining to *Embargo*. Mr. Brigano made a motion to approve the resolutions as drafted and Mrs. Zajo seconded his motion. The following is the response of a roll call vote:

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

Workforce Training Approved (motion #38-2025)

Cornell University offers self-paced training for management staff that is focused on helping leaders leverage community partnerships in a more comprehensive way while also teaching principles our leadership staff here at WCHD can utilize and share with their staff members. Our accreditation coordinator believes the training will also help us with reaccreditation as it will be a means to continue to develop leadership and management staff within the agency. Mr. Stansbury stated we would like to purchase ten enrollments with the current year's portion of our workforce grant training allotment. Dr. Sosnowski motioned to approve the purchase of ten enrollments to Cornell University's online Community Engaged Learning self-paced course, at a cost of \$999 each (\$9990.00 total). Mrs. Zajo seconded the motion, and the following is the result of a roll call vote:

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

Resolution #25-06 Approved (motion #39-2025)

Resolution #25-06 is to update the Delegation of Daily Operations Authority. It recently came to our attention that the Board of Health, according to the Ohio Revised Code, shall approve all hirings and terminations of WCHD employees. After consulting with representation in the Prosecutor's Office, the recommendation is that Health Commissioner or Assistant Health Commissioner has the authority to offer conditional employment that will be brought before the BOH at their next meeting for approval; accept resignations until the BOH can formally accept at their next meeting; and place any employee recommended for termination with cause on unpaid administrative leave until the next Board meeting when the Board will vote to formally terminate the employee. Resolution #25-06 includes the above actions that will be followed for hiring and terminating employees. Mrs. Zajo motioned to accept Resolution #25-06 and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

Resignation Accepted (motion #40-2025)

Board members were informed that Dietitian Coordinator, Laura Brodt has resigned her position. Her last day will be April 25, 2025. Dr. Sosnowski motioned to accept the resignation of Ms. Brodt and Ms. Boyd seconded the motion. The following is the result of the roll call vote:

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

Medical Director's Report

At this time (6:50 pm) Dr. Koenig provided the following update:

In addition to the new part-time nurse practitioner previously reported to the BOH, Dr. Koenig announced he also has hired Dr. Terren Koles. Initially Dr. Koles was hired for 4 hours but he told them he has increased her time to 8 hours weekly. He also informed them that he has created metrics to measure efficiency and productivity of the clinics. He spoke about benchmarks in place to help measure operations and accountability. He has chosen 3 to 4 small easy management metrics to

capture the good work of the staff. These include patient/clinic satisfaction surveys; access; quality, and productivity. These metrics align with the Community Health Improvement Plan and will help us sustain the good work of the staff.

Entered Executive Session (motion #41-2025)

At 7:00 pm Mr. Brigano made a motion per the agenda, and pursuant to Ohio Revised Code 121.22 (G), for the Board of Health to enter an Executive Session to discuss pending or imminent litigation involving WCHD. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

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

Returned to Regular Session of Board of Health Meeting (motion #42-2025)

At 7:22 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. Gabbard – aye; Dr. Sosnowski – aye; Ms. Boyd – aye; Dr. Barr – aye; Mr. Staten – aye; Mrs. Ditmer – aye; Mrs. Zajo – aye; Mr. Brigano – aye; Mr. Lewis – aye

Other Business

Upcoming Audit


The State Auditor is preparing to begin the annual audit of WCHD, for fiscal year 2024. They have asked the finance officer if our BOH would like an entrance conference or if they will opt to waive it. Regardless, they will receive an email with notice of the audit and overview of the process. The board members all said to waive the entrance conference, and they will watch for the email notification. Charlena will let the Auditor know.

Employee Survey

Mr. Stansbury let the Board know the agency recently conducted an internal staff assessment to assist with the agency's workforce development plan and agency specific strategic plan. We will provide the findings of this assessment to the Board at the May meeting and will seek to gather the Board's input for strategic planning purposes.

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 7:33 pm.


Stephen Barr, Ph.D
President


Duane Stansbury REHS, MPH
Secretary