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**Minutes of  
January 20, 2026  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday January 20, 2026 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. Nicole Ditmer, Mr. Dominic Brigano, Dr. Todd Lewis, Mrs. Traci Gabbard, and Ms. Holly Boyd were present at roll call. (Dr. James Sosnowski and Mrs. Terri Zajo were absent)

**Others Present:**

Staff present included: Chris Balster, 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 Jenny McCoy, Emergency Preparedness Coordinator

**Board of Health Educational Session: SWOT Analysis – Presented by Jenny McCoy,  
Emergency Preparedness Coordinator (6:00- 6:30)**

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. It is a strategic planning tool that helps to assess the internal (Strengths, Weaknesses) and external (Opportunities, Threats) factors of an organization. Warren County Health District staff have already completed a SWOT analysis that included additional requests and recommendations the employee would like to be considered. This evening BOH members were able to share their thoughts about what the agency is doing well, what could be better, etc. The information collected will help our leaders plan in terms of a Strategic Plan and Workforce Development to improve the work we do here at WCID. Dr. Barr asked Tammy to organize meetings for the BOH's Personnel Committee to look at the staff recommendations for benefits and for the BOH's Long Range Planning Committee to look at the staff recommendations for training and administrative items.

**Board of Health Minutes Approved (motion #1-2026)**

Ms. Boyd motioned to approve the December 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; Dr. Barr – aye;  
Mr. Staten – aye; Mrs. Ditmer – aye; Mr. Brigano - aye

**Training Sessions #1-2026 through #7-2026 Approved (motion #2-2026)**

Training Sessions #1 through #7 for 2026 were presented to the Board of Health for approval. Mr. Brigano motioned to approve the training requests and Ms. Boyd followed with a second to his motion. The following is the result of a roll call vote:

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

**Accounting Resolutions #12-2025 and #1-2026 (motion #3-2026)**

Accounting Resolution #12-2025 was presented to Board members for supplemental appropriations to the following General funds accounts: #99164100-5102 (Salaries); #99164100-

5811 (PERS); #99164100-5871 (Medicare); #99164100-5820 (Health & Life Insurance); #99164100-5400 (Purchased Services); #99164100-5317 (Non Capital Purchases); #99164100-5210 (Materials and Supplies); #99164100-5430 (Utilities); #99164100-5850 (Training & Education); #99164100-5855 (Clothing & Personal Equipment); #99164100-5910 (Other Expense). See Resolution for full explanation. Accounting Resolution #1-2026 was also presented for supplemental appropriations from the following Sewage Program funds #99164100-5102 (Salaries); #99164100-5811 (PERS); #99164100-5871 (Medicare); #99164100-5820 (Health & Life Insurance); #99164100-5317 (Non Capital Purchases); #99164100-5210 (Materials & Supplies); #99164100-5430 (Utilities); #99164100-5922 (Taxable Meal Fringe); #99164100-5421 (Rent), and to the following Workforce Grant funds #99614110-5102 (Salaries); #99614110-5811 (PERS); #99614110-5871 (Medicare); #99614110-5820 (Health & Life Insurance), and to the following Get Vaccinated Ohio Grant funds #99614113-5102 (Salaries); #99614113-5811 (PERS); #99614113-5871 (Medicare); and #99614113-5820 (Health & Life Insurance). See Resolution for full explanation. Mr. Staten motioned to approve Accounting Resolution #12-2025 and Accounting Resolution #1-2026, as presented, and Ms. Boyd provided a second. The following is the response to a roll call vote:

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

**Amended Certificate #1-2026 Approved** (motion #4-2026)

Amended Certificate #1-2026 requesting an Amended Certificate to accounts #9961-42940 (FED Workforce Grant); #9961-42930 (FED Get Vaccinated Ohio); #9961-42533 (Reproductive Health & Wellness); and #9961-42534 (FED Women’s Infant Child Grant. See Certificate for full explanation. Mr. Brigano motioned to approve Amended Certificate #1-2026 and Ms. Boyd followed with a second. The following is the result of a roll call vote:

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

**January 2026 Expense List Approved** (motion #5-2026)

Mr. Brigano made a motion to approve the January 2026 Expense List, as presented. Ms. Boyd provided a second to the motion and the following is the result of a roll call vote:

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

**Year Ending 2025 Financial Statement Reviewed**

Board members received the 2025 year ending statement to review. Dr. Barr asked Mrs. McKinney if we ended the year better than we anticipated, and she answered yes. She told them she will work on another ten-year projected budget to share with them soon.

**Administrative Report**

At this time (6:33 pm) Dr. Barr turned the meeting over to Mr. Balster for the Administrative Office Report

**Section 5.12 Mileage Reimbursement Updated**

Mr. Balster reported to the Board of Health that Section 5.12 of the Personnel Policy will be

updated to reflect the new Federal rate of .725 cents per mile for mileage reimbursement. A motion is not necessary, as the intent of the BOH for this policy is for administration to update it each January, or more often if necessary to match the Federal rate.

**Water Pollution Control Loan Funding (WPCLF) Project at 9703 Morrow Woodville Road Bid Selected** (motion #6-2026)

Bids were received for a WPCLF project at 9703 Morrow Woodville Road. Kent Ward was awarded the job minus soil/electric permit. Ms. Thornton explained to Board members that current weather conditions are not favorable for soil work to be completed now, therefore, that aspect of the project will be bid out later in the Spring once things dry out.

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

**Medical Director Report**

At this time (6:40 pm) Dr. Barr invited the Medical Director to share her report with the Board

Dr. Koles reported to Board members that after a recent CDC recommendation to decrease the number of vaccines given to children, she provided the WCHD staff with the following instruction: “Continue to provide all vaccines on the same time schedule as we have for decades. If a parent voluntarily declines a vaccine for their child, so be it. But we will not be party to recommending the declination unless specific medical concerns regarding the child warrant the declination. Parents can be advised that all insurance companies will cover any vaccine administered in 2026, and hopefully onward”. She also let the the staff and the Board know that ODH and Local Health Departments do not have to abide by this recommendation from the CDC.

Dr. Koles told Board members that the nursing division will begin moving workspaces tomorrow; they are hoping by moving some offices it will improve clinical flow. Clients will now check in at the front office and check out will now be in room 128. There are additional office locations moving, but the above is the biggest change.

**Other Business:**

Board members were provided with an update regarding the property owner who attended the previous month’s meeting to speak to the Board of Health about work performed on her septic system and that she felt the health district did not do enough to help her with her situation in which the installer she hired did not complete certain aspects properly. After a consultation with Adam Nice of the Prosecutors office; a letter was provided to her attorney stating that her issues (homeowner) are between her and the installer. Dr. Barr added that as a Board of Health, they have limited compacity and Tara has already restricted the installer from pulling any further permits.

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 7:01 pm

  
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Stephen Barr, Ph.D  
President

  
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Chris Balster, MPH, REHS  
Secretary