

**Minutes of  
October 21, 2025  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday October 21, 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 6:03 pm.

**Members Responding to Roll Call:**

Dr. Stephen Barr, Mr. Dick Staten, Mrs. Terri Zajo, Dr. James Sosnowski, Mrs. Nicole Ditmer, Mrs. Traci Gabbard were in attendance (Ms. Holly Boyd, Mr. Dominic Brigano, and Dr. Todd Lewis, were absent)

**Others Present:**

Staff present: Chris Balster, Assistant Health Commissioner; Duane Stansbury, 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. Other staff present included Susan Parziale and Tracey Hatton. Ryan Davis, UC MPH program student, was also in attendance.

**Board of Health Minutes Approved** (motion #113-2025)

On a motion from Mrs. Zajo and a second from Dr. Sosnowski, the minutes of the September 16, 2025 Board of Health meeting were approved. The following is the result of a roll call vote:

Mrs. Gabbard – aye; Dr. Sosnowski – aye; Dr. Barr – aye;  
Mr. Staten – aye; Mrs. Ditmer – aye; Mrs. Zajo – aye

**Amended Certificate #3-2025 Approved** (motion #114-2025)

Board members were presented with an Amended Certificate dated September 2025. When asked what the difference is between an accounting Resolution and an amended certificate, Mrs. McKinney explained an amended certificate is issued when money was under budgeted. Sec certificate for full explanation. Mr. Staten motion to approve the September 2025 Amended Certificate and Mrs. Zajo provided a second. The following is the result of a roll call vote:

Dr. Sosnowski – aye; Dr. Barr – aye; Mr. Staten – aye;  
Mrs. Ditmer – aye; Mrs. Zajo – aye; Mrs. Gabbard – aye

**Accounting Resolutions #8 and #9, 2025** (motion #115-2025)

Accounting Resolution #8-2025, that was approved at the September Board of Health meeting, was amended and brought back to the Board to be approved again. A typo was discovered on the Resolution; the correct amount for the Resolution is \$50,000 (not \$5,000). Accounting Resolution #9-2025 was presented to Board members for a budge transfer to the following Workforce Grant funds: 99614110-5102 (Salaries); 99614110-5820 (Health & Life Insurance); and #99614110-5871 (Medicare), and from fund #99614110 5811 (PERS). See resolution for full explanation. Mrs. Zajo motion to approve amending Accounting Resolution #8-2025 and approving Accounting Resolution #9-2025 and Mrs. Gabbard provided a second. The following is the response to a roll call vote:

Mr. Staten – aye; Mrs. Ditmer – aye; Mrs. Zajo – aye;  
Mrs. Gabbard – aye; Dr. Sosnowski – aye; Dr. Barr – aye

**October 2025 Expense List Approved** (motion #116-2025)

Mrs. Zajo made a motion to approve the October 2025 Expense List, as presented. Dr. Sosnowski provided a second to the motion and the following is the result of a roll call vote:

Dr. Barr – aye; Mr. Staten – aye; Mrs. Ditmer – aye;  
Mrs. Zajo – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye

**Month Ending September 2025 Financial Statement**

Board members had no questions regarding the Financial Statement Report.

**Administrative Report**

At this time (6:07 pm) Dr. Barr turned the meeting over to Mr. Balster for the Administrative Office Report

**Health Insurance Package Renewal** (motion #117-2025)

Board members were provided with the renewal quote for the employee benefit package from Ohio Insurance Services. Frank Harmon with Ohio Insurance Services reported that he negotiated a 2.6% increase for a renewal with Anthem for the 2026 benefits year. The plan is basically the same as last year's staying with Morgan White Premium Saver to keep the plans deductible at \$500. He was able to reduce the office visit and urgent care co-pays but emergency room and prescription costs did increase slightly. Vision and life rates did not increase, and dental increased by 4% with a two-year lock. Mr. Harmon also included a supplemental Prescription Drug program in which over 1100 medications will have no charge. Board members approved renewal of the benefits package as presented, except for the supplemental prescription program. Board members had a couple questions regarding the program and Mr. Balster stated he will get clarification and bring that portion of the benefits package to the November Board meeting for consideration. This was approved on a motion from Mrs. Zajo and a second by Dr. Sosnowski. The following is the result of the roll call vote:

Mrs. Ditmer – aye; Mrs. Zajo – aye; Mrs. Gabbard – aye;  
Dr. Sosnowski – aye; Dr. Barr – aye; Mr. Staten – aye

