

Minutes of  
September 16, 2025  
**WARREN COUNTY BOARD OF HEALTH MEETING**

201181

The regular monthly meeting of the Warren County Board of Health was held Tuesday September 16, 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, Mrs. Traci Gabbard and Ms. Holly Boyd were in attendance (Mrs. Nicole Ditmer was 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; and from the public, Christine Pirot with Atrium Medical Center

**Public Hearing for Second Reading of Proposed 2026 Program Fee Changes**

No one was present from the public regarding the second reading of the proposed changes to the 2026 Environmental Health and Plumbing Division Program Fees

**Second Reading of Environmental Health & Plumbing Division Proposed 2026 Fee Schedule Changes Read by Title Only** (motion #98-2025)

The second reading of the Environmental Health and Plumbing Division Proposed 2026 Fee Schedule was presented to Board members. Mr. Brigano motioned to suspend the reading and read by title only and Mrs. Zajo seconded 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. Zajo – aye; Mr. Brigano – aye; Mr. Lewis – aye

**Second Reading of Environmental Health & Plumbing Division Proposed 2026 Fee Schedule Approved** (motion #99-2025)

Mr. Brigano motioned to approve the second reading of the Environmental Health and Plumbing Division Proposed 2026 Fee Schedule changes and 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. Zajo – aye; Mr. Brigano – aye; Mr. Lewis – aye; Mrs. Gabbard – aye

**Board of Health Minutes Approved** (motion #100-2025)

On a motion from Mrs. Zajo and a second from Ms. Boyd, Board of Health members approved the minutes for the August 19, 2025, Board of Health meeting. The following is the result of a roll call vote:

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

**Accounting Resolution #8-2025 Approved** (motion#101-2025)

Accounting Resolution #8-2025 was presented for the following budget transfer to general fund #99114100-5210 (materials & supplies); and from fund #99114100-5330 (capital purchases). See Resolution for full explanation. 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;  
Mrs. Gabbard – aye; Dr. Sosnowski – aye; Ms. Boyd – aye; Dr. Barr – aye

**Training Sessions #18 and #19 (2025) Approved** (motion #102-2025)

On a motion from Mrs. Zajo and a second from Dr. Sosnowski Training Session Requests #18 and #19-2025 were approved, as presented. The following is the result of a roll call vote:

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

**September 2025 Expense List Approved** (motion #103-2025)

Mr. Brigano made a motion to approve the September 2025 Expense List, as presented. Dr. Sosnowski provided a second to his motion, and the following is the result of a roll call vote:

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

**Month Ending August 2025 Financial Statement**

Board members had no questions regarding the Financial Statement Report.

**Administrative Report**

At this time (6:05 pm) Dr. Barr turned the meeting over to Mr. Stansbury for the Administrative Office Report

**Resolution #25-08 Signing Resolution Approved** (motion #104-2025)

Resolution #25-08 was presented to update the signing authorities on file with the Auditor's office. Laura Sperry, Fiscal Specialist 2 and Dr. Koles are being added in place of the former employees who held their positions. Dr. Sosnowski motioned to approve Resolution #25-08 and Ms. Boyd provided a second. The following is the response of the roll call vote:

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

**Overdose Awareness Agreement Approved** (motion #105-2025)

The health district has been awarded \$5,000.00 dollars for overdose prevention activities.

