

**Minutes of  
February 17, 2026  
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday February 17, 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, Mr. Dominic Brigano, Dr. Todd Lewis, Mrs. Traci Gabbard, Ms. Holly Boyd, Dr. James Sosnowski, and Mrs. Terri Zajo were present at roll call. (Mrs. Nicole Ditmer was absent)

**Others Present:**

Staff present included: Chris Balster, Health Commissioner; Tammy Cranmer, Administrative Officer; Dianna Glenn, Director of Nursing; and Tara Thornton, Director of Environmental Health. The following Cincinnati State Nursing Students also attended: Demelash Hailemariam, Elsabet Desalegn, Ametbal Gedefaw, Patricio Umalomunigu, Sarah Mukendi, and Lillian Hall

**Board of Health Minutes Approved** (motion #7-2026)

Mr. Brigano motioned to approve the January 2026 minutes, as written, and Ms. Zajo provided a second. The following is the result of a roll call vote:

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

**Training Sessions #8-2026 Approved** (motion #8-2026)

Training Session #8-2026 was presented to the Board of Health for approval. Mr. Brigano motioned to approve the training request and Ms. Boyd followed with a second to 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; Dr. Lewis – aye

**February 2026 Expense List Approved** (motion #9-2026)

Mr. Brigano made a motion to approve the February 2026 Expense List, as presented. Ms. Boyd provided a second to the 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; Dr. Lewis – aye; Mrs. Gabbard – aye

**Financial Statement & Forecasted Budget Reviewed**

Board members had no questions regarding the month ending January 2026 Finance Statement. In 2024, Mrs. McKinney presented the Board with a ten-year budget forecast through 2033. She updated that forecast budget to reflect the efforts that have been made to reduce expenses and increase revenue. While Board members were happy to see the outlook improved, they acknowledged there is still a lot of room for improvement. Mr. Balster added that when forecasting a budget, usually estimates are projected at the higher end than what actual cost will be.

### **Administrative Report**

Dr. Barr turned the meeting over to Mr. Balster for the Administrative Office Report

### **2027 Revenue and Expense Budget Approved** (motion #10-2026)

Mrs. McKinney created a budget for fiscal year 2027 with input from the administrative staff. The proposed budget was based on previous years' expenses and revenue as well as expected changes to upcoming grant cycles, permit trends, and other factors. Mr. Balster explained that after the Board reviews and approves the budget it will go before the District Advisory Council (DAC) at their March meeting for approval, and then to the Warren County Budget Commission for final approval. Mr. Brigano motioned to accept the proposed 2027 Budget as presented, and Mr. Staten provided a second to his motion. 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; Dr. Lewis – aye; Mrs. Gabbard – aye; Dr. Sosnowski – aye

### **Agency Training Day** (motion #11-2026)

Mr. Balster informed Board members that in effort to establish a more routine agency-wide training program, the leadership team has reserved the Commissioners' meeting room for Friday, March 6, 2026 to provide an all-staff training day to cover pertinent topics that will include: Cyber Security and Harassment trainings with speakers provided by our liability insurance agency; Situational Awareness and De-escalation Training provided by the Sheriff's office; HIPAA refresher likely a webinar; and a POD training provided by Jenny McCoy, Emergency Preparedness/ Accreditation Coordinator. The hope is that training days or half-days will become regular occurrences, allowing all staff to receive training on key or emerging topics that will enhance their ability to serve the public and provide them with a chance to interact more with co-workers they do not normally see on a routine basis. For this meeting, he asked the Board for permission to utilize general fund dollars to cover the cost of refreshments/box lunches for the staff for this educational/training day. Dr. Sosnowski motioned to approve the request to provide lunches/refreshments for the training, and Ms. Boyd provided a second. The following is the response of a roll call vote:

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

### **Medical Director Report**

Dr. Koles was unable to be in attendance this evening, but she did provide her report for Board members in their packets. In it she notified them that Dr. Brown will start observing in the clinics in a couple of months. She had notified the Board previously that Dr. Brown had contacted her and is interested in working in Public Health. They decided allowing him to observe working clinics, rather than hiring him at this time, would be good. Board members think this is a good idea.

### **Other Business:**

Tara provided an update on the Environmental Health Division. She reported that field staff are busy right now finishing up inspections to meet deadline and office staff are very busy w/food license renewals and working through some headaches with new software.

Dianna provided an update on the Nursing Division: She said the Mobile unit will hit the road early March and they are continuing to add locations. They also will be applying for the Get Vaccinated Ohio Grant this year.

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 6:25 pm



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Stephen Barr, Ph.D  
President



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Chris Balster, MPH, REHS  
Secretary