

**Minutes of  
June 17, 2025  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday June 17, 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, Mrs. Terri Zajo, Mrs. Traci Gabbard, 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. The following staff members were also present: Sarah Sullivan, Tracey Hatton, Dani Carruthers, Stephanie Turnmire, Cynthia Granata, Suzan Parziale, and Krista Dane. Other members of the public in attendance included Tony Parziale, Srishiti Batt, and Grace Dane.

**Educational Session: Review of Southwest Ohio Datahub, by Sarah Sullivan (6:00 – 6:15 pm)**

Staff Epidemiologist, Sarah Sullivan provided Board members with an overview of the Southwest Ohio Datahub. The data hub is a comprehensive platform designed to provide valuable insights into the region's health and wellbeing. It features over 200 indicators and will be a vital resource for local leaders, healthcare providers, and community members. It will be valuable as policies and initiatives are written to improve the quality of life across Southwest Ohio. The data can be captured in many ways including county specific, even zip code specific. Utilizing the data hub will allow us to track progress towards county health goals.

**May 2025 Board of Health Minutes Approved (motion #58-2025)**

Dr. Sosnowski made a motion to approve the Board of Health minutes dated May 20, 2025, as presented. Ms. Boyd provided a second 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

**June 2025 Expense List Approved (motion #59-2025)**

Mr. Brigano made a motion to approve the June 2025 expense list, as presented. Mrs. Zajo provided a second to his 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

**Month Ending May 2025 Financial Statement**

Board members had no questions regarding the Financial Statement Report

**Administrative Report**

At this time (6:18 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Office Report

**Approved Amending Section 6.1 Holidays of the WCHD Personnel Policy (motion #60-2025)**

Historically, the Board of Health has granted additional holidays either the day before or after the Christmas and New Year Holidays if those days fell on a Tuesday or Thursday (within one day of the weekend). It was recommended at the May Board of Health meeting that an amendment, to the current holiday policy, be drafted to have those days be automatic. Mr. Brigano made a motion to approve the amendment to Section 6.1 adding the day before or after Christmas/New Year's as a paid holiday, when the holiday itself falls within one day of the weekend. Ms. Boyd seconded his motion, and the following is the response to the 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

**Approved Variance Requests #1-2025 and #2-2025** (motion #61-2025)

Variance Requests #1-2025 and #2-2025 were presented to Board members for consideration. Both variances are requests to meet the CEU requirements in the current year, but before registering as septic system installers. Ohio Revised Code states that installers shall obtain their CEU's in the year prior to registering. Environmental Health Director, Tara Thornton stated that there is no public health concern with the installers obtaining their CEU's in the same year before registering. She keeps track to ensure the installers have the credentials they need prior to approving registrations. Mrs. Zajo made a motion to approve Variance Requests #1-2025 and #2-2025, and Ms. Boyd provided a second. 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; Mr. Lewis – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye

**Additional Hours Approved for Providers** (motion #62-2025)

Mr. Stansbury told Board members one of the providers will not be available most of July for approved leave. He asked the Board to temporarily increase the number of hours for Dr. Koles and Nurse Practitioner Christina King beyond their normal part time schedules. Dr. Sosnowski motioned to increase the hours for the two providers, as needed, during the month of July, 2025. Ms. Boyd seconded the motion which carried with the following 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

**Additional Storage Capacity Approved for I-WorQs** (motion #63-2025)

The Plumbing Division has reached their limit of storage space in the IWorQs system. Our IT administrator has indicated he believes adding 200GB of storage capacity, which is \$400 a year, will be sufficient. Mr. Balster also said they will work with staff to ensure only the most pertinent images and files are saved to permits. Ms. Boyd motioned to approve the additional storage capacity requested for the I-WorQs system, and Mrs. Zajo provided a second. The following is the result of the 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

**Executive Session** (motion #64-2025)

At 6:30 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 dismissal, discipline, demotion, and/or investigation of charges of complaints against a public employee, and; pursuant to Ohio Revised Code Section 121.22 (G) (3) to conference with an attorney for the Health District concerning a dispute involving Warren County Health District that is the subject of pending or imminent court action. Ms. Boyd seconded his motion, and the following is the result 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

**Return to Regular Session** (motion #65-2025)

At 7:24 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:

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

**Employee Contract Terminated** (motion #66-2025)

Ms. Boyd made a motion to effective immediately, terminate Dr. Koenig's contract with cause, due to his breach of contract and violation of the conduct policy of the health department or to allow Dr. Barr to accept Dr. Koenig's immediate and unconditional resignation, if offered. Mr. Staten provided a second to the motion and the following is the result of the 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

**Other Business**


Duane provided a staffing update: Board members were informed we have received the resignation of public health nurse Rene Palaniuk, due to receiving orders for active duty. She will be permitted to return to her former position for five years. After posting for that vacancy the current open positions posted include WIC Nutritionist, Environmental Health Technician, Public Health Registered Dietician, and a Public Health Nurse.

Chris told BOH members they can find a link in the email Tammy provided them to take the survey for Strategic Planning. He reminded them staff have already taken the workforce development and strategic planning survey and now a survey has been prepared for the BOH. The surveys will be used to identify strengths, weaknesses, opportunities, and threats for the agency as well as staff retention options and strategic planning priorities.

Tara provided an update on current happenings with The Farm on Central. She reported a temporary restraining order was granted which keeps the business from selling. She reported the owner has never called to ask what can be done; she said there are things we can do to allow them to continue operations; they just can't sell meat, chicken, eggs, etc. w/out a license. The garden items are not the problem. The owners believe the private membership status provides them an exemption from obtaining a license, which is not true. She said an injunction court date has been scheduled for next Thursday.

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