

**Minutes of
November 18, 2025
WARREN COUNTY BOARD OF HEALTH MEETING**

001188

The regular monthly meeting of the Warren County Board of Health was held Tuesday November 18, 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, Dr. James Sosnowski, Mrs. Nicole Ditmer, Mrs. Traci Gabbard, Ms. Holly Boyd, Mr. Dominic Brigano, and Dr. Todd Lewis were present

Others Present:

Staff present: Duane Stansbury, Health Commissioner; Chris Balster, Assistant Health Commissioner; Terren B. Koles, MD, Medical Director; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; Tara Thornton, Director of Environmental Health; Charlena McKinney, Finance Officer; and Benjamin Ginter, Assistant Director of Environmental Health. Ms. Sandy Hoppe, from the public was also in attendance.

Board of Health Educational Session (6:00–6:25 pm)

To educate the Board members on the daily activities and responsibilities of our Environmental Health Division, Benjamin Ginter, Director of Environmental Health will occasionally provide them reviews of the programs the EH division regulates. For the November 2025 meeting Benjamin presented on Food Service Plan Reviews and he outlined what is required for the operator to submit to our agency, and the steps the Registered Environmental Health Specialists (REHS) take in reviewing the plans that have been submitted. The plans must include an inventory of all necessary equipment so that our inspectors can assure the equipment meets the standards outlined.

Board of Health Minutes Approved (motion #128-2025)

On a motion from Mr. Staten and a second from Mrs. Zajo, the minutes of the October 21, 2025 Board of Health meeting were approved. The following is the result of a roll call vote:

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

Board of Health Special Session Meeting Minutes Approved (motion #129-2025)

On a motion from Mrs. Zajo and a second from Ms. Boyd, the minutes of the November 5, 2025 Special Session Board of Health meeting were approved. The following is the result of a roll call vote:

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

November 2025 Expense List Approved (motion #130-2025)

Mr. Brigano made a motion to approve the November 2025 Expense List, as presented. Mrs. Zajo provided a second to the motion and 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;
Mrs. Zajo – aye; Mr. Brigano - aye; Dr. Lewis – aye; Mrs. Gabbard – aye

Accounting Resolutions #10-2025 (motion #131-2025)

Accounting Resolution #10-2025 was presented to Board members for a budget transfers to the following Food Service funds: #999124100-5317 (Equipment); and to the following General funds #99114100-5882 (Vacation Payout); #99114100-5421 (Rent); #99114100-5430 (Utilities); #99114100-5872 (Social Security); and #99114100-5210 (Supplies) and the following WIC Grant funds #99614104-5102 (Salaries); and #99614104-5811 (PERS). The Resolution is also for supplemental appropriations to the Pool Program Funds: #99764100-5102 (Salaries); #99764100-5811 (PERS); #99764100-5820 (Health & Life Insurance); and #99764100-5871 (Medicare); and to the following Workforce Grant funds #99614100-5102 (Salaries); #99614110-5811 (PERS); #99614110-5871 (Medicare); and #996141000-5820 (Health and Life Insurance); and to the following Sewage Programs: #99164100-5102 (Salaries); #99164100-5811 (PERS); #99164100-5871 (Medicare); #99164100-5820 (Health & Life Insurance). See resolution for full explanation. Mr. Brigano motioned to approve Accounting Resolution #10-2025 and Mrs. Zajo provided a second. The following is the response to a roll call vote:

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

Month Ending October 2025 Financial Statement

Board members had no questions regarding the Financial Statement Report.

