

Minutes of  
August 19, 2025  
**WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday August 19, 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. Terri Zajo, Mr. Dominic Brigano, Dr. Todd Lewis, Dr. James Sosnowski, and Ms. Holly Boyd were in attendance (Mrs. Nicole Ditmer and Mrs. Traci Gabbard were absent)

**Others Present:**

Staff present: Duane Stansbury, Health Commissioner; Terren B. Koles, MD, Medical Director; Chris Balster, Assistant Health Commissioner; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; Tara Thornton, Director of Environmental Health; Charlena McKinney, Finance Officer; Alicia Habermehl, Assistant Director of Nursing; and Tracey Hatton, RN

**Board of Health Presentation – Budget Overview**

(6:00–6:35 pm) Chris Balster, Assistant Health Commissioner presented a Health District Budget Overview with Board members. He began by reminding them that the mission of Public Health is to Prevent, Promote, and Protect, and outlined what the ten essential services of Public Health include. He shared January to June 2025 budget recaps of most programs, as well as a history of the percentage of levy funds allocated per area/department. In conclusion, he stated recent grants were used to assist with equipment purchases and offset employee costs. Agency leadership is continuing to adjust operations to be in a better position to reduce expenses and increase revenue whether through revision of fee schedules, planned attrition of positions, and continued evaluation of processes to identify areas that could impact efficiency. Dr. Koles and Dianna Glenn spoke about recent decisions not to replace recent vacant positions, after evaluating the positions and reorganizing duties.

**Board of Health Minutes Approved** (motion #85-2025)

On a motion from Mrs. Zajo and a second from Ms. Boyd, Board of Health members approved the minutes for the July 15, 2025 Board of Health meeting, and the July 23, 2025 Special Session Board of Health meeting. The following is the result of a roll call vote:

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

**Accounting Resolution #7-2025 Approved** (motion #86-2025) 86 - JH

Accounting Resolution #7-2025 was presented for the following budget transfer to Enhanced Grant fund #99614107- 5370 (software); and from funds #99614107-5811 (PERS); 99614107-5820 (Health Insurance); and #99614107-5871 (Medicare). The Resolution is also for the following budget transfer to Workforce Grant fund #99614110-5102 (Salaries); and from funds #99614110-5210 (Material & Supplies); 99614110-5910 (Other Expense); and #99614110-5811 (PERS). Mr. Brigano motioned to approve Accounting Resolution #7-2025, and Ms. Boyd provided a second. The following is the result of a roll call vote:

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

**Training Sessions #12-17 (2025) Approved** (motion #87-2025)

On a motion from Mrs. Zajo and a second from Dr. Sosnowski, Training Session Requests #12-2025 through #17-2025 were approved, as presented. The following is the result of a roll call vote:

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

**August 2025 Expense List Approved** (motion #88-2025)

Mr. Brigano made a motion to approve the August 2025 Expense List, as presented. Dr. Sosnowski 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;  
Dr. Barr – aye; Mr. Staten – aye; Mrs. Zajo – aye

**Month Ending July 2025 Financial Statement**

Board members had no questions regarding the Financial Statement Report.

**Administrative Report**

At this time (6:38 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Office Report

**First Reading of Environmental Health & Plumbing Division Proposed 2026 Fee Schedule Changes Read by Title Only** (motion #89-2025)

The first reading of the Environmental Health and Plumbing Division Proposed 2026 Fee Schedule Changes was presented to the Board members. Mr. Brigano motioned to suspend the reading and read by Title Only. Dr. Sosnowski provided a second and the following is the result of a roll call vote:

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

**First Reading of Environmental Health & Plumbing Division Proposed 2026 Fee Schedule Approved** (motion #90-2025)

Mr. Brigano motioned to approve the first reading of the Environmental Health and Plumbing Division Proposed 2026 Fee Schedule Changes. Ms. Boyd provided a second and the following is the result of a roll call vote:

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

**Variance #3-2025 Approved** (motion #91-2025)

Variance #3-2025 was presented to Board members requesting a distance of 43 feet be accepted, rather than 50 feet per code OAC3701-28-07, for the isolation distance requirement of a private water system from a septic system at 301 Maple Avenue, Carlisle. Ms. Thornton explained that this is an existing property, and it is very small with really no alternative. She said as long as a sewage nuisance does not exist, the well should not be affected. If the well does not produce acceptable water samples in the future, continuous disinfection may be needed, and the homeowners are aware

of this. Mr. Staten motioned to approve Variance Request #3-2025, and Mrs. Zajo seconded. The following is the result of a roll call vote:

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

**Bid Accepted for Water Pollution Control Loan Fund Project** (motion #92-2025)

Bids were presented to Board members for WPCLF project at 6530 Dallasburg Road for soil and design work. Mr. Brigano motioned to select Star Septics to complete the outlined work and Ms. Boyd provided a second. The motion passed with the following roll call vote:

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

**Employee Resignations Accepted** (motion #93-2025)

Board members were informed that the following employees provided their resignations. Luke ~~Richardson~~ last day worked was August 1, 2025, and Roy Basani's last day worked was August 4, 2025. Mr. Brigano made a motion to formally accept both above employee resignations. Mrs. Zajo seconded, and the following is the result of a roll call vote:

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

**Approved New Hire and Employee Promotion** (motion #94-2025)

Interviews were recently conducted to fill the vacancy left by Roy Bacani as a Fiscal Specialist in our Accounting Division. Mr. Stansbury, Mrs. McKinney, and Mrs. Cranmer interviewed the candidates and are recommending to the Board of Health that Laura Sperry be hired as Fiscal Specialist II at a rate of \$37.70 hourly. Mrs. Sperry has a Bachelor of Science in Business Administration, a minor in Human Resources, and she has approximately twelve years of combined experience in accounting, management, and customer service. Mrs. Tara Thornton is recommending that Environmental Health Supervisor, Benjamin Ginter be promoted to the new position of Assistant Director of Environmental Health. Benjamin will receive a five percent increase per the Warren County Health District Compensation Plan Structure for this promotion. Mr. Brigano motioned to approve hiring Laura Sperry and promote Benjamin Ginter, as outlined. Dr. Sosnowski seconded the motion and the following is the result of a roll call vote:

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

**Executive Session** (motion #95-2025)

At 6:40 pm, and per the Agenda Mr. Brigano made a motion to enter Executive Session pursuant to Ohio Revised Code Section 121.22 (G)(1) to consider the appointment, employment, and/or compensation of a public employee. Dr. Sosnowski seconded his motion, and the following is the result of a roll call vote:

Mrs. Dittmer – 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

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**Return to Regular Session** (motion #96-2025)

At 7:16 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:

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

**Employee Contract to be Signed** (motion #97-2025)

Mr. Brigano made a motion to allow Dr. Barr to sign the employment contract for the Medical Director once Mr. Stansbury has the edits for clarification made that the Board of Health has provided this evening, as well as a legal review. Mr. Lewis provided a second to the motion and the following is the result of a roll call vote:

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


**Other Business**


Board members were informed the below previously vacant position have been pulled for now: Public Health Nurse and Public Health Dietitian. Also, the WIC Nutritionist position has been pulled until Mr. Stansbury speaks with the WIC Director to determine the need for the position.

Dr. Barr asked the Directors to review their division procedures and policies. He said now is a good time to review and update the personnel policy, as well. He understands this could take several months, but would like each division to begin their review.

Board members also received 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 7:23 pm.

  
Stephen Barr, Ph.D  
President

  
Duane Stansbury REHS, MPH  
Secretary