

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

001190

The regular monthly meeting of the Warren County Board of Health was held Tuesday December 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, Mrs. Nicole Ditmer, Mrs. Traci Gabbard, Ms. Holly Boyd, Mr. Dominic Brigano, and Dr. Todd Lewis were present at roll call. (Dr. James Sosnowski entered a few minutes after)

**Others Present:**

Staff present included: 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 Tracey Hatton, Public Health Nurse. Public in attendance included: Sarah Lyon, Matt James, Wendy VonBlon, Andrew Tompkins, Barry Riley, and Jacob Riley

**Board of Health Minutes Approved** (motion #139-2025)

Ms. Boyd motioned to approve the November 2025 minutes, as written and Mr. Staten provided a second. The following is the result of a roll call vote:

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

**Public request to address the Board of Health** (6:02 – 6:30 pm)

County resident Sarah Lyon requested to address the Board of Health at their December 2025 meeting regarding her home sewage disposal system. Her request was permitted. Dr. Barr changed the order of the agenda to allow Ms. Lyon to speak before the regular business of the Board. Ms. Lyons read a letter she had written to the Board. She spoke about her concerns of work performed on her septic system and that she feels the health district is not doing enough to help her with a situation in which the installer she hired to do the work has not completed certain aspects properly. She shared the letter and some photos with Board members. Dr. Barr told her he would consult Adam Nice, who is the health district's representative in the Prosecutor's office to see if there is anything the health district can help her with the situation. Environmental Health Director, Tara Thornton, has already taken measures to limit the work the installer can do in Warren County. He is only permitted to complete work on systems he has already pulled permits for. No new permits will be issued.

*~Dr. Sosnowski entered the meeting at 6:02 pm*

**Accounting Resolutions #11-2025** (motion #140-2025)

Accounting Resolution #11-2025 was presented to Board members for supplement appropriations to the following GV26 Grant funds: #99614113-5102 (Salaries); #99614113-5811 (PERS); #99614113-5871 (Medicare); and #99614113-5820 (Health & Life Insurance) See resolution for full explanation. Mr. Brigano motioned to approve Accounting Resolution #11-2025 and Mrs. Zajo provided a second. The following is the response to a roll call vote:

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

**Amended Certificate #4-2025 Approved** (motion #141-2025)

Amended Certificate #4-2025 requesting adjustment to the 2025 Budget was presented to the Board of Health for approval. Adjustment was requested for the following funds: #9961-42926 (Covid/Bridge Vax Grant); #9961-42930 (Fed Get Vaccinated Ohio); #9916 (Sewage Program); #9976 (Pool Program); and #9953 (Water Program). See Resolution for full explanation. Mr. Brigano motioned to approve Amended Certificate #4-2025 and Ms. Boyd followed with a second. The following is the result of a roll call vote:

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

**December 2025 Expense List Approved** (motion #142-2025)

Mr. Brigano made a motion to approve the December 2025 Expense List, as presented. Dr. Sosnowski provided a second to the 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

**Month Ending November 2025 Financial Statement**

Board members had no questions regarding the end of the month financial statement for November 2025.

**Administrative Report**

At this time (6:32 pm) Dr. Barr turned the meeting over to Mr. Balster for the Administrative Office Report

**2026 Public Health Accreditation Board (PHAB) Annual Fee Approved** (motion #143-2025)

Mr. Balster reported that the annual fee for PHAB is based on the population of the county and the fee we will be invoiced in 2026 will be \$8,400.00 dollars. Mr. Brigano motioned to approve the fee to be paid when the invoice is received for 2026, and Ms. Boyd seconded his motion. 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

**Cities Readiness Initiative (CRI) Portion of Regional Public Health Coordinator Salary Approved** (motion #144-2025)

Jenny McCoy, Emergency Preparedness Coordinator has submitted a request to set up a purchase order to pay for WCHD's portion of the regional public health coordinator's salary using Cities Readiness Initiative (CRI) funds. CRI provides federal funding to jurisdictions to enhance preparedness to respond to large scale public health emergencies where medications and medical supplies will be needed. WCHD is in jurisdiction with the City of Cincinnati, Butler County, Brown County, Clermont County, and Hamilton County. Hamilton County staff the regional coordinator, and WCHD's portion of their 2026 salary is \$8,500 dollars. Ms. Boyd motioned to approve \$8500 for WCHD's position of the regional coordinators' salary and Ms. Zajo provided a second. The following 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

**Resolution #25-10 to Update Signing Authority Approved** (motion #145-2025)

Board members were presented with Resolution #25-10 to update the signing authority for the agency. Updates are necessary whenever a staff change occurs in certain positions that have accounting/payroll authority. The update made in Resolution #25-10 removes Duane Stansbury since he retired in November, 2025. Dr. Sosnowski motioned to approve Resolution #25-10 and Ms. Boyd seconded. The following is the result of a roll call vote:

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

**Permission to Hire** (motion #146-2025)

EII Director, Tara Thornton and Assistant Director, Ben Ginter recently concluded interviews for the Registered Environmental Health Specialist-In-Training (REHSIT) position in the generalist division, which was vacated a couple months. They requested hiring Brittany Cherry at \$24.00/hourly. If approved, Brittany will begin with the agency on December 29, 2025. Dr. Sosnowski motioned to approve the request to hire Ms. Cherry and Ms. Boyd seconded his motion. 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

**Funds Encumbered for eMD's Ambient AI** (motion #147-2025)

Several nursing division staff members sat through a demonstration of eMDs related to an AI feature that the providers have decided would be beneficial to their appointments. Dr. Koles stated that she was very impressed with the features of the program. There were still a few unanswered questions, so given that there is a significant price break if the health district moves to add the feature prior to the end of the year, the Board decided to approve the funds and give Mr. Balster the authority to make a decision once additional information is received, and move forward by the end of the year. The first-year total would be \$6,000 with a \$500 monthly recurring fee. Ms. Boyd motioned to encumber the first-year fee and give the authority to the Health Commissioner to make the decision to move forward with the purchase. Dr. Sosnowski seconded the motion, and the following is the response of the roll call vote:

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

**Medical Director Report**

Dr. Koles reported the nursing division is getting close to shifting work locations to provide for a smoother flow. She is hopeful of beginning a 3 month trial in January with new flow.

Dr. Koles reviewed with the BOH the charges, payments received, and adjustments made for 2025. Charlena stated there is \$59K total in carryover.

Dr. Brown is a physician who has shown interest in working a couple ½ days a week at the health district. Dr. Koles talked with him briefly and he will call her back at some point to further plan.

**Executive Session** (motion #148-2025)

At 7:00 pm, Mr. Brigano made a motion to enter Executive Session pursuant to Ohio Revised Code Section 121.22 (G)(1) to investigate a complaint against public employees. Mrs. Zajo seconded the motion, and 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

**Return to Regular Session** (motion #149-2025)

At 7:30 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. 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

**Other Business:**

Mr. Balster informed BOH members that Emergency Response Coordinator, Jenny McCoy, has expressed interest in offering xylazine test strips in the existing harm reduction vending machine. There is no cost involved. Board members were just informed and given the opportunity to voice concern. No one had issues and they believe it will be good.

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 7:33 pm.

  
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Stephen Barr, Ph.D  
President

  
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Chris Balster, MPH, REHS  
Secretary