Emergency Response Coordinator Jenny McCoy received a contract from the Union County Health Department on behalf of the Warren County Health District. The Union County Health Department is the agency tasked with distributing the funds to participating local health districts. Funding from this agreement will go towards implementing an overdose prevention program to continue to try to reduce the number of individuals impacted by this in Warren County. Mrs. Zajo approved the contract as presented, pending approval from legal representation. Ms. Boyd provided a second to her motion 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; Mrs. Gabbard – aye

**Letter of Support for Premier Health Care** (motion #106-2025)

Christine Perot with Atrium Medical Center was present to ask the Board of Health to consider signing a support letter for Atrium Medical Center Foundation CareFlight Campaign. She shared their Care in the Air pamphlet that outlines the need for two new care flight units. One unit is over thirty years old and the other experienced a hard landing taking it out of commission and impacting their budget. She explained that letters of endorsement from councils, such as the Board of Health, are helpful as they seek funding to replace these units. Ms. Boyd motioned to provide an endorsement letter for Atrium Medical Center Foundation supporting their endeavors to seek funding for new medical helicopters. Mrs. Zajo provided a second. The following is the result of a roll call vote:

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

**Bid Accepted for Water Pollution Control Loan Fund Project** (motion #107-2025)

Bids were presented to Board members for a WPCLF design project at 2261 US 42. After discussion, Mr. Brigano made a motion to select DW Excavating to complete the work as outlined. Mrs. Zajo provided a second and the motion passed with the following roll call vote:

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

**Bid Accepted for Water Pollution Control Loan Fund Project** (motion #108-2025)

Bids were presented to Board members for a WPCLF Installation project at 7244 Township Line Road. After discussion, Mr. Brigano made a motion to select Star Septics to complete the work as outlined. Dr. Sosnowski seconded the motion, and 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; Mrs. Gabbard – aye; Dr. Sosnowski – aye; Ms. Boyd – aye

**Approved Employee Move to Environmental Health** (motion #109-2025)

Interviews were recently conducted to fill the position of Environmental Health Technician in the Environmental Health Division. Internal applicant Krista Dane applied for the position and was selected by the hiring supervisor to fill the role, if the Board of Health approves the move. Dr. Sosnowski motioned to approve of Krista Dane moving from her position as Account Clerk 2 (paygrade 2) to Environmental Health Technician (paygrade 2), and Ms. Boyd provided a second. The following is the result of the 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

**Executive Session** (motion #110-2025)

At 6:20 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. Mrs. Zajo seconded his motion, and the following is the result of a 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. Zajo – aye

**Return to Regular Session** (motion #111-2025)

At 6:35 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. Lewis – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye; Ms. Boyd – aye;  
Dr. Barr – aye; Mr. Staten – aye; Mrs. Zajo – aye; Mr. Brigano – aye

**Resignation Accepted** (motion #112-2025)

Mr. Brigano made a motion to accept the upcoming retirement notice from Health Commissioner, Duane Stansbury, and terminate his contract effective midnight November 30, 2025. Dr. Sosnowski provided a second and the following is the response of a roll call vote:

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

**Medical Director Report**

(6:37 pm) Dr. Koles reported on the following:

The nursing division received notice of a toddler with Haemophilus Influenza growing in the spinal cord. It was not currently known the type of H.Influenza. Due to uncertainty of the patient's address, it was unclear which County should provide prophylaxis, so Dr. Koles and her team stepped up and proceeded w/the prophylaxis for family members and others who may have been exposed.

She informed Board members she recently inquired at the medical director's meeting about what Public Health Covid protocol was going to be. She stated CDC have published a recommendation and ACIP will soon. She learned that public health reports on the recommendations and we can follow whichever.

She also reported on possible help/guidance we may receive in regard to EMR. She hopes to have further discussion with an adjoining County on what they use and how they were able to get it affordably.

**Other Business:**

Dr. Barr wanted to acknowledge that WCHD is well respected across the State, and he attributes it to the leadership Mr. Stansbury has provided over the years as Health Commissioner.

Dr. Barr instructed Mrs. Cranmer to post the position of Health Commissioner in October.

Dianna reported that the Mobile Clinic has been very busy, and most recently visited the Renaissance Festival and saw 13 patients. They were unable to see all who visited so they are planning to visit again soon.

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 6:55 pm.



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Stephen Barr, Ph.D.  
President



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Duane Stansbury REHS, MPH  
Secretary

