

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

The regular monthly meeting of the Warren County Board of Health was held Tuesday July 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. Terri Zajo, Mr. Dominic Brigano, Dr. Todd Lewis, Mrs. Traci Gabbard, 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; Tara Thornton, Director of Environmental Health; and Charlena McKinney, Finance Officer. Members of the public in attendance included Shannon Buflod and Nicole Trefz.

Board of Health Minutes for Meetings Held in June 2025 Approved (motion #71-2025)

On a motion from Ms. Boyd and a second from Mrs. Zajo, Board of Health members approved the minutes for the June 12, 2025 Special Session meeting, the June 17, 2025 Regular Session meeting, and the June 25, 2026 Special Session meeting. The following is the result of a roll call vote:

Dr. 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 #6-2025 Approved (motion#72-2025)

Accounting Resolution #6-2025 was presented for the following budget transfers to fund #99114100-5421 (rent); 99114100-5430 (utilities); 99114100-5840 (unemployment compensation); 99114100-5872 (social security); and from fund #99114100-5881 (sick leave payout). The Resolution is also for supplemental appropriation to the following Sewage Funds: 99164100-5102 (salaries); 99164100-5811 (PERS); 99164100-5871 (Medicare); 99164100-5820 (health insurance), and to the following Food Service Fund: 99124100-5102 (salaries); and to the following Water Fund: 99534100-5820 (health insurance). Mr. Brigano motioned to approve Accounting Resolution #6-2025 and Mrs. Zajo provided a second. 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; Dr. Lewis – aye

July 2025 Expense List Approved (motion #73-2025)

Mr. Brigano made a motion to approve the July 2025 Expense List, as presented. Ms. Boyd provided a second to his motion. The following is the result 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; Dr. Lewis – aye; Mrs. Gabbard – aye

Month Ending June 2025 Financial Statement

Board members had no questions regarding the Financial Statement Report. They were also presented with a new simpler format for the report which Board members all agreed provides the bottom-line

numbers they want to see monthly and prefer the new format. Mrs. McKinney told them anytime they want a more detailed report she can provide them one.

Administrative Report

At this time (6:06 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Office Report

Approved New Position be Added to Compensation Plan (motion #74-2025)

After consulting with the health commissioner and assistant health commissioner, Ms. Thornton is requesting to establish the position of assistant director of environmental health. This position will be in Paygrade 11, which is where the assistant directors of nursing are. She told Board members the position is needed to provide a back for her, and to more effectively handle the wide array of programs in the environmental health division. She intends to post it internally and won't be hiring an additional employee. Dr. Sosnowski motioned to approve establishing an assistant director of environmental health to Paygrade 11 of the WCHD Compensation Plan and Ms. Boyd seconded the motion. The following is the result of a roll call vote:

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

New Fee Adopted for Nursing Fee Schedule (motion #75-2025)

During the transition to the new fees that are going into effect in the nursing division, it was determined that the new fee for a nurse consultation to read a QuantiFERON test will be coded under 99211 for nurse visit fee. This coding will conflict with the current visit fee we have for Overseas Travel Clinic. The recommendation is to change the code to 99402, for a 30-minute visit for Overseas Travel Clinic, at a rate of \$45.00 dollars.

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

Approval to Hire for Environmental Technician Position (motion #76-2025)

Nursing division employee Luke Gibson applied for the open Environmental Health Technician position and was selected to fill the position. The transition from Nursing to Environmental Health is a lateral move for Mr. Gibson, there will be no increase in his wage. If approved, his transition to Environmental Health will be July 14, 2025. Ms. Boyd motioned to approve the lateral mover of Luke Gibson from Nursing to Environmental Health.

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

Approval to Hire Mobile Unit Driver/Administrative Assistant for Nursing (motion #77-2025)

A vacancy was created in the Nursing Division when Mr. Gibson was selected to fill the EH Technician position. The vacancy for the mobile driver/administrative assistant was posted and applicant Levi Rogers was selected, after interviewing, to fill the position. Mr. Rogers has good customer service experience and experience driving a larger delivery van in his previous position. He also possesses a DOT driving certificate. Pending Board approval, the start date for Mr. Rogers will be July 28, 2025.

Dr. Sosnowski motioned to approve hiring Levi Rogers for the mobile unit driver/administrative assistant position, and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

Executive Session (motion #78-2025)

At 6:12 pm, and per the Agenda Mr. Brigano made a motion to enter into Executive Session pursuant to Ohio Revised Code Section 121.22 (G)(1) to consider the appointment, employment, or compensation of a public employee; and, pursuant to Ohio Revised Code Section 121.22 (G) (3) to conference with an attorney for the Warren County Health District that are the subject of pending or imminent court action. Dr. Sosnowski provided a second to the motion and the following is the response 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

Return to Regular Session of Board of Health Meeting (motion #79-2025)

At 7:23 pm, Board members returned to the regular session of the Board of Health meeting on a motion from Mr. Brigano, and a second from Dr. Sosnowski. The following roll call was taken:

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

Compensation for Interim Medical Director Established (motion #80-2025)

Mr. Brigano motioned to compensate Dr. Terren Koles, Interim Medical Director, a rate of \$125.00 per hour effective the current payroll period that began July 12, 2025.

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


Current Open Positions

Board members were informed the following open positions remain posted: WIC Public Health Nutritionist, Public Health Registered Dietitian, and Public Health Nurse.

Other Business

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

With no further business, Dr. Barr dismissed the Board of Health meeting at 7:25 pm.


Stephen Barr, Ph.D
President


Duane Stansbury REHS, MPH
Secretary