Administrative Report

At this time (6:27 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Office Report

Group Prescription Drug Program Approved (motion #132-2025)

Board members approved most of the 2026 benefits plan, for the staff, at their October, 2025 meeting except for the Ohio Public Entity Consortium (OPEC) supplemental group prescription drug program. The program is a new offer to help employees obtain over 1000 common medications at no charge. The Board of Health asked the administrative staff to ensure that the cost of the program is approximately \$375.00 for the entire agency per month. Mr. Harmon did state that this price is accurate and that all employees enrolled in Anthem would be enrolled. Mr. Balster added that the program is mainly mail order but does allow for urgent care situations to be obtained at retail stores. Ms. Boyd motioned to approve adding the OPEC supplemental group prescription drug program to the 2026 benefits plan for WCHD eligible staff. Dr. Sosnowski provided a second to her motion and the following is the response to a roll call vote:

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

Warren County Health District Employee Wellness Program Approved (motion #133-2025)

The WCHD Wellness Program includes two voluntary programs that staff can participate in and earn a day off (7.5 hours) for their participation. The 2026 Day for Life is rewarded to employees for participation in an on-site biometric health screening held in December of each year. The 2026 Wellness Day will be rewarded for successful completion of 350 points or more of the wellness

workbook. The biometric screening and Day for Life are offered to all employees who are insurance eligible, even if they waive their enrollment. Cincy Healthworks will bill Anthem for covered participants and WCHD will cover the cost of up to \$75.00 for each non-covered employee. Mr. Brigano motioned to approve the 2026 Wellness Program to include the biometric screenings, Day for Life, and Day for Wellness. Dr. Sosnowski seconded the motion, and the following is the result of a roll call vote:

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

Permission to Hire (motion #134-2025)

EH Director, Tara Thornton and Assistant Director, Ben Ginter recently concluded interviews for the Registered Environmental Health Specialist-In-Training (REHSIT) position that was vacated recently last month. They requested hiring Rachel Moore. Rachel is coming to WCHD with experience working in the same program at Clermont County Health District. With her experience, they would like to offer her \$28.50/hourly and would like to start her December 8, 2025. Dr. Sosnowski motioned to approve the request to hire Rachel Moore and Ms. Boyd seconded his motion. The following is the result of a roll call vote:

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

Executive Session (motion #135-2025)

At 6:38 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(s). Mrs. Zajo seconded the motion, and the following is the result of a roll call vote:

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

Return to Regular Session (motion #136-2025)

At 6:53 pm, Board members returned to the regular session of the Board of Health meeting on a motion from Mr. Brigano and a second from Ms. Boyd. The following roll call was taken:

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

Annual Increases Approved (motion #137-2025)

Mr. Brigano motioned to approve annual merit increases for 2026 as follows: 1%, 2%, 3%, and 4% as determined by the score of the employees' annual performance evaluation. Per policy, this increase will become effective in the payroll period that includes January 1, 2026. Ms. Boyd provided a second to his motion and the following is the result of a roll call vote:

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

Approved Health Commissioner Contract (motion #138-2025)

At a Special Session Board meeting on November 5, 2025, Board members voted to hire Chris Balster as Health Commissioner effective December 1, 2025, following the retirement of Duane Stansbury. The employment contract was drafted and approved by legal before this evening's meeting and presented to Board members for final consideration. Mr. Brigano motioned to approve the employment contract for Chris Balster, as presented and the Board President, Dr. Barr, to sign the agreement. Ms. Boyd seconded his motion, and the following is the result of a roll call vote:

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

Medical Director Report

Dr. Koles informed the Board she has been unable to contact the physician she spoke to them about last month. He had contacted her with interest in serving in clinics ideally two half days a month to gain experience in public health. She has left messages but has not heard back from him. Dr. Sosnowski stated he will try to connect with him as well.

Other Business:

Duane Stansbury thanked the Board of Health and said it has been a pleasure serving as Warren County Health District's Health Commissioner for the last twenty years. He said he has always been fortunate to have very good Board of Health with members who genuinely care about Public Health and their communities.

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

With no further business, Dr. Barr adjourned the Board of Health meeting at 7:00 pm.



Stephen Barr, Ph.D
President



Chris Balster, MPH, REHS
Secretary