**Warren County Health District Cybersecurity Program and Resolution Approved** (motion #118-2025)

The passage of House Bill 96 by the Ohio Legislature has resulted in the requirement of all political subdivisions of the state creating and implementing policies and programs related to cybersecurity to ensure adequate planning, training, and mitigation related to cyber security incidents. By January 1<sup>st</sup> of 2026 all cities and counties must have an adopted cyber program. Mr. Balster along with Craig Carlson, IT Coordinator, and Jenny McCoy, Emergency Response Coordinator, developed a cyber program and a base policy that will be used as the foundation for the agency's cybersecurity policy going forward. Resolution #25-09 was presented for the Board members to adopt the cybersecurity program and policy. Mrs. Zajo motioned to approve Resolution #25-09 and Dr. Sosnowski provided a second. The following is the response of a roll call vote:

Mrs. Zajo – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye;  
Dr. Barr – aye; Mr. Staten – aye; Mrs. Ditmer – aye

**Final Reading of Environmental Health & Plumbing Division Proposed 2026 Fee Schedule Changes Read by Title Only** (motion #119-2025)

The final reading of the Environmental Health and Plumbing Division Proposed 2026 Fee Schedule was presented to the Board members. Mrs. Ditmer motioned to suspend the reading and read by title only and Mrs. Zajo seconded her motion. The following is the result of a roll call vote:

Mrs. Gabbard – aye; Dr. Sosnowski – aye; Dr. Barr – aye;  
Mr. Staten – aye; Mrs. Ditmer – aye; Mrs. Zajo – aye

**Second Reading of Environmental Health & Plumbing Division Proposed 2026 Fee Schedule Approved** (motion #120-2025)

Mrs. Ditmer motioned to approve the final reading of the Environmental Health and Plumbing Division Proposed 2026 Fee Schedule changes and Mrs. Zajo provided a second. The following is the result of a roll call vote:

Dr. Sosnowski – aye; Dr. Barr – aye; Mr. Staten – aye;  
Mrs. Ditmer – aye; Mrs. Zajo – aye; Mrs. Gabbard – aye

Mr. Balster told Board members per ORC, the next step is for the approved fee schedule changes to be published for two consecutive weeks in a new media outlet accessible to Warren County residents.

**Approved OnBase Software Renewal** (motion #121-2025)

Mr. Balster told Board members that OnBase is the agency's main document storage database for Environmental Health and Plumbing. We have received the annual renewal notice for the software program and the total is \$7,901.26 dollars. Dr. Sosnowski motioned to approve the requested software renewal. Mrs. Zajo provided a second to his motion. The following is the response of a roll call vote:

Dr. Sosnowski – aye; Dr. Barr – aye; Mr. Staten – aye;  
Mrs. Ditmer – aye; Mrs. Zajo – aye; Mrs. Gabbard – aye

**Resignations Accepted** (motion #122-2025)

Board members were provided notice of two individuals who resigned their positions with the health district. Ryan McAnelly's last day was September 24, 2025, and Mark DeMarcus' last day was September 26, 2025. Dr. Sosnowski motioned to accept the resignations of Mr. McAnelly and Mr. DeMarcus. Ms. Boyd provided a second and the following is the response of a roll call vote:

Mrs. Ditmer – aye; Mrs. Zajo – aye; Mrs. Gabbard – aye;  
Dr. Sosnowski – aye; Dr. Barr – aye; Mr. Staten – aye

**Executive Session** (motion #123-2025)

At 6:28 pm, and per the Agenda Mrs. Ditmer 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. Mrs. Zajo seconded the motion, and the following is the result of a roll call vote:

Mrs. Zajo – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye;  
Dr. Barr – aye; Mr. Staten – aye; Mrs. Ditmer – aye

**Return to Regular Session** (motion #124-2025)

At 6:52 pm, Board members returned to the regular session of the Board of Health meeting on a motion from Mrs. Ditmer, and a second from Mrs. Zajo. The following roll call was taken:

Mrs. Gabbard – aye; Dr. Sosnowski – aye; Dr. Barr – aye;  
Mr. Staten – aye; Mrs. Ditmer – aye; Mrs. Zajo – aye

**Medical Director Report**

(6:52 pm)

Dr. Koles provided an update of the baby with haemophilus influenza growing in its spinal cord, that she reported on at their September meeting. She was happy to report that the baby is fully recovered, and the type of influenza turned out to be Type A, which is common.

She informed Board members that she recently spoke with a physician who had initially contacted her with interest in serving in clinics ideally two half days a month. He would like to gain experience in public health, and she thought she could schedule him for some of her hours, so that total physician hours remain the same. Board members thought this was an acceptable idea and asked her to put together a proposal to consider in a future BOH meeting.


**Other Business:**

Board members were provided with some information regarding staff increases for 2026. They will consider merit increases at their next meeting.

During the discussion for the Onbase renewal Mr. Balster also informed Board members there would be new pieces of equipment to replace old and outdated items purchased in next couple months. He said the equipment per item cost, is under the threshold amount the health commissioner and assistant health commissioner can approve but he wanted them to know they will see these costs on the next couple months expense lists.

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



Duane Stansbury REHS, MPH  
Secretary